

September 20, 2007

Honorable Mayor and Members of  
the Hermosa Beach City Council

City Council Meeting of  
September 25, 2007

**REAPPROPRIATION OF FUNDS FROM 2006-07 TO 2007-08, APPROVAL OF  
GRANT-RELATED REVENUE REVISION, ADDITIONAL APPROPRIATION FOR  
2006-07**

**RECOMMENDATION**

It is recommended that the City Council reappropriate amounts listed below to the FY 2007-2008 budget, approve grant-related revenue revision and one change to a 2006-07 appropriation.

**BACKGROUND**

Reappropriations

Budget appropriations for 2006-07 expired June 30, 2007. Equipment and supplies or services must have been received by June 30<sup>th</sup> in order to be charged to the 2006-07 budget. Some departments have items or services that were budgeted in 2006-07 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 2007-08 budget. In the case of capital improvement projects, unspent funds are added to any amounts appropriated in the 2007-08 budget, as necessary.

Revenue Related Reappropriations (page 8-9)

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

Additional Appropriations, 2006-07 (page 9)

It is recommended that the additional funds shown on page 9 be appropriated to the AB 939 Fund to avoid having to note these small amounts with a footnote in the Comprehensive Annual Financial Report (CAFR). The accounting rule is that any fund that is over budget (no matter how small) must be so noted in the CAFR footnotes.

