

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD SEPTEMBER 8, 2014

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, September 8, 2014**, at **2:00 p.m.**, in the Board of County Commissioners Meeting Facility, located at 210 South Main Street, Trenton, Florida, with the following members' present to-wit:

<i>District I</i>	<i>Commissioner Sharon A. Langford</i>
<i>District II</i>	<i>Commissioner D. Ray Harrison, Jr., Chairman</i>
<i>District III</i>	<i>Commissioner Todd Gray, Vice Chairman</i>
<i>District IV</i>	<i>Commissioner John Rance Thomas</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas</i>

Others in Attendance

Todd Newton, Clerk of Court; Jacki Johnson, Finance Director; Patty McCagh, Board Secretary/Deputy Clerk; Wesley Robert, Finance/Deputy Clerk; Sarah Eastman, Deputy Clerk/Finance; David Lang, County Attorney; Bobby Crosby, County Administrator; Terri Hilliard, Administrative Assistant; Carrie Mizell, Gilchrist County Journal; David Peaton, Director of Emergency Management; Chief Mitch Harrell, GC Fire/Rescue; Billy Cannon, Road Department Superintendent; Diane Rondolet, Code Enforcement Official; David Gilliam; Kathy Cribb; Ron & Georgia Mills; Ray & Jane Rauscher; Richard & Leslie Esseck; Diane Clifton, Quilt Festival; Everritt Heaton, Trenton Church of Christ; Emely Elugardo & Barbara Locke, FDOH, GCHD; Silas Troy; Bill Cannon and Kevin Gray, FCE; and Lowell Chesborough.

Call to Order

Chairman D. Ray Harrison, Jr., called the meeting to order at 4:01 p.m. Evangelist Everritt Heaton, Trenton Church of Christ, delivered the invocation and Commissioner John Rance Thomas led the pledge of allegiance.

Agenda

Mr. Bobby Crosby, County Administrator, presented the following change(s):

1. Remove: Fire/EMS; 2 (b) Approval of the contract for design change and rebid services
2. Addition: General Government; Discussion of Courthouse Roofing Bids

Mr. David Lang, County Attorney, presented the following change(s):

1. Addition: Satisfaction of Mortgage for Lisa D. Mathews

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the Agenda, as presented, with noted changes. Motion carried unanimously.

Consent Agenda

The Board **approved** the Consent Agenda, as presented:

Approval of Minutes

Regular Meeting July 7, 2014

Budget Entries

BE14-036, Fund 001, General Revenue \$1,500.00

Request for Payment Approval

D & L Contracting, LLC; Application #4
Log Landing Renovation, 7/26-8/20/2014 \$28,300.91

Dixie County Sheriff's Office
Inmate Housing, July 2014 \$13,764.00

Suwannee River Economic Council, Inc. (SHIP)
Gilchrist Title Co., David Cohen \$40,000.00
Gilchrist Title Co., Carolyn Springman \$29,000.00

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, to approve the Consent Agenda, as presented. Motion carried unanimously.

Public Participation

- Mr. Silas Troy, from Bell, addressed a property tax issue; the Board recommended that he speak to property appraiser regarding VAB
- Ms. Kathy Cribb came to thank Billy Cannon for a job well done on her road

County Administrator's Report

Mr. Bobby Crosby, County Administrator, presented the following documents, and/or addressed the following issues:

Road Department

- **SE 90th Avenue:** Mr. Crosby presented, for the Boards' approval, Supplemental Agreement #1, for SE 90th Avenue, as requested by Mills Engineering Company, for Financial Project ID#431630-1-58-01, V.E. Whitehurst & Sons, Inc., Contractor. Mr. Crosby explained the Scope of Work; stump grinding and debris removal with a cost of \$11,406.00, lump sum. Discussion took place.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner John Thomas, to approve Supplemental Agreement #1, for SE 90th Avenue, as presented. Motion carried unanimously.

