

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Expenditure & Payroll Approval Lists, Destruction List; BCC Minutes, Clerk's Received and Filed, and Clerk's Briefing

DEPARTMENT: Clerk's Office

DIVISION:

AUTHORIZED BY: Sharon Peters, Sabrina O'Bryan **CONTACT:** Sandy McCann **EXT:** 7662

MOTION/RECOMMENDATION:

Approval of Expenditure Approval Lists dated April 27, May 26 and June 1, 2009; and Payroll Approval List dated May 28, 2009; approval of Destruction of Records List; approval of BCC Minutes dated May 21, 2009; Clerk's "Received and Filed" - for information only; Clerk's Briefing.

County-wide

Dave Godwin

BACKGROUND:

Clerk's Report - 6/23/09 attached.

ATTACHMENTS:

1. Clerk's Report 06-23-09

Additionally Reviewed By: No additional reviews

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Expenditure & Payroll Approval Lists, Destruction List; BCC Minutes, Clerk's Received and Filed , and Clerk's Briefing

DEPARTMENT Clerk's Office DIVISION: County Commission Records

AUTHORIZED BY Dave Godwin CONTACT: Sandy McCann EXT. 7662

Agenda Date 06-23-2009 Regular Consent Work Session Briefing

MOTION/RECOMMENDATION

Approval of Expenditure and Payroll Approval Lists
Approval of Destruction of Records List
Approval of BCC Minutes

BACKGROUND:

1. Expenditure Approval Lists dated April 27, May 26 and June 1, 2009; and Payroll Approval List dated May 28, 2009
2. Lists of records, as identified, for destruction
3. BCC Minutes dated May 21, 2009
4. Clerk's "Received and Filed" - for information only
5. Clerk's Briefing

Reviewed by:
Co. Att _____
OMB _____
Other _____
DCM _____
CM _____

**CLERK'S REPORT
CLERK'S BRIEFING
JUNE 23, 2009**

I. ITEMS FOR CONSIDERATION FROM COUNTY FINANCE

A. EXPENDITURE APPROVAL AND PAYROLL APPROVAL LISTS

Expenditure Approval Lists dated May 26 and June 1, 2009; and Payroll Approval List dated May 28, 2009, presented.

ACTION REQUESTED: Motion approving same.

B. DESTRUCTION OF RECORDS

Lists (attached) of County/Clerk's Finance records to be destroyed as identified.

ACTION REQUESTED: Motion authorizing same.

II. ITEMS FOR CONSIDERATION FROM COUNTY COMMISSION RECORDS OFFICE

A. OFFICIAL BCC MINUTES

Request approval of BCC Minutes dated May 21, 2009.

ACTION REQUESTED: Motion approving same.

B. RECEIVED AND FILED - For Information Only

1. Performance Bond in the amount of \$61,122 for the Island Club.
2. Amendment #2 to Work Order #25 for PS-1529-06.
3. Letter from Casselberry City Clerk Donna G. Gardner to Clerk of the Circuit Court Maryanne Morse regarding Annexation Ordinances adopted by the City.
4. Extension of Letter of Credit #31 99142/AR45 in the amount of \$14,300 for Tusca Place.

5. Parks Contract for Services with Peter Velazquez.
6. Term Contract RFP-600223-07 with Badger Meter, Inc.
7. Mutual General Release regarding Southland Construction vs. FDOT per Settlement Agreement approved on April 28, 2009.
8. Change Order #3 to CC-2059-07.
9. Change Order #1 to Work Order #1 for CC-2183-07.
10. Closeout of CC-3949-08.
11. Change Order #6 to CC-3112-08.
12. Change Order #2 to CC-3077-08.
13. Work Order #27 to CC-1741-07.
14. Change Order #1 to Work Order #15 for CC-2190-07.
15. Administrative Addendum #1 to Wharton-Smith Properties PCD.
16. Amendments #2 to CC-1220-03 with Rexel Mader and TLC Diversified.
17. Work Orders #28 and #29 to PS-1501-06.
18. Amendment #2 to Work Order #36 for RFP-0225-05.
19. Term Contract RFP-600409-08 with Vector Disease Control, Inc.
20. Work Order #120 to PS-5165-04.
21. RFP-600615-09 Agreement with The Balmoral Group.
22. Seminole County Government Fiscal Performance Report for FY 2007/08.
23. Work Order #40 to CC-1075-06.
24. Copy of Order Suspending Tariffs from the Florida Public Service Commission regarding dockets for

Florida Public Utilities Company; Progress Energy Florida; Gulf Power Company; Tampa Electric Company and Florida Power & Light Company.

