RESOLUTION NO. 21-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING ITS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021; BY PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS IN THE AMOUNTS IDENTIFIED IN EXHIBIT A; REPEALING ALL RESOLUTIONS INCONSISTENT HEREWITH; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Resolution No. 141-21, the City Commission of the City of Delray Beach, Florida has adopted a budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and

WHEREAS, the City Commission has determined that an amendment needs to be made to the previously adopted Fiscal Year 2021/2022 Budget; and

WHEREAS, the City Commission deems approval of this Resolution to be in the best interest of the health, safety and welfare of the residents and citizens of the City of Delray Beach and the public at large.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF **DELRAY BEACH, FLORIDA, AS FOLLOWS:**

Section 1. The foregoing recitals are hereby affirmed and ratified.

Section 2. The City Commission hereby amends its fiscal year 2021/2022 Budget as provided in the schedule attached hereto as Exhibit "A".

Should any section, sentence, clause, part, or provision of this Resolution be Section 3. declared invalid or unenforceable, by a court of competent jurisdiction, the same shall not affect the validity of this Resolution as a whole, or any part hereof other than the part declared to be invalid. Said provision declared to be invalid shall be deemed severed from the remaining provision of the Resolution.

Section 4. Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED in regular session on this the

day of February 2022.

Petrolia. Mayor

ATTEST

Katerri Johnson, City Clerk

Approved as to form and legal sufficiency:

Attorney

Exhibit A City of Delray Beach Budget Amendment for Fiscal Year 2021-22

Fund			Department	Description	Amount
Neigbhorhood Services	118	Revenue	Fund Balance	Neighborhood Services Fund Budget Amendment	51,692.00
Neigbhorhood Services	118	Revenue	Intergovernmental Revenue	Neighborhood Services Fund Budget Amendment	3,386,608.69
Neigbhorhood Services	118	Expenditures	Various Expenditures	Neighborhood Services Fund Budget Amendment	3,438,300.69
		2022	Amendment Summary - Cap	ital Funds	
Fund		2022			Amount
Fund		2022	2 Amendment Summary - Cap Department	ital Funds Description	Amount
Fund General Construction	334	2022 Revenue		Description	Amount 7,118,416.36
			Department		
General Construction	334	Revenue	Department Fund Balance	Description 2021 Capital Projects	7,118,416.36
General Construction General Construction One Cent Sales Tax	334	Revenue Expenditures	Department Fund Balance Various	Description 2021 Capital Projects 2021 Capital Projects	7,118,416.36
General Construction General Construction	334 377 377	Revenue Expenditures Revenue	Department Fund Balance Various Capital Projects	Description 2021 Capital Projects 2021 Capital Projects 2021 Capital Projects	7,118,416.36 7,118,416.36 6,543,305.57

Exhibit A City of Delray Beach Budget Amendment for Fiscal Year 2021-22

2022 Amendment Summary - All Funds Encumbrances					
General Fund	001	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	796,165.17
General Fund	001	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	796,165.17
Special Projects Fund	115	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	534,130.47
Special Projects Fund	115	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	534,130.47
Utility - Water & Sewer	441	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	2,938,515.74
Utility - Water & Sewer	441	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	2,938,515.74
Municipal Golf Course	445	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	78,149.06
Municipal Golf Course	445	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	78,149.06
Stormwater	448	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	837,445.98
Stormwater	448	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	837,445.98
Garage Fund	501	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	66,954.28
Garage Fund	501	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	66,954.28
Recreation Impact Fund	117	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	454,037.00
Recreation Impact Fund	117	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	454,037.00
Neighborhood Services Fund	118	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	183,721.75
Neighborhood Services Fund	118	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	183,721.75
Beach Restoration	332	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	290,701.78
Beach Restoration	332	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	290,701.78
General Construction	334	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	13,037,600.22
General Construction	334	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	13,037,600.22
Surtax Fund	377	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	6,261,220.55
Surtax Fund	377	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	6,261,220.55
Utility - Renewal & Replacement	442	Revenue	Fund Balance	To re-appropriate FY2021 encumbrances	4,347,825.90
Utility - Renewal & Replacement	442	Expenditures	Various Accounts	To re-appropriate FY2021 encumbrances	4,347,825.90

