

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

DATE: July 26, 2012 (City Council Meeting of 9/19/2012)

SUBJECT: Consider Resolution Amending FY 2012/13 Budget to Increase Appropriations for FY 2011/12 Purchase Order Carry Over

SUMMARY

Staff is requesting approval of the attached Resolution to increase the FY 2012/13 Adopted Budget by \$285,586.60. This amount is the result of the carry forward of FY 2011/12 Purchase Orders (PO) for goods and services, not related to Capital Improvement Projects (CIP), into FY 2012/13.

DISCUSSION

On June 20, 2012 the City Council adopted the FY 2012/13 Operating and Capital Improvement Budget for the City of Moorpark. The original adopted appropriation was \$54.3M, which includes \$21.3M for CIP. Resolution 2012-3116 granted the City Manager the authority to amend the CIP budget after final accounting of FY 2012/13 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.

The carry over exercise included commitments entered into by the City to purchase goods or services in the prior year. Goods and services already received by June 30, 2012 but invoices have not been submitted as of the last FY 2011/12 Accounts Payable cycle will be recorded as accrued expenditures in FY 2011/12. These accruals will be reversed in FY 2012/13 and invoices will be paid against the rolled PO. For those commitments where the timing of delivery went beyond June 30, 2012, no accruals will be recorded and these will be processed as FY 2012/13 expenditures. 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 July 26 and the action effectively increased the FY 2012/13 Adopted Budget. Attachment 1 lists all affected PO.

FISCAL IMPACT

The total roll-over amount was \$6,988,724.32, which includes CIP related PO totaling \$6,703,137.72. Thus, a net appropriation increase of \$285,586.60 impacted the following funds/departments:

Fund/Division		Adopted Budget	Increase	Adjusted Budget
0100-5700	Internal Service Fund/Central Services	26,000.00	1,350.46	27,350.46
1000-1100	General Fund/City Council	6,500.00	2,175.23	8,675.23
1000-2410	General Fund/Economic Development	14,700.00	5,518.70	20,218.70
1000-7620	General Fund/Facilities	62,100.00	14,051.50	76,151.50
1000-7800	General Fund/Parks Maintenance	5,520.00	12,642.25	18,162.25
1000-7900	General Fund/LMD	0.00	2,426.00	2,426.00
1010-7620	Library Fund//Facilities	12,500.00	12,445.00	24,945.00
2000-8310	Traffic Safety/Street Maintenance	50,000.00	10,145.00	60,145.00
2001-8510	Traffic System Mgt /Transit	174,000.00	34,165.56	208,165.56
2200-6440	Community Development/Planning	20,000.00	2,500.00	22,500.00
2201-2420	City Affordable Housing/Housing Successor Agency	16,700.00	10,790.80	27,490.80
2300-7900	AD City-wide/LMD	42,500.00	2,030.00	44,530.00
2301-7900	84-2 Pecan Ave T2851/LMD	700.00	180.00	880.00
2302-7900	84-2 Steeple Hill T2865/LMD	13,900.00	9,421.58	23,321.58
2305-7900	84-2 Pheasant T3019/3525/LMD	16,000.00	1,396.00	17,396.00
2310-7900	84-2 Mountain Meadows PC3/LMD	70,500.00	9,564.00	80,064.00
2312-7900	84-2 Carlsberg/LMD	45,000.00	19,018.48	64,018.48
2315-7900	01-2 Toll Bros T4928/LMD	43,500.00	8,432.00	51,932.00
2316-7900	01-3 Cabrillo T5161/LMD	500.00	360.00	860.00
2322-7900	07-1 Pardee Homes T5045/LMD	243,200.00	20,367.74	263,567.74
2400-7800	Park Maintenance District	320,832.00	27,586.69	348,418.69
2605-8310	Gas Tax/Street Maintenance	0.00	10,583.84	10,583.84
2609-7620	Other State&Federal Grants/Facilities	0.00	34,624.00	34,624.00
2620-8410	Engineering-Public Works/Engineering	50,000.00	21,400.00	71,400.00
5000-8510	Local Transit Programs 8c/Transit	170,000.00	12,411.77	182,411.77
Total		1,404,652.00	285,586.60	1,690,238.60

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2012-_____.

