

**ITEM 10.L.**

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Deborah S. Traffenstedt, Administrative Services Director/City Clerk *DST*  
Prepared by: Teri Davis, Senior Management Analyst *TD*

**DATE:** June 23, 2009 (CC Meeting of 7/1/09)

**SUBJECT:** Consider Resolution Amending the Fiscal Year (FY) 2009/10 Budget by Appropriating General Fund Reserve to Fund Phase 1 of the City's Records Improvement Program, Including Records Retention Schedule

**BACKGROUND & DISCUSSION**

The City Council, on June 3, 2009, authorized the City Manager to sign the Professional Services Agreement with Records System Associates, Inc. (RSA) to provide services for Phase 1 of the Records Improvement Program. The City Council also directed staff to schedule a budget amendment resolution for the July 1, 2009 regular meeting to allocate \$53,000 from the General Fund Reserve to fund Phase 1. The City Council is being asked to adopt a resolution (Attachment A), amending FY 2009/10 budget to formally appropriate \$53,000.00 in funds.

**FISCAL IMPACT**

The cost to the City for Phase 1 of the Program, including the purchase of software and the services provided by RSA, will be \$53,000.00

**STAFF RECOMMENDATION      ROLL CALL VOTE**

Adopt Resolution No. 2009-\_\_\_\_\_.

Attachment: A – Resolution

RESOLUTION NO. 2009-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FY 2009/10 BUDGET TO REVISE THE APPROPRIATION AND BUDGET AMOUNTS FOR PHASE 1 OF THE RECORDS IMPROVEMENT PROGRAM [GENERAL FUND (FUND 1000)]

WHEREAS, on July 1, 2009, the City Council adopted the Budget for Fiscal Year 2009/10; and

WHEREAS, a staff report has been presented to the City council requesting a budget adjustment in the aggregate amount of \$53,000.00; and

WHEREAS, Exhibit "A" attached hereto and made a part hereof, describe said budget amendment and its resultant impact to the budget line item.

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

SECTION 1. That a Budget amendment in the aggregate increase of \$53,000.00 as more particularly described in Exhibit "A", 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 1st day of July, 2009.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

Exhibit A: Budget Amendment

Resolution No. 2009-\_\_\_\_\_

**EXHIBIT A**

**BUDGET AMENDMENT FOR  
GENERAL FUND  
TO APPROPRIATE FUNDS  
FOR RECORDS IMPROVEMENT PROGRAM  
FY 2009/10**

**FUND ALLOCATION FROM:**

<b>Fund Title</b>	<b>Fund-Account Number</b>	<b>Amount</b>
General Fund	1000-5500	\$ 53,000.00
Total		\$ 53,000.00

**DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:**

<b>Account Number</b>	<b>Current Budget</b>	<b>Revision</b>	<b>Amended Budget</b>
1000-3100-0000-9103	\$ -	\$ 53,000.00	\$ 53,000.00
Total	\$ -	\$ 53,000.00	\$ 53,000.00

Finance Approval:

