

**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**

**Workshop**

**February 2<sup>nd</sup>, 2022**

**9:30 A.M. or Immediately Following Regular Meeting**

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**Agenda Items**

**(1) Animal Control**

**(2) Bethlehem Community Center**

**Public Comments – 2 Minute Limit**

**Adjournment**

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robby Hollingsworth  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy

**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**



**MEMORANDUM**

**TO:** David Kraus, County Manager

**FROM:** Kevin Kirby, Assistant County Manager / 

**DATE:** June 27, 2022

**RE:** Animal Control Services

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As you are aware, the BOCC requested staff to provide the cost estimates for Animal Control Services. The following are cost estimate to begin the process:

**Sheriff Office**

1. Building relocation/Dog Kennels---\$200,000
  2. Startup cost for training to include Capital Outlay/Equipment Cost--- \$138,570
  3. Personal Services/Operating expense (recurring) --- \$482,068
- GRAND TOTAL--- \$820,638**  
**Recurring---\$482,068**

**County**

1. Building relocation/Dog Kennels---\$200,000
  2. Startup cost for training to include Capital Outlay/Equipment Cost--- \$138,570
  3. Personal Services/Operating expense (recurring) --- \$413,144
- GRAND TOTAL--- \$ 751,714**  
**Recurring---\$ 413,144**

**County/Humane Society**

1. Startup cost for training to include Capital Outlay/Equipment Cost--- \$138,570
  2. Personal Services/Operating expense (recurring) --- \$413,144
- \*\*\* Please Note: The Humane Society has requested to reallocate funding not to exceed \$400,000 plus any miscellaneous fees (i.e. litigation fees).**  
**GRAND TOTAL--- \$ 551,714**  
**Recurring---\$ 813,144**

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

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100



## Option C

# Columbia County/Humane Society

- 1. Startup Cost for training to include Capital Outlay/Equipment Cost--- **\$138,570**
- (2) Animal Control SUVs \$60,000
  - (1) Pickup Truck \$45,000
  - Caging Equipment for vehicles \$ 9,700
  - (3) Portable Radios and (4) Body Cams \$14,195
  - (4) Uniforms for ACOs \$ 2,500
  - Training for Animal Services Certs. \$ 7,175



## Lake City Humane Society Annual Appropriations

• 2021-22	\$475,000
• 2020-21	\$370,000
• 2019-20	\$335,000
• 2018-19	\$325,000
• 2017-18	\$259,080
• 2016-17	\$259,080
• 2015-16	\$230,850

## ***Recurring Animal Control Services***

	<b>Population</b>		<b>Personnel</b>		<b>Operating</b>		<b>Capital</b>		<b>Total</b>	<b>Per Cappita</b>
Hamilton County	14,760	\$	54,296	\$	12,600	\$	-	\$	66,896	\$ 5
Levy County	40,339	\$	391,500	\$	77,675	\$	-	\$	469,175	\$ 12
Suwannee County SO	43,796	\$	137,765	\$	39,170	\$	1,501	\$	178,436	\$ 4
Jackson County	49,847	\$	148,706	\$	28,050	\$	13,000	\$	189,756	\$ 4
Putnam County	74,521	\$	389,153	\$	138,155	\$	-	\$	527,308	\$ 7
Monroe County - Contract	82,847							\$	768,604	\$ 9
Nassau County	91,113	\$	1,207,479	\$	466,228	\$	245,187	\$	1,918,894	\$ 21
Polk County SO	725,046	\$	3,315,176	\$	311,679	\$	-	\$	3,626,855	\$ 5
Columbia County SO	69,612	\$	341,568	\$	140,500	\$	-	\$	482,068	\$ 7
Columbia County LCHS	69,612							\$	475,000	\$ 7



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/26/2023 Meeting Date: 2/2/2023

Name: John Crews Department: BCC Administration

Approved By:

### 1. Nature and purpose of agenda item:

The County wishes to provide animal control enforcement services in house and contract the kenneling of the animals with the Lake City Humane Society. This item discusses the proposed structure for the County Animal Control/Enforcement staff. Funding is included in the FY 2022-2023 budget.

### 2. Recommended Motion/Action:

Approve position descriptions and authorize the creation of the positions and revisions to the Pay and Classification Schedule.