- County Road 341 North: Mr. Crosby presented, for the Boards' approval, Supplemental Agreement #1 for CR 341 North, as requested by Mills Engineering Company, for Financial Project #424336-1-58-01, Anderson Columbia Company, Inc., Contractor. Mr. Crosby explained the Scope of Work; adding two (2) concrete aprons with cost of \$12,210.03 (based on email dated August 2, 2014 from Josh McDougal). Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Supplemental Agreement #1, for GCR 341 North, as presented. Motion carried unanimously.

- Volvo Road Grader: Mr. Crosby addressed, for the Boards' consideration, the issue of purchasing a Volvo Road Grader, from Flagler Construction Equipment, in the 2014-15 Budget Year and permission to send a *Letter of Confirmation* re: purchase price of \$198,906.00. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve sending a Letter of Confirmation re: purchase price for the purchase of a Volvo Grader from Flagler Construction Equipment, in the amount of \$198,906.00 (State Contract Price), contingent on approval of Final Budget approval. Motion carried unanimously.

Mr. Newton, Clerk of Court, reminded the Board that during the budgeting process it was approved to purchase the grader through a loan. He requested the Boards' permission to advertise for a RFP for loan to fund purchase of Volvo Grader.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner John Rance Thomas, to approve moving forward with advertising for a RFP for loan to fund purchase of a Volvo Grader. Motion carried unanimously.

4:15 p.m. Time Certain Schedule

- Emely Elugardo, GCHD; Food Day Proclamation: Ms. Barbara Locke, Director and Emely Elugardo, Chronic Disease Coordinator, GCHD, addressed the Board regarding obesity in Florida. They asked the Board, for their support, of a movement called Healthiest Weight and to pass a proclamation for *Food Day* supporting healthier diets to improve citizen's overall health.

Ms. Elugardo read the proposed proclamation for the record, and the Boards' and approval.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Thomas, to approve the presented proclamation proclaiming October 24th as Food Day, in Gilchrist County. Motion carried unanimously.

County Administrator's Report continues...

- Traffic Signal Maintenance and Compensation Agreements: Mr. Crosby addressed the issue of the continued receipt of requests for approval of amendments to the Traffic Signal Maintenance and Compensation Agreement. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, to table discussion/approval of any Traffic Signal Maintenance and Compensation Agreement Amendments, until a later date, and FDOT comes to explain the amendments. Motion carried unanimously.

- Sabal Trail: Mr. Crosby presented, for discussion, the preliminary crossings for Sabal Trail Transmission regarding depths, etc., as submitted by Sabal Trail. Discussion took place.

It was consensus of the Board that Sabal Trails bore under ALL roads, pay standard fees and all pipes are placed 60" from lowest point.

Fire/Ems

- BIDS for EMS Station #5: Mr. Crosby stated that three (3) bids were received for the EMS Station #5. He asked the Board to reject the acceptance of these bids due to the fact that all three (3) bids were way above budget. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve the rejection of the three (3) bids received for the EMS Station #5 Building Expansion; and requested reevaluating the EMS project. Motion carried unanimously.

5:00 p.m. Time Certain Schedule

Resolution 2014-19; Fire Annual Rates: Mr. Newton presented Resolution 2014-19, Fire Annual Rates, and read the short title, as follows, for the record:

RESOLUTION 2014-19

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES AND FACILITIES AND COLLECTION OF SPECIAL ASSESSMENTS THEREFOR IN THE UNINCORPORATED AREA, AND CERTAIN INCORPORATED AREAS, OF GILCHRIST COUNTY; KNOWN AS THE FIRE SPECIAL ASSESSMENT ANNUAL RATE RESOLUTION; ESTABLISHING THE RATE OF ASSESSMENT FOR THE FISCAL YEAR 2014-2015; SETTING FORTH PURPOSE AND DEFINITIONS; MAKING LEGISLATIVE DETERMINATIONS OF SPECIAL BENEFIT AND FAIR APPORTIONMENT; SETTING FORTH A PROPOSED SCHEDULE OF ASSESSMENT RATES; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.

