

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX

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

AGENDA

MAY 2, 2013

5:30 P.M.

Invocation (Commissioner Stephen E. Bailey)

Pledge to U.S. Flag

Staff Agenda Addition/Deletions

Adoption of Agenda

Public Comments

Brian Kepner, County Planner

**FINAL PLAT PLAN FOR A PLANNED RURAL RESIDENTIAL
DEVELOPMENT (PRRD)**

- (1) Z 0458 – Oaks of Lake City – Phase 2 – Subrandy Limited
Partnership Developer – 23 Lots Ranging in Size from 4.5
acres to 1 acre – District 5 – Commissioner Frisina**

Jordan Green & Bill Henderson: Florida Department of Transportation

- (1) County Transportation Priorities**

Marlin Feagle, County Attorney

PUBLIC HEARING:

- (1) Alcohol Beverage Ordinance No. 2013-7 Regulating the Hours of Sale
of Liquor and other Alcoholic Beverages**

STAFF MATTERS:

HONORABLE STEPHEN E. BAILEY, CHAIRMAN

- (1) **Consent Agenda**

DISCUSSION AND ACTION ITEMS:

- (1) **Group Health Insurance**
- (2) **New Position – Terminal Agency Coordinator (TAC)**
- (3) **Requesting Board Approval – RFP for 2013 Road Improvement Loan Financing**
- (4) **Community Center Standard Management Operating Procedures & Resolution No. 2013R- 15 Appointing Board of Directors**

***** PUBLIC COMMENTS**

COMMISSIONERS COMMENTS

ADJOURNMENT

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: 24 April 2013

Meeting Date: 2 May 2013

Name: BRIAN KEPNER

Department: Building + Zoning

1. Nature and purpose of agenda item: Final plat plan of Oaks of Lake City, Phase 2, Planned Rural Residential Development (PRRD) Requires Commissioners Approval only and no ordinance is required

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 Manager Only:

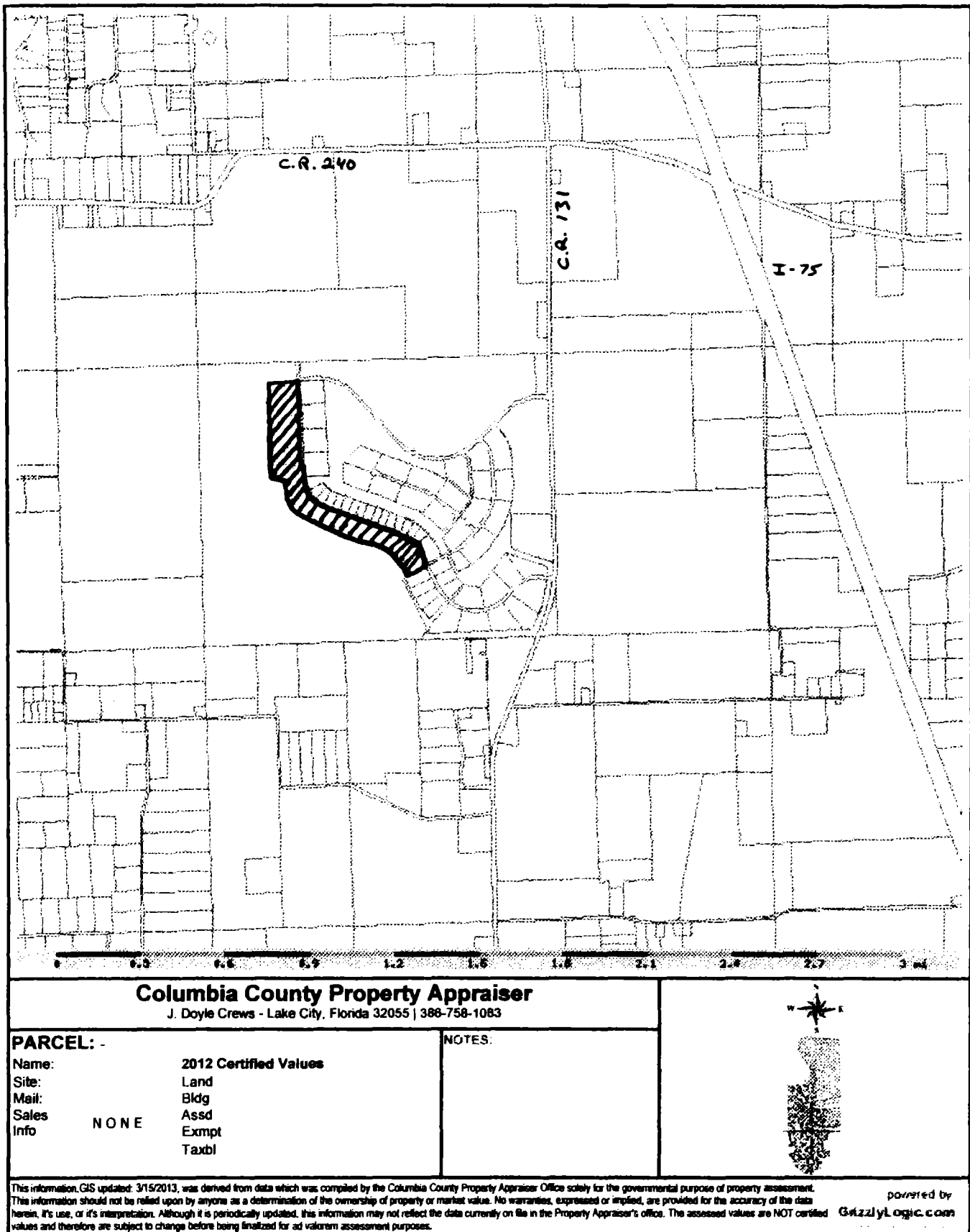
☐ Consent Item ☐ Discussion Item

MAY 2, 2013
BOARD OF COUNTY COMMISSIONERS MEETING
BUILDING AND ZONING DEPARTMENT
AGENDA ITEM

Brian Kepner – County Planner

FINAL PLAT PLAN for a PLANNED RURAL RESIDENTIAL DEVELOPMENT (PRRD):

Z 0458 – Oaks of Lake City, Phase2, Subrandy Limited Partnership Developer. 23 lots ranging in size from 4.5 acres to 1 acre. District 5, Commissioner Frisina