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

## **ANIMAL CONTROL OFFICER**

### **MAJOR FUNCTION:**

This is responsible technical work in the enforcement and control of animals (dogs and cats). An employee in this class works under general supervision and uses initiative to make decisions and solve problems within the framework of the County's animal control ordinance and Florida Law, including Chapter 828.30, Florida Statutes. Investigate citizen complaints related to animals and referring citizens to the proper enforcement agency when necessary. Ensure the protection of the public by removal of dangerous animals. Prepare written and oral reports.

### **ESSENTIAL FUNCTIONS:**

Answers questions from the public concerning interpretation of the County's Animal Control Ordinance and applicable Florida Law.

Responds to complaints involving animal (dogs and cats) violations and works with the violator to correct problem.

Attends Animal Control Magistrate meetings as required concerning violations

Must be able to communicate effectively in oral and written form and understand complex oral and written instructions.

Attempts to locate animal owners and obtain information necessary to satisfy complaint and ensure regulations are enforced.

Delivers animals to designated facilities for care and boarding or disposition.

Advises citizens on responsibilities of animal ownership.

Issues warning notices and citations to owner(s) of animal(s) when animal control ordinance has been violated.

Obtains necessary information in case of animal bites, advises all parties on proper procedure.

Must have ability to perform the essential functions of this position with or without reasonable accommodations.

### **NON ESSENTIAL FUNCTIONS:**

Performs other tasks as assigned

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

### **WORK ENVIRONMENT:**

Majority of duties are performed outdoors, frequently in extreme weather conditions. Duties shall be performed anywhere inside the County. Job functions are performed during normal working day but may require additional hours to complete daily job tasks and/or attend meetings or hearings as necessary.

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.



## **ANIMAL CONTROL OFFICER**

### **PAGE TWO OF THREE**

#### **MINIMUM EXPERIENCE:**

Must have a High School Diploma, or equivalent, and at least one (1) year experience in animal control, code enforcement, law enforcement, Military, or closely related field; or, any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must possess and maintain a valid Florida Driver's License.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read, understand, and enforce County ordinances and applicable laws.
- The ability to speak and hear clearly to obtain and provide information to the public both in person and by telephone.
- Routinely required to use both hands while in various positions of walking, standing and stooping when performing essential job functions
- Required to sit for extended periods of time while performing essential office duties
- Manual dexterity is required to operate copy machine, calculator, maintain office files and records.
- Knowledge of humane methods of capturing and handling animals.
- Knowledge of the rules and regulations regarding animal services.
- Strong organizational skills.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly verbally and in writing.
- Ability to project and maintain a positive image of Columbia County.
- Ability to prioritize and perform multiple tasks.
- Ability to manage time effectively and meet deadlines.
- Ability to maintain detailed files and records.
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports for magistrate hearings or board meetings.
- Knowledge of the geography of the County, all unincorporated areas and the general roadway system of the County.
- Must be able to operate a motor vehicle in a safe and efficient manner

#### **ESSENTIAL PHYSICAL SKILLS/DEMANDS:**

Ability to use both hands while in various positions of walking, standing and stooping when performing essential job functions. Ability to communicate both orally and in writing. Acceptable eyesight and hearing (with or without correction) to safely perform essential functions. Reaching, pulling and pushing, walking, standing, kneeling, bending and stooping. Required to sit for extended periods while performing essential office duties. Manual dexterity is required to operate copy machine, calculator, maintain office files and records.



**ANIMAL CONTROL OFFICER**  
**PAGE THREE OF THREE**

**PROFESSIONAL LICENSE:**

Possession of a valid Florida Driver's License required (minimum class "E").  
Must have, or obtain within six (6) month of hire, a Florida Animal Control Association approved Animal Control Officer Certification as required by Chapter 828.27, Florida Statutes.

Pay Grade: 122  
Non-Exempt  
BCC Approved:

DRAFT

## **ANIMAL CONTROL SUPERVISOR**

### **MAJOR FUNCTION:**

This position is responsible for organizing, coordinating, and supervising the work of the Animal Control Officers and ensuring compliance with the County's animal control ordinance and Florida Law, including Chapter 828.30, Florida Statutes. Training and evaluating Animal Control Officers. Preparing the Animal Control budget.

