



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: DECEMBER 12, 2024

RE: RESOLUTION NUMBER 24-112: AMENDMENT IN THE AMOUNT OF \$3,921,714.05 TO THE FY 2024/25 BUDGET FOR CARRY-OVER OF FY 2023/2024 ENCUMBERED BY PURCHASE ORDER FUNDS FOR VARIOUS CAPITAL PROJECTS AND CONSULTING SERVICES AGREEMENTS

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**Introduction:**

The purpose of Resolution Number 24-112 is to amend the FY 2024/25 budget to include funds that were encumbered by purchase orders in FY 2023/24 but were not spent by the end of FY 2023/24.

**Recommended Action:**

Staff recommends approval of Resolution Number 24-112.

**Background:**

Each year during the budget process, requested funds for capital projects and consulting services are budgeted taking into account any remaining budgeted funds in the current fiscal year. The process is to budget only those additional funds needed to complete capital projects and consulting services agreements with the intent to carry-over any encumbered funds remaining from the prior fiscal year. This allows for the carry-over of funds for capital projects and consulting services agreements that were encumbered in FY 2023/24.

This amendment provides the mechanism to amend the FY 2024/25 budget to include remaining FY 2023/24 encumbered funds for various capital projects and consulting services agreements in order to fund those items through completion.

The detailed listing of open purchase orders is attached as Exhibit A. The summary, by fund, is presented on the following table.

**CITY OF EUSTIS**  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-001	\$127,986.44	\$0.00	\$5,585.25	\$0.00	\$133,571.69
SALES TAX FUND	4-010	\$539,546.87	\$0.00	\$0.00	\$0.00	\$539,546.87
COMMUNITY REDEVEL	4-014	\$48,550.00	\$0.00	\$12,383.99	\$0.00	\$60,933.99
BUILDING SERVICES F	4-020	\$7,274.00	\$0.00	\$0.00	\$0.00	\$7,274.00
WATER/SEWER	4-040	\$128,495.88	\$0.00	\$32,123.03	\$0.00	\$160,618.91
WATER & SEWER REV	4-042	\$2,328,472.33	\$0.00	\$225,818.64	\$0.00	\$2,554,290.97
STORMWATER UTILITY	4-049	\$47,250.00	\$0.00	\$0.00	\$0.00	\$47,250.00
GREENWOOD CEMETE	4-060	\$15,212.50	\$0.00	\$0.00	\$0.00	\$15,212.50
PARKS & RECREATION	4-063	\$40,633.00	\$0.00	\$0.00	\$0.00	\$40,633.00
WATER IMPACT TRUST	4-065	\$362,382.12	\$0.00	\$0.00	\$0.00	\$362,382.12
Total Of All Funds:		\$3,645,803.14	\$0.00	\$275,910.91	\$0.00	\$3,921,714.05

**Budget and Staff Impact:**

The impact to the budget is an amendment to the FY 2024/25 budget in the amount of \$3,921,714.05. The funding source is FY 2023/24 encumbered budgeted funds.

**Attachments:**

Exhibit A: Purchase Order Listing by Expenditure Account

**Prepared by:**

Lori Carr, Finance Director

**Reviewed by:**

Mari Leisen, Deputy Finance Director