Attachments: 1 - FY 2011/12 PO Carried Over to FY 2012/13
 2 - Resolution No. 2012-_____

CITY OF MOORPARK FY 2011/12 Purchase Order Carry Over to FY 2012/13										
PO#	VEND NAME	BU	DESCRIPT	AMOUNT	CIP RELATED			Non CIP Related		
					City	SARA	Total	City	SARA	Total
09000014	BJ PALMER & ASSOCIATES	200183108066	Planning & Design Mgt to Underground Utilities	24,740.61	24,740.61		24,740.61			0.00
09000030	BEACON INTEGRATED PROF RESOURCE	250183108013	Property Acquisitions - LA Ave Widening	77,793.10	77,793.10		77,793.10			0.00
09000031	BEACON INTEGRATED PROF RESOURCE	250183108012	Property Acquisitions - Princeton Ave Widening	196.76	196.76		196.76			0.00
09000032	AECOM USA INC.	250183108013	Technical Services - LA Ave Widening	41,173.08	41,173.08		41,173.08			0.00
09000033	MANHOLE ADJUSTING, INC.	various	Pavement Rehabilitation Project	5,775.32	5,775.32		5,775.32			0.00
09000038	KOA CORPORATION	200283108061	Street Design - North Hills Parkway	1,071,076.48	1,071,076.48		1,071,076.48			0.00
10000024	BARNHART BALFOUR BEATTY	910424115020	Construction Management - RCHSC	98,246.25		98,246.25	98,246.25			0.00
10000026	PENFIELD & SMITH	250183108012	Civil Engineering Design for Princeton Widening Project	57,288.72	57,288.72		57,288.72			0.00
10000039	JENSEN DESIGN & SURVEY INC.	910424115020	Surveying Services - RCHSC	5,778.50		5,778.50	5,778.50			0.00
10000040	TESTING ENGINEERS SOUTHWEST INC.	910424115020	Materials Testing - RCHSC	18,381.60		18,381.60	18,381.60			0.00
10000041	JOHN S. BASCOM INC.	910424115020	Site Utilities & Building Plumbing - RCHSC	203,831.95		203,831.95	203,831.95			0.00
10000042	DAMAR CONSTRUCTION INC.	910424115020	Grading & Paving - RCHSC	212,903.22		212,903.22	212,903.22			0.00
10000045	TAFT ELECTRIC COMPANY, INC.	910424115020	Electrical - RCHSC	257,372.32		257,372.32	257,372.32			0.00
10000046	BEST CONTRACTING SERVICES INC	910424115020	Roofing - RCHSC	48,283.00		48,283.00	48,283.00			0.00
10000047	STEELCON INC.	910424115020	Structural Steel & Metals - RCHSC	126,303.57		126,303.57	126,303.57			0.00
10000050	FYR LANDSCAPING INC.	910424115020	Landscape & Irrigation - RCHSC	121,632.24		121,632.24	121,632.24			0.00
10000051	BONTERRA CONSULTING LLC	280021002007	Preparation of EIR - Civic Center	219,433.92	219,433.92		219,433.92			0.00
10000053	JOHN PENCE BUILDING SPECIALTIES INC	910424115020	Site Improvements Specialties - RCHSC	34,176.68		34,176.68	34,176.68			0.00
10000054	STANDARD DRYWALL INC.	910424115020	Site Improvements Finishes - RCHSC	350,374.66		350,374.66	350,374.66			0.00
10000057	CENTER GLASS COMPANY	910424115020	Site Improvements Glass & Glazing - RCHSC	54,656.25		54,656.25	54,656.25			0.00
10000058	RELIABLE FLOOR COVERING INC	910424115020	Site Improvements Flooring & Ceramic Flooring - RCHSC	151,153.00		151,153.00	151,153.00			0.00
10000059	ENVIRONMENTAL HEATING/AIR CONDITIO	910424115020	HVAC & Fire Sprinklers - RCHSC	59,245.00		59,245.00	59,245.00			0.00
10000065	K&Z CABINET CO. INC.	910424115020	Finish Carpentry & Casework - RCHSC	102,473.00		102,473.00	102,473.00			0.00
10000066	HARTZOG & CRABILL, INC.	260583100000	Traffic Signal Design & Maintenance; Construction Service for Collins & University Drives	2,227.84			0.00	2,227.84		2,227.84
10000077	HYDROPOINT DATA SYSTEMS INC.	various	Installation of Central Irrigation System	31,879.06			0.00	31,879.06		31,879.06
10000083	BEST CONTRACTING SERVICES INC	910424115020	Site Improvements - Sheet Metal	6,756.20		6,756.20	6,756.20			0.00
10000085	NEUMANN, ERIC	100076200000	Installation of Fire Sprinkler System at City Hall Annex II Building	5,197.50			0.00	5,197.50		5,197.50
10000087	REICHL, RONALD	various	Tree Replacement, Wall Planting & Median Island Drainage	4,159.00			0.00	4,159.00		4,159.00
10000089	SANTA CLARITA CONCRETE	910424115020	Site Improvement - Concrete, CMU, Furnishings	626,050.00		626,050.00	626,050.00			0.00
11000005	CUSA CC, LLC	500085100000	Capital Maintenance Service for City's Fixed Route Transit Vehicles	8,301.44			0.00	8,301.44		8,301.44
11000006	CUSA CC, LLC	various	Transit Operating Services for City's Fixed Route Vehicles	38,275.89			0.00	38,275.89		38,275.89
11000007	AZTECA LANDSCAPE	various	Landscape Maintenance Services to various LMD	11,105.00			0.00	11,105.00		11,105.00
11000009	MARINA LANDSCAPE INC.	various	Landscape Maintenance Services to various Parks	32,082.69			0.00	32,082.69		32,082.69

