

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Johnny Ea, Finance Director *JE*

Prepared by: Debbie Sanquist, Accountant I *DS*

DATE: March 8, 2007 (City Council meeting of March 21, 2007)

**SUBJECT: CONSIDER RESOLUTION AUTHORIZING MID-YEAR AMENDMENTS TO
2006/2007 FISCAL YEAR BUDGET**

BACKGROUND

This agenda report was submitted to the City Council for the March 7, 2007 Honorable City Council meeting. However, staff pulled this item due to the last two pages of Exhibit "B" being missing from the City Council Agenda packet for the March 7, 2007 meeting. As such, staff is resubmitting this agenda report for the City Council's consideration.

The City Council adopted a budget for fiscal year 2006/2007 on June 21, 2006 and periodically has amended it by resolution for various projects and programs. After a review of the current budget status, in anticipation of developing a budget recommendation for the new fiscal year, staff has compiled additional recommended budget amendments for the City Council's consideration.

DISCUSSION

The attached resolution makes several revenue and expenditure adjustments to the currently adopted 2006/2007 fiscal year budget, with an explanation for each item contained in Exhibit "B". Revenue adjustments are either increases or decreases due to unanticipated revenue or receipts higher or lower than budgeted. Expense adjustments are all either cost increases that the Council has previously authorized, omissions, or critical items that were not previously included in the budget. General Fund increases will be covered mostly by additional projected General Fund revenues. The Community Development Fund shows a projected \$772,960 revenue decrease and a corresponding expenditure decrease of \$505,792. These decreases are a result of fewer residential construction activities than originally budgeted. As a result of these changes, the Community Development Fund is projected to end the year with a deficit of approximately \$267,000. As such, General Fund reserves will be needed to cover this

deficit. An analysis will be performed as part of the FY 2007/08 budget to determine the required level of funding.

There were a number of costs associated with the installation of the temporary modular buildings that were not known and/or not included in the original budget. Some of the items not included in the budget were two retaining walls, costs to salvage a mature tree, and an accidental cutting of a telephone line to City Hall and the Annex building, necessitating emergency repair. There were also several change orders issued to the modular building installers to account for some last minute changes to floor plans, ramps and decks. The council approved budget at the beginning of the project was \$354,000. The mid-year request is \$259,955. This amount includes costs for moving expenses (\$10,500); computers (\$17,700); break room and conference room equipment (\$10,000); additional funds for furnishings (\$14,000, \$44,000 of the furnishing costs were covered within the original budget). The additional \$207,755 is being requested to cover additional construction and landscaping costs associated with completing the building. \$98,742 is being allocated to cover work that has already been completed and paid for and an additional \$109,013 is requested to cover landscaping, irrigation, security gates, trash receptacles, concrete walkways and steps, exterior fencing, interior privacy screening, signage, construction of the new front counter, parking striping, data communications installation, repainting of the annex skirting, alarm installation and the addition of exterior lighting.

Other fund increases will either be covered by additional projected revenues or come out of available reserves. Exhibit "A" summarizes the projected changes to revenues and expenditures and the net fiscal impact by fund.

STAFF RECOMMENDATION (Roll Call Vote Required)

1. Adopt Resolution No. 2007-_____ amending the fiscal year 2006/2007 budget as noted in Exhibits "A & B" to the attached resolution.

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MOORPARK, CALIFORNIA, AUTHORIZING AN
AMENDMENT TO THE FISCAL YEAR 2006/2007
ADOPTED OPERATING AND CAPITAL IMPROVEMENTS
BUDGET

WHEREAS, on June 21, 2006, the City Council adopted the Operating and Capital Improvements Budget for fiscal year 2006/2007; and

WHEREAS, certain additions and adjustments to the budget are proposed to allow for effective service delivery for the balance of the fiscal year; and

WHEREAS, the City Council now wishes to amend the 2006/2007 fiscal year budget as noted in Exhibits "A & B".

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

SECTION 1. A budget amendment in the aggregate increase in expenditures of \$22,250 from Internal Services Fund, \$7,005 from the General Fund, \$10,000 from the Library Facilities Fund, \$770 from Traffic Safety Fund, \$53,000 from Traffic System Fund, \$267,168 from the Community Development Fund, \$150 from Affordable Housing Fund, \$4,000 from the AD84-2 Citywide Fund, \$14,000 from the Park Maintenance Fund, \$50,000 from the Street Maintenance Fund, \$45,540 from the Gas Tax Fund, \$5,276 from the Shekell Fire Fund, and \$3,100 from the Solid Waste Fund; and a budget amendment in the aggregate increase in revenues of \$15,000 from Zone 3 Development Fund, \$49,000 from Art in Public Places Fund, \$10,000 from Library Services Fund, \$25,000 from Open Space Maintenance Fund, \$18,459 from AD2006 – Goldman Fund, \$5,000 from AD2006 – Village at Moorpark Fund, \$12,000 from TDA Article 3 Fund, and \$85,073 from Endowment Fund, as more particularly described in Exhibits "A & B" attached hereto 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 21st day of March, 2007.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

