

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: January 6, 2009

Date Submitted: December 22, 2008

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy Barden, Assistant County Administrator

Subject: Request Board Authorization to Transfer Funds From the Reserve Account to the Old Courthouse Renovation Match Account

---

### **Statement of Issue:**

This agenda item requests Board authorization for the Office of Management and Budget to transfer \$8,203.62 from the Reserve Account into the Old Court House Restoration Match Account to pay the Wakulla County Chamber of Commerce for the repair of 22 hand blown glass windows damaged by vandalism (\$4,294.92), the replacement of 19 pine slab doors (\$6,557 – of this amount \$3,107.29 is paid, leaving a balance of \$3,449.71 unpaid) that includes sales tax (458.99).

### **Background:**

On May 17, 2004, the Board approved an award of match funds of \$22,000 to the Wakulla County Chamber of Commerce for the renovation of the Old Courthouse. This initial \$22,000 match pledge was made contingent upon the Chamber receiving approximately \$600,000 in grant funds from the Department of State's Bureau of Historic Preservation to perform the restoration work on the Old Courthouse. Subsequently, on May 24, 2005, the Board approved additional match funds in the amount of \$25,000 and waived all building department fees for continued Old Courthouse Building restoration. The combined match provided from the one cent sales option tax fund is \$47,000 (Attachment #1).

Once the Chamber received the award, a Request For Proposal's resulted in the bid award to Tidewater Construction of Wakulla, Incorporated to perform the renovation work for the Old Courthouse. During the renovation phase of this project, an act of vandalism destroyed 22 windows. These windows were originally manufactured of hand blown historic glass and had to be replaced with similar custom hand blown glass to match the originals, as closely as possible, but at an affordable price. Two quotes from Window Vendors were obtained to submit to the County's property insurance carrier. One from Custom Glass for \$7,600 and the other from Miller Glass for \$4,300. The County's property insurance carrier accepted the \$4,300 quote and deducted the \$2,500 deductible and paid the County the difference of \$1,800.

The specialized hand blown glass required to replace the damaged hand blown glass windows was not readily available, so the Chamber via its contractor, Tidewater Construction, special ordered the hand blown glass to more closely match the vandalized glass from a vendor in Germany. This order was part of a bigger job for glass replacement at the Old Courthouse that included specialized hand

Agenda Request: Request Board Authorization to Transfer Funds From the Reserve Account to the Old Courthouse Renovation Match Account

January 6, 2009

Page 2

---

blown glass for more than the 22 damaged windows. Consequently, the cost for the specialized hand blown glass materials and labor costs for the 22 damaged and replaced windows cannot be isolated, but rather is pro-rated to a cost of \$4,294.62. This cost is broken down by Tidewater Construction to \$192.21 a window unit x 22 units equals \$4,294.62 (Attachment #2).

In addition to the replacement of the 22 damaged windows, the Chamber replaced 19 pine slab doors at a cost of \$349 each for 17 doors (\$5,933) and \$312 each for 2 doors (\$642). The combined cost for the 19 pine slab doors is \$6,557 and \$458.99 in sales tax. The second match of \$25,000 awarded to the Chamber included funds to pay for the replacement of these pine slab doors. The County paid the Chamber all but \$2,990.72 of these match funds. In addition to the unpaid match amount of \$2,990.72, there is a cost for sales tax of \$458.99 that was incurred by the Chamber due to a payment Tidewater Construction made to the vendor to satisfy the overdue bill of \$7,015.99. Tidewater Construction stated they took out a loan to satisfy this overdue bill and have had to pay interest. The payment of the sales tax was necessary to fully satisfy the demand by the vendor. Tidewater Construction has provided an Actual Cost Detail (Attachment #3).

The delay in paying the Chamber so they could in turn pay the contractor, Tidewater Construction, was due to the County undergoing key staff turnover changes and new staff having to research for available documented evidence to support the Chamber's request for the payment of these expenditures. Staff met several times with Chamber staff and representatives of Tidewater Construction to obtain needed details and documentation.

**Analysis:**

The Chamber has satisfactorily completed all the renovation work at the Old Courthouse and has satisfied the contract with the Department of State's Bureau of Historic Preservation.

The amount of \$8,203.62 is for legitimate expenditures related to the replacement and renovation of work supported by the two match awards made to the Chamber by the Board for the Old Courthouse renovations.

The payment of the sales tax made by the vendor, Tidewater Construction, was a necessary expenditure to satisfy an outstanding debt to avoid complications. In consultation with the Clerk of the Court, Brent Thurmond, he advised that payment of sales tax may be permissible when the contract is an in-direct county contract and the contractor was required to pay the sales tax for the materials purchased. In this case, the Chamber's contractor, Tidewater Construction, paid the sales tax.

Funds are available in the Reserve Account to cover this expenditure if it is approved by the Board.

Agenda Request: Request Board Authorization to Transfer Funds From the Reserve Account to the Old Courthouse Renovation Match Account

January 6, 2009

Page 3

---

**Options:**

1. Authorize the transfer of \$8,203.62 from the Reserve Account to pay these funds to the Chamber.
2. Do not authorize the transfer of \$8,203.62 from the Reserve Account and do not pay the Chamber.
3. Board Direction.

**Recommendation:**

Option #1

**Attachment(s):**

1. Board Agenda Items Approving Match Funds of \$22,000 and 25,000
2. Invoice dated 12/14/2007 for payment of pine slab door and sales tax
3. Tidewater Construction Item Actual Cost Detail dated 12/16/2008