

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

DATE: August 30, 2011 (City Council Special Meeting of 9/14/2011)

SUBJECT: Consider Resolution Amending FY 2011/12 Budget to Increase Appropriations for FY 2010/11 Purchase Order Carry Over

SUMMARY

Staff is requesting approval of the attached Resolution to increase the FY 2011/12 Adopted Budget by \$618,118.25. This amount is the result of the carry forward of FY 2010/11 Purchase Orders (PO) for goods and services, not related to Capital Improvement Projects (CIP), into FY 2011/12.

DISCUSSION

On June 15, 2011 the City Council adopted the FY 2011/12 Operating and Capital Improvement Budget for the City of Moorpark. The original adopted appropriation was \$48.1M, which includes \$20.8M for CIP. Resolution 2011-3035 granted the City Manager the authority to amend the CIP budget after final accounting of FY 2010/11 project costs.

In the prior years, PO for goods and services were closed and except for CIP, all unexpended encumbrances and appropriations were not carried forward into the current year. Thus, payments against these PO were usually charged against current year appropriations and the budget was subsequently adjusted during mid-year budget amendments.

Staff realized that there were some commitments entered into by the City to purchase goods or services in the prior year. Funds were accordingly encumbered and PO were issued. But the timing of delivery for such goods and services went beyond June 30, 2011 and could not be recorded as accrued expenses in FY 2010/11. Therefore, these transactions should be paid in FY 2011/12. The PO roll over process will cancel any remaining encumbrance balance in prior year; move the appropriations and re-establish

the same encumbrance amount in the current year. In order for Accounts Payable to promptly process invoices related to these goods and services in the month of August, the carry over must have already occurred. Thus, the procedure was completed on August 5 and the action effectively increased the FY 2011/12 Adopted Budget. Attachment 1 lists all affected PO.

FISCAL IMPACT

The total roll-over increased the City's appropriations by \$618,118.25 and impacted the following funds/departments:

Fund/Division	Adopted Budget	Budget Amendment	Adjusted Budget
0100-3120 Internal Service Fund/Information Systems	0.00	31,136.64	31,136.64
1000-1100 General Fund/City Council	221,745.00	36,000.00	257,745.00
1000-3100 General Fund/City Clerk	464,414.00	20,139.50	484,553.50
1000-7620 General Fund/Facilities	735,393.00	95,481.00	830,874.00
1000-7800 General Fund/Park Maintenance	1,431,654.00	31,406.00	1,463,060.00
1000-7900 General Fund/LMD	152,866.00	73,909.00	226,775.00
1000-8100 General Fund/Public Works	200,610.00	44,074.82	244,684.82
1010-7620 Library Fund/Library	67,050.00	5,200.00	72,250.00
2300-7900 AD City-wide/LMD	509,340.00	6,718.00	516,058.00
2302-7900 84-2 Steeple Hill T2865/LMD	105,681.00	39,839.00	145,520.00
2308-7900 84-2 Home Acres Buffer/LMD	47,771.00	2,280.00	50,051.00
2312-7900 84-2 Carlsberg/LMD	274,877.00	40,706.00	315,583.00
2315-7900 01-2 Toll Bros T4928/LMD	175,062.00	66,946.00	242,008.00
2322-7900 07-1 Pardee Homes T5045/LMD	792,770.00	113,103.00	905,873.00
2605-8310 Gas Tax Fund/Street Maintenance	1,121,513.00	2,817.25	1,124,330.25
2609-2210 Other State/Federal Grants/Emergency Mgt	12,000.00	7,235.16	19,235.16
4003-9200 Equipment Replacement Fund/Public Safety	0.00	1,126.88	1,126.88
Grand Total	6,312,746.00	618,118.25	6,930,864.25

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2011-_____.

