



**Cooper City Commission Meeting
Agenda Item Request Form**

Commission Meeting/Workshop Date: August 25, 2020

Requesting Department: Finance

Subject: Encumbrance Report

Section:

Presentation

Consent

Regular

Discussion

Background and Recommendation (attach backup material to Item Request Form):

Ordinance 2-206, Appropriations for Outstanding Purchase Orders, states that “a duly authorized appropriation of any given fiscal year shall continue to be a valid appropriation of a subsequent fiscal year, without appropriation or inclusion in the later year's budget, providing that the expenditure pursuant to such appropriation has been authorized by the city commission or a properly executed purchase order is outstanding at the end of the fiscal year of the original appropriation.” The ordinance was revised in January 2020 to provide a report in August and September detailing all appropriations that will be rolled forward into the next fiscal year.

As such, please see the attached report showing all purchase orders outstanding as of July 31, 2020. All purchase orders have been reviewed to determine which purchase orders are likely to be rolled into FY 2021. As part of the year end close process, the final issue date for all new purchase orders will be September 11, 2020.

Approvals:

Finance Director _____ City Manager _____ City Clerk _____

City of Cooper City
 Outstanding Encumbrances
 As of July 31, 2020

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
General Fund				
2020-7229	No	DELL COMPUTER CORP.	LAPTOP FOR INCOMING CITY MANAGER	40.43
2020-7194	No	ADP, INC.	ADP IMPLEMENTATION & SETUP FOR CITY	3,500.00
2020-7308	No	ADP, INC.	ADP PAYROLL & HR MODULES	4,614.20
2020-7176	No	GOVOFFICE LLC	ICE MULTI-YEAR SERVICE & LICENSE AGREEMENT WEBSITE DESIGN/HOSTING SERVICES	3,150.00
2020-7266	No	HOME DEPOT USA, INC.	HAND SANITIZER REFILLS FOR THE PARKS	3,155.20
2020-7312	No	CONCEPTUAL COMMUNICATIONS, LLC	COMMUNICATIONS DURING COVID-19 PANDEMIC	5,176.95
2020-7329	No	JACK'S JUNK REMOVAL CORPORATION	PROPERTY ABATEMENT AT 5225 SW 95TH AVENUE IN COOPER CITY	1,390.00
2019-7085	Yes	WITT O'BRIEN'S LLC	DISASTER DEBRIS MANAGEMENT PLAN UPDATE	500.00
2020-7348	No	DELL COMPUTER CORP.	DELL LATITUDE 5310	2,798.00
2019-7163	No	ELECTRICAL CONTRACTING SERVICE, INC	SPORT FIELD LIGHTING REPAIR	6,449.78
2020-7252	No	IMPERIAL ELECTRICAL INC	STREETLIGHT REPAIR CITYWIDE	7,095.66
2020-7330	Yes	REXEL, INC.	FLAMINGO WEST PARK LIGHT FIXTURES DAMAGED BY LIGHTNING	1,972.02
2019-7191	No	SOIL TECH DISTRIBUTORS, INC.	CLAY FOR BASEBALL/SOFTBALL INFIELDS-BILL LIPS & SPORTS COMPLEX	637.50
2019-7145	No	MAINGUY ENVIRONMENTAL CARE, INC	MONTHLY CONTRACT LANDSCAPE MAINTENANCE	11,300.00
2019-7197	No	SUNBELT RENTALS	BOBCAT RENTAL	1,051.56
2019-7139	No	DEANGELO BROTHERS, LLC	RENTENTION POND AND WETLAND MAINTENANCE	3,440.00
2020-7333	No	MARSDEN SOUTH, LLC	BLANKET PURCHASE - PARKS RESTROOMS -	4,908.46
2020-7336	No	MULLINGS ENGINEERING SERVICES	BERMUDA TIFWAY 419 CERTIFIED	9,336.00
2020-7263	No	BANK OF AMERICA	AMAZON ORDER # 113-0744131-3781849- PIN PRESS TOOL	1,770.99
2019-7136	No	KEMP GROUP INTERNATIONAL	CROSSING GUARD CONTRACT FY19-20	67,585.50
2020-7250	No	FIREWORKS DISPLAYS UNLIMITED, LLC	FIREWORKS DISPLAY FOR FOUNDER'S DAY	12,000.00
2020-7253	No	A.E.S. PORTABLE SANITATION INC.	PORTABLE SANITATION TRAILER FOR FOUNDER'S DAY	2,720.00
2020-7272	No	HOME DEPOT USA, INC.	JANITORIAL SUPPLIES RELEASED AS NEEDED	641.41
2019-7127	No	GOMEZ CHEMICALS INC	BULK CHLORINE BLANKET PURCHASE 10-1-2019 THROUGH 3-26-2020	614.90
			Open PO	155,848.56
			Total General Fund Encumbrances as of July 31, 2020	156,319.82
			Difference	(471.26)
			Estimated to be rolled as of July 31, 2020 General Fund	2,472.02

