

TAB 4



City of Palmetto Agenda Item

Meeting Date

11/19/12

Presenter: **Jim Freeman**

Department: City Clerk

Title: Grant Administration Contract Work

In February, 2012 City Commission approved dollars to fund contract work associated with grant administration services for three FDOT/CMS grants. Since that time, this grant contractor has worked closely with City staff to meet the reporting requirements and ensure a successful application process/reimbursement. The three grants include road improvements to 10th and 14th, 10th and 10th and Haben Blvd. The projects were funded by FDOT/CMS dollars and required extensive monitoring and paperwork associated with the grants. The grants totaled almost \$1 million dollars between the three projects. As of last week, the paperwork for the last grant (Haben Blvd) was completed and submitted to FDOT. The other two projects were closed out earlier this year. As part of the final work associated with the Haben Blvd. closeout, and additional 22.5 hours was incurred. This expenditure was incurred because there were close-out deadlines that had to be met to ensure grant funding. As such, staff needs an additional \$517.50 to fund the additional hours. The additional 22.5 hours concludes the work with the grant contractor and City staff will complete the remaining minor follow-up items with FDOT which includes and on-site final inspection. Monies within Road and Bridge (Consulting 3075413101) will be used to fund this expenditure.

Budgeted Amount:	\$11,000	Budget Page No(s):	197	Available Amount:	\$13,000	Expenditure Amount:	\$517.50
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Additional Budget Info Dollars within Road and Bridge will be used to fund the consulting line item and pay for this expense.

Funding Source(s):	<input type="checkbox"/>	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	<input type="checkbox"/>
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City Attorney Reviewed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	Consistent With:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>
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Potential Motion/Direction Requested: Motion to approve and authorize staff to pay \$517.50 to the grant contractor for grant services provided as part of the CMS/FDOT grants for 10th and 10th, 10th and 14th and Haben Blvd road improvements..

Staff Contact: Jim Freeman

Attachments: