

September 17, 2003

Honorable Mayor and Members of
the Hermosa Beach City Council

City Council Meeting of
September 23, 2003

**REAPPROPRIATION OF FUNDS FROM 2002-03 TO 2003-04,
REVISION OF REVENUE ESTIMATES FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUND REAPPROPRIATION**

RECOMMENDATION

It is recommended that the City Council:

- 1. Reappropriate amounts listed below to the FY 2003-2004 budget.
- 2. Revise revenue estimates related to reappropriation of CDBG Funds.

BACKGROUND

Reappropriations to 2003-04: Budget appropriations for 2002-03 expired June 30, 2003. Equipment and supplies or services must have been received by June 30th in order to be charged to the 2002-03 budget. Some departments have items or services that were budgeted in 2002-03 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 2003-04 budget. In the case of capital improvement projects, unspent funds are added to any amounts appropriated in the 2003-04 Budget, as necessary.

Revisions to Revenue Estimates: For the CDBG Fund, if amounts are reappropriated, the revenue estimate needs to be budgeted as well.

ANALYSIS

REAPPROPRIATIONS

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
GENERAL FUND (001)			
Community Development			
Building Division			
Contract Services/Private	001-4201-4201	\$70,000	Accela Permit Software upgrade to be completed in 2003-04.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
GENERAL FUND (Continued)			
City Manager			
Contract Services/Private	001-1201-4201	\$1,725	Balance of School District/City Master Plan to be completed in 2003-04.
Finance Administration			
Contract Services/Private	001-1202-4201	\$34,322	Eden upgrade of financial system continuing into 2003-04.
Contract Services/Private	001-1202-4201	\$5,293	User Fee Study in progress – project not complete by 6/30/03.
Contract Services/Private	001-1202-4201	\$6,604	Governmental Accounting Standards Board (GASB) 34 Services to be completed in 2003-04. (Required changes to accounting and financial statements.)
Contract Services/Private	001-1202-4201	\$9,450	Infrastructure appraisal required by GASB 34 to be completed in 2003-04.
Contract Services/Private	001-1202-4201	\$1,444	Crystal Reports intermediate training to be completed in 2003-04.
Fire Department			
Equipment more than \$1,000	001-2201-5402	\$2,449	Self Contained Breathing Apparatus (SCBA) upgrade to “Buddy Breather” to be completed in 2003-04.
Equipment more than \$1,000	001-2201-5402	\$4,969	Purchase of Self Contained Breathing Apparatus to be completed in 2003-04.
Equipment more than \$1,000	001-2201-5402	\$6,371	Purchase of radios to be completed in 2003-04.
Public Works			
Parks Division			
Contract Services/Private	001-6101-4201	\$5,000	Replanting will be completed in 2003-04.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
CIP 622			
City Hall Remodel			
Contract Services/Private	001-8622-4201	\$29,497	City Hall remodel, remaining items
CIP 630			
Pier Renovation, Phase III			
Contract Services/Private	001-8630-4201	\$54,577	Phase III of Pier Renovation ongoing in 2003-04.
Total General Fund		\$231,701	
DOWNTOWN ENHANCEMENT FUND (109)			
Public Works			
CIP 140			
11 th Place On-Street Parking Improvements			
Contract Services/Private	109-8140-4201	\$3,498	Design to be completed in 2003-04.
Total Downtown Enhancement Fund		\$3,498	
PARKING FUND (110)			
Finance Cashier			
Contract Services/Private	110-1204-4201	\$34,350	Citation software upgrade will be completed in 2003-04.
Contract Services/Private	110-1204-4201	\$5,000	Mandatory Upgrade of Business License system will be completed in 2003-04.
Contract Services/Private	110-1204-4201	\$1,200	Additional software license fees for mandatory upgrade of business license system to be completed in 2003-04.
Total Parking Fund		\$40,550	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
TYCO FUND (122)			
Public Works CIP 108 2 nd Street Resurfacing	Contract Services/Private 122-8108-4201	\$5,400	Engineering Services to be completed in 2003-04.
Total Tyco Fund		\$5,400	
PARKS/REC FACILITY TAX FUND (125)			
Community Resources Community Center Facilities Study	Contract Services/Private 125-4602-4201	\$25,000	Facilities Study will be completed in 2003-04
