

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

DATE: August 4, 2010 (City Council Meeting of September 1, 2010)

SUBJECT: Consider Resolution Amending FY 2010/11 Budget to Increase Appropriations for FY 2009/10 Purchase Order Carry Over

SUMMARY

Staff is requesting approval of the attached Resolution to increase the FY 2010/11 Adopted Budget by \$73,346.65. This amount is the result of the carry forward of FY 2009/10 Purchase Orders (PO) for goods and services, not related to Capital Improvement Projects (CIP), into FY 2010/11.

DISCUSSION

On June 16, 2010 the City Council adopted the FY 2010/11 Operating and Capital Improvement Projects Budget for the City of Moorpark. The original adopted appropriation was \$48.0M, which includes \$19.7M for CIP. Resolution 2010-2924 granted the City Manager the authority to amend the CIP budget after final accounting of FY 2009/10 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, 2010 and could not be recorded as accrued expenses in FY 2009/10. Therefore, these transactions should be paid in FY 2010/11. 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 3 and the action effectively increased the FY 2010/11 Adopted Budget. Exhibit 1 lists all the affected PO.

FISCAL IMPACT

The total roll-over increased the City's appropriations by \$73,346.65 and impacted the following funds/departments:

<u>Fund/Department</u>	<u>Adopted Budget</u>	<u>Budget Amendment</u>	<u>Adjusted Budget</u>
1000/7100 General Fund Community Services	\$303,135.00	\$530.00	\$303,665.00
1000/7610 General Fund Active Adult	\$275,132.00	\$530.00	\$275,662.00
1000/7620 General Fund Facilities	\$783,476.00	\$32,926.16	\$816,402.16
1000/7630 General Fund Recreation	\$1,084,885.00	\$566.60	\$1,085,451.60
1000/8100 Public Works	\$156,742.00	\$31,789.89	\$188,531.89
1010/7620 Library Services/Facilities	\$63,625.00	\$6,154.00	\$69,779.00
<i>Sub-Total General Fund</i>	<i>\$2,666,995.00</i>	<i>\$72,496.65</i>	<i>\$2,739,491.65</i>
2200/6440 Community Development Fund/Planning	\$724,348.00	\$850.00	\$725,198.00
<i>Sub-Total Non General Fund</i>	<i>\$724,348.00</i>	<i>\$850.00</i>	<i>\$725,198.00</i>
TOTAL	\$3,391,343.00	\$73,346.65	\$3,464,689.65

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2010-_____.

Attachment: Exhibit 1 - FY2009/10 PO Carried Over to FY 2010/11
 Resolution No. 2010-_____

FY 2009/10 PO Carried Over to FY 2010/11

A. CIP Related PO

<u>PO No.</u>	<u>Vendor</u>	<u>Budget Unit</u>	<u>Description</u>	<u>Carry Over Amount</u>
08000053	Hartzog & Crabill, Inc	4000-8310-8078	Traffic Signal@ Collins & University Drives	\$8,240.00
08000057	Rock Bottom, Inc.	2502-8310-8042	Tierra Rejada Rd Median Landscape Project	16,563.50
08000071	Toro Enterprises, Inc	2904-2410-5052	Post Office	2,545.09
09000014	BJ Palmer & Associates	2001-8310-8066	Planning & Design LA Ave Undergrounding	11,462.50
09000030	Beacon Integrated	2501-8310-8013	Right-of-Way LA Avenue widening	108,869.91
09000031	Beacon Integrated	2501-8310-8012	Right-of-Way Princeton Ave widening	47,877.71
09000032	AECOM USA Inc	2501-8310-8013	Technical design services	65,458.00
09000033	Manhole Adjusting Inc	various	Slurry sealing	47,283.11
09000038	KOA Corporation	2002-8310-8061	North Hills Parkway	1,376,720.28
Sub-Total CIP				\$1,685,020.10

B. Non-CIP Related PO

<u>PO No.</u>	<u>Vendor</u>	<u>Budget Unit</u>	<u>Description</u>	<u>Carry Over Amount</u>
09000029	MRC, LLC	1000-8100-0000	Prepare LOMC; contract was approved by CC on 11/18/09	\$31,159.89
09000045	Humanscale Corp	various	Blanket PO for ergonomic chairs	2,540.00
09000047	Platinum Party Rentals	1000-7630-7621	Stage for 3rd of July	566.60
09000048	Chaney Welding	various	Installation of Hand Rail @ Library & City Hall	4,454.00
09000049	Retchl, Ronald	1010-7620-0000	Pressure wash walls	2,800.00
09000050	Retchl, Ronald	1000-7620-2005	Replace PSC fountain	10,088.75
09000051	Amar Wholesale	1000-7620-0000	Planter pots for City Hall	1,722.41
09000052	Facilities Protection Systems	1000-7620-2005	Installation of PCS FM 200 fire protection	17,015.00
09000053	Bay Alarm	1000-7620-2005	Blanket PO for PCS for installation of fire protection	3,000.00
Sub-Total Non CIP				\$73,346.65
TOTAL				\$1,758,366.75

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2010/11 OPERATING AND CAPITAL IMPROVEMENT PROJECTS BUDGET TO INCREASE APPROPRIATIONS FOR FISCAL YEAR 2009/10 PURCHASE ORDER CARRY OVER

WHEREAS, on June 16, 2010 the City Council adopted the Operating and Capital Improvement Projects Budget for FY 2010/11; and

WHEREAS, a staff report has been presented to the Council requesting approval of the budget amendment generated by the FY 2009/10 Purchase Order roll over process completed on August 3, 2010, which resulted in an aggregate increased appropriations of \$73,346.65; and

WHEREAS, the Purchase Order carry over impacted the Library Services Fund (1010), Community Development Fund (2200) and General Fund (1000); 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 \$73,346.65 per Exhibit "A" and encumbering said funds for FY 2009/10 Purchase Order carried over to FY 2010/11 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 September, 2010.

Janice S. Parvin, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

Exhibit A

**BUDGET AMENDMENT to
Various City Funds for the FY 2009/10 Purchase Order
Encumbrances Carried Over to FY 2010/11
FY 2010/11**

FUND ALLOCATION FROM:

FUND	ACCOUNT NUMBER	AMOUNT
General Fund	1000-5500	\$66,342.65
Library Services Fund	1010-5500	\$6,154.00
Community Development Fund	2200-5500	\$850.00
TOTAL		\$73,346.65

DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:

Account Number	Current Budget	Revision	Amended Budget
1000-7100-0000-9202	\$1,230.00	\$530.00	\$1,760.00
1000-7610-0000-9202	\$2,000.00	\$530.00	\$2,530.00
1000-7620-0000-9102	\$17,600.00	\$1,100.00	\$18,700.00
1000-7620-2005-9103	\$0.00	\$17,915.00	\$17,915.00
1000-7620-0000-9251	\$1,000.00	\$1,722.41	\$2,722.41
1000-7620-2005-9252	\$28,200.00	\$12,188.75	\$40,388.75
1000-7630-7621-9244	\$30,000.00	\$566.60	\$30,566.60
1000-8100-0000-9103	\$5,000.00	\$31,159.89	\$36,159.89
1000-8100-0000-9202	\$2,000.00	\$630.00	\$2,630.00
1010-7620-0000-9204	\$5,000.00	\$3,354.00	\$8,354.00
1010-7620-0000-9252	\$12,000.00	\$2,800.00	\$14,800.00
2200-6440-0000-9205	\$7,500.00	\$850.00	\$8,350.00
TOTAL	\$111,530.00	\$73,346.65	\$184,876.65

Finance Approval: 