**REAPPROPRIATIONS**

**ANALYSIS**

<b><u>FUND/DEPARTMENT</u></b>	<b><u>ACCOUNT#</u></b>	<b><u>AMOUNT</u></b>	<b><u>EXPLANATION</u></b>
<b>GENERAL FUND (001)</b>			
Community Development			
Building Division			
Contract Services/Private	001-4201-4201	\$1,100	Conversion of building index cards to laserfiche will be completed in 2007-08.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>GENERAL FUND (001) continued</b>			
Finance Administration			
Contract Services/Private	001-1202-4201	\$31,760	Report writer training, modifications to Eden Financial System continuing into 2007-08. Awaiting quotes for modifications.
	001-1202-4201	\$12,500	UUT Ballot measure information services will be completed in 2007-08.
Finance Cashier			
Contract Services/Private	001-1204-4201	\$2,645	Hardware, software and training for credit card processing through the cash register will be completed in 2007-08.
Fire Department			
Contract Services/Private	001-2201-4201	\$15,000	Part-time Emergency Services Coordinator/Contractor was not contracted by 6/30/07.
Equipment Less Than \$1,000	001-2201-5401	\$500	Disaster Prep mobile display for the EOC will be purchased in 2007-08.
		\$120	Airpots (2) for EOC will be purchased in 2007-08.
		\$200	Microwave for EOC will be purchased in 2007-08.
		\$350	Lecturn for EOC will be purchased in 2007-08.
		\$100	Paper shredder for EOC will be purchased in 2007-08.
		\$500	Universal uninterrupted power supply for EOC will be purchased in 2007-08.
		\$900	Televisions for EOC will be purchased in 2007-08.
		\$500	Conventional radio system for EOC will be purchased in 2007-08.
		\$500	Telephones for the EOC will be purchased in 2007-08.
		\$750	Desk chairs for the EOC will be purchased in 2007-08.
		\$350	Task lighting for the EOC will be purchased in 2007-08.
	001-2201-5401	\$250	Coffee center for the EOC will be purchased in 2007-08.
		\$100	Laser pointers for EOC will be purchased in 2007-08.
		\$600	Drop down projector screen for EOC will be purchased in 2007-08.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>GENERAL FUND (001) continued</b>			
Equipment More Than \$1,000	001-2201-5402	\$4,000	Desks & workstations for EOC will be purchased in 2007-08.
		\$3,500	Cubicle walls for EOC will be purchased in 2007-08.
		\$3,500	Computers for EOC will be purchased in 2007-08.
		\$3,000	Tables (10) for EOC will be purchased in 2007-08.
		\$1,500	Chairs (30) for EOC will be purchased in 2007-08.
		\$2,400	Air conditioning units (4) for EOC will be purchased in 2007-08.
		\$2,200	File cabinets/storage for EOC will be purchased in 2007-08.
		\$4,200	Mezzanine for Bard Building storage will be purchased in 2007-08.
		\$3,200	File Cabinets for Bard Building will be purchased in 2007-08.
		\$2,000	Shelving for Bard Building will be purchased in 2007-08.
		\$6,500	800 feet of 4 inch hose will be purchased in 2007-08.
		\$2,000	800 feet of 1 3/4 inch hose will be purchased in 2007-08.
		\$3,000	800 feet of 2 1/2 inch hose will be purchased in 2007-08.
Equipment More than \$5,000	001-2201-5405	\$5,600	Fire Prevention Inspection System will be purchased in 2007-08.
Police			
Contract Services/Private	001-2101-4201	\$4,954	Aventura Upgrade was not received by 6/30/07.
Public Works			
Parks			
Contract Services/Private	001-6101-4201	\$7,000	Fence repair at Clark Field will be completed in 07-08.
Contract Services/Private	001-6101-4201	\$2,400	Greenbelt Landscape Improvements will be completed in 07-08.
Equipment More Than \$1,000	001-6101-5402	\$900	Plaques for Chalifour, Dragich and Evans will be purchased in 07-08.
		\$2,433	Benches for Chalifour, Dragich and Evans were not received by 6/30/07.
<b>Total General Fund</b>		<b>\$133,012</b>	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>DOWNTOWN ENHANCEMENT FUND (109)</b>			
Community Resources Centennial Celebration Contract Services/Private	109-4603-4201	\$(5,886)	Estimate of donations to be spent by year end was lower than actual expenditures so appropriation for 07-08 needs to be lowered.
<b>Total Downtown Enhancement Fund</b>		<b>\$(5,886)</b>	
<b>STATE GAS TAX FUND (115)</b>			
Public Works CiP 106 Beach Drive Underground District Contract Services/Private	115-8106-4201	\$17,600	Project ongoing in 2007-08.
CIP 118 Strand Bikeway Light Fixture Replacement Contract Services/Private	115-8118-4201	\$19,882	Project ongoing in 2007-08.
<b>Total State Gas Tax Fund</b>		<b>\$37,482</b>	
<b>TYCO FUND (122)</b>			
Public Works CIP 631 Beach Restrooms Rehab Contract Services/Private	122-8631-4201	\$3,749	Project ongoing in 2007-08.
<b>Total Tyco Fund</b>		<b>\$3,749</b>	
<b>PARKS/REC FACILITY TAX FUND (125)</b>			
Public Works Parks Contract Services/Private	125-6101-4201	\$4,179	Clark Field fence repair will be completed in 07-08.
		\$2,300	Hockey rink emergency fence repair will be completed in 2007-08.
		\$9,000	Sand/dirt will be replaced in the South Park Tot Lot in 2007-08.
		\$4,000	Additional landscape maintenance on the Greenbelt will be completed in 2007-08.
CIP 534 Park Improvements Contract Services/Private	125-8534-4201	\$35,000	Project ongoing in 2007-08.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>PARKS/REC FACILITY TAX FUND (125) continued</b>			
CIP 535			
Clark Field Improvements			
Contract Services/Private	125-8535-4201	\$1,013	Project ongoing in 2007-08.
CIP 626			
ADA Compliance/Community Center Theatre			
Contract Services/Private	125-8626-4201	\$2,362	Project ongoing in 2007-08.
CIP 641			
Clark Building Refurbishment			
Contract Services/Private	125-8641-4201	\$18,436	Project ongoing in 2007-08.
<b>Total Parks/Recreation Facility Tax Fund</b>		<b>\$76,290</b>	
<b>BUILDING IMPROVEMENT FUND (127)</b>			
Public Works			
CIP 535			
Clark Field Improvements			
Contract Services/Private	127-8535-4201	\$3,622	Project ongoing in 2007-08.
<b>Total Building Improvement Fund</b>		<b>\$3,622</b>	
<b>COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)</b>			
Public Works			
CIP 644			
Community Center Improvements – Phase 4 (South Wing)			
Contract Services/Private	140-8644-4201	\$87,107	Project ongoing in 2007-08.
<b>Total Community Development Block Grant Fund</b>		<b>\$87,107</b>	
<b>PROPOSITION C FUND (146)</b>			
Public Works			
Pavement Management Study			
Contract Services/Private	146-4208-4201	1,600	Pavement Management Study will be completed in 07-08.
CIP 116			
Pier Avenue/Hermosa Ave to PCH			
Contract Services/Private	146-8116-4201	\$1,662,016	Project ongoing in 2007-08.
<b>Total Proposition C Fund</b>		<b>\$1,663,616</b>	

