

September 17, 2002

Honorable Mayor and Members of
the Hermosa Beach City Council

Council Meeting of
September 24, 2002

**REAPPROPRIATION OF FUNDS FROM 2001-02 TO 2002-03,
REVISION OF REVENUE ESTIMATES FOR GRANT FUND REAPPROPRIATION,
REPROGRAMMING OF CITIZENS OPTION FOR
PUBLIC SAFETY (COPS) FUNDS**

RECOMMENDATION

It is recommended that the City Council:

1. Reappropriate amounts listed below to the FY 2002-2003 budget.
2. Revise revenue estimates related to reappropriation of grant funds.
3. Reprogram unspent COPS funds.

BACKGROUND

Reappropriations to 2002-03: Budget appropriations for 2001-02 expired June 30, 2002. Equipment and supplies or services must have been received by June 30th in order to be charged to the 2001-02 budget. Some departments have items or services that were budgeted in 2001-02 but were not delivered or complete by year-end. In these cases, unspent amounts for those items or projects need to be reappropriated, since they were not included in the 2002-03 budget. In the case of capital improvement projects, unspent funds are added to any amounts appropriated in the 2002-03 budget.

Revisions to Revenue Estimates: On the reimbursement grants, if amounts are reappropriated, the revenue estimate needs to be budgeted as well.

COPS Program: Expenditures for items budgeted in 2001-02 came in less than budget. Therefore remaining funds must be programmed for specified items in 2002-03.

ANALYSIS

REAPPROPRIATIONS

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
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GENERAL FUND (001)

Community Development
Planning Division

Contract Services/Private	001-4101-4201	\$1,375	Housing element consulting services to be completed in 2002-03
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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Community Development Building Division Contract Services/Private	001-4201-4201	\$21,873	Permit software upgrade selection to be done in 2002-03
Community Resources Conference/Training	001-4601-4317	\$600	Crystal Reports training for Class software to be completed in 2002-03
CIP 622 - City Hall Remodel/ADA Upgrades Contract Services/Private	001-8622-4201	\$84,588	Project not complete by 6/30/02
CIP 630 - Pier Renovation, Phase III Contract Services/Private	001-8630-4201	\$196,276	Project not complete by 6/30/02
Finance Administration Contract Services/Private	001-1202-4201	\$126,692	Eden upgrade of financial system continuing into 2002-03
		\$5,293	User Fee Study on hold – project not complete by 6/30/02
		\$3,500	GASB 34 Services to be performed in 2002-03
Conference/Training	001-1202-4317	\$500	Quickbooks training completed on 8/23/02
		\$2,900	Crystal Reports training for Eden Software to be performed in 2002-03
Equipment less than \$1,000	001-1202-5401	\$156	Refrigerator for office purchased in 2002-03

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Fire Department			
Equipment less than \$1,000	001-2201-5401	\$2,000	35mm camera and storage unit for investigators to be purchased 2002-03
Equipment more than \$1,000	001-2201-5402	\$2,000	Thermal imager to be purchased in 2002-03 (Donation portion)
Equipment more than \$1,000		\$1,202	Safety flashlights to be purchased in 2002-03
Personnel			
Contract Services/Private	001-1203-4201	\$1,810	Job Announcement printing to be completed in 2002-03
Conference/Training	001-1203-4317	\$2,500	Community Development staff - specific training to be done in 2002-03
		\$400	Crystal Reports training for Eden Software to be performed in 2002-03
Police Department			
Accrual Cash in	001-2101-4111	\$54,741	Anticipated retirement delayed
Public Works			
Administration Division			
Contract Services/Private	001-4202-4201	\$3,100	AutoCAD software to be purchased in 2002-03
Street Maintenance/Traffic Safety Division			
Equipment more than \$1,000	001-3104-5402	\$3,600	Engineering plotter to be purchased in 2002-03

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Non-capitalized assets	001-3104-5499	\$10,000	Traffic signal cabinet to be purchased in 2002-03
Total General Fund		\$525,106	
PARKING FUND (110)			
Finance Cashier Contract Services/Private	110-1204-4201	\$33,000	Citation software upgrade not complete by 6/30/02 – reviewing alternatives
Total Parking Fund		\$33,000	
STATE GAS TAX FUND (115)			
CIP 168 - Hermosa Avenue, 27 th to Boundary Contract Services/Private	115-8168-4201	\$3,396	Appropriation of accrued interest
Total State Gas Tax Fund		\$3,396	
PARKS/RECREATION FACILITY TAX FUND (125)			
Public Works Parks Division Contract Services/Private	125-6101-4201	\$27,579	Clark Field lights and other unanticipated park facility repairs
Total Parks/Recreation Facility Tax Fund		\$27,579	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)			
CIP 622 – City Hall Remodel/ADA Upgrades			
Regular Salaries	140-8622-4102	\$3,770	Project not complete by 6/30/02
Retirement	140-8622-4180	\$240	Project not complete by 6/30/02
Employee Benefits	140-8622-4188	\$21	Project not complete by 6/30/02