City of Delray Beach Capital Projects Budget Amendment

count # 4-41-340-541-63-31		Amount
4-41-340-541-63-31		
	\$	105,447.00
4-41-340-541-68-39	\$	6,875,403.36
4-41-340-541-68-11	\$	52,566.00
4-41-340-541-63-08	\$	85,000.00
7-72-715-572-63-02	\$	32,002.70
7-41-340-541-68-01	\$	110,000.00
7-22-000-522-62-23	\$	5,138,875.00
7-41-340-541-68-03	\$	1,262,427.87
1-43-390-549-64-14	\$	889,033.00
	-41-340-541-68-11 -41-340-541-63-08 2-72-715-572-63-02 2-41-340-541-68-01 2-22-000-522-62-23 2-41-340-541-68-03	-41-340-541-68-11 \$ -41-340-541-63-08 \$ -72-715-572-63-02 \$ -41-340-541-68-01 \$ -22-000-522-62-23 \$ -41-340-541-68-03 \$

3

Total

14,550,754.93

\$

PO's Rolled over from FY 2021 to FY 2022

001-12-000-512.34-90 001-12-070-513.31-90 001-13-000-513.34-90 001-16-000-516.46-15 001-21-110-521.34-90 001-21-110-521.52-20 001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32 001-21-150-521.52-32 001-21-150-521.52-32	001 001 001 001 001 001 001 001	Other Contractual Services Other Contractual Services Professional Services Other Professional Services Other Contractual Services Other Contractual Services Repair and Maintenance Service Equipment Maintenance Other Contractual Services Other Contractual Services Operating Supplies General Operating Supplies Operating Supplies Uniform / Linen Service	11,231.00 63,674.00 10,000.00 39,867.60 13,868.00 46,666.50
001-13-000-513.34-90 001-16-000-516.46-15 001-21-110-521.34-90 001-21-110-521.52-20 001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32	001 001 001 001 001 001	Other Contractual Services Other Contractual Services Repair and Maintenance Service Equipment Maintenance Other Contractual Services Other Contractual Services Operating Supplies General Operating Supplies	10,000.00 39,867.60 13,868.00
001-16-000-516.46-15 001-21-110-521.34-90 001-21-110-521.52-20 001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32	001 001 001 001 001	Repair and Maintenance Service Equipment Maintenance Other Contractual Services Other Contractual Services Operating Supplies General Operating Supplies	39,867.60 13,868.00
001-21-110-521.34-90 001-21-110-521.52-20 001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32	001 001 001 001	Other Contractual Services Other Contractual Services Operating Supplies General Operating Supplies	13,868.00
001-21-110-521.52-20 001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32	001 001 001	Operating Supplies General Operating Supplies	
001-21-110-521.52-33 001-21-150-521.52-27 001-21-150-521.52-32	001 001		46,666,50
001-21-150-521.52-27 001-21-150-521.52-32	001	Operating Supplies Uniform / Linen Service	
001-21-150-521.52-32			6,595.00
	001	Operating Supplies Equipment < \$5,000	9,643.20
01-22-000-522.64-20	001	Operating Supplies SWAT Expenditures < \$1,000	8,545.50
	001	Machinery & Equipment Automotive	48,967.21
01-26-200-515.31-90	001	Professional Services Other Professional Services	36,377.20
01-26-220-524.34-90	001	Other Contractual Services Other Contractual Services	72,250.00
001-39-000-539.46-40	001	Repair and Maintenance Service Other Repair Maintenance	48,868.00
001-41-320-541.34-90	001	Other Contractual Services Other Contractual Services	2,440.00
01-41-350-519.34-90	001	Other Contractual Services Other Contractual Services	41,730.57
01-41-350-519.46-20	001	Repair and Maintenance Service Building Maintenance	55,616.00
001-42-000-519.31-10	001	Professional Services Engineering/Architectural	84,838.92
001-42-000-519.31-90	001	Professional Services Other Professional Services	30,808.96
01-45-150-545.34-90	001	Other Contractual Services Other Contractual Services	151,880.51
01-72-720-572.52-20	001	Operating Supplies General Operating Supplies	8,932.00
01-72-733-572.46-40	001	Repair and Maintenance Service Other Repair Maintenance	3,365.00
15-21-121-521.64-90	115	Machinery & Equipment Other Machinery / Equipment	222,910.88
15-45-150-545.31-90	115	Professional Services Other Professional Services	203,987.59
15-45-150-545.46-40	115	Repair and Maintenance Service Other Repair Maintenance	99,732.00
15-79-791-579.31-90	115	Professional Services Other Professional Services	7,500.00
17-72-772-572.63-30	117	Capital Outlay Recreational & Other Improvmnts	454,037.00
18-54-513-554.49-19	118	Other Current Charges Housing Rehabilitation	82,970.74
118-54-520-554.34-67	118	Other Contractual Services Curb Appeal Program	58,363.91
18-54-540-554.49-19	118	Other Current Charges Housing Rehabilitation	42,387.10
32-41-363-572.31-10	332	Professional Services Engineering/Architectural	153,677.23
332-41-363-572.34-90	332	Other Contractual Services Other Contractual Services	137,024.55
334-22-000-522.62-02	334	Capital Outlay Building Improvements	14,650.00
334-41-000-522.62-02	334	Capital Outlay Building Improvements	78,501.30
334-41-000-525.64-02	334	Machinery & Equipment Generators	53,406.00
334-41-340-541.63-20	334	Capital Outlay Osceola Pk / Other Landscp Beaut	6,049,076.18
34-41-340-541.63-31	334	Capital Outlay Barwick Park Trail Resurfacing	33,528.00
334-41-340-541.68-19	334	Capital Outlay NE 3Rd Street Scape Improvmnt	1,682,763.62
334-41-340-541.68-39	334	Capital Outlay FDOT Lowson/Mil/Cong/SE 6th Ave	753,892.64
34-41-340-541.68-80	334	Capital Outlay Swinton & Atlantic Inters	3,199.51
334-41-340-541.68-86	334	Capital Outlay Alley Improvements	2,051,344.41
334-41-340-541.69-38	334	Capital Outlay Local Int-Lowson Mil Trai	3,974.23
334-72-736-572.62-02	334	Capital Outlay Building Improvements	103,845.00
334-72-736-572.62-10	334	Capital Outlay Buildings	1,876,097.50
334-90-260-519.68-10	334	Capital Outlay Buildings	333,321.83