COLUMBIA COUNTY, FLORIDA
ORDINANCE NO. ~~2004-~~2013- 7

AN ORDINANCE AMENDING AND RESTATING COLUMBIA COUNTY ORDINANCE NO. 2004-26 REGULATING THE HOURS OF SALE OF LIQUOR AND OTHER ALCOHOLIC BEVERAGES IN THE UNINCORPORATED AREAS OF COLUMBIA COUNTY, FLORIDA, AND PROHIBITING PERSONS UNDER 21 YEARS OF AGE FROM ENTERING OR REMAINING ON THE PREMISES OF CERTAIN BUSINESSES LICENSED TO SELL AND CONSUME ALCOHOLIC BEVERAGES ON THE PREMISES, INCLUDING CERTAIN EMPLOYEES; PROVIDING LEGISLATIVE FINDINGS; RECITING AUTHORITY; PROVIDING DEFINITIONS; PROVIDING HOURS OF SALE FOR WEEKDAYS; PROVIDING HOURS OF SALE FOR SUNDAYS; PROVIDING SPECIAL HOURS OF SALE ON DECEMBER 31 WHEN THAT DATE IS A SUNDAY; PROVIDING PATRONAGE AND EMPLOYMENT AGE RESTRICTIONS; REPEALING ORDINANCE NO. 82-~~12004-26~~, AS AMENDED, AND CONFLICTING ORDINANCE; PROVIDING FOR INCLUSION IN THE COUNTY CODE OF ORDINANCES; PROVIDING PENALTIES; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Columbia County Board of County Commissioners finds and determines as a matter of fact that the presence of persons under 21 years of age in alcoholic beverage establishments licensed for consumption on the premises often results in sale, possession or consumption of alcoholic beverages by persons under 21 years of age in alcoholic beverage establishments; and

WHEREAS, it is extremely difficult for law enforcement agencies to enforce the alcoholic beverage laws of the State of Florida regarding the prohibition of sale, possession, or consumption of alcoholic beverages by persons under 21 years of age when such persons are allowed to enter or remain in alcoholic beverage establishments licensed for consumption on the premises within Columbia County, Florida; and

WHEREAS, the Columbia County Board of County Commissioners hereby asserts that the following purposes set forth herein are matters of legitimate, substantial and compelling government interests, and that the passage of this Ordinance is the minimum regulation and restriction upon personal rights and individual interests necessary to protect the interest of government while balancing private and personal interests:

- A. To protect juveniles and adults between the ages of 18 and 21 years old from the illegal sale, possession or consumption of alcoholic beverages;

B. To protect juveniles and adults between the ages of 18 and 21 years old from the violent criminal activity associated with alcoholic beverage establishments licensed for consumption on the premises; and

C. To reduce the amount of criminal activity, including but not limited to sexual crimes and difficulties presented law enforcement officers in enforcing the laws of this County and of the State resulting from juveniles and young adults between the ages of 18 and 21 years of age to be permitted to enter or remain in certain alcoholic beverage establishments.

D. To promote and protect the general health, safety and welfare of the public.

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

Section 1. AUTHORITY: This ordinance is enacted pursuant to the statutory police powers of Columbia County to establish and enforce laws that are necessary for the protection of the public, and further under authority of the provisions of Sections 562.14 and 562.45(2), Florida Statutes, 2004~~12~~. This Ordinance shall apply to all of the unincorporated areas of Columbia County, Florida.

Section 2. NAME: This Ordinance shall be known as the Columbia County Alcoholic Beverages Ordinance.

Section 3. DEFINITIONS: As used herein, the following terms shall have the following meanings:

a. "Liquor" - Any beverage containing ethyl alcohol, also known as ethanol, in excess of 14% by volume.

b. "Alcoholic beverage" - Distilled spirits and all beverages containing one half of 1% or more alcohol by volume.

c. "Division" - The Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation.

d. "Alcoholic beverage establishment" - Any place holding a license under the Division for the sale, consumption, or service of alcoholic beverages.

e. "Restaurant" - A restaurant is an establishment where meals or prepared food, including beverages and confections, are served to customers for consumption on or off the premises; an establishment engaged primarily in the service of food and non-

alcoholic beverages, where the sale or service of alcoholic beverages is incidental to the sale and service of food and non-alcoholic beverages. The restaurant must have full kitchen facilities and food preparation staff capable of preparing and serving full course meals during all hours of operation. A restaurant must have the appropriate license issued by the State as well as all County permits required by law, and must meet all local zoning requirements for a restaurant. Restaurant includes cafes, coffee shops, donut shops, delicatessens, cafeterias, and other establishments of a similar nature.

Section 4. HOURS OF SALE: MONDAY THROUGH SATURDAY: Liquor and other alcoholic beverages may be sold, consumed or served, or permitted to be sold, consumed or served in any alcoholic beverage establishment on Monday through Saturday of each day of the week only between the hours of 7:00 a.m. of each day and ~~12:00~~ 2:00 a.m. of the succeeding day.

Section 5. HOURS OF SALE ON SUNDAY: After ~~12:00~~ 2:00 a.m. on Sundays, no liquor shall be sold, consumed, served or permitted to be sold, consumed or served in any alcoholic beverage establishment. The serving, consumption or sale of other alcoholic beverages on Sunday in any alcoholic beverage establishment shall be permitted only between the hours of 7:00 a.m. and 12:00 midnight.

Section 6. HOURS OF SALE RELATED TO DECEMBER 31: Notwithstanding the provisions of Section 5 of this ordinance, in the event December 31 of any year falls on a Sunday, all alcoholic beverages may be sold, consumed or served or permitted to be sold, consumed or served on that Sunday in any alcoholic beverage establishment between the hours of 5:00 p.m. and ~~12:00 o'clock midnight~~ 2:00 a.m. the following Monday.