### **ESSENTIAL FUNCTIONS:**

Organizes, reviews, and priorities animal control cases based upon severity and location  
Participates in selection and hiring of Animal Control Officers  
Trains Animal Control Officers regarding field enforcement procedures and safety standards  
Provides instruction and guidance on all matter related to animal control and enforcement  
Provides interpretations on animal control laws and ordinances to Animal Control Officers  
Prepares reports and records, as necessary  
Assists Animal Control Officers with handling difficult complaints and/or investigations  
Provides conflict resolution  
Answers questions from the public concerning interpretation of the County's Animal Control Ordinance and applicable Florida Law.  
Responds to complaints involving animal (dogs and cats) violations and works with violator to correct problem.  
Attends Animal Control Magistrate meetings as required concerning violations  
Advises citizens on responsibilities of animal ownership  
Issues warning notices and citations to owner(s) of animal(s) when animal control ordinance has been violated.  
Obtains necessary information incase of animal bites, advises all parties on proper procedure.  
Must have ability to perform the essential functions of this position with or without reasonable accommodations.

### **NON ESSENTIAL FUNCTIONS:**

Performs other tasks as assigned

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

### **WORK ENVIRONMENT:**

Majority of duties are performed outdoors, frequently in extreme weather conditions. Duties shall be performed anywhere inside the County of Columbia. Job functions are performed during normal working day but may require additional hours to complete daily job tasks and/or attend meetings or hearings as necessary.

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

## **ANIMAL CONTROL OFFICER**

### **PAGE TWO OF THREE**

#### **MINIMUM EXPERIENCE:**

Must have a High School Diploma, or equivalent. At least five (5) years experience as an Animal Control Officer; or, any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must possess and maintain a valid Florida Driver's License. Previous supervisory experience preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read, understand and enforce County ordinances and applicable laws.
- The ability to speak and hear clearly to obtain and provide information to the public both in person and by telephone.
- Routinely required to use both hands while in various positions of walking, standing and stooping when performing essential job functions
- Required to sit for extended periods of time while performing essential office duties
- Manual dexterity is required to operate copy machine, calculator, maintain office files and records.
- Knowledge of humane methods of capturing and handling animals.
- Knowledge of the rules and regulations regarding animal services.
- Strong organizational skills.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly verbally and in writing.
- Ability to project and maintain a positive image of Columbia County.
- Ability to prioritize and perform multiple tasks.
- Ability to manage time effectively and meet deadlines.
- Ability to track cases or applications overtime and follow up as needed.
- Ability to read, understand, interpret and apply various codes and regulations.
- Ability to identify violations during the inspections
- Ability to prepare reports and standard form letters.
- Ability to maintain detailed files and records.
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports for magistrate hearings or board meetings.
- Knowledge of the geography of the County, all unincorporated areas and the general roadway system of the County.
- Must be able to operate a motor vehicle in a safe and efficient manner

#### **ESSENTIAL PHYSICAL SKILLS/DEMANDS:**

Ability to use both hands while in various positions of walking, standing and stooping when performing essential job functions. Ability to communicate both orally and in writing. Acceptable eyesight and hearing (with or without correction) to safely perform essential functions. Reaching, pulling and pushing, walking, standing, kneeling, bending and stooping. Required to sit for extended periods while performing essential office duties. Manual dexterity is required to operate copy machine, calculator, maintain office files and records.

**ANIMAL CONTROL OFFICER**  
**PAGE THREE OF THREE**

**PROFESSIONAL LICENSE:**

Possession of a valid Florida Driver's License required (minimum class "E").  
Must be a Florida Animal Control Association approved Certified Animal Control Officer,  
as required by Chapter 828.27, Florida Statutes

Pay Grade: 133

Non-Exempt

BCC Approved:

***Proposed Animal Control Base Salaries***

Hourly Rate			Annual Salary		FICA		Retirement		Health		Workers Comp		Total Compensation		
\$	16.48	Officer	\$	34,278.40	\$	2,622.30	\$	4,082.56	\$	10,400.00	\$	1,713.92	\$	53,097.18	
\$	16.48	Officer	\$	34,278.40	\$	2,622.30	\$	4,082.56	\$	10,400.00	\$	1,713.92	\$	53,097.18	
\$	16.48	Officer	\$	34,278.40	\$	2,622.30	\$	4,082.56	\$	10,400.00	\$	1,713.92	\$	53,097.18	
\$	24.76	Supervisor	\$	51,500.80	\$	3,939.81	\$	6,133.75	\$	10,400.00	\$	2,575.04	\$	74,549.40	
\$	15.58	Secretary I	\$	32,406.40	\$	2,479.09	\$	3,859.60	\$	10,400.00	\$	1,620.32	\$	50,765.41	
\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
\$	89.78	\$	-	\$	186,742.40	\$	14,285.79	\$	22,241.02	\$	52,000.00	\$	9,337.12	\$	284,606.33





