

**TAB 10**



# City of Palmetto Agenda Item

**Meeting Date**  
10/18/10

**Presenter:** Jim Freeman

**Department:** City Clerk

**Title:**  
Budget Amendment for Carry-Forward Encumbrances

**PROBLEM:** The FY2010-2011 budget does not include the carry-over purchase orders from FY2010.

**BACKGROUND:** Each year, the city carries forward the purchase orders which were outstanding at September 30. The accounting system also carries forward sufficient budget, unspent in FY2010, to support those purchase orders. This process amends the approved FY2011 budget and requires Commission's formal approval.

Attachment A lists, by fund and account number, the outstanding purchase orders carried forward into FY2011. The attachment also lists separate, the operating, CIP and grant purchase orders. The total amount is \$1,304,273.03 of which \$251,493 is for operating, \$827,057.26 is CIP and \$225,722 is for grants. Overall, the total amount is \$410,877 less than FY2009 carry-forward amount.

Resolution 2010-33 includes funding for these purchase orders per Section 5E in the proposed Budget Policy. This section states that Fund Balance may be used as funding only if the fund meets the minimum requirements of the Fund Balance Policy or by approval of City Commission. Attachment B outlines the funding source for each fund.

**Budgeted Amount:**  **Budget Page No(s):**  **Available Amount:**  **Expenditure Amount:**

**Additional Budgetary Information:**

**Funding Source(s):**  **Sufficient Funds Available:**  Yes  No **Budget Amendment Required:**  Yes  No **Source:**

**City Attorney Reviewed:**  Yes  No  N/A **Advisory Board Recommendation:**  For  Against  N/A **Consistent With:**  Yes  No  N/A

**Potential Motion/Direction Requested:**  
To approve Budget Resolution 2010-33.

**Staff Contact:** Karen Simpson Finance

**Attachments:** Attachment A and Attachment B

**RESOLUTION NO. 2010-33**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 2010-29, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2010-2011, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, from time to time it is necessary to increase or decrease revenues and expenditures in certain accounts, and;

**WHEREAS**, it is necessary to provide budgetary authorization for the expenditure of these funds;

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA:**

**Section 1:** That appropriate line items of the fiscal year ending September 30, 2011 be amended by carry forward amounts of open Purchase Orders in the grand total of One Million Three Hundred Four Thousand Two Hundred Seventy-Four (\$1,304,274), as evidenced in Attachment A as listed by department and purchase order number.

**Section 2:** That appropriate line items of the fiscal year ending September 30, 2011 be amended for the funding of Section 1 as evidenced in Attachments A and B.

**Section 3:** This Resolution shall become effective immediately upon its passage.

**Section 4:** All Resolutions and parts of Resolutions in conflict herewith are repealed.

**Passed by the City Commission of the City of Palmetto, Florida in regular session with a quorum present and voting this 18th day of October, 2010.**