Section 7. PATRONAGE AND EMPLOYMENT AGE RESTRICTIONS: It shall be unlawful for persons under the age of 21 years to enter or remain in any alcoholic beverage establishment licensed for consumption on the premises or allowing consumption on the premises, including persons employed by such alcoholic beverage establishment, or to be permitted to do so by owners, managers, employees or independent contractors of such alcoholic beverage establishments licensed for consumption on the premises, except as hereinafter provided. The restriction shall not apply to:

(1) A restaurant which does not use more than 20% of the floor area of such establishment to the preparation and service of alcoholic beverages and which derives at least 51% of its gross revenue from the sale of food and non-alcoholic beverages; and

(2) Members of the military or Armed Forces with proper military identification to show that they are currently on active duty with a branch of the United States military; and

(3) Persons under the age of 21 years employed in hotels where such employees are engaged in work apart from the portion of the hotel property where alcoholic beverages are offered for sale for consumption on the premises; and

(4) Persons under the age of 21 years employed in bowling alleys in which alcoholic beverages are sold or consumed, so long as such persons do not participate in the sale, preparation or service of such alcoholic beverages; and

(5) Members of various county, municipal, state and federal law enforcement officers, together with fire, medical and other emergency or life saving persons or essential services personnel acting within the scope of their employment; and

(6) Persons present in the alcoholic beverage establishment when all alcoholic beverages previously served to customers are consumed, removed from customer access, and otherwise discarded and the establishment's entire inventory of alcoholic beverages is properly secured from public access; provided the sale, service or consumption of such alcoholic beverages may not resume until all persons under the age of 21 years have vacated the premises. This exception shall not apply or may be construed to permit the alcoholic beverage establishment to be used as a rave or dance hall as provided by Columbia County Ordinances.

Section 8. REPEAL: Ordinance No. 82-1, as amended, is and all Columbia County Ordinances in conflict with any provision of this Ordinance are hereby repealed to the extent of conflict.

Section 9. PENALTIES:

a. Any person who shall violate the provisions of this ordinance shall be guilty of a misdemeanor and shall be prosecuted in the name of the State in a court having jurisdiction of misdemeanors by the prosecuting attorney thereof, and upon conviction shall be punished by a fine not to exceed \$500.00, or by imprisonment in the county jail not to exceed 60 days, or both such fine and imprisonment.

b. Judgment of the Court imposing any fine and cost of prosecution shall contain provision for a period of imprisonment in default of payment of the same. The payment of fines and costs of prosecution may also be enforced summarily against the property of the delinquent person or persons to the extent permitted by law.

c. Any condition caused or permitted to exist in violation of any of the provisions of this Ordinance shall be deemed a public nuisance and shall be subject to abatement by the County, including injunctive relief. Each day that such condition continues shall be regarded as a new and separate offense.

Section 10. SEVERABILITY: It is declared to be the intent of the Board of County Commissioners of Columbia County, Florida, that if any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional in any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holdings shall not affect the validity of the remaining portion hereof.

Section 11. INCLUSION IN THE COLUMBIA COUNTY CODE OF ORDINANCES: The provisions of this Ordinance shall become and be made a part of the Columbia County Code of Ordinances. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "Section," "Article," or other appropriate word.

Section 142. EFFECTIVE DATE: A certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners, and shall take effect upon its filing with the Department of State as provided by law.

PASSED AND ADOPTED in regular session this _____ day of _____, 200413.

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

By: _____
Stephen E. Bailey, Chairman

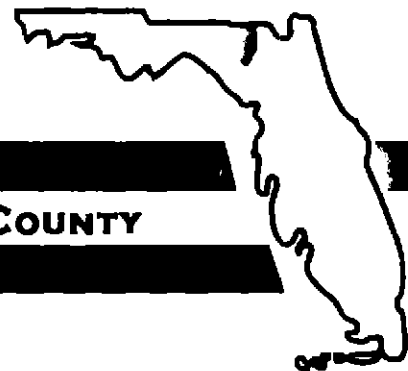
Approved as to form:

ATTEST: _____
P. DeWitt Cason, Clerk of Court

Marlin M. Feagle
County Attorney

(SEAL)

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: Board of County Commissioners
FROM: Lisa K.B. Roberts, Administrative Manager
DATE: April 22, 2013
SUBJECT: Group Health Insurance

The Board of County Commissioners and related Constitutional Officers sponsor a group health insurance plan available to all active full-time employees and their eligible dependents. The plan is fully insured and is underwritten by BlueCross BlueShield of Florida, Inc. There are currently 407 employees participating in the plan with 322 additional dependents, for a total of 729 insured.

Each year, the plan is evaluated by both the County and BCBS to determine whether the package of plans offered is suitable for the group. Many factors are considered, such as the group's claims experience, the level of benefits offered, and the cost of the plans to both the County and the employees. The County's current funding for the plan covers 100% of the cost of employee only coverage for the Blue Options HSA Compatible Plan. Employees who choose a different plan option and/or add dependents to the plan pay the additional cost through pre-tax payroll deductions.

During last year's renewal the Board approved the recommendation of the Insurance Committee to renew the existing plans with the Board and the employees evenly sharing the rate increase. At that time, the Board indicated their intent to issue a Request for Proposals (RFP) for the Group Health Plan year beginning Oct. 2013.

Columbia County has been able to negotiate favorably with BCBS based on the long term relationship the County has maintained with BCBS; therefore, maintaining a lower annual rate increase. The County last issued an RFP for group health insurance in 2008; BCBS was the low cost provider and maintained a more extensive network of physicians for employee access.

The County has entered into a Pro-Share Agreement with BCBS that will reward the county with any excess underwriting gains should the group's claims experience be more favorable than projected. This is essentially a form of profit sharing and is calculated annually after the end of each plan year. The Agreement provides for a potential refund of 50% of the profit BCBS earns on the group over a two (2) year period. Should the county cancel the Agreement prior to January 31, 2014, no excess premium will be returned to the county. If the county issues a bid at any time after the Agreement has been signed and prior to termination date, no excess premium will be returned to the county. Based on the long term relationship with BCBS, the County received \$75,000 from BCBS for Wellness initiatives as part of the Pro-Share agreement.

Finally, the health care reform law (Affordable Care Act) imposes a massive new sales tax on health insurance which will increase the cost of coverage. The tax is on prescription drugs and medical devices and will begin at \$8 billion in 2014 and rising to \$14.3 billion in 2018, increasing annually thereafter based on premium growth. The Affordable Care Act is estimated to increase Columbia County's annual premium for next year by 2-3% to cover the cost of increased sales tax on health insurance. It is unknown at this time how the implementation of the Affordable Care Act will overall affect standard medical trends when proposals are requested. Staff is expecting an 8-10% increase in group health premiums for next fiscal year.

During the Board's workshop held on Tuesday, April 9, 2013, it was requested this issue be placed on the agenda of the Commission for discussion as to whether they wish to remain with the previous decision from last year to pursue issuance of an RFP for group health insurance.