Public Works Parks Division	Contract Services/Private 125-6101-4201	\$2,500	Irrigation design to be completed in 2003-04.
CIP 507 Valley Park Improvements	Contract Services/Private 125-8507-4201	\$25,986	Project was not completed by 6/30/03.
Total Parks/Recreation Facility Tax Fund		\$53,486	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)			
Public Works CIP 147 Curb-cuts & Handicap Ramps	Contract Services/Private 140-8147-4201	\$245,665	Ramps will be completed in 2003-04.
Total Community Development Block Grant Fund		\$245,665	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PROP C FUND (146)			
Public Works CIP 174 Artesia Blvd. Rehabilitation Contract Services/Private	146-8174-4201	\$68,155	Project will be completed in 2003-04.
Total Prop C Fund		\$68,155	
GRANTS FUND (150)			
Police Department Office of Justice Equipment Grant Equipment less than \$1,000	150-2101-4201	\$1,000	Hazardous materials respirators will be purchased in 2003-04.
Fire Department Office of Justice Equipment Grant	150-2201-4201	\$3,562	Radiological monitors will be purchased in 2003-04.
Public Works Sewers/Storm Drains Beverage Recycling Grant Contract Services/Private	150-3102-4201	\$3,559	Project ongoing into 2003-04.
Total Grants Fund		\$8,121	
CALIFORNIA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND (154)			
Police Department High Technology Grant Division Equipment more than \$1,000	154-2107-5402	\$42,781	RCC dispatch changeover will be completed in 2003-04
Total CA Law Enforcement Equipment Program Fund		\$42,781	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
SEWER FUND (160)			
Public Works			
Used Oil Recycling Grant	160-3105-4201	\$669	Project ongoing into 2003-04.
CIP 192			
Street Improvements /Loma Area			
Contract Services/Private	160-8192-4201	\$318,883	Project will be completed in 2003-04.
CIP 409			
Manhole Repair/ Reconstruction			
Contract Services/Private	160-8409-4201	\$120,264	Construction will be completed in 2003-04.
CIP 410			
Sewer Improvements/ Loma Area			
Contract Services/Private	160-8410-4201	\$133,854	Project will be completed in 2003-04.
CIP 411			
Sewer Improvements/ Target Area 1			
Contract Services/Private	160-8411-4201	\$30,013	Project will be completed in 2003-04.
Total Sewer Fund		\$603,683	
FIRE PROTECTION FUND (180)			
Fire Department			
Fire Protection			
Equipment more than \$1,000	180-2202-5402	\$24,356	Radios will be purchased in 2003-04.
Total Fire Flow Fund		\$24,356	
CAPITAL IMPROVEMENT FUND (301)			
Public Works			
CIP 189			
Myrtle Area Street Improvements	301-8189-4201	\$9,699	Construction will be completed in 2003-04.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
CIP 507 Valley Park Improvements	301-8507-4201	\$126,815	Construction will be completed in 2003-04.
CIP 622 City Hall Remodel/ADA Upgrades Contract Services/Private	301-8622-4201	\$5,236	Project will be completed in 2003-04.
CIP 630 Pier Renovation, Phase III Contract Services/Private	301-8630-4201	\$18,688	Project ongoing into 2003-04.
Total Capital Improvement Fund		\$160,438	
MYRTLE UTILITY UNDERGROUND IMPROVEMENT FUND (307)			
Public Works CIP 182 Utility Underground/Myrtle Avenue Contract Services/Private	307-8182-4201	\$5,407	Utility pole was moved in 2003-04
Total Myrtle Utility Underground Improvement Fund		\$5,407	
EQUIPMENT REPLACEMENT FUND (715)			
Information Systems Contract Services/Private	715-1206-5402	\$5,000	File Server for Accela software will be purchased in 2003-04.
Fire Department Vehicles	715-2201-5403	\$1,581	Code 3 lights & siren on Chief's vehicle not complete by 6/30/03.
Vehicles	715-2201-5403	\$4,131	Code 3 lights & siren on Assistant Chief's vehicle not complete by 6/30/03.
Total Equipment Replacement Fund		\$10,712	

REVISION OF REVENUE ESTIMATE FOR CDBG FUND REAPPROPRIATIONS

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)			
Americans with Disabilities Act Revenue	140-3720	\$245,665	Revenue for CIP 147 – Curb Cuts and Handicap Ramps.
Total Community Development Block Grant Fund		\$245,665	

Respectfully Submitted,

CONCUR:

Viki Copeland
Finance Director

Stephen Burrell
City Manager