PO's Rolled over from FY 2021 to FY 2022

GL Account Code	Fund	GL Account Description	Amount
377-22-000-522.62-10	377	Capital Outlay Buildings	107,960.00
377-22-000-522.62-23	377	Capital Outlay Fire Station #3 Rebuild	861,125.00
377-41-340-541.63-03	377	Capital Outlay Roadway Restoration	319,227.48
377-41-340-541.63-04	377	Capital Outlay Island Drive Bridge Maintenance	1,339,649.50
377-41-340-541.63-11	377	Capital Outlay Bikepaths/Sidewalks	506,598.01
377-41-340-541.63-90	377	Capital Outlay Other Improvements	83,567.71
377-41-340-541.68-01	377	Capital Outlay Catherine Dr & Linton Bld Inters	347,175.74
377-41-340-541.68-02	377	Capital Outlay Swinton Av- NE 4th St to NW 22nd	611,109.79
377-41-340-541.68-03	377	Capital Outlay Tropic Isles	2,688.00
377-41-340-541.68-18	377	Capital Outlay NE 2 Ave/Seacrest Beautific Impr	312,381.00
377-41-340-541.69-41	377	Capital Outlay Marine Way Seawall Constr	782,430.59
377-72-715-572.63-02	377	Capital Outlay Atlantic Dunes Park	817,048.36
377-72-715-572.63-90	377	Capital Outlay Other Improvements	37,769.01
377-72-730-572.63-20	377	Capital Outlay Osceola Pk / Other Landscp Beaut	15,668.21
377-75-300-572.63-06	377	Capital Outlay Golf Course Renovations	105,932.17
377-90-260-541.46-14	377	Repair and Maintenance Service Citywide Bridge Repair & Maint.	10,889.98
441-36-000-536.68-10	441	Capital Outlay Software	298,104.25
441-36-050-536.31-90	441	Professional Services Other Professional Services	5,220.00
441-36-259-536.34-90	441	Other Contractual Services Other Contractual Services	22,849.64
441-36-300-536.63-24	441	Capital Outlay Reclaim Water Transmission	1,800,938.61
441-36-300-536.68-19	441	Capital Outlay NE 3Rd Street Scape Improvmnt	90,571.98
441-36-300-536.68-43	441	Capital Outlay Island Drive Bridge Maintenance	50,000.00
441-36-300-536.68-44	441	Capital Outlay Reclaimed Water Area15 Expansion	128,396.96
441-36-300-536.68-45	441	Capital Outlay George Bush Blvd Roadway Reconst	542,434.30
442-36-260-536.68-26	442	Capital Outlay Sanitary Sewer Rehab	203,558.00
442-36-260-536.68-33	442	Capital Outlay Improv/Upgrade LS Telemetry Syst	110,890.89
442-36-260-537.31-90	442	Professional Services Other Professional Services	325,611.31
442-36-260-537.61-36	442	Capital Outlay Land / Intracoastal Cross Replcm	888,841.09
442-36-260-537.63-12	442	Capital Outlay Water Mains	12,261.50
442-36-260-537.63-17	442	Capital Outlay Str Reconst / Force Main Rplcmnt	395,282.61
442-36-260-537.63-22	442	Capital Outlay WTP Clarifier Rehab	14,838.52
442-36-260-537.63-39	442	Capital Outlay Miller Tank Restoration	113,275.00
442-36-260-537.64-90	442	Machinery & Equipment Other Machinery / Equipment	755,018.96
442-36-260-537.68-07	442	Capital Outlay WTP Implmt Pin & Wellsite Dev	177,470.55
442-36-260-537.68-10	442	Capital Outlay Software	16,350.00
442-36-260-537.68-27	442	Capital Outlay Improvements / Sewer Mains	2,051.69
442-36-260-537.68-40	442	Capital Outlay Golf Course Raw Water Piping	1,324,994.87
442-36-260-537.68-61	442	Capital Outlay Production Well Rehab	7,380.91
445-75-152-575.31-90	445	Professional Services Other Professional Services	11,320.00
445-75-153-575.31-90	445	Professional Services Other Professional Services	4,190.00
445-75-300-575.64-90	445	Machinery & Equipment Other Machinery / Equipment	62,639.06
448-38-000-538.31-90	448	Professional Services Other Professional Services	4,117.84
448-38-300-538.31-10	448	Professional Services Engineering/Architectural	86,701.28
	448	Professional Services Other Professional Services	102,491.68