XC: Dale Williams, County Manager
Group Health Insurance File
Outgoing Correspondence

		CCBOCC	CCSB	City of LC	SCBOCC	State of FL
Number of Plans		3	6	3	3	3
Range of Deductibles		\$1,000 - \$1,500	\$500 - \$2,500	\$250 - \$2,500	\$0 - \$1,250	\$0 - \$1,250
Range of Out-of-Pocket Maximums		\$3,000 - \$5,000	\$2,500 - \$5,000	\$2,500 - \$5,000	\$3,000 - \$5,000	\$1,500 - \$3,000
Co-Pays		\$20, \$25 or N/A	\$15, \$25 or N/A	\$10, \$20 or N/A	\$15, \$20 or N/A	\$15, \$20 or N/A
Rx Benefit		\$15 / \$30 / \$50 or CYD	\$15 / \$30 / \$50 or CYD	\$10 / \$30 / \$50 or CYD	\$15 / \$30 / \$50 or CYD	\$7 / \$30 / \$50 or CYD
Contribution (Annual)		\$5,439	\$5,500	\$4,689 - \$12,168	\$7,896	\$6,453 - \$13,790
Employee Contribution (Annual)	Emp	\$0 - \$1,199	\$0 - \$2,440	\$1,009 - \$1,927	\$0	\$180 - \$600
	E/S	N/A	\$3,620 - \$8,300	\$2,201 - \$4,203	\$4,062 - \$8,645	N/A
	E/C	N/A	\$3,240 - \$6,860	\$1,343 - \$2,639	\$2,442 - \$7,110	N/A
	Fam	\$3,933 - \$6,576	\$5,800 - \$11,300	\$2,640 - \$5,020	\$9,380 - \$17,572	\$772 - \$2,160
Monthly Rates	Emp	\$431 - \$553	\$468 - \$694	\$475 - \$551	\$469 - \$673	\$553 - \$588
	E/S	N/A	\$910 - \$1,351	\$1,036 - \$1,203	\$1,027 - \$1,394	N/A
	E/C	N/A	\$813 - \$1,207	\$665 - \$773	\$842 - \$1,266	N/A
	Fam	\$781 - \$1,001	\$1,256 - \$1,864	\$1,234 - \$1,432	\$1,420 - \$2,138	\$1,213 - \$1,329

Columbia County Board of County Commissioners

Affordable Care Act Cost Impact

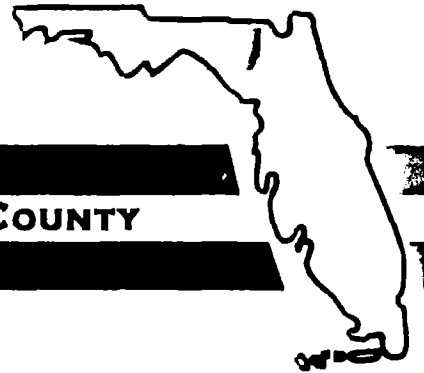
Assumptions:

1. Rates increase at an annual rate equivalent to Medical Trend, which is approximately 8-10% per year. We will assume 8%.
2. Consensus among insurance carriers is that fees and assessments (Health Insurer Fee, PCORI Fee, Transitional Reinsurance, etc) will add 2-3% to cost of insurance. We will assume 2.5%

	2013	2014	2015	2016	2017
Projected Annual Premium 8% Annual Increase	\$3,500,000	\$3,780,000	\$4,082,400	\$4,408,992	\$4,761,711
2.5% Fees re: ACA	\$87,500	\$94,500	\$102,060	\$110,225	\$119,043

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



April 12, 2013

M E M O

TO: Board of County Commissioners
FR: Dale Williams, County Manager *[Signature]*
RE: New Position – Terminal Agency Coordinator (TAC)

The attached "Agenda Item Request Form" was received for the April 18, 2013 agenda. In lieu of placing the item on the agenda I felt it best to forward it to you for review and comment with David Kraus, Safety Manager and Thomas Brazil, 9-1-1 Director. While the position would be funded through the current 9-1-1 operating budget for the remainder of this year; the position would require full funding for FY13-14. I believe the position is warranted; however, more explanation is needed than could be afforded during a Board meeting. I encourage you to contact David and /or Thomas with any questions or concerns. I will schedule the request on the May 2, 2013 agenda.

DW/cnb

XC: David Kraus, Safety Manager
Thomas Brazil, 9-1-1 Director
May 2, 2013 Agenda

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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Today's Date: 4/10/13

Meeting Date: 4/18/13

Name: David Kraus, Safety Manager

Department: 911 Combined Communications

1. Nature and purpose of agenda item: To approve and fund a Terminal Agency Coordinator (TAC) position to manage FDLE NCIC/FCIC compliance. Position will be funded in FY2013 by savings in the Personal Services accounts generated by vacancies.

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 Manager Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: March 25, 2013

RE: Terminal Agency Coordinator (TAC) Position

As part of the operating the FCIC/NCIC and NLETS systems, FDLE requires compliance with numerous policies and procedures. Currently, the County places this responsibility on one of the 911 Public Safety Telecommunicator Supervisors, who must also simultaneously supervise their shift, shift employee training and operate as a Telecommunicator. This new position is required for FDLE compliance. A TAC position is needed to certify all Telecommunicators on the operation of the FCIC terminals, audit all data entry by the Telecommunicators on the FCIC systems, and to prevent any misuse of criminal records information in accordance with FDLE standards.

This position is unfunded. We recommended that the TAC position be placed just above Shift Supervisor at pay grade 115, or \$30,680. Total budget impact would approximate \$43,000 per year. Currently the Department has expended \$448,211 of the \$885,661 budgeted for Salaries with 11 pay periods or 42% remaining in the fiscal year. Based on current payroll, the Department will generate enough savings from vacant positions (budgeted in Personal Services) to cover the \$20,000 needed to fund the TAC position for the remainder of the 2013 fiscal year.

COMMUNICATION CENTER TERMINAL AGENCY COORDINATOR (TAC)

MAJOR FUNCTION:

This is a highly responsible administrative position that must be highly knowledgeable of FCIC/NCIC/NLETS policies and procedures, function across Agency Division boundaries, serve as liaison between the Columbia County Combined Communications Department, the Sheriff's Office and FCIC in matters involving FCIC, NCIC and NLETS systems, administer FCIC certification and recertification testing programs for the Agency and insure security of all Agency Terminals.