PO#	VEND NAME	BU	DESCRIPT	AMOUNT	City	SARA	Total	City	SARA	Total
11000015	R.A. ATMORE & SONS INC.	various	Weed Abatement and general clean up services	23,674.74			0.00	23,674.74		23,674.74
11000018	OVERLAND, PACIFIC & CUTLER INC.	various	Relocation Services for Tenants of City/Agency owned properties	22,660.00	22,627.50		22,627.50	32.50		32.50
11000028	PARSONS TRANSPORTATION GROUP	200264408079	Design, Engineering for Installation of soundwalls at SR-23	1,817.83	1,817.83		1,817.83			0.00
11000029	GKKWORKS	400121002007	Architectural Design & Consulting for New City Hall/Civic Center	2,410,387.04	2,410,387.04		2,410,387.04			0.00
11000031	RJR ENGINEERING GROUP	910424115020	Design, Engineering Alternate Storm Drain RCHSC	1,134.00		1,134.00	1,134.00			0.00
11000032	HARTZOG & CRABILL, INC.	200083100000	Traffic Signal Operations	10,145.00			0.00	10,145.00		10,145.00
11000034	WEST COAST ARBORISTS, INC.	100011000000	Installation Veterans Banner on SCE Streetlight poles	2,175.23			0.00	2,175.23		2,175.23
11000043	SEAPORT LIGHTING, INC.	220064400000	Lighting Review At Tom Barber Driving Range	2,500.00			0.00	2,500.00		2,500.00
11000044	AMERICAN INTEGRATED SERVICES INC.	100024105084	Underground Storage Tank Temporary Closure Services	22,259.63	22,259.63		22,259.63			0.00
11000061	SYLVANIA LIGHTING SERVICES CORP	various	Lighting Replacement at various facilities	55,298.00			0.00	55,298.00		55,298.00
11000074	SHREENAN, KRISTAL	various	Irrigation monitoring	22,660.00			0.00	22,660.00		22,660.00
11000079	KONICA MINOLTA BUSINESS SOLUTIONS	010057000000	Copier leases	1,350.46			0.00	1,350.46		1,350.46
11000081	MRC, LLC	262084100000	Floodplain management services	21,400.00			0.00	21,400.00		21,400.00
11000087	CALIFORNIA ROCK PRODUCTS INC.	100078007803	Washed plaster sand	3,507.00			0.00	3,507.00		3,507.00
11000093	CALIFORNIA ROCK PRODUCTS INC.	100078007818	Washed plaster sand	1,259.25			0.00	1,259.25		1,259.25
11000095	RYBAK GEOTECHNICAL INC.	400121002007	Geotechnical engineering for Civic Center Storm Drain Alignment, Analysis & Public Works inspection	24,600.00	24,600.00		24,600.00			0.00
11000096	RJR ENGINEERING GROUP	910424115020	Construction Management & Inspection - Soundwall SR-23	6,721.29		6,721.29	6,721.29			0.00
11000097	FILIPPIN ENGINEERING INC.	200264408079	Fabrication & installation of handrails & railings	220,670.00	220,670.00		220,670.00			0.00
11000098	THEIRIS, INC.	100076207707	Rail repair to AVRC & Pedestrian bridge	17,825.00	17,825.00		17,825.00			0.00
11000099	PEDERSEN FENCE & PATIO CO, INC	260583100000		8,356.00			0.00	8,356.00		8,356.00
Grand Total				6,988,724.32	4,217,664.99	2,485,472.73	6,703,137.72	285,586.60	0.00	285,586.60