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>GRANTS FUND (150)</b>			
Public Works			
Sewers/Beverage Recycle Grant			
Contract Services/Private CIP 119	150-3102-4201	\$7,874	Project ongoing in 2007-08.
St Impr/Herm Ave 26 <sup>th</sup> to 35 <sup>th</sup> /Longfellow			
Contract Services/Private	150-8119-4201	\$9,624	Project ongoing in 2007-08.
<b>Total Grants Fund</b>		<b>\$17,498</b>	
<b>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND – COPS (153)</b>			
Police			
C.O.P.S. Program			
Equipment More Than \$1,000	153-2106-5402	\$17,709	Network storage for patrol car video system was not received by 6/30/2007.
<b>Total Supplemental Law Enforcement Services Fund</b>		<b>\$17,709</b>	
<b>SEWER FUND (160)</b>			
Public Works			
Used Oil Grant			
Contract Services/Private CIP 418	160-3105-4201	\$1,665	Project ongoing in 2007-08.
Upgrade of Pump Stations Citywide			
CIP419	160-8418-4201	\$2,114	Project ongoing in 2007-08.
Sewer Improvements 2006			
Contract Services/Private	160-8419-4201	\$127,205	Project ongoing in 2007-08.
<b>Total Sewer Fund</b>		<b>\$130,984</b>	
<b>FIRE PROTECTION FUND (180)</b>			
Fire Department			
CIP 610			
Fire Station Upstairs Remodel/Addition			
Contract Services/Private	180-8610-4201	\$15,000	Construction/material costs for EOC floor and kitchen will be completed in 2007-08.
		\$2,500	Refurbishing of EOC windows will be completed in 2007-08.
		\$2,200	Window coverings in EOC will be replaced in 2007-08.
		\$2,900	Carpet at the EOC will be replaced in 2007-08.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>FIRE PROTECTION FUND (180) continued</b>			
Fire Station Upstairs Remodel/Addition continued			
Contract Services/Private	180-8610-4201	\$1,600	EOC ceiling fans will be purchased in 2007-08.
CIP 640			
Fire Facilities Renovation			
Contract Services/Private	180-8640-4201	\$43,500	Project ongoing in 2007-08. (Amount was originally requested for reappropriation 8/14/2007, but project was referred to EPAC for review.)
		\$46,709	Project ongoing in 2007-08.
<b>Total Fire Protection Fund</b>		<b>\$114,409</b>	
<b>CAPITAL IMPROVEMENT FUND (301)</b>			
Public Works			
CIP 104			
Bayview Drive Underground District Street Improvements			
Contract Services/Private	301-8104-4201	\$347,537	Project ongoing in 2007-08.
CIP 535			
Clark Field Improvements			
Contract Services/Private	301-8535-4201	\$149,017	Project ongoing in 2007-08.
<b>Total Capital Improvement Fund</b>		<b>\$496,554</b>	
<b>BAYVIEW DRIVE UTILITY UNDERGROUNDING DISTRICT IMPROVEMENT FUND (309)</b>			
Public Works			
CIP 104			
Bayview Drive Undergrounding District			
Contract Services/Private	309-8104-4201	\$180,531	Project ongoing in 2007-08.
<b>Total Bayview Drive Utility Undergrounding District Improvement Fund</b>		<b>\$180,531</b>	
<b>EQUIPMENT REPLACEMENT FUND (715)</b>			
City Manager			
Information Technology			
Contract Services/Private	715-1206-4201	\$5,000	Needs assessment and inventory for replacement phone system.
		\$4,443	Eden Financial System Disaster Recovery services.
Fire			
Vehicles	715-2201-5403	\$3,160	Overhead backing monitors were not received by 6/30/07.

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>EQUIPMENT REPLACEMENT FUND (715)</b>			
continued			
Police			
Vehicles	715-2101-5403	\$1,523	Setup of one vehicle will be completed in 07-08.
Police			
Community Services			
Vehicles	715-3302-5403	\$28,438	GO-4 parking vehicle was not received by 6/30/2007.
		\$17,941	Ford Ranger pickup was not received by 6/30/07.
		\$9,550	Animal Transport unit was not received by 6/30/07.
Public Works			
Equipment Service			
Equipment more than \$1,000	715-4206-5402	\$3,000	Master Engine Scope and scan kit will be purchased in 2007-08.
Lighting/Landscaping/Medians			
Equipment more than \$5,000	715-2601-5405	\$44,101	Backhoe will be purchased in 2007-08.
Sewers and Storm Drains			
Equipment more than \$5,000	715-3102-5405	\$44,101	Backhoe will be purchased in 2007-08.
CIP 612			
Public Works Yard Renovation			
Contract Services/Private	715-8612-4201	\$655,236	Project ongoing in 2007-08.
<b>Total Equipment Replacement Fund</b>		<b>\$816,493</b>	

**REVENUE REVISIONS RELATED TO 2007-08 REAPPROPRIATIONS**

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT FUND (140)</b>			
Community Center Theater/Phase III-V	140-3723	\$87,107	Revenue related to the Community Center Improvements – Phase 4 (South Wing) CIP 644.
<b>Total Community Development Block Grant Fund</b>		<b>\$87,107</b>	



<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>GRANTS FUND (150)</b> STPL Street Improvements Reimbursement	150-3732	\$9,624	Revenue related to the Street Improvements/Hermosa Avenue/26 <sup>th</sup> to 35 <sup>th</sup> /Longfellow CIP 119.
<b>Total Grants Fund</b>		<b>\$9,624</b>	

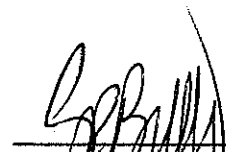
**ADDITIONAL APPROPRIATIONS FOR 2006-07**

<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<b>AB939 FUND (117)</b> City Manager Source Reduction/Recycling Element			
Regular Salaries	117-5301-4102	\$438	Reflects salary increase for City Manager.
Accrual Cash In	117-5301-4111	\$2,655	Reflects salary increase for City Manager.
Medicare Benefits	117-5301-4189	\$56	Reflects salary increase for City Manager.
<b>Total AB939 Fund</b>		<b>\$3,149</b>	

Respectfully Submitted,

CONCUR:

  
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Viki Copeland  
Finance Director

  
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Stephen Burrell  
City Manager