

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO: Honorable City Council**

**FROM: Dave Klotzle, City Engineer/Public Works Director**  
**Prepared by: Teri Davis, Senior Management Analyst**



**DATE: September 7, 2012 (CC Meeting of 09/19/12)**

**SUBJECT: Consider Resolution Amending the Fiscal Year 2012/13 Budget to Appropriate Funds for the Feasibility Study of a Second Access to Arroyo Vista Community Park (Project 8089) and Rescinding Resolution No. 2010-2957**

**DISCUSSION**

On October 6, 2010 the City Council authorized the City Manager to sign a consultant agreement for a feasibility study of a second vehicular access to Arroyo Vista Community Park (AVCP) at a cost not to exceed \$35,000.00. A second access would not only improve circulation and ease traffic congestion into and out of the park, but it would also improve the ability of emergency and public safety vehicles to access the park during "high use" events.

Resolution 2010-2957 was adopted at the same meeting amending the FY 2010/11 Budget to appropriate \$35,000.00 from Los Angeles Avenue AOC Fund (Fund 2501) to fund the feasibility study. An agreement for the feasibility study has not yet been executed and the \$35,000.00 was not carried over into the appropriations for the FY 2012/13 Budget.

In February 2011, proposals for the feasibility study were received from three traffic engineering consultants. The most responsive and qualified proposal was from KOA Corporation (KOA) in the amount of \$46,283.00. Staff has coordinated with KOA to refine the scope of the feasibility study and KOA has submitted a revised proposal, dated August 8, 2012, with a total cost of \$34,995.00 (Attachment 1). The feasibility study will evaluate three alignment options, assess impacts, identify constraints (right-of-way and permit requirements) and provide alternative conceptual plans and cost estimates.

**FISCAL IMPACT**

The cost of the feasibility study is \$34,995.00. At this time staff is not requesting any funds for design, right-of-way acquisition or construction of the project. Such considerations would be entertained subsequent to review of the completed study. There are sufficient unappropriated funds in the Los Angeles Avenue AOC Fund (Fund 2501) to fund the study discussed herein.

**STAFF RECOMMENDATIONS (ROLL CALL VOTE)**

1. Authorize the City Manager to sign an agreement with KOA Corporation for a feasibility study of the subject project at a cost not to exceed \$34,995.00 subject to final language approval by the City Manager and City Attorney.
2. Adopt Resolution No. 2012 - \_\_\_\_\_ amending the FY 2012/13 Budget to fund the feasibility study for Project 8089 and rescind Resolution No. 2010-2957.

Attachment 1: Agreement  
Attachment 2: Resolution



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www.koacorporation.com

August 8, 2012

Attn: David Klotzle, P.E.  
Interim City Engineer / Public Works Director  
Public Works Department  
799 Moorpark Avenue  
Moorpark, CA 93021

Subject: **Proposal for Traffic Engineering Services for the Preparation of a Feasibility Study of a Second Vehicular Access to Arroyo Vista Community Park**

Dear Mr. Klotzle,

Thank you for the opportunity to submit a proposal for Traffic Engineering Services to the City of Moorpark in identifying and evaluating alternatives for the establishment of a second vehicular access to Arroyo Vista Community Park. According to the RFP, the three access alternatives to be evaluated are 1) construction of a bridge across the Arroyo Simi with an extension to Leta Yancy Road and the Park; 2) construction of a bridge across the Arroyo Simi at the south end of Shasta Avenue and a proposed north/south roadway that extends to and aligns with Shasta Avenue through the Pacific Communities subdivision; and 3) construction of a roadway connecting the park from the west end of Mesa Verde Drive.

We understand that the Arroyo Vista Community Park has 69 acres of multi-use green space with a wide variety of facilities for the enjoyment of the whole community. As the park is located close to residential areas and adjacent to the Arroyo Simi and Southern California Edison property, the feasibility study will have to take into consideration the impact on the surrounding residents and roadway system as well as the constraints (right-of-way and permit requirements) and costs associated with each alternative.

