

ITEM 10.D.

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

DATE: July 24, 2013 (City Council Meeting of 9/4/2013)

SUBJECT: Consider Resolution Amending FY 2013/2014 Budget to Increase Appropriations for FY 2012/2013 Purchase Order Carry Over

SUMMARY

Staff is requesting approval of the attached Resolution to increase the FY 2013/2014 Adopted Budget by \$360,177.51. This amount is the result of the carry forward of FY 2012/2013 Purchase Orders (PO) for goods and services, not related to Capital Improvement Projects (CIP), into FY 2013/2014.

DISCUSSION

On June 19, 2013 the City Council adopted the FY 2013/2014 Operating and Capital Improvement Budget for the City of Moorpark. The original adopted appropriation was \$51.8M, which includes \$18.8M for CIP. Resolution No. 2013-3198 granted the City Manager the authority to amend the CIP budget after final accounting of FY 2012/2013 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, 2013 for which invoices have not been submitted as of the last FY 2012/2013 Accounts Payable cycle, will be recorded as accrued expenditures in FY 2012/2013. These accruals will be reversed in FY 2013/2014 and invoices will be paid against the carried over PO. For those commitments where the timing of delivery went beyond June 30, 2013, no accruals will be recorded and these will be processed as FY 2013/2014

expenditures. The PO carry 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 23 and the action effectively increased the FY 2013/2014 Adopted Budget. Attachment 1 lists all affected PO.

FISCAL IMPACT

The total carry-over amount was \$5,427,977.88, which includes CIP related PO totaling \$5,067,800.37. Thus, a net appropriation increase of \$360,177.51 impacted the following funds/departments:

Fund/Division	Adopted Budget	Increase	Adjusted Budget
0100-3120 Internal Service Fund/Information Systems	(3,820.00)	27,825.79	24,005.79
0100-5700 Internal Service Fund/Central Services	0.00	4,298.50	4,298.50
1000-1100 General Fund/City Council	186,948.00	22,175.23	209,123.23
1000-2210 General Fund/Emergency Management	128,758.18	10,000.00	138,758.18
1000-7620 General Fund/Facilities	1,035,112.00	9,901.20	1,045,013.20
1010-7640 Library Fund/Operations	828,244.00	8,000.00	836,244.00
2000-8310 Traffic Safety/Street Maintenance	75,000.00	9,859.62	84,859.62
2001-8510 Traffic System Mgt /Transit	332,400.00	28,560.04	360,960.04
2200-6440 Community Development/Planning	565,935.00	2,500.00	568,435.00
2322-7900 07-1 Pardee Homes T5045/LMD	840,868.00	9,194.15	850,062.15
2400-7800 Park Maintenance District	2,129,098.00	73,835.40	2,202,933.40
2501-8310 Los Angeles AOC Fund/Street Maintenance	5,705,176.00	20,647.50	5,725,823.50
2605-8310 Gas Tax/Street Maintenance	669,938.00	2,227.84	672,165.84
2620-8410 Engineering-Public Works/Engineering	484,611.00	20,989.15	505,600.15
2800-6100 Endowment Fund/Community Development Administration	0.00	25,650.00	25,650.00
4003-3120 Equipment Replacement Fund/Information Systems	0.00	632.52	632.52
4003-8310 Equipment Replacement Fund/Street Maintenance	59,000.00	58,370.83	117,370.83
5000-8510 Local Transit Programs 8c/Transit	769,489.00	25,509.74	794,998.74
Total	13,806,757.18	360,177.51	14,166,934.69

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2013-_____.

- Attachments: 1 - FY 2012/2013 PO Carried Over to FY 2013/2014
- 2 - Resolution No. 2013-_____

