

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director *RA*
By: Irmina Lumbad, Budget and Finance Manager *IL*

DATE: August 8, 2014 (City Council Meeting of 9/17/2014)

SUBJECT: Consider Resolution Amending FY 2014/2015 Budget to Increase Appropriations for Fiscal Year (FY) 2013/2014 Purchase Order Carry Over

SUMMARY

Staff is requesting approval of the attached Resolution to increase the FY 2014/2015 Adopted Budget by \$474,289.06. This amount is the result of the carry forward of FY 2013/2014 Purchase Orders (PO) for goods and services, not related to Capital Improvement Projects (CIP), into FY 2014/2015.

DISCUSSION

On June 18, 2014 the City Council adopted the FY 2014/2015 Operating and Capital Improvement Budget for the City of Moorpark. The original adopted appropriation was \$52.0 million, which includes \$16.9 million for CIP. Resolution No. 2014-3299 granted the City Manager the authority to amend the CIP budget after final accounting of FY 2013/2014 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, 2014 for which invoices have not been submitted as of the last FY 2013/2014 Accounts Payable cycle, will be recorded as accrued expenditures in FY 2013/2014. These accruals will be reversed in FY 2014/2015 and invoices will be paid against the carried

over PO. For those commitments where the timing of delivery went beyond June 30, 2014, no accruals will be recorded and these will be processed as FY 2014/2015 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 August 8 and the action effectively increased the FY 2014/2015 Adopted Budget. Attachment 1 lists all affected PO.

FISCAL IMPACT

The total carry-over amount was \$4,954,788.64, which includes CIP related PO totaling \$4,480,499.58. Thus, a net appropriation increase of \$474,289.06 impacted various funds/departments as shown in Attachment 1.

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2014-_____.

- Attachments: 1 – Summary of Fund/Division Fiscal Impact
2 – FY 2013/2014 PO Carried Over to FY 2014/2015
3 – Resolution No. 2014-_____

FISCAL IMPACT BY FUND/DIVISION
FY 2013/14 Non-CIP Purchase Orders Carry Over to
FY 2014/15

Fund-Division	Adopted Budget	Increase	Adjusted Budget
1000-2210 General Fund/Emergency Management	132,782.00	1,498.00	134,280.00
1000-7620 General Fund/Facilities	963,285.00	164,772.00	1,128,057.00
1000-7800 General Fund/Park Maintenance	1,923,775.00	31,746.19	1,955,521.19
1000-7900 General Fund/Lighting & Landscape Maintenance Districts	107,510.00	2,446.50	109,956.50
1000-8310 General Fund/Street Maintenance	1,200.00	103.24	1,303.24
1000-9200 General Fund/Public Safety	6,843,372.00	5,010.66	6,848,382.66
2000-8310 Traffic Safety/Street Maintenance	105,000.00	3,268.35	108,268.35
2001-8310 Traffic System Mgt /Street Maintenance	156,581.00	11,200.00	167,781.00
2001-8510 Traffic System Mgt /Transit	338,400.00	32,325.52	370,725.52
2201-2430 City Affordable Housing/Housing	179,498.00	4,600.00	184,098.00
2300-7900 AD 84-2 Citywide/Lighting & Landscape Maintenance Districts	\$284,609.00	\$10,912.35	295,521.35
2302-7900 84-2 Buttercreek T3032/Lighting & Landscape Maintenance Districts	\$69,880.00	\$3,815.50	73,695.50
2315-7900 County Club Estates/Lighting & Landscape Maintenance Districts	\$252,007.00	\$16,647.80	268,654.80
2320-7900 Meridian Hills/Lighting & Landscape Maintenance Districts	\$374,965.00	\$16,580.00	391,545.00
2322-7900 Moorpark Highlands/Lighting & Landscape Maintenance Districts	1,035,923.00	7,368.02	1,043,291.02
2400-7800 Park Maintenance District/Park Maintenance	2,283,234.00	5,382.25	2,288,616.25
2501-8310 Los Angeles AOC Fund/Street Maintenance	3,717,476.00	25,544.00	3,743,020.00
2603-8310 Local Transportation 8A/Street Maintenance	680,889.00	6,817.80	687,706.80
2604-8310 TEA 21 Federal Grants/Street Maintenance	217,053.00	63,696.98	280,749.98
2605-8310 Gas Tax/Street Maintenance*	1,433,209.00	18,505.90	1,451,714.90
2800-6100 Endowment Fund/Community Development Administration	0.00	18,150.00	18,150.00
5000-8510 Local Transit Programs 8c/Transit	851,694.00	23,898.00	875,592.00
TOTAL	\$21,952,342.00	\$474,289.06	\$22,426,631.06

* Includes appropriations from HUT 2103 Fund (2606), which was closed-out in FY 2013/14.