ESSENTIAL FUNCTIONS:

- Ensures all persons who operate an FCIC terminal which has access to NCIC or Interstate Identification Index III are certified in accordance with FCIC/NCIC policy and that they renew their certification every two years as required.
- Ensures certification of all in-house trainers of limited access operators in accordance with FCIC policy and that they renew their certification every two years as required.
- Ensures all persons who operate a limited access terminal are certified in accordance with FCIC policy and that operators renew their every two years as required
- Ensures all persons who are certified to operate a limited or full access terminal, within the Organization, are entered into the FCIC data base and that all persons, within the Organization, who are no longer certified to operate an FCIC terminal are deleted from the FCIC database.
- Ensures adherence to the "hit" confirmation policy as established by FCIC and NCIC for in state and out-of-state "hit" confirmations.
- Ensures FCIC, NCIC, and NLETS technical memoranda, newsletters, and manuals are distributed to the appropriate section/personnel and new procedures and capabilities are used when they become available.
- Ensures the Organization's terminals are placed in a secure location, which prohibits unauthorized use or viewing.
- Maintains a secondary dissemination log for criminal history information disseminated outside of the Organization.
- Ensures the Organization's address, phone/fax number and other pertinent information are correct in the NLETS Orion file.
- Attends Regional Working Group (RWG) meetings whenever possible.
- Reviews the Validation package each month validate the injunctions and return the completed validated package to records. Ensure that the validation procedures are completed in accordance with FCIC/NCIC policies.

- Remain alert for conditions or situations that inhibit efficient operations of the Organization, take immediate corrective action, and/or make recommendations for resolutions as appropriate.
- Regularly audits data entry for compliance with FCIC/NCIC policies
- Supervise the assistant TAC and give direction and guidance to the other personnel to ensure compliance with all rules and guidelines set forth by FDLE.

NON-ESSENTIAL FUNCTIONS:

Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load

TRAINING AND EXPERIENCE:

High school diploma or general education degree; completion of training requirements for the position of Telecommunicator, with five years experience as a Telecommunicator in the Columbia County Communications Center, or related field experience, or an equivalent combination of education and experience. This position requires FDLE FDLE/FCIC Local Agency Instructor Certification.

CERTIFICATIONS:

Must maintain FDLE/FCIC Local Agency Instructor Certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with tens and one hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.
- Ability to maintain composure in stressful situations and to remain calm during emergencies.
- Ability to multi-task in a fast paced environment.
- Knowledge of geographical features of Columbia County and landmarks, location and responsibilities of County and State agencies, and the ability to maintain records.
- Knowledge of fire rescue procedures and equipment.
- Ability to type 25 words per minute.
- Requires strong hearing skills.
- Requires strong verbal communications skills.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- This employee will be required to operate a computer, two-way radio, telephone, telephone/radio recorder, headset, pager, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:

While performing the duties of this job, the employee will occasionally be required to lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. Special vision requirement for this position is close vision.

Work is performed in an enclosed area with background noise from radios, telephones, teletype machines and other equipment. Shift work is required, including nights, weekends and holidays. Required to work overtime when necessary, sometimes on short notice. Subject to possible verbal abuse from callers and frequent exposure to traumatic situations.

PROFESSIONAL LICENSE:

Possession of a valid Florida Driver License.

Pay grade: 115

BOCC Approved: 04/02/13

BOARD OF COUNTY COMMISSIONERS ● COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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Today's Date: 4/16/2013 Meeting Date: 5/2/2013

Name: Dale Williams Department: County Manager

1. Nature and purpose of agenda item: Request Board approval of attached request for proposal.

The RFP is for a bank loan needed for the completion of Bascom Norris. The loan amount will be
amended to include construction from US 90 to Lowes, which is not part of the original budget.

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: _____

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Account: _____	Account: _____	\$ _____

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

BUDGET

CONNECTOR ROAD PROJECT FUND

For the Year Ending September 30, 2013

	<u>2011-12</u>	<u>2012-13</u>
	<u>Final</u>	<u>Final</u>
	<u>Budget</u>	<u>Budget</u>
REVENUES		
State grants		
County Incentive Grant	\$ 1,000,000	\$ -
Interest earnings	8,000	8,000
	<u>1,008,000</u>	<u>8,000</u>
Less 5% of revenues	(50,400)	(400)
Total revenues	<u>957,600</u>	<u>7,600</u>
Other revenues loan proceeds	3,770,000	4,470,000
Estimated beginning cash	6,000,000	4,000,000
TOTAL REVENUES AND BALANCES	<u><u>\$ 10,727,600</u></u>	<u><u>\$ 8,477,600</u></u>
APPROPRIATIONS		
Connector Road Project:		
Project supervision:		
General fund administration	\$ 20,000	\$ 20,000
	<u>20,000</u>	<u>20,000</u>
Connector Road Project:		
Purchase of rights of way	2,700,000	500,000
Design engineering	1,000,000	950,000
Road construction	7,000,000	7,000,000
Total appropriations	<u>10,700,000</u>	<u>8,450,000</u>
RESERVES		
Contingency	7,600	7,600
TOTAL APPROPRIATIONS AND RESERVES	<u><u>\$ 10,727,600</u></u>	<u><u>\$ 8,477,600</u></u>

**COLUMBIA COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
2013 ROAD IMPROVEMENT LOAN FINANCING PROPOSAL INFORMATION**

INTRODUCTION

The Columbia County Board of County Commissioners is soliciting competitive proposals for financing of its on-going road improvement projects. These funds will be utilized to pay for new road construction projects. The Board has allocated sufficient amounts of its Two Cents Local Option Fuel Tax to repay this debt. Repayment will be made over seven years with scheduled equal quarterly principal and interest payments.

FINANCING BACKGROUND

ROAD IMPROVEMENT COMPONENT

The County wishes to secure approximately \$4,470,000 in new funds to be used in its countywide road resurfacing program. The majority of these funds will be utilized for the completion of the Bascom Norris Connector Road project. During the last several years the County has begun a program to improve and resurface roads in its connector road system. To the greatest extent possible, the County has utilized State grant funds under the Small County Road Assistance Program (SCRAP) and the Small County Outreach Program (SCOP).