CITY OF PALMETTO, FLORIDA  
BY AND THROUGH THE CITY  
COMMISSION OF THE CITY OF  
PALMETTO

By: \_\_\_\_\_  
SHIRLEY GROOVER BRYANT,  
MAYOR

ATTEST: JAMES R. FREEMAN

By: \_\_\_\_\_  
City Clerk

**2010 CARRY-FORWARD ENCUMBRANCES  
RESOLUTION 2010-33  
ATTACHMENT A**

ACCOUNT #	PURCHASE ORDER #	ACCOUNT NAME	DESCRIPTION	VENDOR NO/NAME	OPEN AMT
<b>GENERAL FUND</b>					
0015114634	910909	Repair & Maintenance	Chamber Carpet	3363 CITY OF PALMETTO PURCHASING	2,000.00
0015125242	910907	Small Tools/Equipment	Air Conditioner for Warehouse	130912 MAYTAG APPLIANCE CENTER	725.00
0015135401	910908	Non-Capitalized Equipment	CPU	4201 DELL MARKETING L.P.	1,500.00
0015136401	910885	Machinery and Equipment	IT Hardware	3363 CITY OF PALMETTO PURCHASING	1,018.72
0015214111	910887	Communications	Portable 800MHZ Harris P7300	3486 COMMUNICATIONS INT'L INC	4,281.26
0015215251	910846	Uniform Purchases and Cleaning	Point Blank R20D Tactical	18994 SRT SUPPLY, INC.	557.55
0015215251	910850	Uniform Purchases and Cleaning	Badges - silver with porcelin	7000 GALLS INCORPORATED	803.93
0015244634	910878	Repair & Maintenance	Service Tech Addt'l hour if needed	98288 IMAGE ONE CORPORATION	305.00
0015405401	910882	Non-Capitalized Equipment	Shared Cost for PW Refrigerator	19210 SEARS COMMERCIAL ONE ACCOU	122.03
0015405401	910883	Non-Capitalized Equipment	Motorola BPR-40 Storm/Crew 3 - Shared cost	230020 WIRELESS TECHNOLOGY EQUIP	624.00
0015433110	910356	Engineering Fees Pass Thru	Bible Baptist; INV#113047	29660 ZNS ENGINEERING L.C.	62.50
0015433116	910666	Contract Services	Watson variance invoice #113441	29660 ZNS ENGINEERING L.C.	997.50
0015725221	910864	Landscaping Material	Mulch	19101 ST. PETERSBURG, CITY OF	840.00
0015725401	910883	Non-Capitalized Equipment	Motorola BPR-40 Storm/Crew 3 - Shared cost	230020 WIRELESS TECHNOLOGY EQUIP	624.00
<b>TOTAL GENERAL FUND AS FUNDED FROM FUND BALANCE</b>					<b>14,461.49</b>
<b>CRA FUND</b>					
1905593116	910006	Contract Services	Weekly cleaning CRA Office	140040 NEAT & BRIGHT CLEANING SE	120.00
1905594405	910008	Operating Lease	AFICIO MPC3000 Color Copier	19156 RICOH CUSTOMER FINANCE COR	232.00
1905594405	910009	Operating Lease	Maintenance CRA copier/scanner	19153 RICOH BUSINESS SYSTEM	207.00
1905594891	910827	Promotional Advertising	Farm City Week - County mural	169999 PALMETTO ART CENTER	4,984.00
1905596300	78936	Imprvmts not Buildings	Ward 1 Phase 2 - Change Order	7235 GIFFELS-WEBSTER ENGINEERS I	43,545.01
1905596300	89935	Imprvmts not Buildings	Addl engineering for Riverside	12607 LOMBARDO, FOLEY & KOLARIK I	2,749.00
1905596300	910158	Imprvmts not Buildings	Engineering for Riverside Dr/US41/8th ave	12607 LOMBARDO, FOLEY & KOLARIK I	9,977.50
1905596300	910277	Imprvmts not Buildings	Geotechnical services, design and permitting	29660 ZNS ENGINEERING L.C.	20,503.40
1905598211	910476	Commercial Renovation	SF10-04 Muff D's Enterprises	131426 MUFF D'S ENTERPRISES INC	10,564.57
1905598212	60288	Community Renovation Program	Haben Blvd Improvements	29660 ZNS ENGINEERING L.C.	5,184.46
1905598214	910186	CRA Community	Public art project CRA Murals	169999 PALMETTO ART CENTER	2,100.00
<b>TOTAL CRA FUND - OPERATING AS FUNDED FROM FUND BALANCE</b>					<b>100,166.94</b>
19055963009011		(TRIP) US41 (8th) and Rivers	RIVERSIDE DR IMP #09-608	19801 SUPERIOR ASPHALT	40,430.91

**2010 CARRY-FORWARD ENCUMBRANCES**

**RESOLUTION 2010-33**

**ATTACHMENT A**

<u>ACCOUNT #</u>	<u>PURCHASE ORDER #</u>	<u>ACCOUNT NAME</u>	<u>DESCRIPTION</u>	<u>VENDOR NO/NAME</u>	<u>OPEN AMT</u>
19070263009011	910791	(TRIP) US 41 (8th) and River	US41 & Riverside Dr. Project 06535	19801 SUPERIOR ASPHALT	40,430.90
<b>TOTAL CRA FUND - GRANTS AS FUNDED THROUGH GRANT REVENUES</b>					<b>80,861.81</b>
<b>TOTAL CRA FUND</b>					<b>181,028.75</b>
<b>CAPITAL PROJECTS FUND</b>					
30160162000618	910790	City Building Upgrades	Task 2 & 3 Construction admin and electrical	12971 ATP ENGINEERING SOUTH, PL	4,250.00
30160731207554	77406	7th St Ext Eng Road and Brid	7th Street Extension Project	12607 LOMBARDO,FOLEY & KOLARIK I	11,627.27
30160763007555	89642	10th & 10th Project	10th St and 10th Ave improvements	12607 LOMBARDO,FOLEY & KOLARIK I	2,539.80
30160763007576	89641	10th & 14th Project	10th St and 14th Ave improvements	12607 LOMBARDO,FOLEY & KOLARIK I	806.50
<b>TOTAL CAPITAL PROJECTS FUND - CIP AS FUNDED FROM LOAN FUNDS</b>					<b>19,223.57</b>
30170163007576	910701	10th & 14th FDOT Grant	COP Project #07576 west of intersection	23490 WOODRUFF & SONS INC	111,840.59
30170463009597	910700	10th St Resurface FDOT Grant	Resurfacing 10th Street West	23490 WOODRUFF & SONS INC	14,380.22
<b>TOTAL CAPITAL PROJECTS FUND - GRANTS AS FUNDED FROM GRANT REVENUES</b>					<b>126,220.81</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>					<b>145,444.38</b>
<b>ROAD AND BRIDGE FUND</b>					
3075415302	910644	Materials-Road Repairs&Maint	3432 Red 30" x 50 Yd Shtg	13800 3M PAJ9860	305.00
3075415302	910904	Materials-Road Repairs&Maint	1 1/4" Type S-3 Asphalt	19801 SUPERIOR ASPHALT	36,440.00
3075415401	910882	Non-Capitalized Equipment	Shared Cost for PW Refrigerator	19210 SEARS COMMERCIAL ONE ACCOU	122.04
3075416401	910877	Machinery & Equipment	Linelazer IV 3900	19328 SHERWIN-WILLIAMS CO #2335	5,899.00
<b>TOTAL ROAD AND BRIDGE FUND AS FUNDED FROM FUND BALANCE</b>					<b>42,766.04</b>
<b>WATER AND SEWER FUND</b>					
4325334636	910862	Repair & Maintenance - Utility	Miscellaneous water fixtures for maintenance	19769 SUNSTATE METER & SUPPLY, I	1,099.56
4325335263	910067	Water Purchased fr Resale	City Water for Resale	13300 MANATEE COUNTY UTILITY	80,000.00
4325335401	910882	Non-Capitalized Equipment	Shared Cost for PW Refrigerator	19210 SEARS COMMERCIAL ONE ACCOU	122.04
4325335401	910883	Non-Capitalized Equipment	Motorola BPR-40 Storm/Crew 3 - Shared cost	230020 WIRELESS TECHNOLOGY EQUIP	208.00
4325335401	910882	Non-Capitalized Equipment	Shared Cost for PW Refrigerator	19210 SEARS COMMERCIAL ONE ACCOU	122.04
4325335401	910883	Non-Capitalized Equipment	Motorola BPR-40 Storm/Crew 3 - Shared cost	230020 WIRELESS TECHNOLOGY EQUIP	624.00
<b>TOTAL WATER AND SEWER FUND - OPERATING AS FUNDED FROM FUND BALANCE</b>					<b>82,175.64</b>
43263331207554	77406	7th St Ext Engineering Sewer	7th Street Extension Project	12607 LOMBARDO,FOLEY & KOLARIK I	51,409.83
43263363000619	910468	WWTP R & R	WWTP Repair and Replace - CIP 2010	17729 VEOLIA WATER NORTH AMERICA	50,000.00
43263363000620	910469	Lift Station Upgrades	Lift Stations R & R CIP 2010	17729 VEOLIA WATER NORTH AMERICA	36,471.86
43263363000621	910470	WWTP Upgrades - Sewer	WWTP Upgrades CIP 2010	17729 VEOLIA WATER NORTH AMERICA	112,143.84
43263363007547	78301	WWTP Upgrades - Sewer	Rehab Lift Stations # 19 and 17	17729 VEOLIA WATER NORTH AMERICA	16,034.32