## COLUMBIA COUNTY BOCC UPDATE



### Bethlehem Park Recreation Center South Location

157 SW Bethlehem Ave, Fort White, FL 32038

CONSTRUCTION	COST ESTIMATE
±3,200 ft <sup>2</sup> (80x40) enclosed pavilion with indoor & outdoor ADA accessible restrooms. Kitchenette/ countertop area located inside pavilion as well as enclosed mechanical/storage room. Location will not require any demolition but will farther from existing amenities.	\$393,000 @ \$123 per ft <sup>2</sup> (for building; Includes concrete & drainage)
30 Kilowatt Generator and pad	\$13,500
Install new septic tank & drain field	\$5,000-\$7,500
Install 500 LF of 1" PVC	\$735*-\$785*
Install 500 LF of 2" gray conduit & #2/0AWG Copper	\$4,860-\$5,060 <sup>†</sup>
Install 340 ft <sup>2</sup> of new concrete parking area (6")	\$4,080 @ 12\$ ft <sup>2</sup>
Install 2472 ft <sup>2</sup> of sidewalk (4")	\$19,776 @ 8ft <sup>2</sup>
Excavate 1756 ft <sup>2</sup> drainage depression area	\$39,510 @ \$15 yd <sup>3</sup>
DEMOLITION	COST ESTIMATE
No demolition	0
<b>EXPECTED PROJECT COST</b>	<b>\$480,461-\$483,211</b>

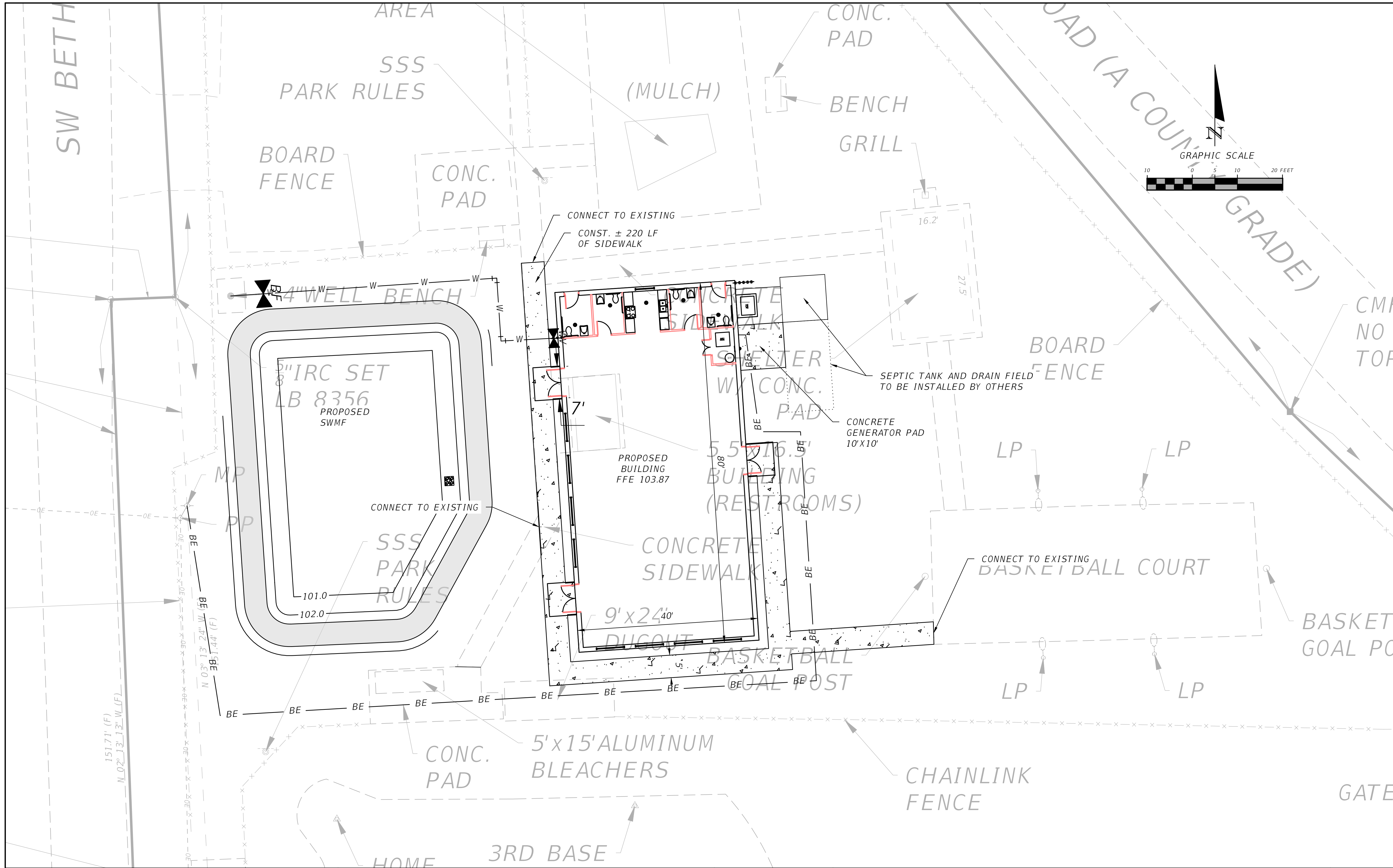
\*\$15 per 20' of pipe + \$45 per hr @ 2 hours (includes labor, fuel & machine rental)