We feel that the type of expertise and services that the City is seeking will be an excellent fit for KOA, as we can bring our relevant transportation planning and engineering experiences with all kinds of studies, roadway design, and pedestrian facilities, to the City. KOA has been involved with many different park projects, such as the Griffith Observatory Master Plan, the Chino Hills State Park Traffic Analysis, and Loma Alta (Altadena) Park Traffic Impact Study.

Based on our understanding of the type of services that the City of Moorpark needs, we believe that attention to detail, communication, responsiveness, strong skills and hands-on experience in the development and preparation of study reports, as well as a wide-ranging background in traffic engineering, are all important elements the City of Moorpark needs in a consultant for this important community project.

**KOA Corporation** is one of the most well recognized firms in Southern California in the areas of traffic and transportation planning and design. For twenty-five years, we have assisted communities and local governments in better meeting the needs of residents through the enhancement and creation of roads and pedestrian facilities. We have a strong team comprised of KOA's in-house engineers and planners who will guide this project, and a

select group of subconsultants who have been chosen for their areas of expertise. **Jonathan Louie, P.E.** will head up our team as **Project Manager**. He has 16 years of experience as a transportation planner, and has been involved with large-scale projects, such as the Riverpark Traffic Analysis in Oxnard, and analyzing land use and roadway infrastructure alternatives in Porter Ranch. Mr. Louie is no stranger to the City of Moorpark, having served as Project Manager for various traffic impact studies including the Aszkenazy, Hitch Ranch Specific Plan and Pacific Communities projects, as part of KOA's On-Call Traffic Consulting contract with the City.

**Eugene Kao, P.E.**, will serve as Principal In Charge. Mr. Kao brings 25 years of civil engineering and roadway design experience to this project and is a Vice President of KOA. Our proposed QA/QC Manager, **Joel Falter**, is also a Principal of the company with 33 years of experience in transportation planning and traffic engineering studies. Together, we will ensure that this study stays on track and is a success for the City.

We have gathered an excellent team to serve the City, consisting of two professional firms with a proven track record: **CNS Engineers**, a structural engineering firm who will address the factors involved in bridge construction; and **BonTerra Consulting**, an environmental consulting firm.

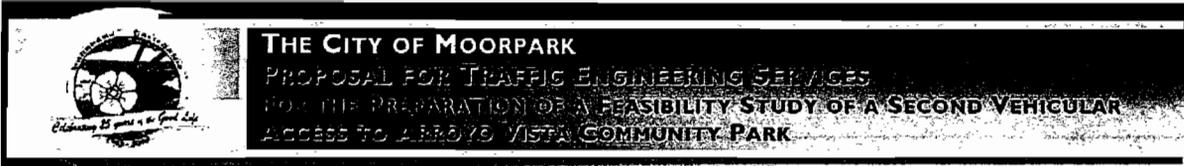
We believe our firm's 25-year history in traffic engineering and transportation planning, coupled with the skills and experiences that we can bring from having worked on a wide variety of traffic and transportation related projects, will ultimately be very beneficial to the City of Moorpark.

The work for this project will be managed from our Monterey Park office, located at 1100 Corporate Center Drive, Suite 201, Monterey Park, California 91754. Our main phone numbers for our Monterey Park office are 323.260.4703, Fax 323.260.4705. **This proposal is valid for 90 days.** If you have any questions, or if you require additional information regarding this proposal, please contact me at 323.260.4703 or via e-mail at [jlin@koacorporation.com](mailto:jlin@koacorporation.com). Please note that I am authorized to bind the company, as the President/CEO of KOA Corporation.

We believe you will find our proposal to be comprehensive with a clear demonstration of our experience and interest in providing excellent services to the City of Moorpark. We have been providing transportation planning and engineering services to the City of Moorpark over the past 3 years, and we would like to continue this great working relationship with the City for many more years to come. Therefore, we are very motivated in working with you to make this interesting and vital project a huge success.