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
Road & Bridge Fund				
2020-7282	No	FLORIDA TECHNICAL CONSULTANTS, LLC	GIS SERVICES	3,720.00
2020-7326	No	TRANSYSTEMS CORPORATION CONSULTANTS	INITIAL BRIDGE INSPECTION SW 49TH ST OVE C11 SOUTH CANAL(SW 120 AVE)	2,509.75
2020-7290	No	ARROW ASPHALT & ENGINEERING, INC.	ROOT INTRUSION REPAIR	18,500.00
2020-7298	No	INNOVATIVE ENVIRONMENTAL SERVICES,	ARBORICULTURAL SERVICES- ROW TREE TRIMMING	17,836.00
2019-7152	No	MAINGUY ENVIRONMENTAL CARE, INC	MONTHLY CONTRACT LANDSCAPE MAINTENANCE	133,839.98
2019-7068	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING- COUNTRY III	5,733
2019-7069	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING - TANGLEWOOD	6,943
2019-7070	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING - BAY WAY	1,544
2019-7071	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING - JENNIFER WAY	1,695
2019-7079	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING - MELISSA WAY	2,079
2019-7099	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT RESURFACING- SUMMERTIME ISLE	1,991
2020-7285	No	WEEKLEY ASPHALT PAVING, INC.	ASPHALT PAVING FLAMINGO GARDENS PHASE 1	33,265
2020-7261	Yes	METRO EXPRESS INC.	SIDEWALK REPLACEMENT - TIMBERLAKE	50,000.00
2020-7285	Yes	WEEKLEY ASPHALT PAVING, INC.	ASPHALT PAVING FLAMINGO GARDENS PHASE 1	14,914.63
Total Road and Bridge Fund Encumbrances as of July 31, 2020				294,571.28
Estimated to be rolled as of July 31, 2020 Road & Bridge Fund				64,914.63

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
Capital Projects Fund				
2019-7053	Yes	CUMMINS, INC.	COMM CENTER 100KW PERMANENT GENERATOR	31,395.05
Total Capital Projects Fund Encumbrances as of July 31, 2020				31,395.05
Estimated to be rolled as of July 31, 2020 Capital Projects Fund				31,395.05

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
Parking Lot Fund				
2020-7281	No	VANTAGE INTEGRATION, INC.	9 MONTHS VIDEO MONITORING & EQUIP MAINT - EAST AND WEST RV LOTS	7,545.00
Total Parking Lot Fund Encumbrances as of July 31, 2020				7,545.00
Estimated to be rolled as of July 31, 2020 Parking Lot Fund				-

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
Stormwater Fund				
2017-6025	Yes	E SCIENCES, INCORPORATED	STORM WATER ASSESSMENT PROGRAM	10,965.17
2019-7091	Yes	RAFTELIS FINANCIAL CONSULTANTS, INC	WATER & SEWER FINANCIAL FORECAST/STORMWATER FUND RATE STUDY	1,152.50
2019-7140	No	DEANGELO BROTHERS, LLC	LAKE MAINTENANCE SW 122ND AVENUE	795.00
2019-7201	No	A&A DRAINAGE & VAC SERVICES, INC.	STORM DRAIN CLEANING SERVICES	10,120.00
2020-7267	No	SHENANDOAH GENERAL CONSTRUCTION, CO	REPAIR HEADWALL & INSTALL LINER IN CORRODED PIPE	11,475.00
2020-7340	No	CONCRETE WORKS & PAVING INC	CONCRETE AND ASPHALT RESTORATION	10,000.00
2018-6551	No	FLORIDA ENGINEERING AND DEVELOPMENT	NATALIE'S COVE DRAINAGE IMPROVEMENTS	98,046.59
			Open PO	142,554.26
			Total Stormwater Fund Encumbrances as of July 31, 2020	79,777.00
			Difference	62,777.26
			Estimated to be rolled as of July 31, 2020 Stormwater Fund	12,117.67