<sup>†</sup>\$6 per ft of wire, \$30 per 10ft of conduit + 45 per hr @2 hrs.


#### Anticipated Cost Differential to Move Bldg. South: \$6,301-\$6,451

It should be noted these values were pulled from a combination of FDOT historical values and locally priced items. The final cost at time of construction will depend largely on current market prices.





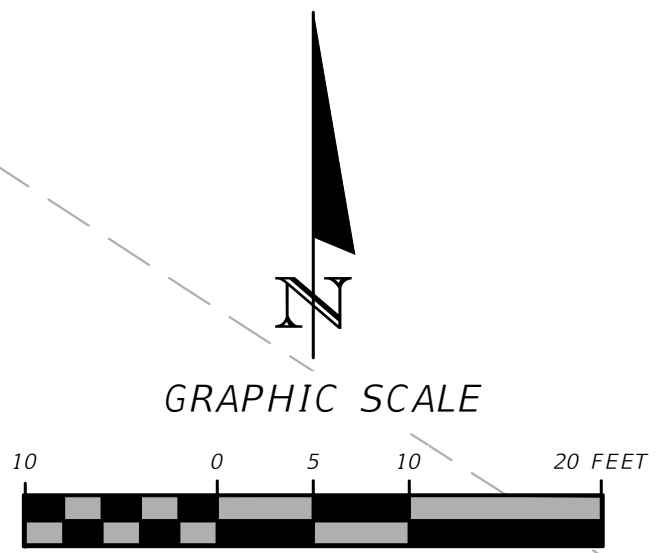
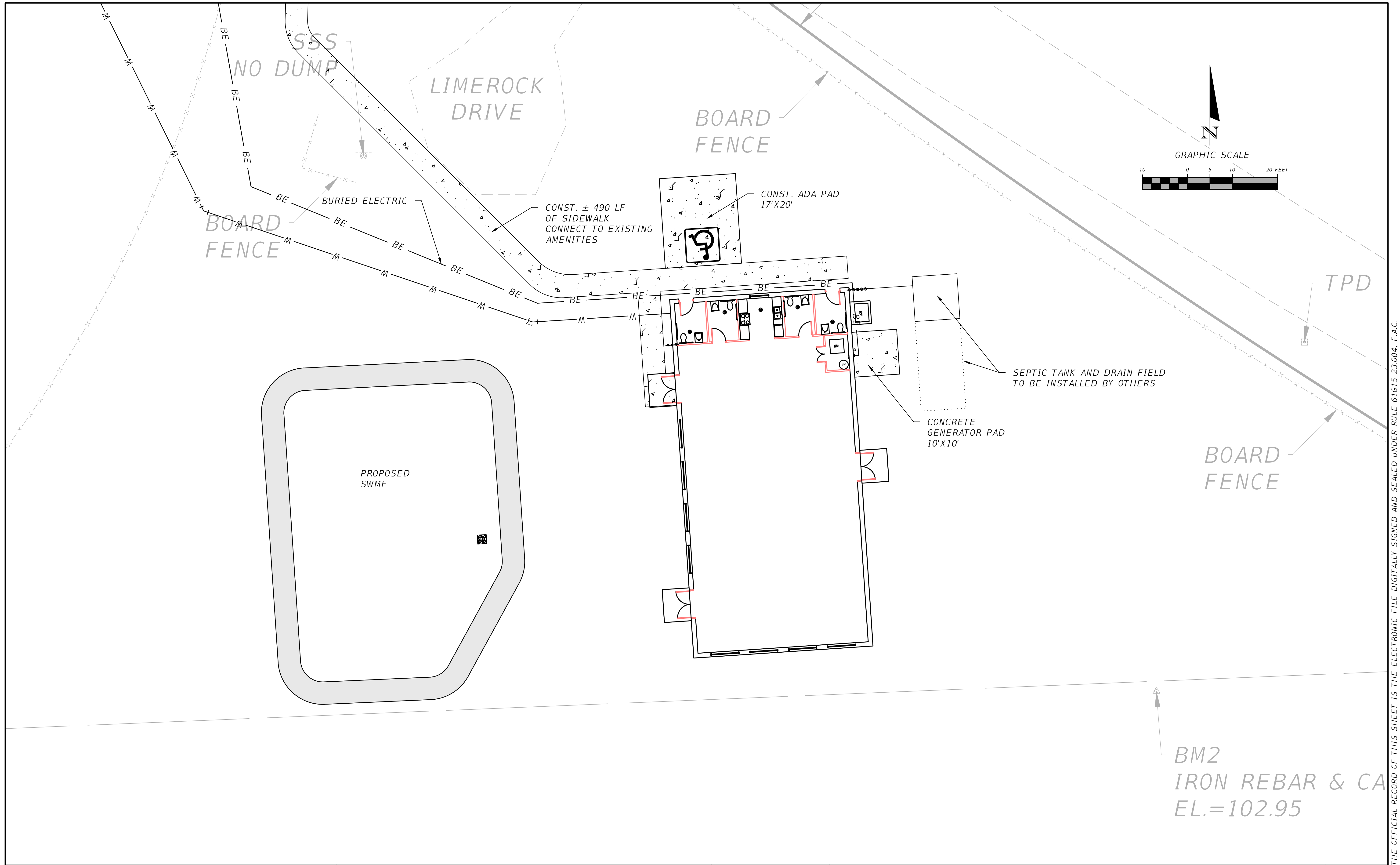
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