Mr. Newton stated that there are no changes in rates. Mr. Newton asked that the resolution be approved by roll call.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-19, Fire Annual Rates, as presented. Chairman Harrison called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., yes. Motion carried unanimously.

Resolution 2014-20; Solid Waste Annual Rates: Mr. Newton presented Resolution 2014-20, Solid Waste Annual Rates, and read the short title, as follows, for the record:

RESOLUTION 2014-20

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, KNOWN AS THE SOLID WASTE ANNUAL RATE RESOLUTION, RELATING TO THE PROVISION OF SERVICES AND FACILITIES FOR SOLID WASTE COLLECTION AND DISPOSAL; ESTABLISHING THE RATE OF ASSESSMENT FOR THE FISCAL YEAR 2014-2015; IMPOSING SERVICE ASSESSMENT AGAINST ASSESSABLE PROPERTY LOCATED WITHIN BOTH THE UNINCORPORATED AND MUNICIPAL AREAS OF GILCHRIST COUNTY; APPROVING THE SERVICE ASSESSMENT ROLL; APPROVING AN EFFECTIVE DATE.

Mr. Newton stated that there are no changes in rates. Mr. Newton asked that the resolution be approved by roll call.

Motion made by Commissioner John Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-20, Solid Waste Annual Rates, as presented. Chairman Harrison called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., yes. Motion carried unanimously.

5:15p.m. Time Certain Schedule

TENTATIVE BUDGET HEARING

Mr. Newton reviewed the procedure for the TRIM process. He then presented the following resolutions, for the Boards' approval.

Resolution 2014-26, Tentative Millage Rate: Mr. Newton presented and read Resolution 2014-26, as follows, for the record:

RESOLUTION 2014-26

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR GILCHRIST COUNTY FOR FISCAL YEAR 2014-2015; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, on September 8, 2014, adopted Fiscal Year Tentative Millage Rates following a public hearing, as required by Florida Statute 200.065.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Gilchrist County has been certified by the County Property Appraiser to the Board of County Commissioners as \$587,334,649.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Gilchrist County, Florida that:

1. The FY 2014-2015 operating millage rate is 8.5000 mills, which is more than the rolled-back rate of 8.2976 mills by 2.4%
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED, at a public hearing this 8th day of September, 2014.

Time Adopted 5:20 PM

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve Resolution 2014-26, as presented. Chairman Harrison called for any further discussion or public comments, none noted. Chairman Harrison then called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., NO. Motion carried 4-1.

Resolution 2014-27, Tentative Budget: Mr. Newton presented and read Resolution 2014-27, as follows, for the record:

RESOLUTION 2014-27

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2014-2015; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, on September 8, 2014, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2014-2015 in the amount of \$28,683,285.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gilchrist County, Florida that:

1. The FY 2014-2015 Tentative Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED, at a public hearing this 8th day of September, 2014.

Time Adopted 5:22 PM

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve Resolution 2014-27, as presented. Chairman Harrison called for any further discussion or public comments, none noted. Chairman Harrison then called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., NO. Motion carried 4-1.

Resolution 2014-28, Tentative Millage MSTU Rate: Mr. Newton presented and read Resolution 2014-28, as follows, for the record:

RESOLUTION 2014-28

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR MUNICIPAL SERVICES TAXING UNIT (M.S.T.U) FOR EMERGENCY MEDICAL SERVICES FOR FISCAL YEAR 2014-2015; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, on September 8, 2014, adopted Fiscal Year Tentative Millage Rates following a public hearing as required by Florida Statute 200.065.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Gilchrist County has been certified by the County Property Appraiser to the Board of County Commissioners - Municipal Services Taxing Unit as \$593,484,551.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners – Municipal Services Taxing Unit of Gilchrist County, Florida that:

1. The FY 2014-2015 operating millage rate is 1.0996 mills, which is more than the rolled-back rate of 1.0973 mills by .2 %.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED, at a public hearing this 8th day of September, 2014.