Required matching funds and project costs not funded under these grant awards have created a need for these local funds. Based upon current projections the following funds are needed to complete the current County road resurfacing program:

Bascom Norris - balance \$4,470,000

DESCRIPTION OF PROPOSED DEBT INSTRUMENT

The Board of County Commissioners requires the following characteristics in financing proposals for this requested financing:

1. The proposed debt instrument must provide \$4,470,000 in funds to be utilized by the County to be utilized for new road improvement projects.
2. The loan must be closed and funds must be available in total to the Board by June 30, 2013 and no sooner than June 14, 2013.
3. The Board prefers a fixed interest rate for the duration of the loan. All proposals containing any possible adjustable rate provisions, including future tax law changes, must be fully explained, including example calculations of future or hypothetical rate changes.

4. The term of the financing must be for seven years.
5. The Board prefers equal quarterly principal and interest payments to begin October 1, 2013.
6. Alternate debt service schedules may be offered for equal semi-annually or annual payments so long as the annual debt service is not materially changed from the requested schedule.
7. In all cases, the Board must have the right to earn interest on ear-marked repayment funds between payment periods.
8. No funds other than proceeds of the Board's monthly distribution of the Two Cents Local Option Fuel Tax will be pledged for repayment of this debt. Any portion of this revenue not needed for the periodic loan payments must be available for current use in the operating budget of the Board.

In no case will this financing constitute a general obligation debt of the County: and the County's power to levy ad valorem taxes will not be pledged in any manner for the payment of this proposed debt.

9. All requirements for reserve accounts, compensating balances or other required depository accounts must be fully disclosed in the proposal. Any proposed transaction accounts must be offered within at least the standards of the Board's current accounts, which include access to money-market accounts, no service charges, and provision without cost of checks compatible with the Board's computer system.
10. The Board will not consider any type of "interest rate swap" arrangement for this financing.
11. The loan proposal must contain a provision for early principal reductions or payoff after three years without penalty and issuance of parity debt under generally utilized terms and provisions for similar debt arrangements.

SECURITY FOR AND SOURCE OF REPAYMENT FOR DEBT

The Board of County Commissioners has authorized that this long-term debt will be secured by and payable from the following revenues source.

PLEDGED REVENUE

The pledged revenue for this debt is the Two Cents Local Option Fuel Tax currently levied by the County under its Ordinance 2008-27. This specific tax represents two cents of the One to Six Cents Local Option Fuel Tax authorized by Chapter 206 and Section 336.025(1)(a), Florida Statutes. Ordinance 2008-27 is effective until December 31, 2023. A copy of this Ordinance is included as Attachment A. The County levies the additional four cents under another ordinance.

AUTHORIZED USES

Pursuant to Section 336.026, Florida Statutes, proceeds of this local option gas tax may be used by the County for the following purposes:

1. Public transportation operations and maintenance
2. Roadway and right-of-way maintenance and equipment and structures used primarily for the storage and maintenance of such equipment
3. Roadway and right-of-way drainage
4. Street lighting installation, operation, maintenance, and repair
5. Traffic signs, traffic engineering, signalization, and pavement markings, installation, operation, maintenance, and repair
6. Bridge maintenance and operation
7. Debt service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of roads and sidewalks.

ADMINISTRATIVE PROCEDURES

The One to Six Cent Local Option Fuel Tax is levied by the Board of County Commissioners by Ordinance. The State collects these taxes and the proceeds are distributed by the Department of Revenue according to the distribution factors determined at the local level by interlocal agreement between the County and municipalities within the County's boundaries. If no interlocal agreement has been established, then the distribution is based on the transportation expenditures of each local government for the immediately preceding five (5) fiscal years, as a proportion of the total of such expenditures for the County and all municipalities within the County. These proportions shall be recalculated every ten (10) years based on the transportation expenditures of the immediately preceding five (5) years.

This recalculation shall under no circumstances materially or adversely affect the rights of holders of bonds outstanding on July 1, 1986, which are backed by the proceeds. The amounts distributed to the County government and each municipality shall not be reduced below the amount necessary for the payment of principal and interest and reserves for principal and interest as required under the covenants of any bond resolution outstanding on the date of the recalculation.

HISTORICAL COLLECTION OF REVENUES TO BE PLEDGED

The Board of County Commissioners' annual collections of the Two Cents Local Option Fuel Tax revenue has been as follows:

Fiscal Year Ended	Total Six Cents	Two Cents	Source
09-30-07	\$2,510,116	\$826,633	Florida DOR
09-30-08	\$2,479,900	\$768,231	Florida DOR
09-30-09	\$2,304,693	\$818,615	Florida DOR
09-30-10	\$2,455,844	\$784,316	Florida DOR
09-30-11	\$2,352,948	\$784,316	Florida DOR
09-30-12	\$2,290,803	\$763,601	Florida DOR
09-30-13	\$2,250,000	\$750,000	County Budget

Actual revenue distributions can be confirmed on the Florida Department of Revenues website at:

https://taxapp2.state.fl.us/gta/rco_online/index.cfm?fuseaction=lookup.Inquiry

Annual financial reports for fiscal year 2005-2011 and budgets for fiscal years 2008-2013 are available at:

http://www.columbiacountyfla.com/Audits_and_Budgets.asp

In the current year's budget, the County has allocated these tax proceeds to the following funds:

County Transportation Trust Fund	
Road Department operations	\$ 1,450,000
Road Improvement Debt Service Fund	
Debt Service	800,000
	<hr/>
	\$ 2,250,000

Although the full two cents of fuel tax is being offered to collateralize this proposed loan, the County anticipates that the \$800,000 budgeted in the Road Improvement Debt Service Fund will fully pay for the annual debt service and will thus not have a negative budgetary effect.

LEGAL MATTERS

Prior to the loan closing, the Board of County Commissioners will provide an opinion from the County Attorney stating the County can enter into such a loan arrangement for the proposed debt. The Board also will retain and directly pay the law firm of Nabors, Giblin, & Nickerson, P.A. to serve as bond counsel.

This firm will serve to issue a legal opinion stating the debt instruments are exempt from federal taxation: prepare necessary resolutions and other debt documents and other legal duties. Any additional legal services for the benefit of the lender should be added to the loan proceeds in the submitted proposal.