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Medicare	140-8622-4189	\$1,289	Project not complete by 6/30/02
Contract Services/Private	140-8622-4201	\$20,430	Project not complete by 6/30/02
Total Community Development Block Grant Fund		\$25,750	
PROP C FUND (146)			
CIP 139 - Hermosa Avenue Street Improvements			
Contract Services/Private	146-8139-4201	\$8,000	Additional construction management required for FY 02-03
Total Prop C Fund		\$8,000	
GRANTS FUND (150)			
Community Development Coastal Permit Authority Grant Division			
Regular Salaries	150-4104-4102	\$2,551	Delay in Coastal Staff review of LCP
Contract Services/Private	150-4104-4201	\$91	Delay in Coastal Staff review of LCP
Office Operating Supplies		\$304	Delay in Coastal Staff review of LCP
CIP 630 - Pier Renovation, Phase III			
Contract Services/Private	150-8630-4201	\$7,198	Project not complete by 6/30/02
Total Grants Fund		\$10,144	
CALIFORNIA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND (154)			
Police Department High Technology Grant Division			
Equipment more than \$1,000	154-2107-5402	\$52,525	Mobile Data Computer project not complete by 6/30/02
Total CA Law Enforcement Equipment Program Fund		\$52,525	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
SEWER FUND (160)			
CIP 192 – Street Improvements/Loma Area			
Contract Services/Private	160-8192-4201	\$62,250	Design not complete by 6/30/02
CIP 410 - Sewer Improvements/Loma Area			
Contract Services/Private	160-8410-4201	\$51,332	Design not complete by 6/30/02
CIP 411 – Sewer Improvements/Target Area 1			
Contract Services/Private	160-8411-4201	\$85,179	Design not complete by 6/30/02
Total Sewer Fund		\$198,761	
CAPITAL IMPROVEMENT FUND (301)			
CIP 167 - Concrete Repairs at various locations			
Contract Services/Private	301-8167-4201	\$100,000	Project not complete by 6/30/02
CIP 622 - City Hall Remodel/ADA Upgrades			
Contract Services/Private	301-8622-4201	\$39,183	Project not complete by 6/30/02
Equipment more than \$1,000	301-8622-5402	\$4,185	Council Chambers podium delivered after 6/30/02
Total Capital Improvement Fund		\$143,368	
EQUIPMENT REPLACEMENT FUND (715)			
Information Systems			
Contract Services/Private	715-1206-4201	\$13,168	Sunpro software upgrade not complete by 6/30/02
		\$7,940	Upgrade of financial system continuing into 2002-03
		\$48,127	Upgrade of permitting system continuing into 2002-03

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
		\$1,350	Upgrade of citation system continuing into 2002-03
		\$85	Mail Machine rewire not complete by 6/30/2002
		\$19,073	Upgrade of computer system not complete by 6/30/2002
Equipment less than \$1,000	715-1206-5401	\$756	Monitor not delivered until after 6/30/2002
Equipment more than \$1,000	715-1206-5402	\$5,291	Computers scheduled for replacement not received by 6/30/2002
	715-1206-5402	\$10,510	Printers scheduled for replacement not received by 6/30/2002
		\$5,000	Permitting software server not purchased by 6/30/02 - reviewing software alternatives
Fire Department Vehicles	715-2201-5403	\$36,171	Dodge Durango not purchased - exploring other vehicles
Public Works Administration			
Equipment more than \$1,000	715-4202-5402	\$1,000	Computer for engineering technician to be purchased in 2002-03
Street Maintenance/Traffic Safety Division			
Equipment more than \$1,000	715-3104-5402	\$15,000	Generator to be purchased in 2002-03
CIP 622 - City Hall Remodel/ADA Upgrades			
Contract Services/Private	715-8622-4201	\$40,127	Project not complete by 6/30/02

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Equipment more than \$1,000	715-8622-5402	\$60,744	Video equipment not received by 6/30/2002
Total Equipment Replacement Fund		\$264,342	

REVISION OF REVENUE ESTIMATE FOR GRANT FUND REAPPROPRIATIONS

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)			
American Disability Act	140-3720	\$25,750	Revenue for CIP 622 - City Hall Remodel/ADA Upgrades
Total Community Development Block Grant Fund		\$25,750	

GRANT FUND (150)

Coastal Authority Grant Revenue	150-3546	\$2,946	Revenue for Coastal Authority Permit Grant
Total		\$2,946	

REPROGRAMMING OF UNUSED FUNDS FROM 2001-02 TO 2002-03

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (153)			
Police Department C.O.P.S Division			
Conference/Training	153-2106-4317	\$5,099	Special Range training and supplies
Equipment more than \$1,000	153-2106-5402	\$14,000	Radio repeater
Equipment more than \$1,000		\$5,000	Personal recorders for officers

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Improvements other than buildings	153-2106-5602	\$5,000	New air conditioning unit for main floor
		\$5,000	Additional required for men's locker room remodel
		\$5,000	Remodel 2 storage rooms in Police Dept.
Total Supplemental Law Enforcement Services Fund		\$39,099	

Respectfully Submitted,

CONCUR:

Viki Copeland
Finance Director

Stephen Burrell
City Manager