Sincerely,  
**KOA Corporation**

**Jimmy Lin, P.E.**  
**President/CEO**  
323.260.4703 / Fax 323.260.4705



## SCOPE OF WORK

### PROJECT UNDERSTANDING

Arroyo Vista Community Park currently provides vehicular access from a driveway that is connected to the Countrywood Drive and Tierra Rejada intersection, and secondary pedestrian/equestrian/emergency access via a bridge that crosses the Arroyo Simi located near the south end of Leta Yancy Road. The bridge was not designed to accommodate regular vehicular access to the park. Due to limited vehicular access at the park, traffic circulation and congestion is problematic especially on days with a 'high volume' park event (e.g. 4<sup>th</sup> of July, sport event). A second vehicular access would improve circulation and alleviate traffic congestion, as well as improve access for emergency vehicles during park events.

The City has requested for the preparation of a feasibility study to evaluate three vehicular access alternatives to the park. The three alternatives are listed below, along with a description of our understanding of the pros and cons of each alternative.

Alternative 1: Construct a bridge across the Arroyo Simi downstream of the existing pedestrian bridge, with a roadway extension to Leta Yancy Road and the park. This alternative would provide the most direct connection to the roadway system. This alignment would be very effective from a traffic circulation perspective as it will provide direct access to Los Angeles Avenue via Leta Yancy Road. However, park traffic would cut through Leta Yancy Road which is an existing residential street. In addition, construction of a bridge over the Arroyo Simi and procurement of permits would be required. Other right-of-way and easement issues and requirements, and potential impacts to water and/or sewer will also need to be addressed.

Alternative 2: Construct a bridge across the Arroyo Simi at the south end of Shasta Avenue, with a roadway extension to the intersection of Shasta Avenue and Los Angeles Avenue through the Pacific Communities subdivision and to the park. This alternative is similar to Alternative 1, except that it would require cutting through the Pacific Communities subdivision rather than an existing neighborhood. An agreement between the City and Pacific Communities would be needed in order to provide park access through their property.

Alternative 3: Construct a roadway from the park property to the west end of Mesa Verde Drive. This alternative does not require construction of a bridge over the Arroyo Simi. Thus, issues and requirements associated with the Arroyo Simi can be avoided. However, park traffic would affect the existing neighborhood to the east of the park. In addition, this alternative is less desirable from a traffic circulation perspective as park users from the north would need to travel a circuitous route from Spring Road to get to the park.

### SCOPE OF SERVICES

This section describes the scope of work the KOA team will be undertaking in order to complete the feasibility study. The scope of work includes review of work products by City staff.

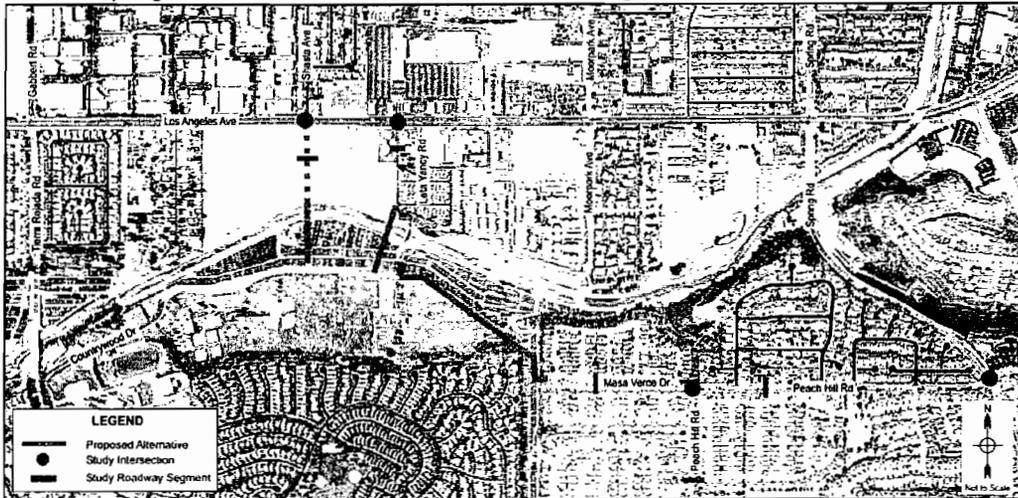
#### TASK 1: RESEARCH

The KOA team will gather all relevant and available information, reports, literature and any other documents that will be needed to complete the feasibility study. As part of this effort, we will perform site investigations as necessary of Arroyo Vista Community Park and adjacent properties including the Arroyo Simi, Southern California Edison (SCE) property and the nearby roadway system that will be affected by the second vehicular access. In particular, we will note the physical characteristics, and potential constraints and issues for each alternative.

#### TASK 2: TRAFFIC ANALYSIS

The effect each of the three access alternatives will have on traffic will be an important factor in regard to the feasibility of a second vehicular access. We propose to conduct a traffic analysis to estimate traffic generation during peak park use events, evaluate traffic circulation and trip distribution patterns, and identify traffic impacts

along key residential roadway segments and intersections that will be most affected by the traffic shifts associated with the secondary access options. We envision the key locations most affected by the alternatives include 5 residential roadway segments and 4 intersections, as shown in the figure below.



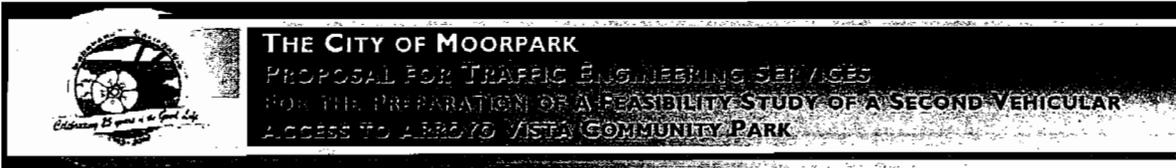
**Estimate Peak Traffic Generation:** We will estimate traffic generation for peak park use events by collecting the following traffic count and parking information.

- We will collect traffic counts at the existing park driveway connecting to the Countrywood Drive and Tierra Rejada Road intersection. The counts will be collected using machine 'hoses' for a 24-hour period on a day with a peak park use event. The count data will be used to determine 'actual' peak traffic volumes for entering and exiting vehicles. We will coordinate with the City to determine the peak park usage day (e.g. Labor Day, major sporting event day) for the count collection effort.
- We will conduct an inventory count of the existing parking supply at the park including delineated spaces and other internal roadway curb spaces and non-delineated spaces. The maximum number of vehicles that can be accommodated for peak park usage will be based on the inventory count. Using this information and the traffic count data that will be collected at the existing park driveway, we will estimate the traffic generation during a typical peak park use event day.

**Traffic Circulation:** Each of the access alternatives will have an effect on how traffic circulates on and around the site. We will analyze the traffic circulation to determine any deficiencies for each of the three alternatives.

**Trip Distribution and Assignment:** We will determine and analyze the anticipated trip distribution patterns to/from the park for each alternative. The trip distribution will be based on the characteristic and location of land uses within the City, the roadway network system, the location of the new access road, and available traffic count data in the surrounding area. As part of the trip distribution analysis, we will conduct traffic turning movement counts at the Countrywood Drive and Tierra Rejada Road intersection during the peak demand period on a day with representative peak park use events. The counts will be used to estimate existing trip distribution patterns. We will also divide the City into zones and estimate the trip distribution pattern of each zone to/from the park. Park traffic volumes will be assigned based on the trip distribution patterns for each of the access alternatives.

**Traffic Impacts:** We will analyze traffic operations and circulation at the project site access locations and the key residential roadway segments and intersections for the three access alternatives. As part of this effort, we will collect 24-hour 'hose' counts at the key residential roadway segments and peak park traffic period turning movement counts at the key intersections. Based on the analysis results, we will determine the traffic impacts



associated with each of the access options and make recommendations for off-site roadway and intersection improvements in order to address traffic operation and capacity deficiencies, if needed.

### **TASK 3: AGENCY COORDINATION**

Southern California Edison (SCE): We will contact SCE to determine right-of-way and easement issues and requirements pertaining to feasibility of an access roadway through their property. We will document all of SCE's issues, requirements and any other pertinent information relating to each of the access alternatives. Coordination will include an on-site meeting with SCE staff if needed.