Attachments: 1 - FY 2010/11 PO Carried Over to FY 2011/12

2 - Resolution No. 2011-_____

FY 2010/11 Purchase Orders Carried Over to FY 2011/12

PO No.	Vendor	Budget Unit	Description	CIP Related	Non-CIP Related
100000043	BEAUDRY MOTORS INC.	400392000000	Kawasaki Motorcycle		1,126.88
100000060	AMERICAN BUILDING COMFORT	various	HVAC Maintenance Service at Various Facilities		4,450.00
100000061	TAFT ELECTRIC COMPANY, INC.	100076202005	Electrical Services - PSC		500.00
100000062	SCI CONSULTING GROUP	100011000000	Citywide Survey Assessment Engineer Planning Consulting Services		36,000.00
100000066	HARTZOG & CRABILL, INC.	various	Traffic Signal Design & Maintenance; Construction Service for Collins & University Drives	7,049.39	2,817.25
100000072	DMA GREENCARE CONTRACTING INC.	100078007803	AVCP Turf Renovation Project		5,488.00
100000076	PACIFIC COAST SOUND & COMMUNICATION	100076207701	Installation of New CD Player & Speakers at AVRC		4,158.00
100000077	HYDROPOINT DATA SYSTEMS INC.	various	Installation of Central Irrigation System		346,818.00
100000079	CVE ENGINEERING, INC.	230879007901	Surveying Services at Shadyridge Drive		2,280.00
100000081	CITIES DIGITAL INC.	100031000000	Laserfiche		20,139.50
100000084	ALPINE INTERIORS INC.	100076200000	Floor Tile Replacement - Community Center		15,180.00
100000085	NEUMANN, ERIC	100076200000	Installation of Fire Sprinkler System at City Hall Annex II Building		34,650.00
100000086	VENTURA ASBESTOS CONTROL, INC.	100076200000	Asbestos Removal Services at Community Facilities		15,510.00
100000087	REICHL, RONALD	various	Tree Replacement, Wall Planting & Median Island Drainage		20,321.00
100000088	IWANSKY, DAVID S.	101076200000	Flourescent Lighting Retrofit at the Library		4,950.00
100000090	COMPUCOM SYSTEMS INC.	010031200000	Microsoft Exchange & Windows Server Licenses		15,838.64
100000091	COMPUWAVE	010031200000	VMWare Licenses & Support		15,298.00
100000092	COMPUWAVE	260922100000	EOC Computer Monitors		786.62
100000093	DELL MARKETING L.P.	260922100000	EOC Computer Desktops		6,448.54
100000095	FORBESS CONSULTING GROUP, INC	100076200000	Asbestos Abatement Monitoring		2,500.00
100000096	BAY ALARM COMPANY	100076200000	Installation of Security Alarm System at Annex, Development Services & Community Center Buildings		14,658.00
100000097	KIM, PAUL	100076200000	Painting Services at Moorpark Active Adult Center		4,125.00
090000029	MRC, LLC	100081000000	LOMC and Additional Surveying, Coordination & Flood Analysis		44,074.82
100000015	NYE & NELSON INC	260483108083	Mountain Trail St/Spring Rd Pavement Rehabilitation	5,948.04	
100000024	BARNHART BALFOUR BEATTY	290524105020	Construction Management - RCHSC	908,152.34	
100000026	PENFIELD & SMITH	various	Civil Engineering Design for Princeton Widening Project	142,914.99	
100000039	JENSEN DESIGN & SURVEY INC.	290524105020	Surveying Services - RCHSC	37,898.75	
100000040	TESTING ENGINEERS SOUTHWEST INC.	290524105020	Materials Testing - RCHSC	154,900.50	
100000041	JOHN S. BASCOM INC.	290524105020	Site Utilities & Building Plumbing - RCHSC	694,732.65	
100000042	DAMAR CONSTRUCTION INC.	290524105020	Grading & Paving - RCHSC	265,636.45	
100000045	TAFT ELECTRIC COMPANY, INC.	290524105020	Electrical - RCHSC	828,643.95	
100000046	BEST CONTRACTING SERVICES INC	290524105020	Roofing - RCHSC	343,161.00	
100000047	STEELCON INC.	290524105020	Structural Steel & Metals - RCHSC	674,040.00	
100000048	CVE ENGINEERING, INC.	261285108073	Metrolink Security Wall Survey Stalking	200.00	
100000050	FYR LANDSCAPING INC.	400424105020	Landscape & Irrigation - RCHSC	114,200.00	
100000051	BONTERRA CONSULTING LLC	280021002007	Preparation of EIR - Civic Center	301,861.32	
100000053	JOHN PENCE BUILDING SPECIALTIES INC	400424105020	Site Improvements Specialties - RCHSC	60,304.00	
100000054	STANDARD DRYWALL INC.	various	Site Improvements Finishes - RCHSC	2,148,992.00	
100000057	CENTER GLASS COMPANY	400424105020	Site Improvements Glass & Glazing - RCHSC	198,000.00	
100000058	RELIABLE FLOOR COVERING INC	400424105020	Site Improvements Flooring & Ceramic Flooring - RCHSC	332,960.00	
100000059	ENVIRONMENTAL HEATING/AIR CONDITION	290524105020	HVAC & Fire Sprinklers - RCHSC	711,238.00	
100000064	TAFT ELECTRIC COMPANY, INC.	400083108078	Traffic Signal & Intersection Light System Collins & University Drives	3,346.94	

