

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Expenditure & Payroll Approval Lists; Destruction of records; BCC Minutes; Received & Filed

DEPARTMENT Clerk's Office **DIVISION:** County Commission Records

AUTHORIZED BY Dave Godwin **CONTACT:** Sandy McCann **EXT.** 7662

Agenda Date 08-22-2006 **Regular** **Consent** **Work Session** **Briefing**

MOTION/RECOMMENDATION

Approval of Expenditure & Payroll Approval Lists
Approval for destruction of financial records
Approval of BCC Minutes

BACKGROUND:

1. Expenditure Approval Lists dated July 24 & 31, 2006; and Payroll Approval List dated July 27, 2006.
2. Destruction of listed financial records.
3. BCC Minutes dated July 25, 2006.
4. Clerk's "received and filed" - for information only.

C-1

Reviewed by:	
Co. Att	
OMB	
Other	
DCM	
CM	

CLERK'S REPORT
August 22, 2006

I. ITEMS FOR CONSIDERATION FROM COUNTY FINANCE

A. EXPENDITURE APPROVAL AND PAYROLL APPROVAL LISTS

Expenditure Approval Lists dated July 24 & 31, 2006; and Payroll Approval List dated July 27, 2006, presented.

ACTION REQUESTED: Motion approving same.

B. REQUEST FOR DESTRUCTION

Request approval for the destruction of financial records as listed (attached).

ACTION REQUESTED: Motion approving destruction.

II. ITEMS FOR CONSIDERATION FROM COUNTY COMMISSION RECORDS OFFICE

A. APPROVAL OF BCC OFFICIAL MINUTES

Request approval of BCC Minutes dated July 25, 2006.

ACTION REQUESTED: Motion approving same.

B. RECEIVED AND FILED - For Information Only.

1. Purchase Agreement with Fleet Financial Center for Parcel #107 for the Cross Seminole Trail Phase III.
2. Purchase Agreement with Big Tree Self Storage, LLC, for Parcel #108 for the Cross Seminole Trail Phase III.
3. Proof of publication for the July 13, 2006 public hearing of the Charter Review Commission.

4. Copy of letter from Bob Lewis, Chief Deputy Clerk, to Cindy Coto, County Manager, RE: meeting request with regard to space at the Civil Courthouse.
5. National Atmospheric Deposition Program (NRSP-3) Memorandum of Agreement for Reimbursement of Coordination and Chemical Analysis Costs.
6. Maintenance Bonds for the following Sterling Meadows in the amount of \$144,938.95; Airport Blvd. Right-of-way-Brio Commerce Center in the amount of \$2,986.50; and Riviera in the amount of \$47,355.
7. Clerk of the Circuit Court Fiscal year 2006/2007 Budget.
8. Memo from Sandy McCann, County Commission Records, to Denes Balo, Director of Clerk's Finance, acknowledging receipt of the Clerk of Circuit Court's Budget for Fiscal Year 2006/2007.
9. C.O. (Final Reduction) for W.O. #30 to CC-1212-03 - contractor for Lillie Hagin-McGill.
10. C.O. (Final Reduction) for W.O. #31 to CC-1212-03 - contractor for Lula Robinson.
11. C.O. (Final Reduction) for W.O. #32 to CC-1212-03 - contractor for Hilton Burke.
12. C.O. (Final Reduction) for W.O. #33 to CC-1212-03 - contractor for Gladys Williams.
13. C.O. (Final Reduction) for W.O. #34 to CC-1212-03 - contractor for Seneta Williams.
14. C.O. #2 to CC-1244-04, John Carlo, Inc.
15. W.O. #40 to CC-1262-05, APEC, Inc.
16. C.O. #1 to M-0859-96, R.B. Marks Construction.

17. C.O. #2 to CC-1262-05, APEC, Inc.
18. W.O. #3 to PS-0381-06, Vision IV Architecture.
19. W.O. #36 to CC-1262-05, Central Florida Environmental.
20. W.O. #9 to CC-1267-05, KMG Fence, LLC.
21. Contractor Demographic Change Forms for Alice Reen and Lauren Dommenech.
22. W.O. #27 to RFP-4214-04, Site Secure, Inc.
23. W.O. #2 to PS-5179-05, Jones Edmunds & Associates, Inc.
24. W.O. #41 to CC-1262-05, APEC, Inc.
25. C.O. #2 to CC-1242-05, Turnbull Environmental, Inc.
26. Certificate of Final Completion for CC-1262-05 W.O. #32, Central Florida Environmental.
27. W.O. #4 to PS-0381-06, Bentley Architects.
28. W.O. #51 to PS-5129-02, Southeastern Surveying & Mapping.
29. Fifth Amendment to Agreement for IFB-3049-02 for Fausnight Stripe & Line, Inc.
30. IFB-600009 Term Contract for Elevator Maintenance Services with General Elevator Sales & Service, Inc.
31. W.O. #31 to PS-5150-03, E Sciences, Inc.
32. RFP-600006 Rough-Cut Mowing & Grounds Services Agreement with Ott Landscape Maintenance.

