

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

Blue Sheet No. 20040300

1. REQUESTED MOTION:

ACTION REQUESTED: Approve the acceptance letter as an amendment to the contract Emergency Management Preparedness and Assistance (EMPA) Base Grant Agreement #04BG-04-09-46-01-036 with the Florida Department of Community Affairs to increase contract by \$55,338. Approve Budget Resolution to increase contract amount by \$55,338 which brings total contract amount to \$158,297.00.

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:

03-30-2004

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 EMPG funds of \$55,338 will be provided through the EMPA Trust Fund which brings the total Agreement amount to \$158,297.

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.

Lee County's 50% match for this grant, amounting to \$158,297 consists of already budgeted FY04 Public Safety division salary, fringe benefit and operating funds.

Funds are Available in the following accounts:	12073100100.503190
Revenues: 12073100100.334290.9006	12073100100.503460
	12073100100.504690
	12073100100.505120
	12073100100.505280
Attachment 1-Award Letter	12073100100.505290
Attachment 2-Budget Resolution	12073100100.505410
Attachment 3-Acceptance Letter	12073100100.506410
	12073100100.501230

Expenditures	
Other Professional Services	50,000
Data Processing	3,000
Other Repair and Maintenance	4,500
Office Supplies	17,586 <i>P.M.</i>
Minor Equipment	16,000
Other Supplies	16,000
Reference Materials	750
Furniture & Equipment	20,461
Salaries/Fringe Benefits	30,000

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
<i>Agg</i> <i>JDW</i> 3/18/04	<i>GC</i> <i>3/18/04</i>			<i>Att</i> <i>3/18/04</i>	<i>QA</i> <i>3/18/04</i> <i>QM</i> <i>3/18/04</i> <i>Risk</i> <i>3/18/04</i> <i>GC</i> <i>3/18/04</i>	<i>MS</i> 3/18/04

10. COMMISSION ACTION:

- APPROVED**
- DENIED**
- DEFERRED**
- OTHER**

Rec. by CoAtty
Date: 3/18/04
Time: 11:40 am
Forwarded To:
3/18/04 1:45pm

RECEIVED BY COUNTY ADMIN:
3/18/04
11:51am SLR
COUNTY ADMIN FORWARDED TO:
3/18/04
4pm

RESOLUTION

Amending the Fund 00100 General Fund budget to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2003-2004.

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 \$55,338 of the unanticipated revenue from EMPA Base Grant 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:		\$327,818,973
Additions		
12073100100.334290.9006	EMPA Base Grant FY04	\$55,338
Amended Total Estimated Revenues		\$327,874,311

APPROPRIATIONS		
Prior Total:		\$327,818,973
Additions		
12073100100.501230	Salaries-Part-time Reg.	\$24,778
12073100100.503190	Office Supplies	15,074
12073100100.505280	Minor Equipment	3,000
12073100100.505290	Other Supplies	3,000
12073100100.506410	Furniture & Equipment	9,486
Amended Total Appropriations		\$327,874,311

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 _____, 2004.

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

Heidi Hughes
 Interim Secretary

March 3, 2004

**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 # 04BG-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 **\$55,338**.

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 **\$158,297**. 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
 MAR 8 2004

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) 413-9969

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

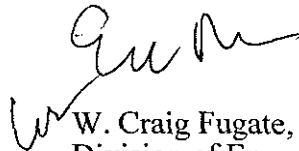
Mr. John D. Wilson, Director
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March 3, 2004

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 but a very small portion of funds were utilized by the counties in Fiscal Year 2002-03; therefore, in accordance with the Rule, a reallocation of funds for Fiscal Year 2003-04 can not be made.

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

I accept the additional funds and agree to all terms and conditions as set forth in the 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).

<u>Category</u>	<u>Anticipated Expenditures Amount</u>
Salaries/Fringe Benefits	\$ 30,000
Other Personal Services	\$ 50,000
Expenses	\$ 40,836
Operating Capital Outlay	\$ 26,000
Fixed Capital Outlay	\$ 11,461
Total Federal Funds	\$ 158,297