Ventura County Watershed Protection District (VCWPD): The VCWPD has authority over its jurisdictional channels including the segment of the Arroyo Simi located north of Arroyo Vista Community Park. The VCWPD has permit and other improvement requirements for any encroachment into their jurisdictional channels, including rights of way. We will conduct a thorough review of VCWPD's requirements from available records. Included in our review effort is the Wetland Project Permitting Guide document which explains the current laws and permit requirements. We will coordinate with VCWPD staff, including attendance at an on-site meeting if needed, to determine all the permit and improvement requirements for each access alternative.

Ventura County Waterworks District No. 1 (VCWWD No. 1): The VCWWD No. 1 provides water and sewer services for the City of Moorpark and contiguous unincorporated areas to the north and west. The water distribution system with District No. 1 consists of 138 miles of water lines. We will contact and coordinate with VCWWD No. 1 staff to determine if each of the access alternatives would have any water and sewer impacts on the District's water distribution system. We will also determine any permit and improvement requirements. Our coordination effort includes an on-site meeting with VCWWD No. 1 staff, if needed.

Other Agencies: Encroachment into the Arroyo Simi and its right-of-way may also have conditions and requirements from other agencies. We will research and identify any other permits required from other agencies such as the Ventura County Resource Management Agency (RMA), California Department of Fish and Game (CDFG) and U.S. Army Corps of Engineers for each access alternative.

### **TASK 4: RIGHT-OF-WAY REQUIREMENTS**

The KOA team will identify right-of-way and easement requirements for each access alternative. We will determine the estimated square foot takings from each affected property. Using right-of-way layouts, we will view each property and assess the impacts to each property.

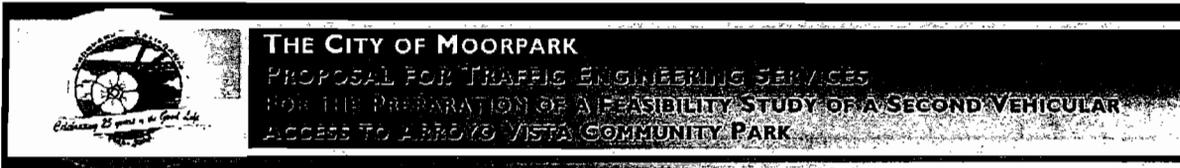
### **TASK 5: CONCEPTUAL LAYOUT**

The KOA team will prepare a conceptual roadway layout for each of the three access alternatives. Each conceptual roadway layout will be prepared on 11' x 17' plans of the proposed alignment.

#### Conceptual Roadway Layout

The KOA team will prepare conceptual roadway layouts for the proposed three alignments. We will evaluate all potential impacts to determine appropriate mitigations and we will make adjustments to our conceptual layouts to minimize impacts including those to existing trees, utilities, and other possible obstructions. Our scope of work will include the following tasks:

- A. Research, compile, and review existing drawings and other data to develop necessary background information.
- B. Photograph, review, and investigate the existing field conditions.
- C. Compile all utilities that are apparent during our field investigation.



- D. Prepare a scaled base plan. The base plans will show centerlines, right of way lines, curb lines, existing pavement delineations, roadside signs, jurisdictional boundaries, and any other features that may affect the investment strategy and funding sources.
- E. Identify the appropriate roadway cross section and alignment for each alternative. The roadway cross-section will consider the number and width of travel lanes, parkway/sidewalk width, drainage requirements, and the pavement structural section.
- F. Prepare conceptual improvement plans that will be drawn to a specific scale and will incorporate the proposed site improvements.

Conceptual Bridge Layout

For the two proposed alignments that cross Arroyo Simi, consideration will be given during this planning phase to the selection of a structure that achieves the objectives of the City of Moorpark, while minimizing the project cost. The conceptual layout of the bridges will take into consideration the following:

- Profile of the bridge to maintain a proper freeboard over the Arroyo.
- Possibility to clear span the Arroyo to minimize environmental and permitting issues
- Location of abutments to protect against possible scour and maintenance issues
- Structural and seismic considerations