33. RFP-600006 Rough-Cut Mowing & Grounds Maintenance Services Agreement with Cato Environmental Services.
34. First Amendment to RFP-4127-01, DRC Emergency Services, Inc.
35. 10th Amendment to HVAC Maintenance & Repair Agreement (Bid #260-01).
36. Certificates of Final Completion for SHIP Home Repairs Projects for the following: Seneta Williams; Gladys Williams; Hilton Burke; Lula Robinson; and Lilli Hagan-McGill.
37. Certificate of Final Completion for CC-1262-05, Schuller Contractors, Inc.
38. Memorandum to Seminole County Directors & Managers from Don Fisher RE: Pay reporting procedures for exempt employees.
39. Letter to BCC from Cynthia Porter Deputy City Clerk-City of Sanford, RE: Notice of public hearing for annexations.
40. Notice of Commission Hearing and Prehearing Conference for petition for issuance of a storm recovery financing order for Florida Power & Light.
41. Notice of City of Lake Mary public hearing for rezoning on April 11, 2006.
42. Copy of letter to John Drago, Longwood City Manager, from Chairman RE: redevelopment of park facilities in Seminole County.
43. Notice and agenda of Seminole County Port Authority meeting on April 19, 2006.
44. Bids for: RFP-1090-06; PS-1025-06; RFP-600060-06; PS-0676-06; DB-0577-06; PS-0977-06; RFP-600062-06; RFP-1091-06; RFP-600063-06; and CC-1095-06.

Sandy McCann

From: James Paulus
Sent: Monday, August 07, 2006 3:26 PM
To: Sandy McCann
Subject: 2006 MICROGRAPHICS RECORDS DESTRUCTION

2006 MICROGRAPHICS RECORDS DESTRUCTIONB.C.C. FINANCE

<u>ITEM</u>	<u>YEARS</u>	<u>BOXES</u>
<u>NON-MICROFILMED RECORDS</u>		
CLOSED CONTRACTS	01	.5
CLOSED PO'S	01	.5
CONSULTANT AGREEMENTS	95-99	2
COUNTY PROPERTY LEASES	88-95	.5
CASH RECEIPTS	00-01	29
DIRECT DEPOSIT FORMS	97-00	.33
DOCUMENT ACTION FORMS	99-00	1
DRAINAGE EASEMENT AGREEMENTS	90-96	1
EMP. RELATIONS CIVIL DEFENSE	80-94	.5
EMP. RELATIONS CRIME LAB	80-94	.5
ENGINEERING AGREEMENTS	99	3
ESCROW AGREEMENTS	95-99	.5
FUNDING AGREEMENTS	88-95	.5
FRS HANDBOOK	00	.33
GIFT CERTIFICATES	00	.33
GRANT AGREEMENTS	90-98	1
HARMLESS INTERLOCAL AGREEMENTS	73-86	1
INSURANCE ARREARS	00	.5
JOB DESCRIPTIONS	95-99	.33
LIBRARY AGREEMENTS	75-95	.5
LIFE OVER 50K	98	.33
MEDICAL AGREEMENTS	75-95	.5
MISC DEVELOPMENT ORDERS	95-99	.5
941 FUTA REPORTS	98-99	.33
OLD FINANCIAL RECORDS	95	4
PARK CONTRACTS	95-00	.5
PARK PLANNING AGREEMENTS	85-00	1
PERSONNEL POLICIES	80	.33
PURCHASING AGREEMENTS	94-99	1
ROAD AGREEMENTS	92-94	1
SALARY VERIFICATION	00	.33
SCHOOL/SCIDA AGREEMENTS	80-94	1
TALLY SHEETS	99-00	.33
UTILITY AGREEMENTS	95-00	10
UTILITY EASEMENTS	80-94	1
VOID CHECKS LISTING	00	.33
VOUCHERS	00-01	98
W 2 EDITS	99	.33
WATER/SEWER AGREEMENTS	94-99	1
WORKERS COMP RATE STUDY	00-01	.33

MICROFILMED RECORDS

COMPLETED PROJECTS	96-99	2
VAB	99-01	13
WEEKLY FILES	01	1