RESOLUTION NO. 2012-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2012/13 OPERATING AND CAPITAL IMPROVEMENT BUDGET TO INCREASE APPROPRIATIONS FOR FISCAL YEAR 2011/12 PURCHASE ORDER CARRY OVER

WHEREAS, on June 20, 2012 the City Council adopted the Operating and Capital Improvement Budget for FY 2012/13; and

WHEREAS, a staff report has been presented to the Council requesting approval of the budget amendment generated by the FY 2011/12 Purchase Order roll over process completed on July 26, 2012, which resulted in an aggregate increased appropriations of \$285,586.60; and

WHEREAS, the Purchase Order carry over impacted various funds including, the Internal Service Fund (0100), General Fund (1000), Library Services Fund (1010), Traffic Safety Fund (2000), Traffic System Management Fund (2001), Community Development Fund (2200), City Affordable Housing Fund (2201), Park Maintenance District Fund (2400), Gas Tax Fund (2605), Other State/Federal Grant Funds (2609), Engineering/Public Works Fund (2620), Local Transit Programs 8c Fund (5000) 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 \$285,586.60 per Exhibit "A" and encumbering said funds for FY 2011/12 Purchase Order carried over to FY 2012/13 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 19th day of September, 2012.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit "A" – Budget Amendment

**BUDGET AMENDMENT to
Various City Funds for the FY 2011/12 Purchase Order
Encumbrances Carried Over to FY 2012/13
FY 2012/13**

FUND ALLOCATION FROM:

FUND	ACCOUNT NUMBER	Amount
Internal Service Fund	0100-5500	1,350.46
General Fund	1000-5500	36,813.68
Library Fund	1010-5500	12,445.00
Traffic Safety	2000-5500	10,145.00
Traffic System Mgt	2001-5500	34,165.56
Community Development	2200-5500	2,500.00
City Affordable Housing	2201-5500	10,790.80
AD City-wide	2300-5500	2,030.00
84-2 Pecan Ave T2851	2301-5500	180.00
84-2 Steeple Hill T2865	2302-5500	9,421.58
84-2 Pheasant T3019/3525	2305-5500	1,396.00
84-2 Mountain Meadows PC3	2310-5500	9,564.00
84-2 Carlsberg	2312-5500	19,018.48
01-2 Toll Bros T4928	2315-5500	8,432.00
01-3 Cabrillo T5161	2316-5500	360.00
07-1 Pardee Homes T5045	2322-5500	20,367.74
Park Maintenance District	2400-5500	27,586.69
Gas Tax	2605-5500	10,583.84
Other State&Federal Grants	2609-5500	34,624.00
Engineering-Public Works	2620-5500	21,400.00
Local Transit Programs 8c	5000-5500	12,411.77
	TOTAL	285,586.60

DISTRIBUTION OF APPROPRIATION TO EXPENDITURE ACCOUNTS:

Budget Unit/Account Number	Current Budget	Revisions	Adjusted Budget
010057000000-9211	\$26,000.00	\$1,350.46	\$27,350.46
100011000000-9102	\$6,500.00	\$2,175.23	\$8,675.23
100024100000-9103	\$13,000.00	\$32.50	\$13,032.50
100024105038-9252	\$0.00	\$800.00	\$800.00
100024105063-9252	\$0.00	\$366.96	\$366.96
100024105064-9252	\$0.00	\$540.16	\$540.16
100024105073-9252	\$0.00	\$590.16	\$590.16
100024105074-9252	\$1,100.00	\$965.16	\$2,065.16
100024105075-9252	\$600.00	\$400.00	\$1,000.00
100024105078-9252	\$0.00	\$850.00	\$850.00
100024105081-9252	\$0.00	\$386.88	\$386.88
100024105084-9252	\$0.00	\$586.88	\$586.88
100076200000-9252	\$60,700.00	\$5,197.50	\$65,897.50
100076200000-9331	\$1,400.00	\$625.00	\$2,025.00
100076202012-9252	\$0.00	\$8,229.00	\$8,229.00
100078007803-9331	\$0.00	\$3,507.00	\$3,507.00
100078007808-9504	\$0.00	\$1,269.00	\$1,269.00
100078007818-9331	\$0.00	\$1,259.25	\$1,259.25
100078007818-9504	\$0.00	\$1,087.00	\$1,087.00
100078007820-9331	\$5,520.00	\$5,520.00	\$11,040.00
100079007905-9504	\$0.00	\$2,426.00	\$2,426.00
101076200000-9252	\$12,500.00	\$12,445.00	\$24,945.00
200083100000-9253	\$50,000.00	\$10,145.00	\$60,145.00
200185108071-9102	\$174,000.00	\$34,165.56	\$208,165.56
220064400000-9205	\$20,000.00	\$2,500.00	\$22,500.00
220124205028-9252	\$900.00	\$140.16	\$1,040.16
220124205029-9252	\$1,100.00	\$190.16	\$1,290.16
220124205041-9252	\$1,100.00	\$885.00	\$1,985.00
220124205042-9252	\$1,100.00	\$885.00	\$1,985.00
220124205049-9252	\$1,700.00	\$950.00	\$2,650.00
220124205050-9252	\$1,700.00	\$950.00	\$2,650.00
220124205051-9252	\$900.00	\$490.16	\$1,390.16
220124205054-9252	\$1,100.00	\$885.00	\$1,985.00
220124205055-9252	\$1,300.00	\$885.00	\$2,185.00
220124205058-9252	\$1,100.00	\$885.00	\$1,985.00