CITY OF MOORPARK FY 2012/2013 Purchase Order Carry Over to FY 2013/2014										
PO #	Vendor Name	Budget Unit	Description	Grand Total	CIP RELATED			NON - CIP RELATED		
					CITY	SARA	Total	CITY	SARA	Total
09000014	BJ PALMER & ASSOCIATES	250183108013	SCE Coordination LA Ave Widening	\$14,000.00	\$14,000.00		\$14,000.00			\$0.00
09000014	BJ PALMER & ASSOCIATES	250183108066	Planning & Design Mgt to Underground Utilities on LA Ave Arroyo Simi Bridge	\$10,498.35	\$10,498.35		\$10,498.35			\$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	\$958,314.84	\$958,314.84		\$958,314.84			\$0.00
10000024	BARNHART BALFOUR BEATTY	910424115020	RCHSC - Construction Management	\$55,934.25		\$55,934.25	\$55,934.25			\$0.00
10000026	PENFIELD & SMITH	250183108012	Civil Engineering Design for Princeton Widening Project	\$27,201.18	\$27,201.18		\$27,201.18			\$0.00
10000039	JENSEN DESIGN & SURVEY INC.	910424115020	Surveying Services - RCHSC	\$1,443.50		\$1,443.50	\$1,443.50			\$0.00
10000040	TESTING ENGINEERS SOUTHWEST INC.	910424115020	Materials Testing - RCHSC	\$15,474.00		\$15,474.00	\$15,474.00			\$0.00
10000051	BONTERRA CONSULTING LLC	280021002007	Preparation of EIR - Civic Center	\$181,585.69	\$181,585.69		\$181,585.69			\$0.00
10000054	STANDARD DRYWALL INC.	910424115020	RCHSC - Bid Package#2 Finishes	\$159,249.89		\$159,249.89	\$159,249.89			\$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
11000028	PARSONS TRANSPORTATION GROUP	200264408079	Design, Engineering for Installation of soundwalls at SR-23	\$6,315.09	\$6,315.09		\$6,315.09			\$0.00
11000029	GKKWORKS	400121002007	Architectural Design & Consulting for New City Hall/Civic Center/Library	\$2,375,978.54	\$2,375,978.54		\$2,375,978.54			\$0.00
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
11000081	MRC, LLC	262084100000	Floodplain Management services	\$20,989.15			\$0.00	\$20,989.15		\$20,989.15
11000097	FILIPPIN ENGINEERING INC.	200264408079	Construction Management & Inspection - Soundwall SR-23	\$59,590.81	\$59,590.81		\$59,590.81			\$0.00
12000016	MARIPOSA LANDSCAPES INC.	various	Park Landscaping services	\$26,736.00			\$0.00	\$26,736.00		\$26,736.00
12000018	KONICA MINOLTA BUSINESS SOLUTIONS	010057000000	Copier Lease and Maintenance	\$4,298.50			\$0.00	\$4,298.50		\$4,298.50
12000022	DIAL SECURITY	100076205020	RCHSC - Security services	\$5,208.00			\$0.00	\$5,208.00		\$5,208.00
12000027	QWEST COMMUNICATIONS CO. LLC	200283108061	Design relocation plan of communications conduit systems - North Hills Parkway	\$11,384.00	\$11,384.00		\$11,384.00			\$0.00
12000028	HARTZOG & CRABILL, INC.	200083100000	Traffic Signal Operations FY 12/13	\$9,859.62			\$0.00	\$9,859.62		\$9,859.62
12000029	CITY OF THOUSAND OAKS	various	Fixed Route Operations & Maintenance	\$26,997.28			\$0.00	\$26,997.28		\$26,997.28
12000030	CITY OF THOUSAND OAKS	various	Fixed Route Preventative & General Maintenance, Fueling	\$18,996.40			\$0.00	\$18,996.40		\$18,996.40
12000031	CITY OF THOUSAND OAKS	500085108070	DAR/ADA Operations & Maintenance	\$8,076.10			\$0.00	\$8,076.10		\$8,076.10
12000035	MANHOLE ADJUSTING, INC.	261083108002	Pavement Rehabilitation Project MPK12-03	\$65,460.28	\$65,460.28		\$65,460.28			\$0.00
12000047	M & M MAINTENANCE MASTERS	100076200000	WO#3-Custodian Closet Installation	\$1,750.00			\$0.00	\$1,750.00		\$1,750.00
12000052	SPRINT COMMUNICATIONS CO. LP	200283108061	Preliminary Engineering Reimbursement Sprint Fiber Optic Protection Project - North Hills Parkway	\$24,722.00	\$24,722.00		\$24,722.00			\$0.00
12000062	PETERSON CHASE GENERAL	200264408079	Installation of Soundwall at SR -23	\$38,636.60	\$38,636.60		\$38,636.60			\$0.00

