

CLERK OF CIRCUIT COURT & COUNTY COMPTROLLER PASCO COUNTY



Procedure: Review of Agenda Items

Overview

The Accounts Payable Department (AP) reviews the agenda items, prior to the Board of County Commissioners' (the Board) meeting, in order to determine the propriety of financial terms, including the availability of funds. This process is defined in the Florida Constitution. "The Clerk of the Circuit Court shall be Ex-Officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all county funds." Article VIII, Section 1(d), Florida Constitution

The agenda items are available on the County's Website (www.pascocountyfl.net) on the Friday prior to each Board meeting.

Procedures

AP reviews the agenda. Based upon the descriptions contained in the agenda, AP selects items for review of agenda memoranda (See Example of Agenda Memorandum on page 5) and related supporting documentation. An agenda memorandum includes several sections: Description and Conditions, Alternative and Analysis, and Recommendation and Funding. The agenda memorandum may also have attachments including contracts, bid documents, change orders, etc. Any references to "Agenda memorandum," herein, will represent both the memorandum and the attachments.

The Agenda Coordinator in the County Administrator's Office, extension 8477, coordinates the process of adding an agenda memorandum to the Board Agenda.

A review is performed by AP in order to determine:

- Availability of funds (See Reference: Pasco County Code of Ordinances, Section 2-105 on page 6)
- Validity and propriety of account number(s)
- Vendor name comparison between agenda memorandum and bid/contract

- Financial terms comparison between agenda memorandum and bid, contract, task order, and/or any amendments
- Mathematical accuracy of the bid/contract amounts
- Completeness of the contract, task order, and/or agreement

In cases where information is not correct, AP contacts appropriate County staff for clarification and course of action.

Example: If there are insufficient funds on the agenda item, AP contacts County staff. County staff may indicate that the agenda item will be withdrawn or that a budget amendment will be presented.

AP sends an email concerning its review of the agenda items to the Clerk & Comptroller, Director of Financial Services and to County Administration, prior to the Board meeting.

County staff should:

- Verify that sufficient funds are available before the item is placed on the agenda
- Verify that the proper account number has been established in FASBE
- Verify that the vendor name listed in the agenda memorandum agrees to the vendor name in the bid/contract
- Verify that the details in the agenda memorandum reflect the financial terms and details of the contract
- Record the requisition number in the agenda memorandum. This will assist AP in identifying whether funds have already been earmarked for the agenda item.
- Record the fiscal year information in the funding paragraph if it is not clear when the funds will be encumbered. This is especially important during the Board meetings held in September and October.
- For grant agenda items, record the Catalog of Federal Domestic Assistance (CFDA) number or Catalog of State Financial Assistance (CSFA) number in the subject line of the agenda memorandum. This is important for auditing purposes.
- For grant agenda items, record the account number for the local cash match expenditure number
- Verify the mathematical accuracy of the unit prices of the bid/contract
- Verify that the contract/task order/agreement is complete and that all exhibits and attachments are included with the contract.

- Determine whether the payment is to be requested within the agenda item. If that is the case, insure that the agenda memorandum states all pertinent information including the timing of the payment, vendor, amount, account number(s) and method of payment (Check, Wire Transfer or ACH). Please note that the minimum number of days in which a payment can be processed is seven days from the Board meeting. The following is an example of suggested language to include in the agenda memorandum:

Invoice is attached. Payment is to be processed within seven days of Board approval to: Commercial Pipes, in the amount of \$40,375.00, posted to B450-752205-33400, payable by ACH, contingent upon the vendor supplying the ACH form to the Accounts Payable Department.

In addition, County staff should send an email to accts.payable@pascoclerk.com no later than the Friday before the Board meeting. The email should state:

ALERT: Please be aware that BCC Agenda Item (Insert agenda Item number) for approval by the Board on (insert Board meeting date) requires immediate payment to (insert vendor name).