25. Copy of letter from Attorney Floyd R. Self (on behalf of Florida Gas Transmission Company, LLC) to Ann Cole, Florida Public Service Commission, regarding Docket No. 090172-EI, Petition to determine need for Florida EnergySecure Pipeline by Florida Power & Light Company.
26. Change Order #5 to CC-2702-07.
27. Work Order #122 to PS-5165-04.
28. Closeout of Work Order #1 to CC-2183-07.
29. Closeout of CC-2213-07.
30. Closeout of CC-2396-07.
31. Copy of e-mails dated May 28 and 29 and June 1 and 2, 2009, from Bruce McMenemy to Janet Davis and Cindy Coto and to Bruce McMenemy from Cindy Coto regarding severance payments for employees laid off.
32. Work Order #92 to PS-5150-03.
33. Work Order #76 to CC-1220-03.
34. Copy of memorandum to the BCC from Bruce McMenemy, Chief Deputy, CCC, regarding Lovett Silverman update.
35. Amendment #2 to Work Order #10 for PS-1020-05.
36. Fourth Amendment to IFB-600172-07, Absolute Sparkle.
37. Change Order #1 to Work Order #4 for CC-2184-07.
38. Change Order #2 to Work Order #7 for CC-2184-07.
39. Customer Agreement for Reclaimed Water Rates and Reclaimed Water Flow, Distribution, Delivery and Spray Easement with Boxley Enterprises, Inc.

40. Development Orders for the following: Primrose School - Sanford, 5700 S. Sylvan Lake Drive; Matthew Lavin, 2000 Tatra Street; Francisco Torregrosa, 200 Wekiva Park Drive; Margarita Borrero Vicente, 210 Wekiva Park Drive; Alexis Rodriguez, 2863 Bermuda Avenue; and Robin D. & William R. Porter, 1129 Dove Lane.
41. Original, executed Revenue Agreement between Seminole County and the University of Florida Board of Trustees for the Florida Yards & Neighborhood Program, as approved by the BCC on November 18, 2008.
42. Bids as follows: IFB-600672-09; RFP-600650-09; #600696-09; CC-4336-09; PS-4388-09; IFB-600673-09; RFP-600674-09; #600642-09; two CD's of Solicitation Files for CC-3464-08 and CC-4082-08; #600642-09 and #600677-09.

III. CLERK'S BRIEFING

RECORDS DESTRUCTION LIST
COUNTY FINANCE 02/03

<u>NAME NON-FILMED</u>	<u>YEAR(S)</u>	<u>BOXES</u>
Annual Awards, Gift cards, etc.	97,00,01	0.20
FY 01 Fund Recon w/ J E	2001	0.33
FY 01 Reports	2001	0.33
FY 01 WC Rate Study	2001	0.33
J E FY	2000	0.53
Month End Reports	2000	2
Payroll Reports 02/03	10/01 - 9/02	19
PPE FY	10/00 - 12/15/01	34
Soe Payroll Awards	97 - 01	2.33
Soe Payroll FRS	2000	0.20
Special Fire Payroll Run	8/5/00	0.20
Special Pay	00/01	0.20
Timesheets	10/7/00 - 9/8/01	10
Timesheets	10/20/01 - 9/02	13
W2 Edit List	1999	0.20
<u>FILMED</u>		
5 YR Work Plans FDOT	1970 - 1992	2
Deeds	1995 - 2002	1
Drainage & Utility Easements	1994 - 2002	1
Exclusive Access Easements	1987 - 2002	1
Filmed Bids	1/4 - 9/25/07	9
Vab's	2006	8
Weekly Files	7/24/07 - 9/25/07	7
Total Boxes		111.85

RECORDS DESTRUCTION LIST

CLERK'S FINANCE

<u>NAME</u>	<u>YEAR(S)</u>	<u>BOXES</u>	
Appeals	98/99	0.33	
Audit Update Reports	4/03 - 9/03	2	
Bank Statements	10/02 - 9/03	7	
Bank Transmission Files	01/02	}	
Cancelled Direct Deposits thru 12/02	01/02		
Cash Supersedes Bonds-Balance Account Sheets	5/94 - 7/97		0.25
Check Copies	02/03	5	
Check Run Reports	10/02 - 9/03	10	
Check Stubs and Copies	94-95, 96-97	0.33	
Clerk's Payroll Timesheets	12/30/01- 9/27/02	2	
Direct Deposit Changes	01/02	1	
Doc Stamps	01/02	}	
Domestic/CA Audit Trail	01/02		1
End of Day Reports	2002		1
General Court Work	10/93 - 9/02	0.50	
General Court Work Payments	87/88 - 01/02	0.50	
Info Sheets	94/98	0.33	
Interest Distribution	9/02 - 3/03	2	
Invoices to Co Copies	96/97 - 00/01	0.50	
JE Activity Reports	10/01- 9/02	1	
JE Activity Reports	10/02 - 9/03	3	
JE Activity Reports Domestic Relations	3-Feb	2	
JE Pentamation Office Supplies/Postage	10/02 - 3/03	3	
JE Post Reports	4/03 - 9/03	0.50	
Obsolete Bank at Work Program	01/02	}	
Payroll & Accounts Payable Checks	01/02		1
Payroll Authorization Signature Reports	2002		
Payroll Change Sheets	01/02		
Payroll Post Reports	4/03 - 9/03	0.50	
Personnel Reports Jan - June	2002		
Personnel Reports July - Dec	2002		
Register Audit	9/02 - 9/30/03	34	
Reva	9/02 - 9/03	20	
Satisfied Reimbursements	89/90 - 93/94	0.25	
Sun Bank Interest	91/92-94/95	0.25	
Travel Copies, Employees	95/96	0.25	
US Savings Bonds, Serial Numbers from	9/11/92 - 12/29/00		
Witness Payroll	10/02-9/03	1	
Total Boxes		110.49	