

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** February 18, 2020

**DEPARTMENT:** Community Sustainability

**TITLE:**

Payment of Two Fiscal Year 2019 Invoices to Lawton Connect for Printing Services

**SUMMARY:**

Authorization for payment of two (2) outstanding invoices to Lawton Connect for printing services provided in Fiscal Year 2019 but were not paid prior to the closure of the accounts for the fiscal year.

**BACKGROUND AND JUSTIFICATION:**

During Fiscal Year 2019, two purchase orders for printing services from Lawton Connect were approved on behalf of the Economic Development Division. One purchase order covered the printing of the City's formal Strategic Plan document. The other included the publication of development incentive pocket folders for City's promotion of its economic incentives to private investment. Though the services were approved and provided in Fiscal Year 2019, the invoices for said services were not paid prior to the Fiscal Year 2019's books being closed. As such, the payment for the services requires authorization of the use of Fiscal Year 2020 funds to cover the expenditures.

The item provides for the necessary authorization by the City Commission to utilize Fiscal Year 2020 funds in the amount of \$5,277.35 to cover the expenses incurred and services received in Fiscal Year 2019.

**MOTION:**

Move to approve/disapprove – Authorization of the use of Fiscal Year 2020 funds to pay for expenditures and services incurred in Fiscal Year 2019

**ATTACHMENT(S):**

Fiscal Impact Analysis

Invoices

## FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$5,277.35	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 \$5,277.35	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance
001-2010-515.47-00	Printing & Binding		\$3,000	\$1,327.47	\$1,000	\$327.47
001-2070-559.47-00	Printing & Binding		\$2,500	\$2,500	\$1,500	\$1,000.00
001-2070-559.48-00	Promotional Activities		\$2,500	\$2,500	\$1,777.35	\$722.65
001-1020-512.47-00	Printing & Binding		\$2,000	\$2,123.42	\$1,000	\$1,123.42

### C. Department Fiscal Review: \_\_\_\_\_