Time Adopted 5:26 PM

Motion made by Commissioner John Thomas, seconded by Commissioner Sharon A. Langford, to approve Resolution 2014-28, as presented. Chairman Harrison called for any further discussion or public comments, none noted. Chairman Harrison then called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., yes. Motion carried 5-0.

Resolution 2014-29, Tentative MSTU Budget: Mr. Newton presented and read Resolution 2014-29, as follows, for the record:

RESOLUTION 2014-29

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS MUNICIPAL SERVICES TAXING UNIT OF GILCHRIST COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2014-2015; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners – Municipal Services Taxing Unit of Gilchrist County, Florida, on September 8, 2014, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners – Municipal Services Taxing Unit of Gilchrist County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2014-2015, in the amount of \$2,439,664.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners – Municipal Services Taxing Unit of Gilchrist County, Florida that:

1. The FY 2014-2015 Tentative Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED, at a public hearing this 8th day of September, 2014.

Time Adopted 5:27 PM

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve Resolution 2014-29, as presented. Chairman Harrison called for any further discussion or public comments, none noted. Chairman Harrison then called for a vote by roll call; Commissioner John Thomas, yes; Commissioner Todd Gray, yes; Commissioner Sharon A. Langford, yes; Commissioner Kenrick Thomas, yes; and Commissioner D. Ray Harrison, Jr., yes. Motion carried 5-0.

At this time, Mr. Newton thanked Ms. Jacki Johnson, Finance Director and Mr. Wesley Roberts, Deputy Clerk/Finance, for their hard work and job well done on this year's budget. The Board concurred.

This concluded the Tentative Budget Hearing.

County Administrator's Report continues...

Fire/EMS

- Billing Service Contract: Mr. Crosby presented for the Boards' consideration and approval the billing service contract, with TRIZETTO (EDI Services), EMS billing.

Mr. Crosby reminded the Board that a previous meeting held on July 21, 2014, that they had approved an agreement with Ability, but no contract has been executed. Due to the fact that Ability has no capability to bill Medicaid, he recommends moving forward with TRIZETTO, for EDI Services. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to rescind any agreement with Ability. Motion carried unanimously.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to approve Billing Services Contract with TRIZETTO (EDI Services), for billing with insurance companies. Motion carried unanimously.

Emergency Management

- 2014-15 Hazard Analysis Grant: Mr. Crosby presented for the Boards' consideration and approval, 2014-15 Hazard Analysis Grant. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the 2014-2015 Hazardous Analysis Grant, in the amount of \$1,661.00. Motion carried unanimously.

Code Enforcement

- Monthly Report: Mr. Crosby presented, for the boards' information, the Monthly Code Enforcement Report as submitted by Ms. Diane Rondolet, Code Enforcement Officer.

Animal Control

- Monthly Report: Mr. Crosby presented, for the Boards' information, the Monthly Animal Control Report, as submitted by Ms. Ericka Hudson, Animal Control Officer.

General Government

- NCRWA Water System: Mr. Crosby presented the Lease for Operations, Maintenance, and Management, of the Nature Coast Regional Water Authority Water System between Nature Coast Regional Water Authority & Fanning Springs. He stated that this lease has been reviewed by Mr. Lang, County Attorney. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve the Lease for Operations, Maintenance, and Management of the Nature Coast Regional Water Authority Water System between Nature Coast Regional Water Authority & Fanning Springs; and to authorize Bobby Crosby as County Representative. Motion carried unanimously.

- Wilkerson House: Mr. Crosby presented a proposal for the cost of the asbestos abatement for the Wilkerson House. A proposal was received from Alachua Environmental Services, Inc., in the amount of \$2,828.00. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the proposal from Alachua Environmental Services, Inc., in the amount of \$2,828.00, for the asbestos abatement for the Wilkerson House; to be funded out of General Government, from Repair & Maintenance. Motion carried unanimously.

