



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: September 29, 2017 Meeting Date: October 5, 2017

Name: Mario Coppock Department: Recreation

Division Manager's Signature: Ben Scott

1. Nature and purpose of agenda item:

Recreation Department Budget Amendment BA 17-69 \$11,325

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [] N/A [] Yes Account No. [X] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 17-69 Fund: 001-GENERAL FUND

Table with 3 columns: FROM, TO, AMOUNT. Rows include budget codes and descriptions like RESERVES / CONTINGENCY/RESERVE, PERSONAL SERVICES / REGULAR SALARIES, OPERATING EXPENDITURES / REPAIRS & MAINTENANCE with corresponding amounts.

For Use of County Manger Only:

[X] Consent Item [] Discussion Item



Columbia County Recreation Department

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Mario A. Coppock, CPRP, CPM

Director

MEMORANDUM

DATE: September 29, 2017

TO: Scott Ward, Assistant County Manager

FR: Mario A. Coppock, Recreation Director *M.A.C.*

RE: Budget Amendment

The Recreation Department would like to request a budget amendment to cover additional expenses incurred during the 16-17 FY. Additional purchases were required to replace and repair essential equipment as well as install safety equipment in the gymnasium.

Please see attached documentation for a list of unexpected repair and maintenance items as well as a list of the outstanding purchases the amendment will cover.

The Mission of the Columbia County Recreation Department is to meet the community's need for diverse, affordable, professionally managed recreation programs for children and adults, while maintaining a clean and safe environment.

2016-17 Recreation Expenses

Repair and Maintenance- 001.7200.572.30-46

Unexpected Repairs

- \$1,600.00- Roof Repair by O'Neal Roofing
- \$389.50- Stanley Security System Repair
- \$262.00- Electro-Mech- scoreboard repair
- \$2,050.00- BSN Sports- Safety Padding under goals in gymnasium
- \$3,453.96- Strictly Technology- network switch and camera system updates
- \$359.90- Tennant Co.- repairs and parts for floor scrubbing machine
- 481.20- NAPA Auto Parts- replacement batteries for floor scrubbing machine
- Total- \$8,596.56

Communications- 001.7200.572.30-41

Comcast Charges now passed on to departments

\$2,000.00 budgeted, total charges \$3,174.03

Budget Impact of \$1,174.03

2017 Year End Budget Amendment Request

Outstanding Expenses:

Vendor	Item Description	Account	Amount
Lowe's	Fasteners and Screws	001.7200.572.30-46	\$19.00
Dollar General	Detergent and Fresheners	001.7200.572.30-46	\$48.45
7 Eleven	Gas for travel from FRPA	001.7200.572.30-56	\$40.00
Exxon Mobil	Gas for travel to FRPA	001.7200.572.30-56	\$40.00
Enterprise	Rental vehicle for FRPA	001.7200.572.30-40	\$206.99
Omni Hotel	Lodging for FRPA	001.7200.572.30-40	\$417.00
Trane	A/C Repairs	001.7200.572.30-46	\$298.33
Stanley Security	Security Monitoring	001.7200.572.30-34	\$324.72
United Refrigeration	A/C Filters	001.7200.572.30-46	\$57.12
Sherwin-Williams	Pain and rollers	001.7200.572.30-46	\$20.57
Lowe's	Screws	001.7200.572.30-46	\$20.00
Cintas #148	Uniforms and Mats	001.7200.572.30-34	\$23.62
NAPA Auto Parts	Batteries for floor machine	001.7200.572.30-46	\$481.20
Cintas #148	Uniforms and Mats	001.7200.572.30-34	\$23.62
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	Petty Cash Reimbursement		\$72.18
Total			\$2,140.04