Review Agenda Items for Financial Terms

Quick Checklist

- ☐ Sufficient Funds
- ☐ Account number is valid and proper and exists in FASBE
- ☐ Vendor name in agenda memorandum matches the vendor name in the Bid/Contract
- ☐ Agenda memorandum reflects the terms of the contract and there is no conflict between the agenda memorandum and the contract.
- ☐ Agenda memorandum reports the requisition number that has been input to FASBE
- ☐ For grants: CFDA or CSFA number is reflected in the subject line of the agenda memorandum.
- ☐ For grants: The local cash match expenditure account number is on the agenda memorandum.
- ☐ Mathematical accuracy of bid and contract prices
- ☐ Contract/agreement/task order is complete. All exhibits and attachments are included with the contract/agreement/task order
- ☐ Payments requested within an agenda memorandum. Such wording must be clearly included in the Recommendation paragraph.
- ☐ For payments that are requested within an agenda memorandum, an email identifying the specifics of the agenda memorandum has been sent to accts.payable@pascoclerk.com on the Friday prior to the applicable Board meeting.

Example of an Agenda Memorandum

PASCO COUNTY, FLORIDA INTEROFFICE MEMORANDUM

TO:	Honorable Chairman and Members of the Board of County Commissioners	DATE:	11/14/11	FILE:	PRA12-0023
THRU:	Daniel R. Johnson Assistant County Administrator (Public Services)	SUBJECT:	Trinity Community Park, 30 Percent Design, Task Order No. FM11-001 - Florida Design Consultants, Inc., for \$33,550.00		
FROM:	Frederick J. Buckman, CPRP Parks and Recreation Director				
STAFF:	Martha S. Campbell Administrative Services Manager	REFERENCES:	Comm. Dist. 3		

It is recommended that the data herein presented be given formal consideration by the Board of County Commissioners (BCC).

DESCRIPTION AND CONDITIONS:

On July 12, 2011, the BCC approved an agenda item to negotiate a cost proposal for 30 percent design to help clarify amenities, and cost estimates to construct and operate the proposed Trinity Community Park along Trinity Boulevard.

The Florida Design Consultants, Inc. (FDC), design proposal is \$77,251.00, with 30 percent design amounting to \$33,550.00. Task Order No. FM11-001 with the Scope of Services to complete this effort is attached.

Fiscal matters relating to operational and maintenance funding within the Parks and Recreation Department continue to be of concern if the desire is to move beyond the design phase of this project.

ALTERNATIVES AND ANALYSIS:

1. Approve Task Order No. FM11-001 with FDC to complete this project through 30 percent design.
2. Deny Task Order No. FM11-001 with FDC which will place the design of the Trinity Community Park on hold.
3. Direct staff to other alternatives.

RECOMMENDATION AND FUNDING:

The Parks and Recreation Department and the Facilities Management Department recommend that the BCC approve Alternative No. 1, authorize the Chairman to execute the three original task orders provided, and direct the Board Records Department to distribute the task orders as follows: retain one original; forward one original to the Parks and Recreation Department, Land O' Lakes; and mail one original to:

Florida Design Consultants, Inc.
3030 Starkey Boulevard
New Port Richey, FL 34655
Telephone (727) 849-7588
Federal ID No. 59-3354592

Funding for 30 percent design, in the amount of \$33,550.00, is available in Account No. B331-822014-63100/002143.

ATTACHMENTS

1. Task Order No. FM11-001 (Three Originals)

FJB/MSCE/cm/bcc120611/wpdata/ai/js/trinitycommparkdesign_pra120023

Reference: Pasco County, Code of Ordinances Section 2-105

Sec. 2-105. - Encumbrance of funds. ^o

Except in an emergency, as defined under section 2-107, the purchasing director shall not issue any order for delivery on a contract or open market purchase until the office of the clerk of the circuit court shall have certified, after preaudit, that there is to the credit of the using agency concerned a sufficient unencumbered appropriation balance in excess of all unpaid obligations to defray the amount of such order.

(Code 1970, § 1-38; Ord. No. 92-06, § 8, 5-19-92)