

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Johnny Ea, Finance Director 

**DATE:** June 7, 2007 (City Council Meeting of June 20, 2007)

**SUBJECT:** Consider Resolution Adopting an Operating and Capital Improvements Budget for the City of Moorpark for the Fiscal Year 2007/2008.

**SUMMARY**

On May 16, 2007 the City Manager presented to the City Council his recommended Operating and Capital Improvement Budgets for the Fiscal Year 2007/2008. The Council held a public meeting to discuss the budget on May 23, 2007. State law requires adoption of a budget prior to June 30, 2007.

**DISCUSSION**

On May 23, 2007 the City Manager presented his proposed Operating and Capital Improvement Budgets for the City of Moorpark. During deliberation of the proposed budget, the City Council directed staff to make several changes to the budget. These include:

City Council

- Utilized General Fund (1000) instead of the Community Development Fund (2200) for Local Agency Formation Commission (LAFCO) in an amount of \$7,500;
- Increased conference & meeting allowance by \$2,500 from the General Fund (1000);
- Deleted Social Services account by \$1,500 from the General Fund (1000);

Administrative Services

- Added \$20,000 for contract file organization from the General Fund (1000);

- As reported at the May 23, 2007 workshop, the budget includes \$20,000 for a possible position upgrade. At this time, it's recommended that the Council approve the modification of the 3/4 time Secretary I position to a full time Secretary II position.

City Attorney

- Decreased Legal Services Retainer by \$13,800 from the General Fund (1000);
- Increased Legal Services – Non Retainer by \$13,800 from the General Fund (1000);

Community Development

- Increased staffing costs by \$20,000 from the Community Development Fund (2200);
- Added transfer of \$300,000 from the General Fund (1000) to the Community Development Fund (2200);

Parks, Recreation & Community Services

- Moved Coastal clean up event and activities in an amount of \$300 (Fund 5001) from the Parks, Recreation & Community Services Department-Solid Waste Division to Public Works Department-NPDES Division (Fund 1000);
- Deleted Facility Technician Vehicle by \$25,000 (will be purchased by end of FY 06/07) from the General Fund (1000);
- Deleted Park Ranger program by \$40,000 from the Park Maintenance Fund (2400);

Public Works

- Added transfer of \$150,000 from the General Fund (1000) to the Gas Tax Fund (2605).

Public Safety

- Decreased overtime budget amount by \$20,565 from the General Fund (1000).
- Deleted the DARE Officer position and replaced with a HSRO Deputy. There is no fiscal impact as the budget remains at \$191,435 for the HSRO Deputy.
- Deleted Dare program supplies by \$10,000 from the General Fund (1000).

Capital Improvement Projects

- Deleted Tierra Rejada Road Medians capital project by \$470,000 from the General Fund (1000). This project will be considered at a future date.
- Deleted the proposed Parking Lot Gate and Lights at Monte Vista Park (Project Number 7809) in the amount of \$25,000 from the Park Maintenance Fund (2400). The remaining \$25,000 for this project from the Park Improvement Fund (2113) will be used for landscaping improvements.

Other Changes (Per Honorable City Council action on June 6, 2007 meeting)

- Added auto allowance (\$2,400), cell phone allowance (\$840) and cell phone purchase (\$125) for a total of \$3,365 from the Community Development Fund to coincide with the newly created Planning Director Position (promoted from Planning Manager).
- Deleted the Landscape/Parks Maintenance Superintendent vehicle by \$7,500 from the General Fund (1000) and \$22,500 from the Park Maintenance Fund (2200) for a total of reduction \$30,000 (will be purchased by the end of FY 06/07).