**2010 CARRY-FORWARD ENCUMBRANCES  
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<u>ACCOUNT #</u>	<u>PURCHASE ORDER #</u>	<u>ACCOUNT NAME</u>	<u>DESCRIPTION</u>	<u>VENDOR NO/NAME</u>	<u>OPEN AMT</u>
43263363007547	89961	WWTP Upgrades - Sewer	Grit and Removal System	17729 VEOLIA WATER NORTH AMERICA	12,270.74
43263363009596	89958	WWTP R & R	WWTP Repair and Replace - CIP 2009	17729 VEOLIA WATER NORTH AMERICA	15,617.40
43263363009598	89849	Lift Station Upgrades	Lift Station 2009 LS#9, 19, 20	17729 VEOLIA WATER NORTH AMERICA	16,796.35
<b>TOTAL WATER AND SEWER FUND - CIP AS FUNDED FROM LOAN FUNDS</b>					<b>310,744.34</b>
43270263004389	910710	I&I Program-DEP/CBIR Grant	50 Manholes	78555 GML COATINGS LLC	18,640.00
<b>TOTAL WATER AND SEWER FUND - GRANTS AS FUNDED FROM GRANT REVENUES</b>					<b>18,640.00</b>
<b>TOTAL WATER AND SEWER FUND</b>					<b>411,559.98</b>
<b>STORMWATER FUND</b>					
4405383116	910873	Contract Services	Pond Monitoring	346 E CO CONSULTANTS, INC.	11,000.00
4405385223	910872	Operating Expenses	Sod for estuary ponds	19495 SMR FARMS	385.00
4405385401	910882	Non-Capitalized Equipment	Shared Cost for PW Refrigerator	19210 SEARS COMMERCIAL ONE ACCOU	122.04
4405385401	910883	Non-Capitalized Equipment	Motorola BPR-40 Storm/Crew 3	230020 WIRELESS TECHNOLOGY EQUIP	416.00
<b>TOTAL STORMWATER FUND - OPERATING AS FUNDED FROM FY2011 SURPLUS</b>					<b>11,923.04</b>
44064063007568	78384	13th St Drainage - Stormwater	13th St Drainage engineering	7235 GIFFELS-WEBSTER ENGINEERS I	6,650.00
<b>TOTAL STORMWATER FUND - CIP AS FUNDED FROM LOAN FUNDS</b>					<b>6,650.00</b>
<b>TOTAL STORMWATER FUND</b>					<b>18,573.04</b>
<b>REUSE FUND</b>					
46066063005904	78479	ASR Improv not Bldgs	ASR - Engineering Services	167275 PBS&J	490,439.35
<b>TOTAL REUSE FUND - CIP AS FUNDED FROM LOAN FUNDS AND GRANT REVENUES</b>					<b>490,439.35</b>
<b>GRAND TOTAL OPERATING ENCUMBRANCES</b>					<b>251,493.15</b>
<b>GRAND TOTAL CIP ENCUMBRANCES</b>					<b>827,057.26</b>
<b>GRAND TOTAL GRANT ENCUMBRANCES</b>					<b>225,722.62</b>
<b>GRAND TOTAL CARRY-FORWARD ENCUMBRANCES</b>					<b>1,304,273.03</b>

**2010 CARRY-FORWARD ENCUMBRANCES  
RESOLUTION 2010-33  
ATTACHMENT B**

Outstanding Purchase Orders

<u>Fund Name</u>	<u>Operating</u>	<u>CIP</u>	<u>Grants</u>	<u>Total</u>	<u>Fund Balance within Policy?</u>	<u>Fund with FB or surplus?</u>
General Fund	14,461.49	-	-	14,461.49	yes	Fund Balance
CRA	100,166.94	-	80,861.81	181,028.75	N/A	Fund Balance
Capital Projects	-	19,223.57	126,220.81	145,444.38	N/A	N/A
Road and Bridge	42,766.04	-	-	42,766.04	yes	Fund Balance
Solid Waste	-	-	-	-	yes	Fund Balance
Water and Sewer	82,175.64	310,744.34	18,640.00	411,559.98	yes	Surplus
Stormwater	11,923.04	6,650.00	-	18,573.04	no	Surplus
Reuse	-	490,439.35	-	490,439.35	no	N/A
	<u>251,493.15</u>	<u>827,057.26</u>	<u>225,722.62</u>	<u>1,304,273.03</u>		

**Notes:**

Only operating PO's need be funded from fund balance or surplus.

CIP PO's are funded separately through the CIP process either by fund balance, loan funds or grants.

Grants have matching revenue.