Attachment: Exhibits A and B – Mid Year Budget Amendment

000041

Exhibit "A"
CITY OF MOORPARK
Mid Year Budget Amendment for the 2006/2007 Fiscal Year
Summary by Fund

Fund	Projected Revenue Increase (Decrease)	Projected Expenditure Increase (Decrease)	Net Fund Impact Increase (Decrease)
0100 - Internal Services	\$ 310,000	\$ 22,250	\$ (22,250)
1000 - General	-	317,005	\$ (7,005)
1010 - Library Services	-	(10,000)	10,000
2000 - Traffic Safety	-	770	(770)
2001 - Traffic System	-	53,000	(53,000)
2113 - Zone 3 Dev.	15,000	-	15,000
2151 - Art in Public Places	49,000	-	49,000
2154 - Library Facilities	-	10,000	(10,000)
2155 - Open Space Maint.	25,000	-	25,000
2200 - Community Dev.	(772,960)	(505,792)	\$ (267,168)
2201 - Affordable Housing	-	150	(150)
2300 - AD84-2 Citywide	-	4,000	(4,000)
2324 - AD2006 - Goldman	18,459	-	18,459
2325 - AD2006 - Village at Moorpark	5,000	-	5,000
2400 - Park Maintenance	-	14,000	(14,000)
2502 - Street Maintenance	-	50,000	(50,000)
2602 - TDA Article 3	12,000	-	12,000
2605 - Gas Tax	-	45,540	(45,540)
2711 - Shekell Fire	85,073	5,276	\$ 85,073
2800 - Endowment	-	-	-
5001 - Solid Waste AB939	10,700	13,800	(3,100)
		\$ 19,999	\$ (262,727)
		\$ (242,728)	

000042

Exhibit "B"
Mid Year Budget Amendment for the 2006/2007 Fiscal Year

Budget Unit	Object Code	Fund	Description	Current Budget	Current Actual	Revision	Amended Budget	Explanation
REVENUE:								
1000	3401	General	Rents and Concessions	\$ 71,000	\$ 51,525		181,316	\$ 130,000
1000	3588	General	Other State Funds				139,028	181,000
1000	3601	General	School District Funding				8,424	40,000
1000	3730	General	Contributions/Donations				10,000	10,000
			Subtotal				310,000	
2113	3400	Zone 3 Development Fees	Investment Earnings	50	5,219		15,000	15,050
2151	3400	Art in Public Places	Investment Earnings	4,838	14,391		49,000	53,838
2155	3118	Open Space Maintenance	Other Development Fees	70,000	95,000		25,000	95,000
2200	3240	Community Development	Residential Building Permits	1,204,052	252,268	(500,000)	704,052	Reduction in permits due to less residential construction
2200	3822	Community Development	Zone Clearance	35,000	41,750	35,000	70,000	Additional zone clearances
2200	3831	Community Development	Plan Check Residential	243,960	72,340	(118,960)	125,000	Reduction in plan checks due to less residential construction
2200	3832	Community Development	Plan Check Non-residential	28,332	45,209	20,000	48,332	Additional plan checks for non-residential construction
2200	3840	Community Development	Planning Time Charges	609,000	174,922	(209,000)	400,000	Reduction in planning charges due to less residential construction
2324	3102	AD 2006-Goldman	Landscape Maintenance	-	18,459	18,459	18,459	Property taxes for new Lighting & Landscape assessment district
2325	3102	AD 2006-Village at Mpik	Landscape Maintenance	-	5,000	5,000	5,000	Prior year developer deposit adjustment
2602	3511	TDA Article 3	Article 3 Bicycle/Pedestrian	13,000	25,000	12,000	25,000	Article 3 revenue higher than budgeted
2800	3809	Endowment	Administration Fees	-	85,073	85,073	85,073	Moorpark Highlands admin fee and continuing disclosure report
5001	3522	Solid Waste AB939	Universal Waste Program	-	-	10,700	10,700	New Universal Waste Program grant reimbursement
			Net Total Revenue				\$ (242,728)	

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Exhibit "B"
Mid Year Budget Amendment for the 2006/2007 Fiscal Year