**TASK 6: COST ESTIMATE**

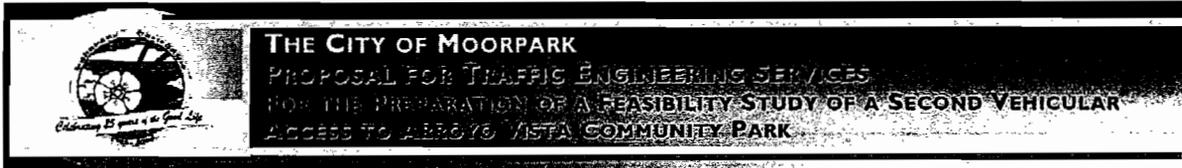
The KOA team will prepare a separate cost estimate for completion of each access alternative. All construction-related costs including engineering/design and inspection, document preparation costs, land acquisition costs, required permit costs, consultant costs, and other costs associated with completing the second access alternative would be included in the cost estimate. Some of the key costs are described below.

Roadway and Bridge: Based on the conceptual layout of the three alternatives, we will develop planning-level construction cost estimates. Estimates will be itemized from individual unit costs applied to quantities estimated from the conceptual plans. We will refer to the latest available bid history provided by Caltrans for determining unit costs.

Environmental Documentation: Each access alternative would require the preparation of California Environmental Quality Act (CEQA) documentation to assess the potential environmental impacts of the project. Each access alternative may have different or varying degrees of environmental impacts which would dictate the type of CEQA documentation that would be required. For each access alternative, the KOA team would determine whether there is a reasonable expectation that all environmental impacts can be mitigated to a level that are considered less than significant or whether the project would result in any significant unavoidable impacts. If it is anticipated that all of the potential impacts associated with an access alternative can be fully mitigated, an Initial Study leading to a Mitigated Negative Declaration (IS/MND) would be the appropriate CEQA documentation. If an alternative may result in significant unavoidable impacts, an environmental impact report (EIR) would be required. The KOA team would make a recommendation for the three access alternatives with respect to anticipated required CEQA documentation. For City's budgetary purposes, the KOA team would also provide the City with an anticipated range of costs associated with the preparation of CEQA documentation for each access alternative. In addition, the KOA team would identify the regulatory framework applicable to each access alternative and note whether technical studies and permits may be required to implement each access option. For example, any disturbance to the creek may require the preparation of a jurisdictional delineation report to identify the type and extent of jurisdictional waters and permits by regulatory agencies.

Right-of-Way Need:

The right-of-way need and easement cost estimate will cover, on a parcel-by-parcel basis, the total probable right-of-way and easement costs associated with the identified alignment.



**Permits:** We will determine the costs for procurement of all required permits for each of the access alternatives based on our research and coordination effort with all the affected agencies. We will also estimate the consultant costs for preparing and coordinating the approval process for all of the required permits.

**TASK 7: SCHEDULE**

KOA will prepare an estimated schedule of completion for each of the three alternatives. The schedule will include all components of the completion process including planning, design, environmental clearance, right-of-way acquisition, permits procurement and construction. The schedule for each component will also be further separated into sub-components (such as design and construction of roadway versus bridge) where appropriate. The schedule will be illustrated on a bar chart diagram that shows the estimated start and end times.

**TASK 8: REPORT DOCUMENTATION**

KOA will prepare a preliminary Feasibility Study report that summarizes the scope of work described above. We will submit the preliminary report to the City for review, evaluation and comment. Upon receipt of comments from the City on the preliminary report, we will revise the preliminary report and submit a draft final report to the City. After City review and approval of the draft final report, we will provide twenty-five (25) bound copies and a CD-Rom that contains an electronic file of the draft final report to the City.

**TASK 9: MEETINGS**

KOA will attend up to four (4) meetings with City staff to coordinate the scope of work and to discuss the progress of work efforts and study findings. The four meetings do not include any on-site or coordination meetings with SCE, VCWPD, VCWPD No. 1, or other agencies that may be required in order to determine the issues, impacts and necessary permit and improvement requirements from these agencies.