FY 2010/11 Purchase Orders Carried Over to FY 2011/12

PO No.	Vendor	Budget Unit	Description	CIP Related	Non-CIP Related
100000065	K&Z CABINET CO. INC.	400424105020	Finish Carpentry & Casework - RCHSC	153,700.00	
100000073	FALCON BUILDERS, INC.	500085108073	Construction of Security/Retaining Wall at 300 High Street	5,200.00	
100000083	BEST CONTRACTING SERVICES INC	290524105020	Site Improvements - Sheet Metal	96,385.00	
100000089	SANTA CLARITA CONCRETE	various	Site Improvement - Concrete, CMU, Furnishings	1,669,000.00	
100000098	REICHL, RONALD	261285108073	Metroink Parking Lot Tree Planting	734.50	
110000022	NYE & NELSON INC	various	Demolition of Structures - 1083 Walnut Canyon Rd & 112 First St	16,094.00	
08000053	HARTZOG & CRABILL, INC.	400083108078	Traffic Signal at Collins & University Drives	3,515.00	
09000014	BJ PALMER & ASSOCIATES	200183108066	Planning & Design Mgt to Underground Utilities	10,162.50	
09000030	BEACON INTEGRATED PROF RESOURCE	250183108013	Property Acquisitions - LA Ave Widening	80,270.67	
09000031	BEACON INTEGRATED PROF RESOURCE	250183108012	Property Acquisitions - Princeton Ave Widening	196.76	
09000032	AECOM USA INC.	250183108013	Technical Services - LA Ave Widening	41,173.08	
09000033	MANHOLE ADJUSTING, INC.	various	Pavement Rehabilitation Project	5,775.32	
09000038	KOA CORPORATION	200283108061	Street Design - North Hills Parkway	1,195,362.68	
			Grand Total	11,211,749.83	618,118.25

RESOLUTION NO. 2011-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2011/12 OPERATING AND CAPITAL IMPROVEMENT BUDGET TO INCREASE APPROPRIATIONS FOR FISCAL YEAR 2010/11 PURCHASE ORDER CARRY OVER

WHEREAS, on June 15, 2011 the City Council adopted the Operating and Capital Improvement Budget for FY 2011/12; and

WHEREAS, a staff report has been presented to the Council requesting approval of the budget amendment generated by the FY 2010/11 Purchase Order roll over process completed on August 5, 2011, which resulted in an aggregate increased appropriations of \$618,118.25; and

WHEREAS, the Purchase Order carry over impacted various funds including, the Internal Service Fund (0100), General Fund (1000), Library Services Fund (1010), Gas Tax Fund (2605), Other State/Federal Grant Funds (2609), Equipment Replacement Fund (4003) and several Assessment District Funds; and

