



# TOWN OF APPLE VALLEY

## TOWN COUNCIL STAFF REPORT

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**To:** Honorable Mayor and Town Council      **Date:** October 28, 2014  
**From:** Marc Puckett, Assistant Town Manager      **Item No:** 10  
**Subject:** CARRYOVER OF APPROPRIATIONS FROM FY 2013-14 TO  
FY 2014-15

**T.M. Approval:** \_\_\_\_\_      **Budgeted Item:**  Yes  No  N/A

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### **RECOMMENDED ACTION:**

That the Town Council:

- 1) Adopt Resolution No. 2014-40, approving the carryover of certain appropriations totaling \$1,297,182 from fiscal year 2013-14 to fiscal year 2014-15.
- 2) Approve Budget Adjustment 2015-06, to reflect the necessary changes to the FY 2014-15 Budget (Various Funds).

### **SUMMARY:**

At each fiscal year end, Town staff reviews remaining unspent budget appropriations at the end of the year to determine if any unencumbered appropriations should be carried forward from one fiscal year to the next. This report requests the carryover of unencumbered appropriations totaling \$1,297,182 from FY 2013-14 to FY 2014-15 across all affected funds.

### **BACKGROUND:**

At the end of each fiscal year, departments are asked to review their budgets and determine, what, if any, projects were budgeted but not completed prior to the end of the fiscal year. Appropriations for projects that were not completed during the fiscal year, and for which the funds were not encumbered, are requested by staff to be carried over to the next fiscal year. Other expenditures, for which funds were encumbered by purchase orders, are also reviewed to determine if remaining funds available on the purchase order should be carried over to the following fiscal year, or if the purchase order should be closed.

**ANALYSIS:**

In order for staff to carry out the spending plans approved within the FY 2014-15 Operating and Capital Improvement Budget, the attached budget adjustment provides for the carryover of certain unspent appropriations as of June 30, 2014 to FY 2014-15.

The following funds are requested to be carried forward to the new fiscal year:

Carryover Budget Amendment							
From 2013-2014 to 2014-2015							
Staff Report for October 28, 2014							
		2013-2014				2014-2015	
		Budget	Estimate	Actual	Carryover	Adopted	Amended
<b><u>Measure I</u></b>							
CCParking Lot Imp	2021-5210-8940-0000	90,000	80,000	5,000	75,000	10,000	85,000
Navajo Rd Rehabilitation(BV-18)	2021-5210-9471-0000	600,000	590,000	-	590,000	10,000	600,000
					<u>665,000</u>		
<b><u>Capital Imp Program (TIF)</u></b>							
AV Rd/BV Rd SE Corner Imp	4410-5210-9205-0000	390,000	390,000	-	<u>390,000</u>	-	390,000
<b><u>CDBG</u></b>							
James Woody Picnic Structure	2120-4210-7430-0953	150,000	125,000	3,917	121,083	-	121,083
Manufactured Home Repair	2120-4210-7430-1050	120,000	60,000	10,462	49,538	60,000	109,538
Microenterprise Bus.Asst.	2120-4210-7430-1175	20,000	20,000	-	20,000	-	20,000
					<u>190,621</u>		
<b><u>NSP3</u></b>							
<b><u>Revenue</u></b>							
NSP 10/11 Allocation	2131-0000-6829-0000	631,233	631,233	579,672	<u>51,561</u>	-	51,561
<b><u>Expense</u></b>							
NSP Acq/Rehab/MFR Uses	2131-4210-7521-0000	225,000	225,000	173,439	<u>51,561</u>	-	51,561

**ALTERNATIVES CONSIDERED:**

Town Council may choose to not approve the Carry-Over Resolution. Should Council decide not to approve the recommended action, projects and/or purchase orders supported by the identified appropriations will need to be individually re-appropriated in separate budget amendments if Council is desirous of those activities continuing. No other alternatives were considered.

**FISCAL REVIEW:**

The action to carryover the requested \$1,297,182 of unencumbered appropriations across all affected funds will increase the fiscal year 2014-15 Budget by those amounts. When the 2014-15 Budget was developed, the amount of remaining funds as of the fiscal year-end in the projects and purchase orders identified above was undeterminable.

**CONCLUSION:**

At each fiscal year end, staff reviews remaining unspent budget appropriations at the end of the year to determine if any unencumbered appropriations or encumbered purchase orders should be carried forward from one fiscal year to the next. This report requests the carryover of unencumbered appropriations totaling \$1,297,182 from FY 2013-14 to FY 2014-15 across all affected funds. Should Council decide not to approve the recommended action, projects and/or purchase orders supported by the identified appropriations will need to be individually re-appropriated in separate budget amendments if Council is desirous of those activities continuing. The attached Resolution No. 2014-40 and Budget Adjustment 2015-06, are recommended for approval

**ATTACHMENTS:**

- 1) Resolution No. 2014-40
- 2) Budget Adjustment 2015-06

**RESOLUTION NO. 2014-40**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, APPROVING THE CARRYOVER OF CERTAIN APPROPRIATIONS FROM FISCAL YEAR 2013-14 TO FISCAL YEAR 2014-15**

**WHEREAS**, the Town Council of the Town of Apple Valley adopted the FY 2014-15 Town Operating and Capital Improvement Budget with the passage of Resolution No. 2014-15; and

**WHEREAS**, certain 2013-14 projects and the related unencumbered appropriations identified within the attached Budget Amendment Number 2015-06 will not be completed or expended until FY 2014-15 and were not included in the 2014-15 adopted budget due to timing constraints inherent in the budgetary process; and

**WHEREAS**, certain 2013-14 purchase orders identified in within the attached Budget Amendment Number 2015-06 will not be closed until FY 2014-15 and were not included in the 2014-15 adopted budget due to timing constraints inherent in the budgetary process;

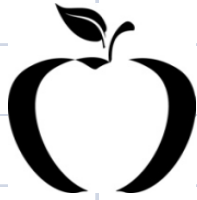
**NOW THEREFORE, BE IT RESOLVED** that the appropriations for the expenditures included in the attached Budget Amendment Number 2015-06 shall be carried over into FY 2014-15, and that the Assistant Town Manager responsible for Finance and Administration shall cause the necessary increases in appropriations to be made to the 2014-15 Budget to reflect such carryovers.

**APPROVED** and **ADOPTED** by the Town Council of the Town of Apple Valley this 28<sup>th</sup> day of October, 2014.

**ATTEST:**

\_\_\_\_\_  
Art Bishop, Mayor

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La Vonda M-Pearson, Town Clerk



**TOWN OF APPLE VALLEY**

**BUDGET AMENDMENT REQUEST**

15-06

<b>Requesting Department</b>	<b>Prepared By</b>	<b>Date Prepared</b>
Finance	Marc Puckett	October 27, 2014

**REVENUES AND OTHER FINANCING SOURCES**

Account Description	Fund	Dept	Account No.	Amendment Amount
NSP 10/11 Allocation	2131	0000	6829-0000	51,561
			REVENUE TOTAL	51,561

**EXPENDITURES AND OTHER FINANCING USES**

Account Description	Fund	Dept	Account No.	Amendment Amount
CCParking Lot Imp	2021	5210	8940-0000	75,000
Navajo Rd Rehabilitation(BV-18)	2021	5210	9471-0000	590,000
AV Rd/BV Rd SE Corner Imp	4410	5210	9205-0000	390,000
James Woody Picnic Structure	2120	4210	7430-0953	121,083
Manufactured Home Repair	2120	4210	7430-1050	49,538
Microenterprise Business Assistanc	2120	4210	7430-1175	20,000
NSP Acq/Rehab/MFR Uses	2131	4210	7521-0000	51,561
			EXPENDITURE TOTAL	1,297,182

**PURPOSE**

To carry-over 2013-2014 budget to Fiscal Year 2014-2015 per 10/28/14 Staff Report

<b>Department Director</b>	<b>Date</b>	<b>ATM Fin. &amp; Admin./Asst. Fin. Dir.</b>	<b>Date</b>

<b>Town Manager</b>	<b>Date</b>	<b>Entered by</b>	<b>Date</b>