PO #	Rollforward	Vendor	DESCRIPTION	OPEN PO AMT
Water & Sewer Fund				
2019-7002	No	NO. 1 BOBCAT & TRUCKING, INC.	SOD/GRASS REMOVAL AND DISPOSAL	10,040.00
2019-7122	No	HYDRO DESIGNS INC	TESTING OF BACKFLOW PREVENTERS	17,336.00
2019-7164	No	MC MASTER-CARR SUPPLY COMPANY	HEAVY DUTY PIPE RACK	12.09
2019-7123	No	CONCRETE WORKS & PAVING INC	CONCRETE/ASPHALT RESTORATION SVCS	87.6
2020-7236	No	CONCRETE WORKS & PAVING INC	CONCRETE/ASPHALT RESTORATION	209.5
2020-7332	No	CONCRETE WORKS & PAVING INC	CONCRETE/ASPHALT RESTORATION	5,744.00
2020-7339	No	FERGUSON ENTERPRISES INC.	5/8" X 3/4" METERS & TOWER TOP UNIT	111,656.15
2020-7349	No	FERGUSON ENTERPRISES INC.	MINODE 4 REPEATER	4,768.50
2020-7255	No	BANK OF AMERICA	PORTABLE TRAFFIC ANALYZER (VENDOR: JACE CHANDLER & ASSOC)	2,880.00
2019-7117	No	ADVANCED ENVIRONMENTAL LABORATORIES	TESTING SERVICES	1,840.00
2019-6847	No	BANK OF AMERICA	MAGNETIC FLOW TRANSMITTER (VENDOR: DELTA CONTROL ENGINEERING)	1,955.25
2020-7337	Yes	CH2M HILL ENGINEERS, INC.	RETAINER TO MAINTAIN SCADA AS NEEDED	12,000.00
2020-7240	No	EXCELETECH COATING & APPLICATIONS,	LINING OF THE ACID TANK	19,780.00
2020-7352	Yes	SOUTHLAND PAINTING CORP.	RECOAT SULFURIC ACID TANK	37,000.00
2019-7026	No	LMCIS, INC.	PLC FOR THE CENTRIFUGE - EMERGENCY	10,270.00
2019-7107	No	CARLON, INC.	ANHYDROUS AMMONIA	3,868.50
2019-7108	No	ALLIED UNIVERSAL CORP.	SODIUM HYDROXIDE (CAUSTIC SODA 50%)	4,529.56
2019-7112	No	HAWKINS WATER TREATMENT GROUP	HYDROFLUOSILICIC ACID	3,280.70
2019-7113	No	TOTAL FILTRATION SERVICES, INC.	FLOCON 260	4,497.12
2019-7126	No	SULPHURIC ACID TRADING COMPANY, INC	SULFURIC ACID 93%	1,215.31
2020-7288	No	SULPHURIC ACID TRADING COMPANY, INC	SULFURIC ACID 93%	3,941.93
2020-7289	No	CARUS PHOSPHATES, INC.	3380 LIQUID ZINC TOTE (3025 LB PER TOTE)	10,436.22
2020-7350	No	ALLIED UNIVERSAL CORP.	SODIUM HYPOCHLORITE	2,590.00
2020-7335	No	BANK OF AMERICA	MEDICAL ALERT	1,348.50
2020-7292	No	PORT CONSOLIDATED, INC.	ULTRA LOW SULFUR DIESEL FUEL FOR UTILITIES GENERATORS	649
2019-7192	No	ENVIRONMENTAL PRODUCTS GROUP, INC.	VAC TRUCK REPAIRS	205.59
2019-7159	No	DATA FLOW SYSTEMS, INC.	PARTS FOR SCADA SYSTEM	2,813.00
2020-7237	No	HINTERLAND GROUP, INC.	LIFT STATION 5 TOP SLAB & CHIMNEY REPLACEMENT	450
2020-7269	Yes	HINTERLAND GROUP, INC.	LS #41 BYPASS PUMP PIPING	2,400.00
2020-7341	No	PSI TECHNOLOGIES INC	REPAIR OF WILO PUMP 10 HP 1680RPM	2,340.99
2020-7342	No	PSI TECHNOLOGIES INC	WILO PUMP REPAIR	2,562.26
2020-7343	No	PSI TECHNOLOGIES INC	PUMP REPAIR LS 36	1,750.98
2020-7344	No	PSI TECHNOLOGIES INC	PUMP REPAIR LS 40	2,488.61
2020-7345	No	PSI TECHNOLOGIES INC	PUMP REPAIR LS 52	6,826.69
2019-7121	No	SYNAGRO-WWT, INC	SLUDGE HAULING AND DISPOSAL	46,761.00
2019-7116	No	PACE ANALYTICAL SERVICES, LLC	TESTING SERVICES	1,850.00
2020-7311	No	ADVANCED ENVIRONMENTAL LABORATORIES	TESTING SERVICES	3,796.00
2019-7172	No	R. C. BEACH & ASSOC., INC.	PUMP REPAIR	69.86
2019-7114	No	KEMIRA WATER SOLUTIONS, INC.	LIQUID FERROUS SULFATE	112.89
2020-7324	No	KEMIRA WATER SOLUTIONS, INC.	LIQUID FERROUS SULFATE	11,297.43