REVISIONS			NORTH FLORIDA PROFESSIONAL SERVICES, INC. P.O. BOX 3823 LAKE CITY, FL 32056 PH. 386-752-4675 LIC NO. LB8356	2551 BLAIRSTONE PINES DR. TALLAHASSEE, FL 32301 WWW.NFPS.NET CA# 29011	JOB NUMBER: L220810CCB EOR: GREGORY G. BAILEY P.E. NO.: 43858	SITE PLAN CENTRAL BETHLEHEM PARK COLUMBIA COUNTY, FLORIDA		SHEET NO.	
DATE	DESCRIPTION							C-6	

Zachary Kraus

1/10/2023 2:41:54 PM

X:\2022\L220810CCB\H.CADD\Roadway\PLANRD\_Beth\_Park\_01.dwg C-6 SITE PLAN CENTRAL



REVISIONS	
DATE	DESCRIPTION



**NORTH FLORIDA PROFESSIONAL SERVICES, INC.**  
P.O. BOX 3823  
LAKE CITY, FL 32056  
PH. 386-752-4675  
LIC NO. LB8356

2551 BLAIRSTONE PINES DR.  
TALLAHASSEE, FL 32301  
WWW.NFPS.NET  
CA# 29011

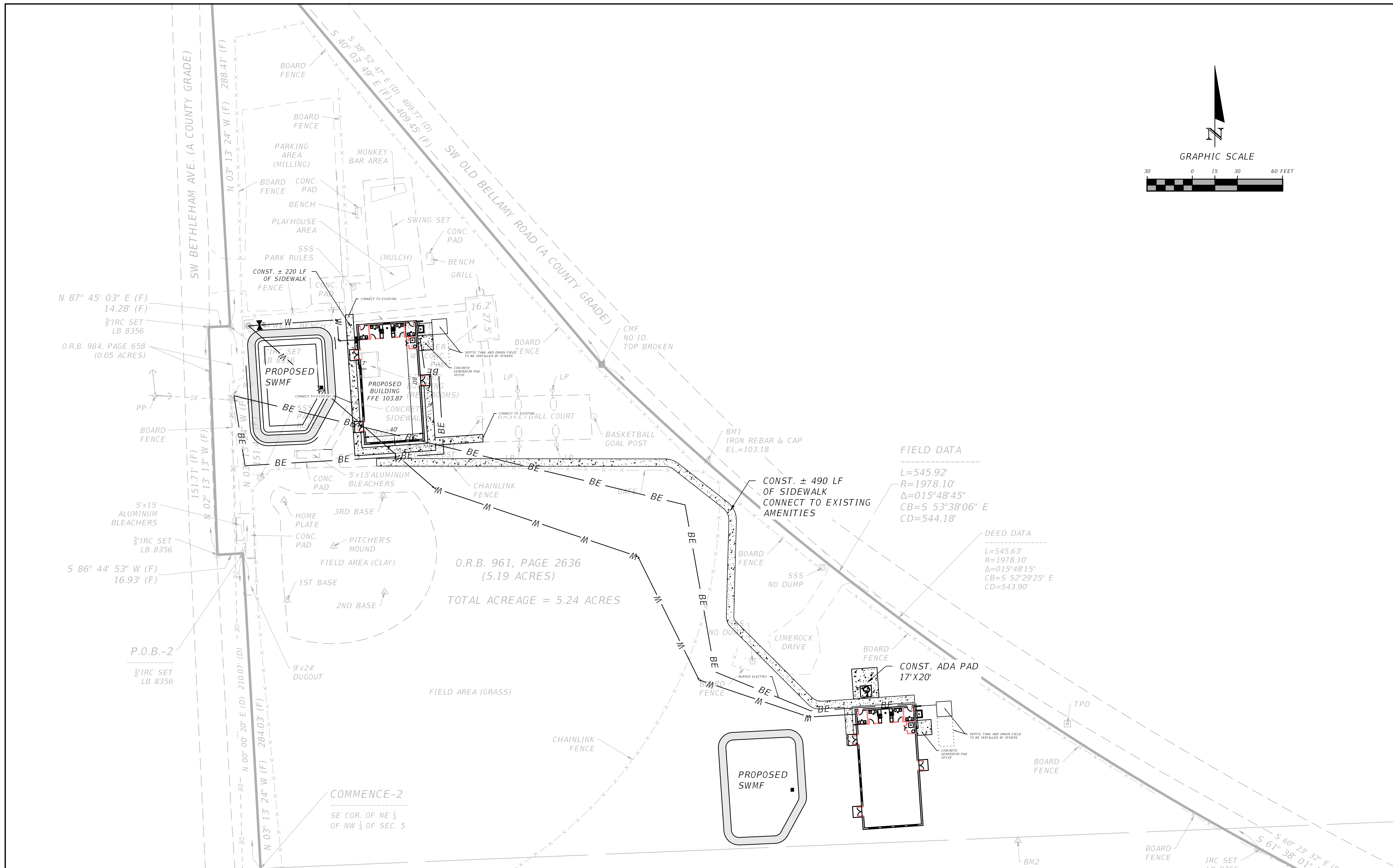
JOB NUMBER:  
L220810CCB  
EOR:  
GREGORY G. BAILEY  
P.E. NO.:  
43858


**SITE PLAN SOUTH**  
**BETHLEHEM PARK**  
**COLUMBIA COUNTY, FLORIDA**

SHEET  
NO.  
**C-6**

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REVISIONS			<b>NORTH FLORIDA PROFESSIONAL SERVICES, INC.</b> P.O. BOX 3823 LAKE CITY, FL 32056 PH. 386-752-4675 LIC NO. LB8356	2551 BLAIRSTONE PINES DR. TALLAHASSEE, FL 32301 WWW.NFPS.NET CA# 29011	JOB NUMBER: L220810CCB  EOR: GREGORY G. BAILEY  P.E. NO.: 43858	<b>OVERALL SITE PLAN</b> <b>BETHLEHEM PARK</b> <b>COLUMBIA COUNTY, FLORIDA</b>	SHEET NO.
DATE	DESCRIPTION						----

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1/10/2023 2:41:56 PM

X:\2022\L220810CCB\H.CADD\Roadway\PLANRD\_Beth\_Park\_01.dwg OVERALL SITE PLAN