Agenda Change; General Government

- Courthouse Roofing Bids: Mr. Crosby presented the following bids for the Courthouse Roofing project:

SHINGLE ROOF

<u>Contractor</u>	<u>BID Amount</u>
Curry's Roofing	\$11,900.00
Mac Johnson Roofing	\$17,800.00
Perry Roofing	\$18,900.00
Southway Building Corp	\$19,500.00
O'Neil Roofing	\$30,312.00

METAL (STAND & SEAM)

Perry Roofing	\$28,490.00
Southway Building Corp	\$29,700.00
Curry's Roofing	\$29,900.00
Mac Johnson Roofing	\$33,400.00
O'Neil Roofing	\$48,170.00

Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, to approve Curry's Roofing, as low bid, in the amount of \$11,900.00, for the Courthouse Roofing Project; and to authorize the County Attorney to draft a contract. Motion carried unanimously.

FYI

- Mr. Crosby presented, for the Boards' information, a report from Diane Clifton, on the 2014 Rural Economic, Development Boot Camp in Greenville, Florida

Attorney's Report

Mr. David M. Lang, Jr., County Attorney, presented the following documents, and/or addressed the following issues:

Resolution 2014-24: Mr. Lang presented Resolution 2014-24, Policy change for "Employee Use of Employer Furnished Transportation". He read the short title for the record, as follows; also noted, by strikeouts or underlines, are the amendments to the policy:

RESOLUTION NO: 2014-24

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA AMENDING SECTION 1.26 OF THE GILCHRIST COUNTY POLICIES CONCERNING USE OF COUNTY VEHICLES; DIRECTING THAT THE EMPLOYEE HANDBOOK IN USE OF COUNTY VEHICLES ALSO REFLECT SUCH CHANGES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Gilchrist County, Florida finds it necessary and advisable to modify and amend Section 1.26 of the Gilchrist County Policies and Procedures Manual to provide for use of County vehicles; and

WHEREAS, such changes should also be reflected in the Gilchrist County Employee Handbook;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gilchrist County, Florida that Section 1.26 of the Gilchrist County Policies is amended as follows:

Section 1. SECTION 1.26. USE OF COUNTY VEHICLES

- A. ~~With the express approval of the County Administrator, county owned vehicles may be driven home on a temporary basis by employees where a valid public purpose is found for such use. The County Administrator shall report on such use at the next County Commission meeting.~~
- B. ~~With express approval of the County Commission county owned vehicles may be driven home on a long term basis by employees where a valid public purpose is found for such use. The County Administrator shall keep a list of all employees who drive vehicles home with the vehicle assigned to each such employee clearly identified.~~
- C. ~~The County Administrator shall ensure that within each county owned vehicle there is a log on which all use of the vehicle shall be recorded. The log shall be in a form as approved by the County Administrator.~~
- D. ~~Whenever a county owned vehicle is driven home pursuant to this section personal use of such vehicle shall be de minimis as defined by federal income tax laws.~~

SECTION 1.26. EMPLOYEE USE OF EMPLOYER FURNISHED TRANSPORTATION

A. POLICY:

It is policy of the Board of County Commissioners to have written procedures in accordance with applicable state statutes and Internal Revenue regulations regarding the utilization, documentation, and federal income tax reporting of the use of County owned vehicles by authorized personnel.

B. PROPER USE:

1. Some employees drive County vehicles when performing work for the County. The County may review motor vehicle reports of the employees to ensure that they are maintaining valid driver's licenses and safe driving records. These employees are also required to notify their immediate supervisors of any moving violation within one (1) working day after the citation is received. Employees driving County vehicles are authorized to assist citizens in emergency situations arising from such matters as vehicle break downs.
2. Drivers with unsatisfactory motor vehicle reports or who have had their licenses suspended shall be prohibited from driving County vehicles when performing work for the County, and shall be otherwise dealt with

in accordance with County policy and procedures relating to their continued employment.

