

# CITY OF LOS ALAMITOS

3191 Katella Avenue  
Los Alamitos, CA 90720

## AGENDA BUDGET STANDING COMMITTEE SPECIAL MEETING

MONDAY, August 29, 2016 – 7:30 a.m.

### NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

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It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the Committee on any item on the agenda will be called upon at the time the agenda item is called or during the Committee's consideration of the item and may address the Committee for up to three minutes.

**1. CALL TO ORDER**

**2. ROLL CALL**

Mayor Murphy  
Council Member Edgar

**3. DISCUSSION ITEMS**

**A. Rich Kikuchi, Managing Partner at Lance, Soll & Lunghard, LLP, will discuss the results from the interim planning phase of the annual financial statement audit.**

**B. Review and discuss grant revenues and the management of grant funds. (Attachment 1)**

**4. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: Los Alamitos City Hall, 3191 Katella Ave.; Los Alamitos Community Center, 10911 Oak Street; and, Los Alamitos Museum, 11062 Los Alamitos Blvd.; not less than 24 hours prior to the meeting.

  
\_\_\_\_\_  
Jason Al-Imam, Administrative Services Director

8/25/16  
\_\_\_\_\_  
Date

# Budget Standing Committee

## Agenda Report Discussion Items

August 29, 2016  
Item No: 3B

**To:** Budget Standing Committee Members  
**Via:** Bret M. Plumlee, City Manager  
**From:** Jason Al-Imam, Administrative Services Director  
**Subject:** Grant Management

**Summary:** This report provides the Budget Standing Committee with an overview of grant revenues and the management of grant funds.

**Recommendation:** Review and discuss grant revenues and the management of grant funds.

## Background

The City recognizes that grant funding provides significant resources to enhance the City's ability to provide services and activities not otherwise available. Therefore, grants are an attractive form of funding. However, grants frequently come with special requirements that the recipient must follow. Such requirements can apply to the general operations of the grant, specific compliance rules and/or specialized reporting requirements. This report outlines the types of grant funding that the City receives and how the City manages those grant funds to ensure that grant requirements are met.

## Discussion

The 2016/17 Budget includes the following types of grant funding that the City generally receives each year:

Supplemental Law Enforcement Services Fund (SLESF)	\$110,000
Public Safety Augmentation Fund (PSAF)	99,000
Measure M (M2) Turnback Funds	215,000
Gas Tax Revenues	247,219
Air Quality Management District (AQMD) Funds	<u>14,000</u>
	\$820,219

In addition, the City has been awarded one-time grants for special funding on numerous occasions. For example, \$270,000 has been budgeted in 2016/17 to be spent on two projects funded by Community Development Block Grant (CDBG) Funds. In addition, the City was awarded \$1,440,000 from the Rivers & Mountains Conservancy for

improvements to Coyote Creek. Phase 1 of the project was completed in Fiscal Year 2014/15. Phase 2 of the project includes a Bike Path Project along Coyote Creek. \$319,000 has been budgeted in 2016/17 to be spent on Phase 2 of the project, which will be completed in 2017.

The City works with California Consulting on identifying grant opportunities. City staff examines the benefits of grant funding prior to applying for a grant and seeks grant funding that are determined to be in the best interest of the City residents.

The City has developed a Grant Management policy to ensure that grants are administered properly. The department/division that applies for a grant is responsible for all aspects of grant requirements. In addition, the City has created a "working group" that consists of representatives from each department who meet monthly to review and discuss the status of grants and grant opportunities. To aid in the management and oversight of grant funding, a Grant Tracking Sheet has been developed which outlines the various grants, special grant requirements (such as matching and reporting requirements). The working group's monthly review of grants provides additional oversight to ensure that grant requirements are met and properly managed.

## **Fiscal Impact**

There is no fiscal impact associated with this report.

Submitted By:

  
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Jason Al-Imam  
Administrative Services Director

Approved By:

  
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Bret M. Plumlee  
City Manager