Assessment District Changes

- Since the May 23, 2007 budget workshop, Assessment District revenue projections have been updated to reflect the Assessment Engineer's projected levy amounts. The table below summarizes transfers to cover fund deficits for FY 06/07 as well as the next two fiscal years (transfers are made for actual deficits of the prior fiscal after the completion of the audit):

Fiscal Year	Aggregate Deficit	Transfer From General Fund	Transfer From Gas Tax Fund
2300: Lighting & Landscaping		0	\$125,951
2305 (*) Landscaping		4,839	4,839
<b>Total FY 06/07 ( based on FY 05/06 actual deficits)</b>	<b>\$135,629</b>	<b>\$4,839</b>	<b>\$130,790</b>
2300: Lighting & Landscaping		0	\$170,407
2305 (*) Landscaping		5,331	5,331
2310 (*****) Landscaping		10,657	10,656
<b>Total FY 07/08 (based on estimated FY 06/07 deficits )</b>	<b>\$202,382</b>	<b>\$15,988</b>	<b>\$186,394</b>
2300: Lighting & Landscaping		0	\$259,994
2305 (*) Landscaping		8,977	8,977
2307 (**) Landscaping		1,547	1,547
2308 (***) Landscaping		3,052	3,052
2309 (****) Landscaping		208	208
2310 (*****) Landscaping		25,745	25,744
<b>Total FY 08/09 (Based on FY 07/08 projected deficits)</b>	<b>\$339,050</b>	<b>\$39,528</b>	<b>\$299,522</b>

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Notes: (\*) District 5: Tierra Rejada Rd. Parkways: Peach Hill Rd. to SCE Easement.  
(\*\*) District 7: Parkway North Side of LA Ave., east of Gabbert Rd.  
(\*\*\*) District 8: Home Acres Buffer.  
(\*\*\*\*) District 9: Parkway at Condor Drive and Princeton Ave.  
(\*\*\*\*\*) District 10: Mountain Meadows.

Prior to May 23, 2007, the FY 07/08 aggregate Lighting and Landscape District (LLD) deficit was projected at \$108,988. It's now projected at \$202,382. Of this amount, \$186,395 has been budgeted as a transfer out from the Gas Tax Fund to LLD in FY 07/08 to fund the LLD deficits consistent with Council action in funding deficits in prior years as outlined below.

In prior years the LLD deficits were funded as follows:

- Citywide Lighting and Landscaping – 100% Gas Tax
- Districts Landscaping – 50% Gas Tax and 50% General Fund

#### Changes in Inter-Fund Transfers

- As a result of the \$40,000 savings from the deletion of the Park Ranger program, \$25,000 savings from the deletion of the Parking Lot Gate and Lighting at Monte Vista Park and another \$22,500 savings from the deletion of the Landscape/Park Maintenance Superintendent vehicle (75% of total cost) that were budgeted under the Park Maintenance Fund (2400), a total of \$87,500 has been reduced from the original recommended transfer for a net transfer of \$1,279,827 from the General Fund (1000) to cover the projected deficit in the Park Maintenance Fund (2400).
- The TDA Fund (2603) transfer to the Gas Tax Fund (2605) has been reduced by \$90,925. This is made possible by the \$150,000 transfer from the General Fund (1000) to the Gas Tax Fund.

The projected surplus for the General Fund in FY 2007/08 after the changes above is \$271,141. This is only about 1.8% of total projected General Fund revenues. As you recall, total revenue includes \$2.0 million of Cost Plan allocation transfers from other funds. As noted above, \$299,522 may be needed to fund the projected FY 07/08 LLD deficits in FY 08/09 since the Gas Tax Fund will not have a fund balance.

If the City Council concurs with the changes to the City Manager's recommended budget as noted in this staff report, staff recommends that the City Council adopt the attached resolution. The final budget document with the referenced changes has been provided to the City Council under separate cover as well as made available to the public on the City's Home Page, at City Hall and the Moorpark Library.

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**STAFF RECOMMENDATION** (Roll Call Vote)

Adopt Resolution No. 2007-\_\_\_\_\_.

Attachment: Resolution No. 2007-\_\_\_\_\_  
Changes to Recommended Budget per 5/23/07 Budget Workshop

RESOLUTION NO. 2007-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR THE CITY OF MOORPARK FOR THE FISCAL YEAR 2007/2008

WHEREAS, on May 16, 2007 the City Manager's Recommended Budget for Fiscal Year 2007/2008 was submitted to the City Council for its review and consideration; and

WHEREAS, the City Council has provided the opportunity for public comment at a public meeting held on May 23, 2007, and conducted detailed review of expenditure proposals; and

WHEREAS, as the result of the reviews and analysis, expenditure proposals and revenue projections have been modified as needed.