PO #	Vendor Name	Budget Unit	Description	REMAIN BAL	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
10000024	BARNHART BALFOUR BEATTY	910424115020	Construction Management - RCHSC	\$55,934.25		\$55,934.25	\$55,934.25			\$0.00
10000026	PENFIELD & SMITH	250183108012	Civil Engineering Design for Princeton Widening Project	\$163,268.79	\$163,268.79		\$163,268.79			\$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	\$4,740.40		\$4,740.40	\$4,740.40			\$0.00
10000051	BONTERRA CONSULTING LLC	280021002007	Preparation of EIR - Civic Center	\$98,326.35	\$98,326.35		\$98,326.35			\$0.00
10000054	STANDARD DRYWALL INC.	910424115020	Site Improvements Finishes - RCHSC	\$145,095.09		\$145,095.09	\$145,095.09			\$0.00
11000029	GKK WORKS	400121002007	Architectural Design & Consulting for New City Hall/Civic Center	\$2,366,874.12	\$2,366,874.12		\$2,366,874.12			\$0.00
12000027	QWEST COMMUNICATIONS CO. LL	200283108061	Design Relocation Plan of Communications - North Hills Park Project	\$11,384.00	\$11,384.00		\$11,384.00			\$0.00
12000052	SPRINT COMMUNICATIONS CO. LF	200283108061	Preliminary Engineering for Fiber Optic Protection - North Hills Park Project	\$24,722.00	\$24,722.00		\$24,722.00			\$0.00
12000062	PETERSON CHASE GENERAL	200264408079	Installation of Soundwall Fwy 23	\$3,250.98	\$3,250.98		\$3,250.98			\$0.00
12000087	SOUTHERN CALIFORNIA REGIONAL	250183108039	Reconstruction & Widen Existing Railroad Crossing	\$850,000.00	\$850,000.00		\$850,000.00			\$0.00
13000033	STERND AHL ENTERPRISES, INC.	260683108092	Pavement Markings	\$19,200.73	\$14,746.90		\$14,746.90	\$4,453.83		\$4,453.83
13000050	FILIPPIN ENGINEERING INC.	250183108058	Construction Mgt & Inspection LA Ave Widening (Maureen Lane to Leta Yancy Rd)	\$114,459.81	\$114,459.81		\$114,459.81			\$0.00
13000073	M3 CIVIL, INC	280024105081	Civil Engineering Design for 161 Second St Park Site	\$3,803.50	\$3,803.50		\$3,803.50			\$0.00
13000074	PENFIELD & SMITH	200178007712	Bidding & construction Phase AVCP Loop Trail, Walkway Improvements, Bike Path Extension Projects	\$14,127.30	\$14,127.30		\$14,127.30			\$0.00
13000075	VISUAL CONCEPTS LIGHTING INC.	210078007022	Lighting Consultant - AVCP	\$10,225.00	\$10,225.00		\$10,225.00			\$0.00
13000076	VISUAL CONCEPTS LIGHTING INC.	280024105081	Lighting Consultant - 161 Second St Park	\$1,000.00	\$1,000.00		\$1,000.00			\$0.00
13000082	MUDGE, ANNE	215176207709	Public Art Project AVCP	\$126,309.00	\$126,309.00		\$126,309.00			\$0.00
13000085	HARTZOG & CRABILL, INC.	250183108039	TO#5-Traffic Signal Operations	\$4,603.35	\$1,335.00		\$1,335.00	\$3,268.35		\$3,268.35
13000089	PENFIELD & SMITH	200178007712	Aerial Topographic Survey	\$154.41	\$154.41		\$154.41			\$0.00
13000091	RICHARD KRUMWIEDE, INC.	280024105081	Landscape Architectural Services - 161 Second St Park	\$7,236.65	\$7,236.65		\$7,236.65			\$0.00
13000098	VISUAL CONCEPTS LIGHTING	210078007022	AVCP - Site Lighting Design	\$26,728.00	\$26,728.00		\$26,728.00			\$0.00
13000103	BEACON INTEGRATED PROF RESOURCE	250183108013	Acquisition & Relocation Services - LA Ave Widening (Spring Rd to Moorpark Ave)	\$113,780.34	\$113,780.34		\$113,780.34			\$0.00

