

**TO:** James L. App, City Manager  
**FROM:** Jim Throop, Administrative Services Director  
**SUBJECT:** **Appropriation for Utility Billing Module - mCARE**  
**DATE:** June 3, 2014

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**NEEDS:** For the City Council to approve a 'clean-up' resolution for the recently approved mCARE module. The funding source was not part of the original resolution.

- FACTS:**
1. The City Council approved the purchase of the mCARE utility billing module at the August 5, 2014 meeting for a total of \$45,381.
  2. The staff report and associated resolution did not include the necessary funding source.
  3. For audit purposes the fund and account number must be in a Council approved resolution. This resolution will correct the issue.
  4. The total amount approved by Council for the mCARE module was \$45,382.

**Analysis &  
Conclusion:**

The City Council approved the purchase of the new mCARE utility billing module at the August 5, 2014 meeting.

The staff report and the resolution did not include the required funding source. The required funding source is divided between the Water and Sewer fund. The attached budget adjustment form details the funding source and financing source.

**POLICY  
REFERENCE**

Information Technology Strategic Plan.

**FISCAL  
IMPACT:**

The cost of the new mCARE module is \$33,381, which includes the software, installation and onsite training for both the utility billing and water yard staff, as well as the first year maintenance costs.

No additional servers will be needed however, upgrades to the current laptops, as well as possibly up to three additional laptops, will be necessary. This is estimated to be approximately \$12,000. The total cost is as follows:

Software/Installation -	\$30,565
1-year Maintenance -	\$2,816
Add'l laptops/tablets -	<u>\$12,000</u>

Total \$45,381

**Options:**

- a. That the Council adopt Resolution No. 14-XXX approving the appropriation of \$45,381 from the Water and Sewer Fund (50% each), per the attached Budget Adjustment Form for the purchase of the mCARE software and related hardware equipment, as shown in attachment A; or
- b. Amend, modify, or reject the above option

Approvals/workflow 1. Dept Head 2. Admin Svcs 3. City Manager 4. City Council	<b>City of Paso Robles</b> <b>BUDGET ADJUSTMENT REQUEST</b> mCARE module for UB system	Budget JE #  AGENDA DATE <b>8/5/2014</b>
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DESCRIPTION	ORG #	OBJECT #	PROJECT #	AMOUNT
<b>FINANCING SOURCES</b>				
Water Fund	600	99999		\$22,691
Sewer Fund	601	99999		22,691
<b>TOTAL FINANCING SOURCES</b>				<b>\$45,382</b>
<b>FINANCING USES</b>				
Professional Services	6001501	52240		\$15,283
Professional Services	6011502	52240		\$15,283
Software Maintenance	6001501	52205		\$1,408
Software Maintenance	6011502	52205		\$1,408
Equipment	6001501	54540		\$6,000
Equipment	6011502	54540		6,000
<b>TOTAL FINANCING USES</b>				<b>\$45,382</b>

**JUSTIFICATION: (attach letter if required)**

**REQUESTED BY:** \_\_\_\_\_ **REVIEWED & APPROVED BY:** \_\_\_\_\_

Date Department Head

Date Administrative Services

**APPROVED BY:** \_\_\_\_\_

Date City Manager

**PASSED AND ADOPTED** by the City Council of the City of Paso Robles, State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Agenda Item No. \_\_\_\_\_

RESOLUTION NO. 14-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
IDENTIFYING THE FUNDING SOURCE FOR THE APPROVED PURCHASE OF  
THE mCARE MODULE FOR THE UTILITY BILLING SYSTEM

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WHEREAS, the City Council approved the purchase of the mCARE utility billing module at its August 5, 2014 meeting; and

WHEREAS, the staff report and associated resolution did not contain the required funding sources; and

WHEREAS, in order to be compliant with standard accounting and audit practices, the Council will need to approve the actual funding sources; and

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles that the funding sources for the purchase of the mCARE utility billing module will be from the two Water and Sewer enterprise funds, divided equally between the two funds, with the appropriate account numbers listed on the attached Budget Adjustment Form.

PASSED AND ADOPTED BY THE City Council of the City of Paso Robles this 19th day of August, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Duane Picanco, Mayor

ATTEST:

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Caryn Jackson, Deputy City Clerk