3. Some employees, as part of their duties, are assigned County vehicles. IT CANNOT BE STRESSED STRONGLY ENOUGH THAT THESE VEHICLES SHALL BE USED FOR COUNTY BUSINESS ONLY.
4. All employees shall obey all traffic laws of the State of Florida and operate their vehicles in an appropriate manner, including the proper use of seat belts to be worn at all times, provided that the vehicle is equipped with such.
5. Safety shall be of prime concern to the employee at all times. Also, the vehicle operator is personally liable for any traffic fines due to a violation of traffic laws.
6. Employees shall be responsible for a daily pre-trip inspection of their vehicles to insure that they are in good and proper working order. All vehicles will carry County identification on both sides of the vehicle unless deemed otherwise by the County Commissioners. All County furnished vehicles are to be kept in a clean and appropriate manner.
7. No vehicles shall leave Gilchrist County without the permission of the Department Head, County Administrator, A County Commissioner or under emergency situations only.
8. Employer furnished transportation is for the use of the employee only, and may be driven only by employees who have received authorization from their Department Head.
9. Authorization to drive vehicles to and from home on a long-term basis must be granted by the Board of County Commissioners. Only vehicles designed for general transportation (such as automobiles, light trucks, vans) may be used in this manner. The use of heavy equipment, or other equipment not commonly associated as personal transportation to and from home is prohibited.

C. PROCEDURES:

1. The County Administrator upon approval of the Board of County Commissioners may from time to time designate certain employees who are allowed commuting use of County owned vehicles. Such commuting use will only be allowed when there exists a bona fide benefit to the County for such commuting use.
2. Employees who are allowed commuting use of vehicles are prohibited from using the vehicles for other personal use except on a **de minimis** basis. Such **de minimis** use might include such things as a stop for lunch between two business locations, or a

brief stop at a convenience store on the way to or from home from work.

3. Managerial employees who are salaried, have job responsibilities that require work beyond a typical 40 hour week, or who are on call may be allowed personal use beyond **de minimis** use with full Board of County Commissioners approval, with limitations set forth by the Board.
4. All vehicle use which is not in the normal daily business hours of operations will be documented by the employee and kept on file for proof of County use. This is NOT required of vehicles used for 911 emergencies.
5. Before assignment of a vehicle a memorandum of understanding will be signed by the employee, specifying the IRS benefit that will be charged back to that employee based on the current IRS definitions for vehicle use.
6. In addition to these procedures, County employees who are assigned County owned vehicles must comply with all other County policies, and state and federal laws applicable to the utilization of such vehicles.

D. FRINGE BENEFIT STATUS:

Take home vehicle:

Employees who commute in vehicles other than “Qualified Non-Personal Use Vehicles” will be considered to be receiving taxable fringe benefit income subject to federal income and employment (FICA) taxes. Based upon current IRS regulations, the taxable fringe benefit for these employees will be computed based upon \$3.00 per day commuting round trip.

The employee will be required to write in the number of vehicle days that the vehicle is used on their bi-weekly time sheet.

This taxable benefit will be added to the taxable income of affected employees on a bi-weekly basis.

Section 2. The Employee Handbook on use of County vehicles is also amended by this resolution and shall also reflect such changes. A copy of the changes on use of County vehicles shall be provided to all County employees as applicable by the County Administrator.

Section 3. Strikethroughs as shown in this resolution are deletions and underlined language indicates new language.

Section 4. This resolution shall be effective immediately upon adoption.

Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Resolution 2014-24, as presented.

Mr. Crosby requested that the statement “*ALL shopping, pickups and deliveries should be scheduled during normal hours of operation*”, be added. Mr. Lang had no problem adding this request to the policy as an amendment.

Commissioner Todd Gray amended his motion to include this request; Commissioner Kenrick Thomas amended second as well. Chairman Harrison then called for a vote. ***Motion carried unanimously.***

Request for Proclamation: Mr. Lang presented the request for a proclamation declaring September 28th – October 4th as “*Childhood Cancer Awareness Week*”, for the Boards’ approval.