PO #	Vendor Name	Budget Unit	Description	REMAIN BAL	CITY	SARA	TOTAL	CITY	SARA	TOTAL
13000113	M3 CIVIL, INC	200176207032	Civil Engineering Svc - Pedestrian Access Improvements at Civic Center	\$34,500.00	\$34,500.00		\$34,500.00			\$0.00
13000118	BARNHART BALFOUR BEATTY	910424115081	Construction Management - 161 Second St Park	\$23,590.00		\$23,590.00	\$23,590.00			\$0.00
13000127	LG2WB ENGINEERS INC.	400121002007	Traffic Engineering Services - Civic Center Project	\$64,100.90	\$64,100.90		\$64,100.90			\$0.00
13000128	TETRA TECH, INC.	250183108047	Engineering Services - LA Ave Raised Median Project	\$33,307.00	\$33,307.00		\$33,307.00			\$0.00
13000153	OILFIELD ELECTRIC CO.	910324115081	Streetlight Undergrounding - 161 Second St	\$22,395.00		\$22,395.00	\$22,395.00			\$0.00
12000090	BJ PALMER & ASSOCIATES	280061000000	Relocation Analysis & Planning of Existing Overhead Facilities Essex Site	\$18,150.00			\$0.00	\$18,150.00		\$18,150.00
13000002	GULF SOUTH MANAGEMENT	100083100000	GPS Installation	\$103.24			\$0.00	\$103.24		\$103.24
13000008	CITY OF THOUSAND OAKS	200185108071	Transit and Maintenance Services	\$119,920.50			\$0.00	\$119,920.50		\$119,920.50
13000012	DIAL SECURITY	240078007803	Security Services - 5K Run	\$176.00			\$0.00	\$176.00		\$176.00
13000022	KLEPIC, FREDERICK WADE	100076200000	Install Access Control - Civic Center & AVRC	\$32,434.00			\$0.00	\$32,434.00		\$32,434.00
13000059	FUGRO CONSULTANTS, INC.	260683100000	Engineering Services - Investigation of Groundwater Exfiltration & Seepage	\$8,505.90			\$0.00	\$8,505.90		\$8,505.90
13000084	PEDERSEN FENCE & PATIO CO, INC	231579007901	Fencing Services at LMD 15 - TR4928 & TR5045 Spring Rd	\$24,845.82			\$0.00	\$24,845.82		\$24,845.82
13000090	FUGRO CONSULTANTS, INC.	100078007803	Geotechnical Engineering Services - AVCP Retaining Wall	\$4,909.36			\$0.00	\$4,909.36		\$4,909.36
13000093	PENFIELD & SMITH	100079007901	Base Mapping (Aerial Imaging)	\$3,262.00			\$0.00	\$3,262.00		\$3,262.00
13000101	TRAVIS AGRICULTURAL	100078007803	AVCP Sewer Lift Improvements	\$22,383.00			\$0.00	\$22,383.00		\$22,383.00
13000110	SOUTH BAY FOUNDRY INC.	230079007901	Tree grates	\$12,252.35			\$0.00	\$12,252.35		\$12,252.35
13000116	L. BARRIOS & ASSOCIATES INC.	240078007803	Equipment Rental AVCP	\$506.25			\$0.00	\$506.25		\$506.25
13000117	VOGUE SIGN COMPANY	100076200000	Replace Signage - Devt Services Bldg	\$790.00			\$0.00	\$790.00		\$790.00
13000125	CENTURY 21 HILLTOP	220124305025	Broker Services - FTHB	\$4,600.00			\$0.00	\$4,600.00		\$4,600.00
13000126	COOPER ECOLOGICAL	230079007902	Wildlife Biological Services	\$1,660.00			\$0.00	\$1,660.00		\$1,660.00
13000131	IRWIN SEATING COMPANY	100076207701	AVRC Gymnasium Improvements	\$74,851.00			\$0.00	\$74,851.00		\$74,851.00
13000135	J.L. PATTERSON AND ASSOCIATES	250183108089	Traffic Engineering Services - Feasibility Study AVCP Second Vehicular Access	\$25,544.00			\$0.00	\$25,544.00		\$25,544.00
13000136	PHOENIX CIVIL ENGINEERING INC.	200183108094	Civil Engineering Svc - Industrial Park Sidewalk Improvement Project	\$11,200.00			\$0.00	\$11,200.00		\$11,200.00
13000138	CLASSIC WOOD CRAFT INC.	100076200000	Wood Repairs to Stage - Apricot Room	\$1,809.00			\$0.00	\$1,809.00		\$1,809.00
13000149	EINAR NELSON CONSTRUCTION CO.	100076200000	Varnish/ Stain Wood/Doors Community Cente	\$7,100.00			\$0.00	\$7,100.00		\$7,100.00
13000151	BSN SPORTS INC.	100076207701	AVRC Gymnasium Equipment	\$34,588.00			\$0.00	\$34,588.00		\$34,588.00
13000152	KRT MANAGEMENT INC.	260383100000	Replace Lighted Crosswalk	\$16,817.80			\$0.00	\$16,817.80		\$16,817.80
13000155	AED BRANDS LLC	100022100000	AED - Supplies LIFEPAK 10000 Battery	\$1,498.00			\$0.00	\$1,498.00		\$1,498.00
13000156	LAWRENCE R. MOSS & ASSOCIATES	232079007901	Landscape Architectural Services - Meridian H	\$16,580.00			\$0.00	\$16,580.00		\$16,580.00
13000157	VENTURA COUNTY GSA/FLEET	100092000000	Herman Miller Furnitures	\$5,010.66			\$0.00	\$5,010.66		\$5,010.66
13000158	KIM, PAUL	100076200000	Exterior Painting at Civic Center	\$13,200.00			\$0.00	\$13,200.00		\$13,200.00
13000160	C&M TOPSOIL INC.	240078007805	Compost for Athletic Field	\$3,870.00			\$0.00	\$3,870.00		\$3,870.00
TOTAL				\$4,954,788.64	\$4,227,301.34	\$253,198.24	\$4,480,499.58	\$474,289.06	\$0.00	\$474,289.06