It is the Board's intention that this debt will qualify under the Internal Revenue Code for tax exemption for the following reasons:

1. The Board of County Commissioners is a "qualified governmental unit."
2. The bonds will qualify as "governmental bonds" because they meet the "security interest" and "trade or business" tests.
3. The bonds will be classified as "essential function" bonds because the proceeds will be fully utilized for road improvements available for use by and benefiting the general public.
4. Less than \$10 million of qualified tax exempt obligations will be issued by the County during the 2013 calendar year, and the Board will designate this issue as a tax-qualified issue.

The County also expects to be exempt from all arbitrage rebate requirements, because it is anticipated that all of the funds will be expended within 24 months.

Proposers should include appropriate sample resolution provisions applicable to their proposals with their responses.

DEBT INSTRUMENT RESOLUTION

The Board of County Commissioners will enact appropriate resolutions providing for the repayment of the debt from the pledged revenues: and designating the debt as a qualified tax exempt bond issue. All proposed resolutions, as well as accompanying notes and other closing documents, will be prepared by the selected bond counsel. The resolutions and documents will be subject to review by the County Attorney.

PROPOSAL INFORMATION

1. All proposals must be submitted in duplicate on the included proposal form, as applicable. Supplemental information regarding the proposal may be appended to this form.
2. Proposals should be delivered sealed to the attention of Dale Williams, County Manager at the Board of County Commissioners' office in Room 209, Courthouse Annex, at 135 NE Hernando Ave., or mailed to Post Office Box 1529, Lake City, Florida 32056-1529.
3. Sealed proposals must be in the possession of the Board of County Commissioners by 10:00 a.m. on May 22, 2013.
4. All proposals will be opened at 10:00 a.m. by the County Manager, or his designee, in the County Commissioners' Conference Room in the Courthouse Annex.
5. Submitted proposals will then be evaluated by staff following the proposal opening. During this process, the Board may request additional information or clarification from any proposer.
6. Based upon the evaluation of the submitted proposals, the County Manager will make a recommendation for selection of financing to the Board of County Commissioners at the regular Board meeting on June 6, 2013, or at a subsequent meeting. The Board reserves the right to waive informalities associated with proposals, reject all proposals, or solicit additional proposals in the interest of the County.
7. Once notified of selection by the County Manager, the proposer must close the loan by June 30, 2013, unless this time is extended by the County.
8. Additional information and clarifications may be obtained from:

General

Dale Williams, County Manager
(386) 755-4100 Fax (386)758-2182

Legal

Marlin M. Feagle, County Attorney
(386)752-7191 Fax (386)758-0950

Financial

Ben Scott, Board Finance Director
(386) 758-1042 Fax (386)758-2182

or Richard C. Powell, CPA, Financial Consultant
(386)755-4200 Fax (386)755-4490

COLUMBIA COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
2013 ROAD IMPROVEMENT LOAN FINANCING PROPOSAL INFORMATION

FINANCIAL PROPOSAL

Proposal submitted by:

Date: _____

Organization/Institution

Address

City, State Zip Code

Contact person

Telephone

Fax

LONG-TERM FINANCING - LOAN TYPE

☐ Conventional loan ☐ Other

I. Funds Provided

Net funds offered \$4,470,000

Add: Lender issuance costs:

_____	\$	_____
_____	\$	_____
_____	\$	_____
Total		\$ _____

Reserve account (if required)

_____ \$ _____

Principal of debt instruments \$ _____

II. Date Funds Will Be Available

Date: _____

Interest Rate and Debt Service

A. Fixed Rate for seven years

1. _____% for period _____ through _____

2. Payment schedule

Repayment including principal and interest will be made in equal quarterly payments, each proposal must include amortization schedule.

Description of Required Covenants, Reserve Accounts, Compensating Balances, Penalties for Early Repayment, and other conditions and inducements for all loan proposals. (Attach additional pages if necessary.)

CERTIFICATION Effective Period

Time frame for which this proposal is effective: _____

I certify that I am authorized to submit this proposal on behalf of the Proposer stated above, and that this proposal meets and includes all of the applicable conditions listed in the "Financing Proposal Information" package.

Authorized Signature

COLUMBIA COUNTY COMMUNITY CENTERS
STANDARD MANAGEMENT AND OPERATING PROCEDURES

The Standard Management and Operating Procedures for Columbia County Community Centers shall be as follows:

1. The daily operation and management of each Community Center shall be accomplished through a Board of Directors ("BOD") appointed by the Columbia County Board of County Commissioners ("County"). The Community Center shall adopt its own bylaws and policies for meetings and procedures and, except for good cause, will allow any Columbia County resident to become a member of the Community Center by paying a nominal membership fee, if any, as determined by the BOD.

2. The governing body for the Community Center will be as follows:

(a) The BOD shall consist of no less than five (5) members who shall be residents of the County. The initial appointments by the County to be five-member Board shall consist of three (3) members for a term of one year each, and two (2) members appointed for a term of two years each, unless otherwise determined by the County. Thereafter, any appointment shall be made for a term of three (3) years.

(b) Members of the BOD shall be appointed by recommendation by the County or Community Center and approval of a majority of the Board of County Commissioners.

(c) An appointment to fill a vacancy on the BOD shall be for the remainder of the unexpired term of office. If any member fails to attend two of three successive meetings without cause and without approval of the Chairman of the BOD, the BOD shall declare the member seat vacant, and the County shall promptly fill such vacancy for the remainder of the unexpired term of office. All members of the BOD shall serve at the pleasure of the County, and any member may be removed upon majority vote of the Board of County Commissioners.

(d) The members of the BOD shall elect a chairman and other officers, including vice chair, secretary and treasurer, all of whom shall be from among the members of the BOD. The presence of a majority or more members of the BOD or members of the Community Center shall constitute a quorum.

(e) The BOD may adopt such rules and bylaws for the conduct of its meetings as it shall deem appropriate; provided, *Robert's Rules of Order* shall be the governing rules of procedure of the Board unless other rules are adopted.

3. The BOD shall operate and maintain the Community Center facility in compliance with all local, state and federal laws and regulations, and in accordance with the following rules and procedures:

(a) The Community Center will file a copy of its rules and bylaws with the County, and its records shall at all times be available for public inspection.

(b) County shall receive copies of the Community Center's annual financial statement, including, but not limited to, balance sheet and statement of revenues and expenditures. The County shall also have the right to inspect and/or audit the financial records of the Community Center.

(c) All net income after expenses realized by the Community Center shall be used for the sole purpose of operation and maintenance of the Community Center, and no other Community Center.

