

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: January 11 , 2010

Date Submitted: December 18, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy P. Barden, Assistant County Administrator  
William Wright, OMB Analyst

Subject: Request Board Approval to Authorize the Chairman to Execute the Contract Between the County and ARPC for FY2008/2009 and FY2009/2010 (SQG) Hazard Waste Assessments, and Approve Budget Amendment to Transfer Funding from the Reserve to Fund Both Contracts

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### **Statement of Issue:**

This agenda item requests Board approval to authorize the Chairman to execute a contract for FY 2009/2010 Small Quantity Generators Assessment (SQG), Notification and Verification required under Section 403.7234(2), Florida Statutes with Apalachee Regional Planning Council (ARPC). In addition this agenda item requests Board approval to authorize the Chairman to execute a contract for FY2008/09 services, approve the payment of invoice for the FY2008/2009 contract (Attachment #1) in the amount of \$3,400, and approve a budget transfer from the reserve in the amount of \$6,800 to fund both contracts.

### **Background:**

Pursuant to Chapter 403.7234 (2), Florida Statutes, Wakulla County is required to verify the management practices of at least twenty percent (20%) of the small quantity hazardous waste generators identified in the Hazardous Waste Assessment for the area. In the past, the ARPC has provided this service to the County under contract. In order to have the services performed by the environmental protection representative for the ARPC the Board will need to execute the contract for FY 2009/2010 authorizing the performance of service and the invoice amount of \$3,400 (Attachment #2) for payment. These costs consist of personnel, graphic supplies, telephone, postage, reproduction, printing, computer operations, travel contractual obligations and indirect costs required to fulfill the Council's requirements under the Contract.

### **Analysis:**

This is a State mandated requirement under Chapter 403.7234, (2), Florida Statutes, of County facilities identified in the Hazardous Waste Management Assessment. The verifications are performed following the procedures specified in the Rules of the Florida Department of Environmental Regulation, Chapter 17-731.050, and Florida Administrative Code.

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On November 13, 2009, ARPC submitted an invoice for services performed during FY 2008/2009. These services were performed without the execution of a contract between the County and ARPC due to ARPC not submitting a contract to the County for Board consideration. Consequently, funds were not appropriated within the FY2009/2010 budget to pay for services over a two year period.

Subsequently, in an effort to be pro-active as requested by staff, ARPC submitted a contract for FY 2009/2010 assessments to be performed in the amount of \$3,400 and is requesting execution by the Chairman.

Should the Board approve the payment and execution of a contract for FY2008/2009, a budget amendment will be required transferring funds from the County Reserve Account into the ARPC line item account in the amount of \$6,800 (Attachment #3). The balance in the reserve after this transfer will be \$313,964.

Staff recommends payment and execution of the FY08/09 contract as well as execution of the FY09/10 contract and approval of the budget amendment to transfer funding for payment of both contracts. These contracts have been reviewed and approved by the County Attorney as to form and content.

**Options:**

1. Authorize the Chairman to execute the Contract between the County and ARPC for FY 2008/2009 (SQG) and authorize payment; authorize the Chairman to execute FY2009/2010 Contract and approve the budget amendment to transfer funding from the reserve to fund both Contracts.
2. Do not authorize the Chairman to execute the Contract between the County and ARPC for FY 2008/2009 (SQG) and do not authorize payment; do not authorize execution of FY2009/2010 Contract, and do not approve the budget amendment to transfer funding from the reserve to fund both Contracts.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Invoice and Contract for the FY2008/2009.
2. Contract between the County and the Apalachee Regional Planning Council for 2009/2010.
3. Budget Amendment.