2020-7351	No	ALLIED UNIVERSAL CORP.	SODIUM HYPOCHLORITE	5,180.00
2020-7335	No	BANK OF AMERICA	MEDICAL ALERT	1,348.50
2019-7034	Yes	LEIGH ROBINSON KERR & ASSOCIATES, I	WATER SUPPLY FACILITIES WORK PLAN UPDATE	2,000.00
2019-7057	No	FLORIDA TECHNICAL CONSULTANTS, LLC	UPDATE, MAINTAIN, IMPROVE CITY'S GIS	30
2019-7091	Yes	RAFTELIS FINANCIAL CONSULTANTS, INC	WATER & SEWER FINANCIAL FORECAST/STORMWATER FUND RATE STUDY	1,152.00
2019-7158	No	FLORIDA TECHNICAL CONSULTANTS, LLC	UPDATE, MAINTAIN AND IMPROVE CITY'S GIS	32.5
2020-7268	No	FLORIDA TECHNICAL CONSULTANTS, LLC	GIS SERVICES	42
2019-7169	Yes	AECOM	FDEP OPERATING PERMIT FOR DEEP INJECTION WELL	6,218.25
2020-7297	Yes	HAZEN & SAWYER, P.C.	DRINKING WATER SYSTEM RISK ASSESSMENT & EMERGENCY RESPONSE PLAN	93,000.00
2019-7124	No	HIGH TECH ENGINEERING, INC	UNDERGROUND UTILITY LOCATING/MARKING	5,344.00
2019-7125	No	SOLITUDE LAKE MANAGEMENT	RETENTION POND MAINTENANCE	330
2019-7119	No	TOSHIBA BUSINESS SOLUTIONS	KIP7170 NETWORK PRINTER/MAINTENANCE AGREEMENT	1,301.61
2020-7291	No	ENVIRONMENTAL SYSTEMS RESEARCH INST	ARCGIS ONLINE FIELD WORKER TERM LICENSE	28.77
2020-7346	No	MASTER MECHANIC SERVICES, INC.	REMOVAL/DISPOSAL OF EXISTING 6 TON CONDENSER	7,585.00
2018-6649	Yes	AECOM	DEEP INJECTION WELL REHAB, TASK ORDER 21	133,535.14
2020-7216	Yes	FLORIDA DESIGN DRILLING CORPORATION	REPLACEMENT OF STEEL WATER STORAGE TANK	452,421.70
2020-7217	Yes	HAZEN & SAWYER, P.C.	ENGINEERING SERVICES FOR REPLACEMENT OF WATER STORAGE TANK	29,270.00
2017-6214	No	CH2M HILL ENGINEERS, INC.	WATER TREATMENT PLANT PROCESS CONTROL SYSTEM REPLACEMENT	16,267.69
2020-7314	Yes	HAZEN & SAWYER, P.C.	LIFT STATION 55 REHABILITATION-TASK ORDER 2020-01	19,890.00
2019-6918	Yes	CALVIN, GIORDANO & ASSOC. INC.	PUMP STATION 48 REHAB	53,643.75
2019-7202	Yes	HINTERLAND GROUP, INC.	SANITARY SEWER REHAB SW 88TH TERR	9,528.00
2020-7338	Yes	HINTERLAND GROUP, INC.	SEWER REHAB SW 94TH AVE AND 54TH ST	150,080.00
2017-6234	No	CALVIN, GIORDANO & ASSOC. INC.	SANITARY SEWER IMPROVEMENTS 90TH AVE	38,912.50
2020-7304	Yes	ALL WEBBS ENTERPRISES, INC.	DEEP INJECTION WELL REHABILITATION	2,843,625.00
			Open PO	4,228,428.14
			Total Water & Sewer Fund Encumbrances as of July 31, 2020	4,255,044.44
			Difference	(26,616.30)
			Estimated to be rolled as of July 31, 2020 Water and Sewer Funds	3,845,764.34