Motion made by Commissioner John Thomas, seconded by Commissioner Todd Gray to approve the request for a proclamation declaring September 28th – October 4th as “Childhood Cancer Awareness Week”. Motion carried unanimously.

Agenda Change; Satisfaction of Mortgage: Mr. Lang presented, for the Boards’ approval, a Satisfaction of Mortgage, for Lisa D. Mathews (Stephenson), in the amount of \$8,600.00, dated April 29, 2008; he requested that the satisfaction be recorded and forwarded to SREC, Inc. Discussion took place.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner John Thomas, to approve the Satisfaction of Mortgage, for Lisa D. Mathews (Stephenson), in the amount of \$8,600.00, dated April 29, 2008, for release of lien. Motion carried unanimously.

Clerk’s Report

Mr. Todd Newton, Clerk of Court, presented the following documents, and/or addressed the following issues:

Title Search and Real Auction Fees: Mr. Newton presented a request from the Tax Collector, for cost of Title Search and Real Auction fees, in the amount of \$2,200.00, for Tax Deed Application procedures.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve cost for Title Search and Real Auction fees, in the amount of \$2,200.00, for Tax Deed Application procedures, as requested by the Tax Collector. Motion carried unanimously.

Budget Recap: Mr. Newton presented and reviewed, for the Boards' information, a Budget Recap, for Period Ending August 29, 2014.

FY2014-2015 Budget Recap: Mr. Newton presented and reviewed, for the Boards' information, a Budget Recap, FY2014-2015.

Quotes on Mail Center Management: Mr. Newton presented quotes on Mail Center Management, for the Boards' consideration and approval. Quotes presented are as follows:

Pricing Comparison

	<u>Monthly</u>	<u>Annual</u>	<u>60 Month Contract</u>
Pitney-Bowes-Current Contract	\$478.74	\$5,744.88	\$28,724.40
Pitney-Bowes-Alternate	\$424	\$5,088.00	\$25,440.00
Neopost	\$353	\$4,236.00	\$21,180.00
	<u>Annual Savings</u>	<u>Savings over Life of Contract</u>	
Neopost-State Contract	\$1,508.88	\$7,544.40	

Discussion took place.

Mr. Newton recommended getting out of contract with Pitney-Bowes.

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, to approve Neopost for Mail Center Management; allowing Neopost to buy out Pitney-Bowes contract and for Clerk to initiate sixty (60) month contract for IN-700, at \$353/mo., per State Contract, for postage machine. Motion carried unanimously.

Commissioners Reports

- Commissioner John Thomas visited 138 Solid Waste Site and discussed moving roll-off to northwest corner of property and requested fence to obscure the dumpster
- Commissioner Sharon A. Langford requested that Mr. Lang, County Attorney, request that the City of Trenton look at ratifying the school zone to 20mph on 307A, like on US 129
- Commissioner Sharon A. Langford requested the Board consider both meetings start at 4:00 p.m.; Mr. Newton and Mr. Crosby were asked to meet to discuss
- Commissioner Kenrick Thomas asked about the school zone signs, again; Town of Bell meets on Thursday to discuss
- Commissioner D. Ray Harrison, Jr., commented on the Sheriff's Gilchrist Fun Fest on October 25th and mentioned they are looking for sponsorships

- Commissioner D. Ray Harrison, Jr., informed that Drummond Bank has expressed interest in donating the Leroy Smith grocery store to the County; requested that Mr. Lang look at zoning issues and Mr. Crosby take Mr. Ritter to check on possible concerns

Old Business: None noted.

New Business: None noted.

Public Participation: None noted.

Adjourn

With there being no further business... a *Motion was made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to adjourn. Motion carried unanimously.* Chairman Harrison adjourned the meeting at **6:55 p.m.**

*Board of County Commissioners
Gilchrist County, Florida*

Attest:

Approved:

Todd Newton, Clerk of Court

D. Ray Harrison, Jr., Chairman