RESOLUTION NO. 2014-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2014/2015 OPERATING AND CAPITAL IMPROVEMENT BUDGET TO INCREASE APPROPRIATIONS FOR FISCAL YEAR 2013/2014 PURCHASE ORDER CARRY OVER

WHEREAS, on June 18, 2014 the City Council adopted the Operating and Capital Improvement Budget for FY 2014/2015; and

WHEREAS, a staff report has been presented to the Council requesting approval of the budget amendment generated by the FY 2013/2014 Purchase Order roll over process completed on August 8, 2014, which resulted in an aggregate increase in appropriations of \$474,289.06; and

WHEREAS, the Purchase Order carry over impacted various funds including, the General Fund (1000), Traffic Safety Fund (2000), Traffic System Management Fund (2001), City Affordable Housing Fund (2201), AD84-2 Citywide Lighting Maintenance District (LMD) Fund (2300), 84-2 Buttercreek T3032 Fund (2302), County Club Estates LMD Fund (2315), Meridian Hills LMD Fund (2320), Moorpark Highlands LMD Fund (2322), Park Maintenance District Fund (2400), Los Angeles Area of Contribution Fund (2501), Local Transportation 8A Fund (2603), TEA 21 Federal Grants Fund (2604), Gas Tax Fund (2605), Endowment Fund (2800), 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 \$474,289.06 per Exhibit "A" and encumbering said funds for FY 2013/2014 Purchase Order carried over to FY 2014/2015 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 17th day of September, 2014.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit "A" -- Budget Amendment

**BUDGET AMENDMENT to
Various City Funds for the FY 2013/2014 Purchase Order
Encumbrances Carried Over to FY 2014/2015
FY 2014/2015**

FUND ALLOCATION FROM:

FUND	ACCOUNT NUMBER	Amount
General Fund	1000-5500	\$ 205,576.59
Traffic Safety	2000-5500	\$ 3,268.35
Traffic System Mgt	2001-5500	\$ 43,525.52
City Affordable Housing	2201-5500	\$ 4,600.00
AD 84-2 Citywide LMD	2300-5500	\$ 10,912.35
84-2 Buttercreek T3032 LMD	2302-5500	\$ 3,815.50
County Club Estates LMD	2315-5500	\$ 16,647.80
Meridian Hills LMD	2320-5500	\$ 16,580.00
Moorpark Highlands LMD	2322-5500	\$ 7,368.02
Park Maintenance	2400-5500	\$ 5,382.25
Los Angeles AOC	2501-5500	\$ 25,544.00
Local Transportation 8A	2603-5500	\$ 6,817.80
TEA 21 Federal Grants	2604-5500	\$ 63,696.98
Gas Tax	2605-5500	\$ 18,505.90
Endowment Fund	2800-5500	\$ 18,150.00
Local Transit Programs 8c	5000-5500	\$ 23,898.00
TOTAL		\$ 474,289.06