WHEREAS, Exhibit "A" hereof describes said budget amendments and the resultant impacts to the budget line items.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A budget amendment appropriating \$618,118.25 per Exhibit "A" and encumbering said funds for FY 2010/11 Purchase Order carried over to FY 2011/12 is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 14th day of September, 2011.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk
Attachment: Exhibit "A" – Budget Amendment

Exhibit A

**BUDGET AMENDMENT to
Various City Funds for the FY 2010/11 Purchase Order
Encumbrances Carried Over to FY 2011/12
FY 2011/12**

FUND ALLOCATION FROM:

FUND	ACCOUNT NUMBER	AMOUNT
Internal Service Fund	0100-5500	\$31,136.64
General Fund	1000-5500	\$301,010.32
Library Services Fund	1010-5500	\$5,200.00
AD City-wide Fund	2300-5500	\$6,718.00
84-2 Steeple Hill T2865 Fund	2302-5500	\$39,839.00
84-2 Home Acres Buffer Fund	2308-5500	\$2,280.00
84-2 Carlsberg Fund	2312-5500	\$40,706.00
01-2 Toll Bros T4928 Fund	2315-5500	\$66,946.00
07-1 Pardee Homes T5045 fund	2322-5500	\$113,103.00
Gas Tax fund	2605-5500	\$2,817.25
Other State/Federal Grant Fund	2609-5500	\$7,235.16
Equipment Replacement Fund	4003-5500	\$1,126.88
TOTAL		\$618,118.25

DISTRIBUTION OF APPROPRIATION TO EXPENDITURE ACCOUNTS:

Account Number	Current Budget	Revision	Amended Budget
0100-3120-0000-9201	\$30,000.00	\$31,136.64	\$61,136.64
1000-1100-0000-9103	\$64,000.00	\$36,000.00	\$100,000.00
1000-3100-0000-9103	\$15,000.00	\$20,139.50	\$35,139.50
1000-7620-0000-9103	\$0.00	\$18,010.00	\$18,010.00
1000-7620-0000-9252	\$57,500.00	\$70,613.00	\$128,113.00
1000-7620-2005-9252	\$39,100.00	\$2,000.00	\$41,100.00
1000-7620-7701-9252	\$24,000.00	\$4,458.00	\$28,458.00
1000-7620-8041-9252	\$14,400.00	\$400.00	\$14,800.00
1000-7800-7803-9331	\$0.00	\$5,488.00	\$5,488.00
1000-7800-7808-9504	\$0.00	\$13,960.00	\$13,960.00
1000-7800-7818-9504	\$0.00	\$11,958.00	\$11,958.00
1000-7900-7905-9504	\$0.00	\$73,909.00	\$73,909.00
1000-8100-0000-9103	\$5,000.00	\$44,074.82	\$49,074.82
1010-7620-0000-9252	\$12,500.00	\$5,200.00	\$17,700.00
2300-7900-7901-9252	\$12,500.00	\$6,718.00	\$19,218.00
2302-7900-7905-9504	\$0.00	\$39,839.00	\$39,839.00
2308-7900-7901-9103	\$0.00	\$2,280.00	\$2,280.00
2312-7900-7905-9504	\$0.00	\$40,706.00	\$40,706.00
2315-7900-7905-9504	\$0.00	\$66,946.00	\$66,946.00
2322-7900-7901-9252	\$38,000.00	\$3,549.00	\$41,549.00
2322-7900-7901-9330	\$54,000.00	\$10,054.00	\$64,054.00
2322-7900-7905-9504	\$0.00	\$99,500.00	\$99,500.00
2605-8310-0000-9253	\$0.00	\$2,817.25	\$2,817.25
2609-2210-0000-9503	\$9,500.00	\$7,235.16	\$16,735.16
4003-9200-0000-9505	\$0.00	\$1,126.88	\$1,126.88
TOTAL	\$375,500.00	\$618,118.25	\$993,618.25

Finance Approval: *Bon Ahlers*