(d) The BOD shall serve on a voluntary basis without salary, stipend, or other compensation, but may be entitled to receive volunteer benefits, including subsistence or reimbursement of expenses as the County may consider appropriate and necessary in accordance with Sections 125.9501 through 125.9506, Florida Statutes.

(e) The Community Center shall have no obligation to pay any rent to the County for the facility.

(f) The County shall provide basic utilities for the Community Center, including electrical, utilities and service, and sewage.

(g) The County will provide structural maintenance of the building and facility, such as repair of air conditioning, structural portions of the building, and parking area. The Community Center shall provide day-to-day janitorial and cleaning services, and minor day-to-day repairs to the facilities.

(h) County shall provide insurance for the building and facilities, including property damage and general liability for the facilities.

(i) All meetings of the membership and BOD of the Community Center shall be open for any citizen to attend whether or not an officer, director or member of the Community Center.

(j) The Community Center facility may not be used for profit purposes, either by the Community Center or any other person or entity, unless prior approval by the Columbia County Board of County Commissioners or County staff. This shall not prohibit temporary use of the facility for fund raisers to generate revenue which benefit the Community Center. Would allow temporary uses of the Community Center by a business or for-profit entities when the same will be in the public interest, which shall be charged a reasonable use fee to be determined by the BOD.

(k) County shall maintain, at all times, the right, but not the obligation, to physical inspection of the Community Center facility for needed repairs, maintenance or other public purposes.

(l) The County will adopt a standard form of rental agreement to be used where third parties lease the facility. This agreement will advise the renter of County rules and regulations for use of the facility and to what extent the County provides insurance for the event.

(m) Each individual Community Center BOD will be allowed to set user fees independent of that set by other Community Centers.

(n) The County shall be allowed to use the Community Center for any public purpose without cost, but would be responsible for janitorial and clean up. In the event of a declared emergency, County would have the right to cancel prior reservations and use the facility as needed.

4. The Community Center, by and through its BOD, shall also have the following responsibilities:

(a) To schedule the use of the building, premises and other facilities on the property in an orderly and non-discriminatory manner.

(b) To determine a schedule of fees for use of the building, premises and other facilities on the property, including clean up and security deposit, and to charge such fees for the use by private groups or individuals. Any county or other government

group or agency shall be exempt from payment of any fee for use, but shall be required to appropriately schedule its activities through the center.

(c) To establish and enforce rules and regulations regarding the use of the building and other facilities on the property.

(d) To recommend to the County actions regarding the property.

(e) To administer and monitor the expenditure of funds allocated by the County for use on the property.

(f) To collect the use fee referred to in paragraph b above and to expend the same for the maintenance, operation, or improvement of the property.

(g) To provide annually an accounting to the County for all such sums collected and expended.

(h) To submit all financial records of the corporation to periodic audits to be accomplished by the County, at its expense, annually or at such other times as requested by the County.

(i) To solicit and receive contributions or grants from any source whatsoever for improvements to or maintenance of the property, and to expend such sums on improvements to the property. Improvements which complement or continue existing plans of the County for the property may be accomplished by the corporation without specific authorization by the County. Any other proposed improvements to the property by the Community Center shall receive prior approval by the Board.

(j) To submit annually or more often a proposed budget to the County for operation and maintenance of the property.

(k) To do or perform any other acts and to have such other authorities as may be required to operate and manage the property.

5. The County will appropriate sums as may be budgeted by the County from time to time for the operation and maintenance of the Community Center facility.

6. Subject to the limits of Section 768.28, Florida Statutes, and other limits of law, the County will defend and hold harmless the BOD from all claims or liability arising out of any lawful actions taken by the BOD pursuant to and within the scope of the duties of the BOD as contemplated by this agreement. Neither this nor any other provisions of this agreement shall be construed to constitute any rights to third party beneficiaries.

7. The Community Center shall neither expend nor obligate itself to expend any funds not previously budgeted by the County or received by the Community Center in the form of contributions, grants, or donations for the operation, maintenance or improvement of the Community Center facilities. The BOD shall not be authorized to enter into any binding contract on behalf of the County without the prior written consent of the Board of County Commissioners.

COLUMBIA COUNTY, FLORIDA
RESOLUTION NO. 2013R-15

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY,
FLORIDA, APPOINTING A BOARD OF DIRECTORS
FOR THE MANAGEMENT AND OPERATION OF THE
_____ COMMUNITY
CENTER.**

WHEREAS, Columbia County, Florida, is the owner of certain lands referred to and known as the _____ Community Center located in Columbia County, Florida; and

WHEREAS, the County wishes to appoint a Board of Directors ("BOD") consisting of volunteers who are willing to assist the County in the maintenance, management and operation of the Community Center; and

WHEREAS, Section 125.9501, et. seq., Florida Statutes, provides that each unit of county government may recruit and provide that each unit of County government may recruit and accept the services of volunteers to assist in programs administered by that unit of County government; and further, that volunteers who are recruited, trained, or accepted by a unit of County government are not subject to any provisions of state law relating to public employment, to any collective bargaining agreement between the unit of County government and an employees' association or union or to any laws relating to hours of work, rates of compensation, leave time, or employee benefits except as otherwise therein provided; and except that all volunteers must comply with applicable rules of the unit of government; and

WHEREAS, each unit of government who uses the services of volunteers may provide such incidental reimbursement generally consistent with the provisions of law, including but not limited to, transportation costs, lodging, and subsistence, as a unit of County government deems necessary to assist volunteers in performing their functions; and such persons are considered unpaid independent volunteers and are not entitled to unemployment compensation.

NOW, THEREFORE, be it hereby resolved as follows:

1. There is hereby established the “_____ Community Center Board of Directors” as follows:

- (a) _____, Board member, one year;
- (b) _____, Board member, one year;
- (c) _____, Board member, one year;
- (d) _____, Board member, two years; and
- (e) _____, Board member, two years.

Thereafter, appointments shall be made for a term of three years. All members shall continue to serve until their successor is appointed and takes office.

2. The Community Center shall be governed, managed and operated in accordance with the Columbia County Community Centers Standard Management and Operating Procedures attached hereto as Exhibit “A” and by this reference incorporated into this Resolution.

3. This Resolution shall take effect upon its adoption by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners at its regular meeting on _____, 20__.

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

By: _____
Chairman

ATTEST: _____
P. DeWitt Cason, Clerk of Court

Approved as to legal form:

(SEAL)