



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/21/2020 Meeting Date: 1/7/2021

Name: Kevin Kirby Department: Public Works

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "K. Kirby", written over a light blue horizontal line.

1. Nature and purpose of agenda item:

Approve BA 21-16 for an additional \$5,000 be added to the Women's Club project for appliances.

2. Recommended Motion/Action:

Approve BA 21-16

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.

The budget amendment number is BA 21-16 using fund(s) 302-GENERAL CAPITAL PROJECTS.

FROM:	TO:	AMOUNT:
302-8400-584.90-98 RESERVES / CASH BALANCE FORWARD	302-9882-572.80-73 GRANTS & AIDS / GRANT TO OUTSIDE AGENCIES	\$5,000.00

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Toby Witt
District No. 5 - Tim Murphy

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: David Kraus, Interim County Manager

FROM: Kevin Kirby, Assistant County Manager / 

DATE: December 15, 2020

RE: Women's Club

When the original scope and estimate was provided for the subject above, it was inclusive of an ice machine, awning repair and appliances. During the bid process, these items were excluded out of the final scope of work to save money on contractual fees.

However, these items were not added back to the budget amount. Therefore, I am requesting an additional \$5,000 be added to the budget for this project for completion.

Your consideration is appreciated.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100

Charyll Bradley

From: Kevin Kirby
Sent: Tuesday, December 15, 2020 8:05 AM
To: Donald Dupree; Charyll Bradley
Subject: RE: Womens Club

Charyll, please get with me on this. Thanks

From: Donald Dupree
Sent: Monday, December 14, 2020 4:13 PM
To: Kevin Kirby <kevin_kirby@columbiacountyfla.com>
Subject: Womens Club

Kevin, in regards to the Columbia County Womens Club, when we did the original scope and estimate, this was inclusive of an ice machine, awning repair and appliances, when we later went to the bid process, we backed those items out of the final scope of work in order to save money on contractors fees, however we did not add these items back to the budget amount, after going through my file, it is apparent that I forgot to inform anyone about what we had done, therefore there will need to be an additional \$5,000.00 added to the budget for this project in order to complete it.

Donny DuPree

Maintenance Director

Columbia County Board of County Commissioners

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