

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20030492

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Authorize Chairman to sign award letter as an amendment to the Emergency Management Preparedness and Assistance (EMPA) Base Grant Agreement #03BG-04-09-46-01-036 with the Florida Department of Community Affairs to increase contract by \$55,236. Approve Budget Resolution to increase contract amount by \$55,236 which brings total contract amount to \$158,432.

**WHY ACTION IS NECESSARY:** Contract amendments must be Board approved.

**WHAT ACTION ACCOMPLISHES:** Provides additional funding to offset performing work items required by or to be consistent with federal and state goals and objectives.

**2. DEPARTMENTAL CATEGORY:  
COMMISSION DISTRICT #:**

*C7A*

**3. MEETING DATE:**

*05-06-2003*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:  
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Independent
- C. DIVISION Public Safety
- BY: John D. Wilson, Director *JDW*

**7. BACKGROUND:**

The Lee County Emergency Management Program within the division of Public Safety annually receives funding to conduct certain emergency management work tasks that are consistent with policies established at the Federal and State Grant with the EMPA Trust fund. The Federal funds of \$55,236 will be provided through the EMPA Trust Fund which brings the total Agreement amount to \$158,432.

Lee County Emergency Management Program has met all State requirements to use the allocation and has submitted and received state approval of the scope of work and budget.

- Attachment 1-Award Letter
- Attachment 2-Budget Resolution

Background Continued on Next Page

**8. MANAGEMENT RECOMMENDATIONS:** Staff recommends approval of request.

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>JDW</i>	<i>[Signature]</i>	<i>N/A</i>		<i>[Signature]</i>	<i>4/22/03</i>	<i>4/22/03</i>	<i>4/22/03</i>	<i>4/22/03</i>	<i>HS 4.24.03</i>

**10. COMMISSION ACTION:**

- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ DENIED
- \_\_\_\_\_ DEFERRED
- \_\_\_\_\_ OTHER

Rec. by CoAtty  
Date: *4/22/03*  
Time: *2:25 pm*  
Forwarded To:  
*City Admin*  
*4.22.03 2:50*

RECEIVED BY  
COUNTY ADMIN. *PM*  
*4/22 3:00*  
COUNTY ADMIN.  
FORWARDED TO: *HS*  
*4/24 3:00*

Background Continued:

The county's share of the match for the grant is the level of general revenue funding provided to the Emergency Management Program. By state rule, this share is equal either to the average funding level over the past three years, or equal to the last fiscal year's funding level, whichever is lower.

Expenditures

Funds are Available in the following accounts:	12069800100.503190	Other Professional Services	80,000
<u>Revenues: 12069800100.334290.9006</u>	12069800100.503460	Data Processing	3,000
	12069800100.504690	Other Repair and Maintenance	4,500
	12069800100.505120	Office Supplies	749
	12069800100.505280	Minor Equipment	28,000
	12069800100.505290	Other Supplies	28,236
	12069800100.505410	Reference Materials	972
	12069800100.506410	Furniture & Equipment	12,975

# RESOLUTION #

Amending the Fund 00100 General Fund budget to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend Fund 00100 General Fund budget for \$55,236 of the unanticipated revenue from FL Dept. of Community Affairs contract and an appropriation of a like amount into expense accounts and;

**WHEREAS**, the Fund 00100 General Fund budget shall be amended to include the following amounts which were previously not included.

## ESTIMATED REVENUES

Prior Total:		\$312,939,697
Additions		
12069800100.334290.9006	EMPA Base Grant	\$55,236
Amended Total Estimated Revenues		\$312,994,933

## APPROPRIATIONS

Prior Total:		\$312,939,697
Additions		
12069800100.503190	Other Professional Services	\$25,000
12069800100.505280	Minor Equipment	15,000
12069800100.505290	Other Supplies	15,236
Amended Total Appropriations		\$312,994,933

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the Fund 00100 General Fund budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2003.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YB  
LEDGER TYPE BA



STATE OF FLORIDA  
**DEPARTMENT OF COMMUNITY AFFAIRS**  
*"Dedicated to making Florida a better place to call home"*