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

SECTION 1. The Operating and Capital Improvements Budget for Fiscal Year 2007/2008 (beginning July 1, 2007) for the City of Moorpark containing operating and capital expenditures and anticipated revenues as identified in Exhibit "A" to this resolution attached hereto and incorporated herein, shall be adopted as the City of Moorpark's Operating and Capital Improvements Budget for Fiscal Year 2007/2008.

SECTION 2. The City Manager is authorized to amend the capital improvement budget for the 2007/2008 Fiscal Year at the conclusion of the 2006/2007 Fiscal Year when a final accounting of project costs during the 2006/2007 Fiscal Year is complete and continuing appropriations are determined as long as the total project appropriation authorized by the City Council is not exceeded.

SECTION 3. The City Manager is authorized to approve appropriation transfers within departments and within individual funds as required to provide efficient and economical services, as long as the total department appropriation and fund appropriation authorized by the City Council is not exceeded.

SECTION 4. Except as otherwise provided in this resolution, amendments to the appropriations in Fiscal Year 2007/2008 Operating and Capital Improvements Budget shall require Council action by resolution.

SECTION 5. The City Manager is authorized to make such emergency appropriations as may be necessary to address emergency needs of the City, provided that the appropriation is presented to the City Council at its next regular meeting for ratification.

SECTION 6. 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 20<sup>th</sup> day of June, 2007.

\_\_\_\_\_  
Patrick Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

Attachment: Exhibit "A"

Exhibit A

Operating and Capital Improvements Budget

For the City of Moorpark

Fiscal Year 2007/2008

Provided Separately

CITY OF MOORPARK  
 Changes to Recommended Budget Per 5/23/07 Workshop  
 Fiscal Year 2007/08

	Item Description	General Fund (1000)	Community Dev (2200)	Park Maintenance (2400)	Gas Tax (2605)	Solid Waste AB 939 (5001)	Comments
City Council	LAFCO - Use General Fund instead of Comm. Dev. Fund	(\$7,500)	\$7,500				
	Conferences & Migs increase allowance from \$2,000 to \$2,500 each council member	(\$2,500)					
	Delete Social Services account	\$1,500					
Admin. Services	Add Contract file organization	(\$20,000)					
City Attorney	Legal services - retainer reduced to reflect new monthly retainer cost (\$1350/mo * 12 mos) for a total budget of \$16,200.	(\$13,800)					
	Legal services - non retainer (added \$13,800 from reduction in retainer) for a total budget of \$38,800.	\$13,800					
Community Dev	Increase staff cost in Comm Dev Admin		(\$10,000)				
	Increase staff cost in Planning Division		(\$10,000)				
	Add auto allowance (\$2,400) & Cell phone allowance (\$640) & Cell phone purch (\$125) for Planning Manager		(\$3,365)				HCC action on 6/6/07
	Add General Fund Transfer to Community Development Fund	(\$300,000)	\$300,000				
Parks, Rec & Comm Services	Move to Public Works Dept/NPDES Division - Dept of Conservation Coastal Clean Up Event & Activities cost	(\$300)				\$300	
	Delete Facility Tech Vehicle, purchased in 06/07	\$25,000					
	Delete Superintendent Vehicle, purchased in 06/07	\$7,500		\$22,500			HCC action on 6/6/07
	Delete Park Ranger contractual srv			\$40,000			
Public Works	Add General Fund Transfer to Gas Tax Fund	(\$150,000)			\$150,000		
Public Safety	Decrease Overtime from \$165,565 to \$145,000	\$20,565					
	Eliminated Community Promo, DARE Supplies	\$10,000					
	Eliminated DARE Officer	\$191,435					
	Added HSRO Deputy	(\$191,435)					
CIPs	Delete Project # 7904 Tierra Rejada Road Medians	\$470,000					
	Parking Lot gate and lights at Monte Vista Park (Project #7809) - delete 50% of funding and remaining budget will be used for landscaping improvements			\$25,000			
	<b>Net Change</b>	<b>\$54,265</b>	<b>\$284,135</b>	<b>\$87,500</b>	<b>\$150,000</b>	<b>\$300</b>	

This will result in a decrease in General Fund transfers to the Park Maintenance Fund by \$87,500 in FY 07/08.