PO's Rolled over from FY 2021 to FY 2022

GL Account Code	Fund	GL Account Description	Amount
448-38-300-538.34-90	448	Other Contractual Services Other Contractual Services	11,287.50
448-38-300-538.65-10	448	Capital Outlay Stormwater Masterplan/Other Imp	27,702.89
448-38-300-538.68-19	448	Capital Outlay NE 3Rd Street Scape Improvmnt	62,819.98
448-38-300-538.68-41	448	Capital Outlay SE 8th Court Drainage	376,688.51
448-38-300-538.68-62	448	Capital Outlay Storm Water Pump St Rehab	165,636.30
501-43-000-549.46-40	501	Repair and Maintenance Service Other Repair Maintenance	20,000.00
501-43-000-549.52-51	501	Operating Supplies C.G Outside Service	7,397.28
501-43-390-549.64-20	501	Machinery & Equipment Automotive	39,557.00
Grand Total			29,826,467.90

City of Delray Beach

PO's Rolled over from FY 2021 to FY 2022

Summary by Fund

Fund	Total by Fund			
001	796,165.17			
115	534,130.47			
117	454,037.00			
118	183,721.75			
332	290,701.78			
334	13,037,600.22			
377	6,261,220.55			
441	2,938,515.74			
442	4,347,825.90			
445 78,149.0				
448	837,445.98			
501	66,954.28			
Grand Total	29,826,467.90			

(1) Departmental Line Transfer

(3) Intertund/Interdepartmental Transfer

(2) Date:

1/18/2022

(4) Batch Number:

(5) Requested By: Ferline F. Mesidort. NS Administrator

PROJECT #	ACCOUNT NUMBER	(7) DESCRIPTION	(B) TRANSFER IN	(9) TRANSFER IN
			REVENUE INCREASE	EXPENSE INCREASE
	118-00-000-301-018	PRIOR YEARS SURPLUS / NEIGHBORHOOD SERVICES	51,892.00	
	118-54-530-554-40.10	TRAVEL AND TRAINING		2,000.0
	118-54-530-554-46.15	PROMOTIONAL ACTIVITIES/SPECIAL EVENTS		3,000.0
	118-54-530-554-49.19	OWNER-OCCUPIED REHABILITATION		41,782.0
	118-54-530-554-54.11	SOFTWARE		4,500.0
	118-54-530-554-49.90	OTHER CURRENT CHARGES		430.0
	118-00-000-331-501	FEDERAL GRANTS CORONAVIRUS RELIEF FUNDS	833,831.00	
	118-54-510-554-49.29	CDBG-CV RENTAL ASSISTANCE		78,112.5
	118-54-510-554-49.28	CDBG-CV BUSINESS ASSISTANCE		755,518.5
	118-00-000-331-898	US DEPARTMENT OF HUD/COMM DEVEL	871,817.23	
		PRIOR YEARS SURPLUS/NEIGHBORHOOD SERVICES		
	118-00-000-331-703	FEDERAL GRANTS HUD/ CDBG 20-21	531,136.00	
	118-54-513-554-49.19	OWNER-OCCUPIED REHABILITATION		1,108,499.2
	118-54-514-554-34.20	OTHER CONTRACTUAL UNSAFE BUILDINGS & STRUCTURES		9,521.0
	118-54-515-554-82.13	GRANTS AID TO PRIVATE ORG/ URBAN LEAGUE		10,000.0
	118-54-515-554-82.21	GRANTS AID TO PRIVATE ORG/ MILAGRO CENTER		35,000.0
	118-54-515-554-82.28	GRANTS AID TO PRIVATE ORG/ KOPMN		28,858.0
	118-54-515-554-82.27	GRANTS AID TO PRIVATE ORG/ LEGAL AID SOCIETY		11,275.0
	118-00-000-334-390	STATE GRANTS FEMAL RCMP	5,952.00	
	118-54-542-554-49.19	OTHER CURRENT CHARGES / HOUSING REHABILITATION		5,952.0
	116-00-000-334-690	STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM	105,408.88	
	118-54-540-554-49.19	OWNER-OCCUPIED REHABILITATION		47,438.8
	118-54-540-554-49.25	HOMEOWNER SUBSIDY		58,970.0
	118-00-000-366-105	COMM REDEVELOPMENT AGENCY / CURB APPEAL PROGRAM	134,704.84	
	118-54-520-554.34.87	OTHER CONTRACTUAL SERVICE / CURB APPEAL PROGRAM		134,704.8
	118-00-000-366-110	WORKFORCE HOUSING / HOUSING TRUST FUND	883,740.34	
	118-54-522-554-49.02	DEVELOPMENT COSTS		5,000.0
	118-54-522-554-49.19	OWNER-OCCUPIED REHABILITATION		365,537.
	118-54-522-554-49.25	HOMEOWNER SUBSIDY		297,032.
	118-54-522-554-49.28	RENTAL ASSISTANCE		95,169.0
	118-54-522-554-49.51	PROPERTY ACQUISITION		100,000
	118-00-000-369-901	ORIGINAL POPCORN HOUSE INTEREST	2,578.32	
	118-00-000-389-904	ORIGINAL POPCORN HOUSE PRINCIPAL	38,030.20	
	118-54-514-554-49.12	OTHER CURRENT CHARGES MICRD LENDING		40,608.
	118-00-000-389-909	Other Misc/Rev Pro Note - SHIP	3,766.20	
	118-54-540-554-49.25	OTHER CURRENT CHARGES / HOMEOWNER SUBSIDY		3,766.2
	118-00-000-389-912	Other Misc Rev Pro Note - DRI	19,551.68	
	118-54-512-554-49.19	OTHER CURRENT CHARGES / HOUSING REHABILITATION		19,551.
	118-00-000-388-100	SALE OF GEN'L CAP ASSETS/DCA NSP (CASH) PROCEEDS	175,292.00	
	118-54-541-554-82.11	CAPITAL OUTLAY/PROPERTY ACQUISITIONS		175,292.
		(10) TOTA	3,438,300.89	3,438,300

Department

(13) Period:

Inance Director:

(11) Budget Revision Date:

Samuer Watthew 1/21/22

(12) Control Number:

(14) Count:

Budget Office:

City Manager:

ORIGINAL - BUDGET

CANARY - PROJECT FILE

PINK - DEPARTMENT

1

39.00



CITY OF DELRAY BEACH CITY ATTORNEY'S OFFICE 200 NW 1ST Avenue, Delray Beach, FL 33444 561-243-7090

LEGAL REVIEW FORM



This form is to be used solely for the legal review of documents not including procurement agreements. Procurement Agreements are reviewed under a separate cover. This form shall only be completed by a member of the City Attorney's Office.

Date of Review: 1/24/22

Document Name: RESOLUTION NO. 21-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING ITS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021; BY PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS IN THE AMOUNTS IDENTIFIED IN EXHIBIT A; REPEALING ALL RESOLUTIONS INCONSISTENT HEREWITH; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Document Type: Budget Resolution

Submitted by: Liliana Alvarez

 $_{\rm X}$ This document is approved as to form and legal sufficiency.

This document is approved as to form and legal sufficiency; however, the undersigned made the

following change(s):

This document is <u>not</u> approved as to form and legal sufficiency for the following reason(s):

s/Kelly W. Brandon, Esq. Attorney

Copy to:

____ City Attorney's Office (with a copy of the approved document)