**FEASIBILITY STUDY OF A SECOND VEHICULAR ACCESS TO ARROYO VISTA COMMUNITY PARK**

**DETAILED DESCRIPTION OF COST ELEMENTS**

TASK	KOA Corporation							Sub Consultants Hours			Sub Consultants Cost			Total Project Hours	Total Project Cost
	Principal In Charge	Principal Engineer	Senior Engineer	Senior Trans. Planner	Associate Engineer	KOA Total Hours	Cost	CNS Engineers (Structures)	Bon Terra (Environmental)	Sub Consultant Total Hours	CNS Engineers (Structures)	Bon Terra (Environmental)	Cost		
1 Research/Field Check			4	6		10	\$1,890	6		6	\$1,140		\$1,140	16	\$3,030
2 Traffic Analysis		2		6	16	24	\$3,580			0			\$0	24	\$3,580
3 Agency Coordination			9	9		18	\$3,420			0			\$0	18	\$3,420
4 Right-of-Way Requirements			1	2	8	11	\$1,565			0			\$0	11	\$1,565
5 Conceptual Layout			5	1	30	36	\$4,910	14		14	\$1,750		\$1,750	50	\$6,660
6 Cost Estimate			2		6	8	\$1,140	4	16	20	\$500	\$2,560	\$3,060	28	\$4,200
7 Schedule			1		6	7	\$945			0			\$0	7	\$945
8 Report Documentation	2	3	2	8	12	27	\$4,595	5	4	9	\$660		\$660	36	\$5,255
9 Meetings			4	16		20	\$3,740	5		5	\$950		\$950	25	\$4,690
<b>Tasks 1 through 9 Total</b>	<b>2</b>	<b>5</b>	<b>28</b>	<b>48</b>	<b>78</b>	<b>161</b>	<b>\$25,785</b>	<b>34</b>	<b>20</b>	<b>54</b>	<b>\$5,000</b>	<b>\$2,560</b>	<b>\$7,560</b>	<b>215</b>	<b>\$33,345</b>
<b>Other Direct Costs</b>															
Traffic Count															
Travel															
Reproduction (Reports, Presentation Materials)															
<b>Total Project Costs with Tasks 1 through 9</b>															
<b>\$ 34,995</b>															

## RESOLUTION NO. 2012-\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2012/13 BUDGET TO APPROPRIATE FUNDS FOR PROJECT 8089: ARROYO VISTA COMMUNITY PARK SECOND ACCESS FROM THE LOS ANGELES AVENUE AOC FUND (2501) AND RESCINDING RESOLUTION NO. 2010-2957

WHEREAS, on October 6, 2010, the City Council adopted Resolution 2010-2957 to amend the Fiscal Year 2010/11 Budget to appropriate funds for Project 8089 for a feasibility study of a second access to Arroyo Vista Community Park; however, the funds were not expended; and

WHEREAS, on June 20, 2012, the City Council adopted the Operating and Capital Improvement budget for Fiscal Year 2012/13; and

WHEREAS, a staff report has been presented to the City Council summarizing the need for the preparation of a feasibility study related to the possible establishment of a second access to Arroyo Vista Community Park; and

WHEREAS, a budget appropriation of \$35,000.00 is needed from the Los Angeles AOC Fund (2501) to finance the cost of the feasibility study; and

WHEREAS, Exhibit "A" attached hereto and made a part hereof, describes said budget amendment and its resultant impacts to the budget line items.

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

SECTION 1. That Resolution 2010-2957 is hereby rescinded.

SECTION 2. That a budget amendment in the aggregate increase of \$35,000.00 as described in Exhibit "A" attached hereto, is hereby approved.

SECTION 3. 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 Appropriation and Fund Transfer Detail

**EXHIBIT "A"**

**BUDGET AMENDMENT FOR  
LOS ANGELES OAC FUND (2501) FOR THE FEASIBILITY STUDY REGARDING  
A POSSIBLE SECOND ACCESS TO ARROYO VISTA COMMUNITY PARK  
FY 2012-13**

**FUND ALLOCATION FROM:**

<b>Fund</b>	<b>Account Number</b>	<b>Amount</b>
L. A.AOC	2501-5500	\$ 35,000
<b>Total</b>		<b>\$ 35,000</b>

**DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:**

<b>Account Number</b>	<b>Current Budget</b>	<b>Revision</b>	<b>Amended Budget</b>
2501.8310.8089.9103	\$ -	\$ 35,000	\$ 35,000
			\$ -
			\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>

Finance Approval: 