Budget Unit	Object Code	Division	Description	Current Budget	Current Actual	Revision	Amended Budget	Explanation
EXPENDITURES:								
0100-3120-00000	9102	Information Systems	Contractual Services	\$ 103,800	\$ 10,250	\$ 114,050		
0100-3120-00000	9503	Information Systems	Computer Equipment	\$ 34,160	\$ 9,034	\$ 46,160	GDMS GIS Site Hosting for 12 months and Ventura County data SQL hardware and installation not included in original vendor quote	
			Subtotal				22,250	
1000-2100-2012	9201	City Manager	Computer Supplies/Non-capital	0	0	1,000	1,000	Wireless and computer connection equipment
1000-2100-00000	9205	City Manager	Special Department Supplies	300	784	800	1,100	Additional department supplies
1000-2100-00000	9232	City Manager	Printing	650	519	200	850	Additional printing costs
1000-2100-00000	9240	City Manager	Community Promotion	-	294	500	500	Signage for County Days
1000-2100-2012	9103	City Manager - Modular Bldgs.	Special Professional Services	-	-	10,500	10,500	Moving expenses
1000-2100-2012	9503	City Manager - Modular Bldgs.	Computer Equipment	-	-	17,700	17,700	Four additional counter computers in modular bldg
1000-2100-2012	9504	City Manager - Modular Bldgs.	Other Equipment	-	-	10,000	10,000	Breakroom and conference room equipment in modular bldg
1000-2100-2012	9631	City Manager - Modular Bldgs.	Furnishings	44,000	17,689	14,000	58,000	Furnishings for modular units
1000-2100-2012	9632	City Manager - Modular Bldgs.	Improvements Other than Bldgs.	154,000	318,430	207,755	361,755	Additional construction/landscaping costs for the modular bldg
1000-2210-00000	9205	Emergency Management	Special Department Supplies	1,000	1,108	400	1,400	Additional department supplies
1000-2210-00000	9221	Emergency Management	Memberships & Dues	200	220	100	300	Additional membership costs
1000-3100-00000	9205	Administrative Services	Special Department Supplies	1,700	-	3,450	5,150	Binders for permanent legislative records and two office chairs
1000-3110-00000	9201	Human Resources	Computer Supplies	200	597	500	700	Printer/fax machine and ergonomic equipment
1000-3110-00000	9202	Human Resources	Office Supplies	300	34	600	900	Disposable cameras for city vehicles
1000-7620-00000	9252	Facilities	Maintenance and repair	50,700	6,302	25,000	75,700	Covered overhangs to City Hall entrances
1000-7620-00000	9102	Facilities	Contractual Services	27,900	6,588	5,000	32,900	Lease equipment installation/alarm monitoring for modular bldg
1000-7620-00000	9245	Facilities	Non-capital Equipment	-	-	8,000	8,000	14 chairs for large conference room
1000-7620-8041	9102	Facilities	Contractual Services	11,000	-	10,000	21,000	Janitorial and alarm monitoring services for Corporation Yard
1000-7630-00000	9203	Recreation	Copy machine supplies	-	530	1,500	1,500	AVRC copy machine
			Subtotal				317,005	
1010-3120-00000	9102	Information Systems	Contractual Services	10,000	-	(10,000)	-	
2000-8210-00000	9255	Crossing Guards	Gasoline/Diesel	423	444	466	889	Reclassify to Library Facilities Fund
2000-8210-00000	9304	Crossing Guards	Safety Equipment	500	347	194	654	Gasoline for crossing guard supervisor
2000-8210-00000	9420	Crossing Guards	Telephone Service	90	100	110	200	Green crossing guard pylons for safety
2001-8210-00000	9505	Traffic System Management	Vehicles	-	-	53,000	53,000	Crossing guard supervisor cellphone
2154-7640-00000	9102	Library Facilities	Contractual Services	-	-	3,016	3,016	Retrofit four City buses to meet new state emissions reduction
2154-7640-00000	9205	Library Facilities	Special Department Supplies	30,000	-	3,268	33,268	Reclassify from Library Services Fund
2154-7640-00000	9503	Library Facilities	Computer Equipment	65,243	31,813	3,716	68,959	Reclassify from Library Services Fund
2200-6100-00000	9003	Community Development	Salaries	12,000	-	(12,000)	-	No part-time salaries
2200-6100-00000	9232	Community Development	Printing	1,500	1,605	1,000	2,500	Additional printing
2200-6100-00000	9420	Community Development	Telephone Service	540	566	500	1,040	Director cell phone
2200-6100-00000	9143	Building and Safety	Residential Plan Check	162,648	20,233	(82,648)	80,000	Reduce plan check costs due to less residential construction
2200-6100-00000	9144	Building and Safety	Nonresidential Plan Check	18,889	18,959	11,111	30,000	Additional plan check costs for non-residential construction
2200-6100-00000	9146	Building and Safety	Residential Permits	702,324	61,110	(412,324)	290,000	Reduce permit costs due to less residential construction
2200-6410-00000	9147	Building and Safety	Nonresidential Permits	47,009	16,050	(15,009)	32,000	Reduce permit costs due to less residential construction
2200-6430-00000	9016	Code Compliance	Bilingual Pay	624	572	506	1,130	Code compliance officer bilingual pay
2200-6440-00000	9016	Planning	Bilingual Pay	832	712	572	1,404	Planning staff bilingual pay
2200-6440-00000	9224	Planning	Mileage	100	224	300	400	Additional mileage reimbursement
2200-6440-00000	9232	Planning	Printing	500	315	200	700	Additional printing costs
2200-6440-00000	9234	Planning	Advertising	2,000	3,349	2,000	4,000	Zoning ordinance amendments
2201-2430-00000	9232	City Housing	Postage	100	137	150	250	Additional postage costs
2300-7900-7902	9103	Lighting & Landscape	Special Professional Services	5,000	5,079	4,000	9,000	Attorney & arborist fees for High Street pepper trees