CITY OF MOORPARK FY 2012/2013 Purchase Order Carry Over to FY 2013/2014										
PO #	Vendor Name	Budget Unit	Description	Grand Total	CIP RELATED			NON - CIP RELATED		
					CITY	SARA	Total	CITY	SARA	Total
12000063	KOA CORPORATION	250183108089	Feasibility Study for @nd Vehicular Access at AVCP	\$20,647.50			\$0.00	\$20,647.50		\$20,647.50
12000064	KOA CORPORATION	250183108058	Construction Management & Inspection - LA Ave Widening	\$87,073.09	\$87,073.09		\$87,073.09			\$0.00
12000086	DIGITAL TELECOMMUNICATIONS	400331200000	Upgrade/Replacement of Phone Equipment and Voicemail Systems	\$632.52			\$0.00	\$632.52		\$632.52
12000087	SOUTHERN CALIFORNIA REGIONAL	250183108039	Reconstruction & widening of existing at-grade highway railroad crossing at Spring Road	\$850,000.00	\$850,000.00		\$850,000.00			\$0.00
12000089	REICHL, RONALD	various	Landscape constructio WO#2 & WO#3	\$11,448.20			\$0.00	\$11,448.20		\$11,448.20
12000090	BJ PALMER & ASSOCIATES	280061000000	Relocation analysis & planning of existing overhead facilities @ Essex site	\$25,650.00			\$0.00	\$25,650.00		\$25,650.00
12000095	HYDROPOINT DATA SYSTEMS INC.	232279007901	Irrigation equipment	\$689.15			\$0.00	\$689.15		\$689.15
12000100	CALIFORNIA ROCK PRODUCTS INC.	240078007803	Dry plaster sand for AVCP	\$2,650.30			\$0.00	\$2,650.30		\$2,650.30
12000106	QUICK CRETE PRODUCTS CORP	various	Park waste containers; benches, picnic tables	\$44,449.10			\$0.00	\$44,449.10		\$44,449.10
12000108	ICON ENTERPRISES INC.	010031200000	CivicPlus website project	\$25,000.00			\$0.00	\$25,000.00		\$25,000.00
12000111	DOWNTOWN FORD SALES	400383100000	2- 2013 FORD F250 regular cab	\$47,412.28			\$0.00	\$47,412.28		\$47,412.28
12000113	DLT SOLUTIONS, LLC	010031200000	Solar Winds Network	\$2,825.79			\$0.00	\$2,825.79		\$2,825.79
12000114	TRUE NORTH RESEARCH	100011000000	Voter Opinion Survey	\$20,000.00			\$0.00	\$20,000.00		\$20,000.00
12000115	OVER DRIVE INC.	101076400000	Digital Library books	\$8,000.00			\$0.00	\$8,000.00		\$8,000.00
12000116	HERNANDEZ, LAURA	100022100000	EOC specific training	\$10,000.00			\$0.00	\$10,000.00		\$10,000.00
12000117	RP BARRICADE INC.	400383100000	Install vehicle warning lights, rack, radio to new F250 vehicles	\$10,958.55			\$0.00	\$10,958.55		\$10,958.55
Grand Total				\$5,427,977.88	\$4,835,698.73	\$232,101.64	\$5,067,800.37	\$360,177.51	\$0.00	\$360,177.51

RESOLUTION NO. 2013-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2013/2014 OPERATING AND CAPITAL IMPROVEMENT BUDGET TO INCREASE APPROPRIATIONS FOR FISCAL YEAR 2012/2013 PURCHASE ORDER CARRY OVER

WHEREAS, on June 19, 2013 the City Council adopted the Operating and Capital Improvement Budget for FY 2013/2014; and

WHEREAS, a staff report has been presented to the Council requesting approval of the budget amendment generated by the FY 2012/2013 Purchase Order roll over process completed on July 23, 2013, which resulted in an aggregate increased appropriations of \$360,177.51; 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), LMD 07-1 Pardee Homes T5045 Fund (2322) , Park Maintenance District Fund (2400), Los Angeles Area of Contribution Fund (2501), Gas Tax Fund (2605), Engineering Fund (2620), Endowment Fund (2800), Equipment Replacement Fund (4003) and Local Transit Programs 8c Fund (5000); and

WHEREAS, Exhibit "A" hereof describes said budget amendments and the resultant impact 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 \$360,177.51 per Exhibit "A" and encumbering said funds for FY 2012/2013 Purchase Order carried over to FY 2013/2014 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 4th day of September, 2013.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit "A" – Budget Amendment

**BUDGET AMENDMENT to
 Various City Funds for the FY 2012/2013 Purchase Order
 Encumbrances Carried Over to FY 2013/2014
 FY 2013/2014**

FUND ALLOCATION FROM:

FUND	ACCOUNT NUMBER	Amount
Internal Service Fund	0100-5500	32,124.29
General Fund	1000-5500	33,076.43
Library Fund	1010-5500	8,000.00
Traffic Safety	2000-5500	9,859.62
Traffic System Mgt	2001-5500	28,560.04
Community Development	2200-5500	2,500.00
07-1 Pardee Homes T5045	2322-5500	9,194.15
Park Maintenance District	2400-5500	73,835.40
Los Angeles AOC	2501-5500	20,647.50
Gas Tax	2605-5500	2,227.84
Engineering-Public Works	2620-5500	20,989.15
Endowment Fund	2800-5500	25,650.00
Equipment Replacement	4003-5500	59,003.35
Local Transit Programs 8c	5000-5500	25,509.74
	TOTAL	351,177.51

DISTRIBUTION OF APPROPRIATION TO EXPENDITURE ACCOUNTS:

Account Number		ADOPTED BUDGET	BUDGET ADJUSTMENT	ADJUSTED BUDGET
010031200000	9103	\$125,200.00	\$25,000.00	\$150,200.00
010031200000	9201	\$125,200.00	\$2,825.79	\$128,025.79
010057000000	9203	\$15,000.00	\$4,298.50	\$19,298.50
100011000000	9102	\$6,500.00	\$2,175.23	\$8,675.23
100011000000	9103	\$0.00	\$20,000.00	\$20,000.00
100022100000	9103	\$20,000.00	\$10,000.00	\$30,000.00
100076200000	9252	\$85,900.00	\$4,693.20	\$90,593.20
100076205020	9102	\$19,100.00	\$5,208.00	\$24,308.00
101076400000	9201	\$30,000.00	\$8,000.00	\$38,000.00
200083100000	9253	\$50,000.00	\$9,859.62	\$59,859.62
200185108071	9102	\$264,000.00	\$22,677.47	\$286,677.47
200185108071	9416	\$55,000.00	\$5,882.57	\$60,882.57
220064400000	9205	\$20,000.00	\$2,500.00	\$22,500.00
232279007901	9252	\$50,324.00	\$9,194.15	\$59,518.15
240078007801	9252	\$18,400.00	\$3,536.75	\$21,936.75
240078007801	9331	\$15,312.00	\$1,320.00	\$16,632.00
240078007802	9331	\$11,772.00	\$140.00	\$11,912.00
240078007803	9252	\$73,100.00	\$2,650.30	\$75,750.30
240078007803	9331	\$120,192.00	\$12,125.00	\$132,317.00
240078007804	9331	\$4,704.00	\$275.00	\$4,979.00
240078007805	9252	\$15,250.00	\$707.35	\$15,957.35
240078007805	9331	\$17,400.00	\$445.00	\$17,845.00
240078007806	9252	\$7,200.00	\$2,829.40	\$10,029.40
240078007806	9331	\$7,464.00	\$880.00	\$8,344.00
240078007807	9331	\$11,556.00	\$975.00	\$12,531.00
240078007808	9331	\$21,276.00	\$1,800.00	\$23,076.00
240078007809	9331	\$10,608.00	\$880.00	\$11,488.00
240078007810	9331	\$18,804.00	\$1,410.00	\$20,214.00
240078007811	9252	\$28,400.00	\$10,051.25	\$38,451.25
240078007811	9331	\$15,660.00	\$1,410.00	\$17,070.00
240078007812	9252	\$7,000.00	\$15,299.40	\$22,299.40
240078007812	9331	\$17,232.00	\$1,406.00	\$18,638.00
240078007813	9252	\$24,500.00	\$1,414.70	\$25,914.70
240078007813	9331	\$9,396.00	\$800.00	\$10,196.00
240078007814	9331	\$4,320.00	\$120.00	\$4,440.00
240078007815	9252	\$31,000.00	\$10,610.25	\$41,610.25
240078007815	9331	\$12,528.00	\$1,145.00	\$13,673.00

Account Number	ADOPTED BUDGET	BUDGET ADJUSTMENT	ADJUSTED BUDGET
240078007816 9331	\$6,600.00	\$185.00	\$6,785.00
240078007818 9331	\$10,968.00	\$1,215.00	\$12,183.00
240078007819 9331	\$4,320.00	\$80.00	\$4,400.00
240078007850 9331	\$4,692.00	\$125.00	\$4,817.00
250183108089 9103	\$0.00	\$20,647.50	\$20,647.50
260583100000 9253	\$0.00	\$2,227.84	\$2,227.84
262084100000 9103	\$50,000.00	\$20,989.15	\$70,989.15
280061000000 9102	\$0.00	\$25,650.00	\$25,650.00
400331200000 9503	\$0.00	\$632.52	\$632.52
400383100000 9505	\$59,000.00	\$58,370.83	\$117,370.83
500085100000 9254	\$125,000.00	\$11,370.54	\$136,370.54
500085108070 9102	\$45,000.00	\$4,038.05	\$49,038.05
500085108070 9254	\$45,000.00	\$4,038.05	\$49,038.05
500085108071 9102	\$45,000.00	\$4,319.81	\$49,319.81
500085108071 9255	\$5,200.00	\$1,743.29	\$6,943.29
TOTAL	\$1,373,178.00	\$360,177.51	\$2,130,255.51

Finance Approval: 