**JEB BUSH**  
 Governor

**COLLEEN CASTILLE**  
 Secretary

April 14, 2003

**CERTIFIED MAIL  
 RETURN RECEIPT REQUESTED**

Mr. John D. Wilson, Director  
 Lee County Emergency Management  
 Post Office Box 398  
 Fort Myers, Florida 33902-0398

**RE: AWARD LETTER**  
 Agreement # 03BG-04-09-46-01-036

Dear Mr. Wilson:

In accordance with Section IV, Modification of Contract, this Award Letter serves as a legal modification to your Base Grant Agreement. This Award Letter provides FEDERAL funds to your County in the amount of **\$55,236**.

Because the Division received an increase in this year's Federal Emergency Management Performance Grant award, we are able to provide **\$7,399** in ADDITIONAL funds to your county. **These federal funds continue to require a dollar for dollar non-federal match. Please ensure that your County can provide the required additional match before accepting these funds.**

This Award Letter increases your County's total amount of funding under this Agreement to **\$158,432**. You must return the attached budget form (Attachment A-1) showing the anticipated expenditure of the Federal funds. All other terms and conditions of the Agreement shall remain in full force and effect. **Please make this a part of your Agreement file.**

**RECEIVED**  
 APR 18 2003

EMERGENCY MANAGEMENT  
 LEE COUNTY, FLORIDA

**2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100**  
 Phone: (850) 488-8466/Suncom 278-8466 FAX: (850) 921-0781/Suncom 291-0781  
 Internet address: <http://www.dca.state.fl.us>

**CRITICAL STATE CONCERN FIELD OFFICE**  
 2796 Overseas Highway, Suite 212  
 Marathon, FL 33050-2227  
 (305) 289-2402

**COMMUNITY PLANNING**  
 2555 Shumard Oak Boulevard  
 Tallahassee, FL 32399-2100  
 (850) 488-2356

**EMERGENCY MANAGEMENT**  
 2555 Shumard Oak Boulevard  
 Tallahassee, FL 32399-2100  
 (850) 414-9969

**HOUSING & COMMUNITY DEVELOPMENT**  
 2555 Shumard Oak Boulevard  
 Tallahassee, FL 32399-2100  
 (850) 488-7956


Mr. John D. Wilson, Director  
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Should the County not wish to accept these additional funds, then the County must provide notice to the Department within (30) days of receipt of this Award Letter. Otherwise, **the county shall provide to the Department its written notice of acceptance within forty-five (45) days of receipt of the Award Letter.** The terms of this Agreement shall be considered to have been modified to include the additional funds upon receipt of the written notice of acceptance. This is in accordance with Section IV, Modification of Contract.

Rule 9G-19.006(4), Florida Administrative Code provides for the reallocation of any unspent (State EMPA) Base Grant funds. All funds were utilized by the counties in Fiscal Year 2001-02; therefore, no funds are available for reallocation for Fiscal Year 2002-03.

You may indicate your acceptance of these funds by signing and returning a copy of this Award letter and the attached budget page to Ms. Dee Giles, Department of Community Affairs, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.

Respectfully,



W. Craig Fugate, Director  
Division of Emergency Management

WCF/dgs

Attachment

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I accept the additional funds and agree to all terms and conditions as set forth in the EMPA Base Grant Agreement.

County: \_\_\_\_\_

Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment A-1

Budget

The anticipated expenditures for the Categories listed below are for the Emergency Management Performance (EMPG) **Federal** portion of this subgrant only (Paragraph (16)(a), FUNDING/ CONSIDERATION).

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<u>Category</u>	<u>Anticipated Expenditures Amount</u>
Salaries/Fringe Benefits	\$ <u>30,000</u>
Other Personal Services	\$ <u>50,000</u>
Expenses	\$ <u>22,196</u>
Operating Capital Outlay	\$ <u>28,236</u>
Fixed Capital Outlay	\$ <u>28,000</u>
<b>Total Federal Funds</b>	\$ <u>158,432</u>