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Exhibit "B"

Mid Year Budget Amendment for the 2006/2007 Fiscal Year

Budget Unit	Object Code	Division	Description	Current Budget	Current Actual	Revision	Amended Budget	Explanation
2400-7800-0000	9503	Park Maintenance	Computer Equipment	-	1,337	4,500	4,500	Three computers, monitors & printer for parks/facilities personnel
2400-7800-7801	9102	Park Maintenance	Contract Services	1,400	2,202	3,500	4,900	Poindexter Park weed abatement
2400-7800-7809	9415	Park Maintenance	Water	1,000	5,051	6,000	7,000	Water consumption higher than anticipated
2502-8310-8036	9601	Street Maintenance	Design/Engineering	-	24,582	50,000	50,000	Contract employee and other services for traffic signal connect
2605-8310-0000	9205	Street Maintenance	Special Department Supplies	800	789	778	1,578	Additional printed reports
2605-8310-0000	9220	Street Maintenance	Publications and Subscriptions	300	349	397	697	Publication on new law governing vehicles
2605-8310-0000	9232	Street Maintenance	Printing	300	349	398	698	Printing for various projects
2605-8310-0000	9251	Street Maintenance	Other Equipment Maintenance	5,000	4,504	4,008	9,008	Unplanned repair of older skiploader/Gannon
2605-8310-0000	9253	Street Maintenance	Traffic Signal Maintenance	70,000	37,447	4,894	74,894	Replace 2 controllers damaged from powersurge and battery backup signal equipment
2605-8310-0000	9254	Street Maintenance	Vehicle Maintenance	6,000	3,330	660	6,660	Repair brakes on three vehicles
2605-8310-0000	9255	Street Maintenance	Gasoline/Diesel	10,000	8,040	6,079	16,079	Smog checks for vehicles
2605-8310-0000	9301	Street Maintenance	Paint	2,500	1,989	1,479	3,979	Graffiti removal
2605-8310-0000	9310	Street Maintenance	Asphalt/Concrete	7,000	4,113	1,226	8,226	New sidewalks
2605-8310-0000	9412	Street Maintenance	Signal Energy	17,000	9,037	1,074	18,074	Increased energy costs
2605-8310-0000	9504	Street Maintenance	Other Equipment	1,000	5,371	9,742	10,742	Various small equipment
2605-8310-0000	9504	Street Maintenance	Other Equipment	1,000	5,371	14,805	15,805	Battery backup system & installation for signal equipment
2711-2210-0000	9004	Shekell Fire	Overtime	0	3,116	3,116	3,116	Overtime for emergency fire, will be reimbursed by State Office of Emergency Services
2711-2210-0000	9102	Shekell Fire	Contractual Services	0	2,160	2,160	2,160	Videamax Bulletin Board System services; will be reimbursed by State Office of Emergency Services
5001-7530-7502	9002	Solid Waste AB939	Salaries	2,887	1,382	3,100	5,987	Grant expenditures for Universal Waste program
5001-7530-7504	9205	Solid Waste AB939	Special Department Supplies	0	0	4,000	4,000	Grant expenditures for Universal Waste program
5001-7530-7504	9102	Solid Waste AB939	Contractual Services	0	0	3,500	3,500	Grant expenditures for Universal Waste program
5001-7530-7504	9234	Solid Waste AB939	Advertising	0	0	3,200	3,200	Grant expenditures for Universal Waste program
Net Total Expenditures						\$ 19,999		

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