DISTRIBUTION OF APPROPRIATION TO EXPENDITURE ACCOUNTS:

Budget Unit	A/C	Adopted Budget	Adjustment	Adjusted Budget
100022100000	9204	\$2,000.00	\$1,498.00	\$3,498.00
100076200000	9252	\$38,200.00	\$49,285.00	\$87,485.00
100076207701	9252	\$59,000.00	\$6,048.00	\$65,048.00
100076207701	9502	\$0.00	\$109,439.00	\$109,439.00
100078007803	9103	\$0.00	\$4,909.36	\$4,909.36
100078007803	9252	\$0.00	\$4,453.83	\$4,453.83
100078007803	9504	\$0.00	\$22,383.00	\$22,383.00
100079007901	9103	\$0.00	\$2,446.50	\$2,446.50
100083100000	9102	\$1,200.00	\$103.24	\$1,303.24
100092000000	9252	\$1,000.00	\$5,010.66	\$6,010.66
200083100000	9253	\$65,000.00	\$3,268.35	\$68,268.35
200183108094	9102	\$0.00	\$11,200.00	\$11,200.00
200185100000	9254	\$7,800.00	\$3,660.36	\$11,460.36
200185108070	9102	\$5,600.00	\$4,793.58	\$10,393.58
200185108071	9102	\$265,000.00	\$14,795.14	\$279,795.14
200185108071	9416	\$60,000.00	\$9,076.44	\$69,076.44
220124305025	9102	\$10,000.00	\$4,600.00	\$14,600.00
230079007901	9252	\$31,600.00	\$9,252.35	\$40,852.35
230079007902	9103	\$7,000.00	\$1,660.00	\$8,660.00
230279007901	9103	\$6,300.00	\$815.50	\$7,115.50
230279007901	9252	\$3,500.00	\$3,000.00	\$6,500.00
231579007901	9252	\$112,000.00	\$16,647.80	\$128,647.80
232079007901	9103	\$750.00	\$36,580.00	\$37,330.00
232079007901	9252	\$35,000.00	(\$20,000.00)	\$15,000.00
232279007901	9252	\$220,000.00	\$7,368.02	\$227,368.02
240078007803	9102	\$3,000.00	\$176.00	\$3,176.00
240078007803	9252	\$81,800.00	\$506.25	\$82,306.25
240078007805	9252	\$36,500.00	\$1,290.00	\$37,790.00
240078007806	9252	\$11,700.00	\$166.00	\$11,866.00
240078007807	9252	\$13,300.00	\$166.00	\$13,466.00
240078007808	9252	\$24,200.00	\$166.00	\$24,366.00
240078007810	9252	\$17,000.00	\$166.00	\$17,166.00
240078007811	9252	\$31,000.00	\$1,456.00	\$32,456.00
240078007815	9252	\$31,500.00	\$1,290.00	\$32,790.00
250183108089	9103	\$0.00	\$25,544.00	\$25,544.00
260383100000	9102	\$25,000.00	\$6,817.80	\$31,817.80

Budget Unit	A/C	Adopted Budget	Adjustments	Adjusted Budget
260485100000	9254	\$60,000.00	\$26,548.72	\$86,548.72
260485108070	9102	\$43,200.00	\$36,975.91	\$80,175.91
260485108071	9102	\$105,000.00	\$172.35	\$105,172.35
260683100000*	9102	\$0.00	\$10,000.00	\$10,000.00
260683100000*	9103	\$0.00	\$8,505.90	\$8,505.90
280061000000	9102	\$0.00	\$18,150.00	\$18,150.00
500085100000	9254	\$170,371.00	\$22,381.98	\$192,752.98
500085108070	9102	\$49,000.00	\$280.47	\$49,280.47
500085108070	9254	\$49,000.00	\$280.39	\$49,280.39
500085108071	9102	\$80,000.00	\$678.83	\$80,678.83
500085108071	9255	\$6,900.00	\$276.33	\$7,176.33
Grand Total		\$1,769,421.00	\$474,289.06	\$2,243,710.06

* HUT 2103 Fund (2606) closed in FY 13/14, budget rolled over to Gas Tax Fund (2605)

Finance Approval:

