

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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

June 16, 2010

M E M O

TO: Board of County Commissioners

FR: Dale Williams, County Manager *Dale*

RE: Request to Authorize New Positions

Board of County Commission approval to create the following new positions is requested:

Senior Staff Assistant

Proposed Salary: (Pay Grade 124) \$47,486 - \$71,219

How hair brained is this -- the utility is not making money!

This position will report to the County Manager and Assistant County Manager. The position will complete tasks as assigned. Tasks to be assigned permanently include responsibility for Columbia County utilities including, but not limited to compliance with Columbia County Ordinance No. 2007-15 (Regulation of Private Utilities) and marketing of the Ellisville Utility. The goal is to establish the position with no budgetary impact. Revenue generated from Ordinance No. 2007-15 will be used to fund a portion of the position with the balance to be paid from expenditure reductions within the departments of the Board of County Commissioners.

David Kraus, former City Manager for Lake City has been assisting with Ordinance No. 2007-15 on an hourly basis. David will be a consideration for this position.

Radio Technician

Proposed Salary: hourly or \$55,499.81 annually

After all this time -- 911 is still a mess!

Doug Brown, 9-1-1 Director would be transferred to this new position. Doug has played an integral part in upgrading towers and radios as a component of the 9-1-1 Communications upgrade. This component has been the primary emphasis of the 9-1-1 Combined Dispatch Center upgrade. As a result, equipment set-ups, dispatch configurations and employee training are currently not to desired standards. Consideration was given to making this a salaried position within the Columbia County Sheriffs Office; however, the Sheriff declined due to anticipated revenue shortfalls.

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

Who?

The current plan is for all county radios (including the Sheriff) to be repaired utilizing the services of Mr. Brown. The hourly rate paid will be based on local market service rates. The City of Lake City has been asked to participate in this endeavor; however, they have made no commitment. It has been suggested that the county create the radio technician as a salaried position on a one year trail basis. This is due to the belief of some that the position will pay for itself. In either scenario, the intent is to keep a single provider for all 9-1-1 communications for the purpose of continuity. This is something that communications has lacked in the past.

If the Radio Technician position is created and Mr. Brown is reassigned, I would request that the person who was ranked second for the 9-1-1 Directors position be hired. This persons name is Sandra Waschek. I have spoke to Sandra and she is currently available. Her salary would be the same as budgeted. As equipment is scheduled for installation on June 28, 2010, a decision on this position is needed immediately.

Projects Superintendent

Proposed Salary: hourly or (Pay Grade 124) \$47,486 - \$71,219

As you are aware, Art Butler, County Facilities Director has been performing the duties of Project Superintendent in addition to building maintenance obligations. There are currently 39 buildings for which the County Facilities Department is responsible. The County Facilities Department is staffed with 19 positions. Three (3) of these positions are filled; however, the assigned employees are out on medical leave. It is no longer feasible to expect the County Facilities Director to perform project superintendence.

Building projects in immediate need of superintendence include the Fort White Library, Westside Community Center, Suwannee Valley/Winfield Fire Department Renovation, Ellisville Fire Department Renovation, Eastside Fire Department and Richardson Community Center restroom addition. The position will be responsible for plan review and coordination as well as construction supervision. The desired candidate will be experienced in Construction Management.

The position can be salaried or hourly. Individual project budgets should include the cost of superintendence.

In the cilized world the County Commission would know how they were going to pay the salary before they approved it.

Compliance Officer

Proposed Salary: (Pay Grade 121) \$41,059 - \$61,589

This position would be responsible for preparing Board agendas, insuring appropriate public notice is given and responding to public records requests. This position would be designated as the official contact for the Board of County Commissioners regarding Sunshine Law compliance.

Currently, no plan exists to fund this position.