Exhibit A

Budget Unit/ Account Number	Current Budget	Revision	Amended Budget
220124205060-9252	\$500.00	\$250.00	\$750.00
220124205066-9252	\$1,200.00	\$990.16	\$2,190.16
220124205070-9252	\$2,000.00	\$1,490.16	\$3,490.16
220124205080-9252	\$0.00	\$215.00	\$215.00
220124205082-9252	\$500.00	\$350.00	\$850.00
220124205083-9252	\$500.00	\$350.00	\$850.00
230079007901-9252	\$12,500.00	\$610.00	\$13,110.00
230079007901-9330	\$30,000.00	\$1,420.00	\$31,420.00
230179007901-9330	\$700.00	\$180.00	\$880.00
230279007901-9331	\$13,900.00	\$2,694.00	\$16,594.00
230279007905-9504	\$0.00	\$6,727.58	\$6,727.58
230579007901-9331	\$16,000.00	\$1,396.00	\$17,396.00
231079007901-9330	\$12,000.00	\$2,190.00	\$14,190.00
231079007901-9331	\$58,500.00	\$7,374.00	\$65,874.00
231279007901-9252	\$20,000.00	\$6,900.00	\$26,900.00
231279007901-9330	\$10,000.00	\$720.00	\$10,720.00
231279007901-9331	\$15,000.00	\$5,158.00	\$20,158.00
231279007905-9504	\$0.00	\$6,240.48	\$6,240.48
231579007901-9330	\$10,000.00	\$90.00	\$10,090.00
231579007901-9331	\$33,500.00	\$3,258.00	\$36,758.00
231579007905-9504	\$0.00	\$5,084.00	\$5,084.00
231679007901-9330	\$500.00	\$360.00	\$860.00
232279007901-9252	\$42,000.00	\$4,046.74	\$46,046.74
232279007901-9331	\$201,200.00	\$7,276.00	\$208,476.00
232279007905-9504	\$0.00	\$9,045.00	\$9,045.00
240078007801-9331	\$15,840.00	\$1,135.56	\$16,975.56
240078007802-9331	\$1,680.00	\$630.87	\$2,310.87
240078007803-9331	\$145,500.00	\$9,841.53	\$155,341.53
240078007804-9331	\$3,300.00	\$378.52	\$3,678.52
240078007805-9331	\$5,340.00	\$504.69	\$5,844.69
240078007806-9331	\$10,560.00	\$1,009.39	\$11,569.39
240078007807-9331	\$11,700.00	\$1,009.39	\$12,709.39
240078007808-9331	\$21,600.00	\$2,942.43	\$24,542.43
240078007809-9331	\$10,560.00	\$757.04	\$11,317.04
240078007810-9331	\$16,920.00	\$1,514.08	\$18,434.08
240078007811-9331	\$16,920.00	\$1,261.73	\$18,181.73
240078007812-9331	\$16,872.00	\$1,387.91	\$18,259.91

Budget Unit/ Account Number	Current Budget	Revision	Amended Budget
240078007813-9331	\$9,600.00	\$757.04	\$10,357.04
240078007814-9331	\$1,440.00	\$252.35	\$1,692.35
240078007815-9331	\$13,740.00	\$1,009.39	\$14,749.39
240078007816-9331	\$2,220.00	\$504.69	\$2,724.69
240078007818-9331	\$14,580.00	\$2,059.21	\$16,639.21
240078007819-9331	\$960.00	\$252.35	\$1,212.35
240078007850-9331	\$1,500.00	\$378.52	\$1,878.52
260583100000-9102	\$0.00	\$8,356.00	\$8,356.00
260583100000-9253	\$0.00	\$2,227.84	\$2,227.84
260976200000-9252	\$0.00	\$34,032.00	\$34,032.00
260976207704-9252	\$0.00	\$592.00	\$592.00
262084100000-9103	\$50,000.00	\$21,400.00	\$71,400.00
500085100000-9254	\$130,000.00	\$8,301.44	\$138,301.44
500085108071-9102	\$40,000.00	\$4,110.33	\$44,110.33
TOTAL	\$1,404,652.00	\$285,586.60	\$1,690,238.60

Finance Approval: 