



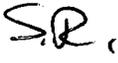
## AGENDA REPORT

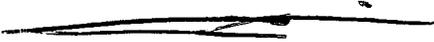
**Meeting Date:** February 3, 2011  
**Item Number:** F-3  
**To:** Honorable Mayor & City Council  
**From:** Scott Miller, Chief Financial Officer and Director of Administrative Services Department  
**Subject:** 2010-11 2<sup>nd</sup> QUARTER PURCHASE ORDER AND TRANSFER REPORT  
**Attachments:**  
1. 2010-11 2<sup>nd</sup> Quarter Purchase Order Report  
2. 2010-11 2<sup>nd</sup> Quarter Transfer Report

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### INTRODUCTION

Attached are the second quarter Purchase Orders Issued Report (for P.O.s between \$10,000 and \$50,000) for Fiscal Year 2010-2011 and Budget Transfers Report for the second quarter fiscal year 2010-2011. This is a revised form, implementing the suggestions made by City Council in October of 2006.

Sharon Rahban, CPA   
Finance Approval

  
Scott Miller  
Approved By

# **Attachment 1**

**Purchase orders issued between \$10,000 and \$50,000  
from 10/01/2010 through 12/31/2010**

Date: 1/11/2011

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
00002 - AAA FLAG & BANNER MFG CO	11200874	BANNERS - INSTALLATION, REMOVAL & STORAGE OF BANNERS FOR ECONOMIC DEVELOPMENT- BLANKET PO.	19,700.00	10/05/2010	N	Staff
01523 - CITY OF LOS ANGELES	11201042	DEVELOPMENT OF IMPLEMENTATION PLANS COSTS (CITY'S SHARE) FOR BALLONA CREEK BACTERIA TMDL - MOA C-117895, FROM APRIL	47,716.00	11/17/2010	N	Staff
01906 - DELL MARKETING L.P.	11201118	COMPUTERS - RUGGEDIZED NOTEBOOK COMPUTERS FOR INSTALLATION IN 7 POLICE VEHICLES. SPECIFICATIONS ARE PER QUOTE #564663704 BY JONATHAN HENSLEY	29,293.30	12/14/2010	N	Staff
03420 - JENNIFER GORDON	11200984	INSTRUCTOR- MUSICAL THEATER "A TASTE OF BROADWAY" CLASSES- BLANKET PO.	35,000.00	11/03/2010	N	Staff
04517 - VOLVO ROAD MACHINERY INC	11201057	AIR COMPRESSOR - NEW & UNUSED TRAILER-MOUNTED 185 CFM INGERSOLL-RAND AIR COMPRESSOR. SPECIFICATIONS ARE PER QUOTE DATED 11/8/10 BY ROB YUNGEN.	16,627.13	11/19/2010	N	Staff
04662 - RAFTELIS FINANCIAL CONSULTANTS, INC	11201019	WASTEWATER RATE STRUCTURE REVIEW (CONSULTING SERVICES) - BLANKET PO.	30,000.00	11/17/2010	N	Staff
04944 - STEGEMAN AND KASTNER, INC.	10201389	CONTINGENCY- CREATED ITEM 2 PER CHANGE ORDER#3 REQUEST. 12/8/2010.	29,000.00	12/08/2010	N	Staff
	11200893	BASE BUILDING WORK & TENANT IMPROVEMENTS (GARDENS BUILDING)	15,868.40	10/07/2010	N	Staff
10000539 - COBAN RESEARCH & TECHNOLOGIES	11200900	IN CAR VIDEO SYSTEMS SUPPORT (POLICE)- ANNUAL SOFTWARE MAINTENANCE & SUPPORT RENEWAL. SOFTWARE LICENSE FEE FROM 8/1/10 TO 7/31/10.	10,155.00	10/11/2010	N	Staff
		PARTS/LABOR FOR IN CAR VIDEO SYSTEMS SUPPORT (POLICE) AS NEEDED - BLANKET PO.				
		SHIPPING CHARGES				
10000816 - NETVERSANT - SOUTHERN CALIFORNIA	11201056	CONTINGENCY	17,307.00	11/18/2010	N	Staff
		SECURITY EQUIPMENT & INSTALLATION RELATED TO THE CITY HALL REMODEL PROJECT.				

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Date: 1/11/2011

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
10002024 - TIM D BOWEN	11201000	INSTRUCTOR (YOUTH)- PLAY-WELL TEKNOLOGIES SUMMER CAMP- BLANKET PO.	17,500.00	11/04/2010	N	Staff
10002181 - WALKER PARKING CONSULTANTS	11200948	REVIEW OF FINANCIAL, OPERATIONAL & MANAGEMENT ANALYSIS OF THE CITY'S PARKING OPERATIONS AS PREPARED BY CITY STAFF, CONSULTING SERVICES.	20,000.00	10/25/2010	N	Staff
10003777 - UNIVERSAL SEATING COMPANY	11201047	COMPUTER TABLES- PURCHASE & INSTALLATION FOR BEVERLY HILLS PUBLIC LIBRARY.	22,180.91	11/18/2010	N	Staff
10003837 - COLOR ILLUSION GROUP INC	11201081	CITY NEWSLETTER - PRODUCTION OF COMMUNITY "IN FOCUS" NEWSLETTER - BLANKET PO.	25,500.00	11/30/2010	N	Staff
10004123 - ENERGY INNOVATION GROUP, LLC	11201033	DEVELOPMENT OF AN ENERGY EFFICIENCY & CONSERVATION STRATEGY OF SELECTED CITY FACILITIES.	24,510.00	11/15/2010	N	Staff
10004224 - ERIKA D. SAFCHIK	11200995	INSTRUCTOR- THEATER "LETS MAKE A SCENE" CLASSES- BLANKET PO.	21,000.00	11/04/2010	N	Staff
10004518 - WHITIN DESIGN WORKS	09200581	GREYSTONE PARK PHASE III SITE IMPROVEMENTS (CONSULTING DESIGN SERVICES). ADDED NEW ITEM AS ITEM 1 WAS CLOSED. 10/21/2010.	11,000.00	10/21/2010	N	Staff
10005619 - ONE SOURCE FACILITIES, LLC	11200913	CONTINGENCY	10,222.29	10/13/2010	N	Staff
		WHITE BOARDS- PURCHASE & INSTALLATION FOR THE EMERGENCY OPERATIONS CENTER.				
10006225 - ADRIANUS RESOURCES, INC.	11201126	CONSULTING SERVICES ON ALTERNATIVE FUEL VEHICLES & ASSOCIATED INFRASTRUCTURE NEEDS.	25,000.00	12/14/2010	N	Staff
10006687 - CAPITALIST GROUP, LLC	11200884	INVENTORY SITE ASSESSMENT OF CITY OWNED PROPERTIES.	49,010.00	10/07/2010	N	Staff
		INVENTORY SITE ASSESSMENT OF FIXED ASSETS.				
10006853 - CASTLEROCK ENVIRONMENTAL INC.	11200873	ABATEMENT WORK RELATED TO THE GREYSTONE MANSION.	34,590.00	10/05/2010	N	Staff
		CONTINGENCY				

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Date: 1/11/2011

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
10007436 - FRANCIS KRAHE	11200952	SOLAR ENERGY SYSTEM MASTERPLAN SERVICES RELATED TO CITY FACILITIES.	40,000.00	10/26/2010	N	Staff
10007829 - INTELLIBRIDGE PARTNERS LLC	11200868	OPERATIONAL REVIEW ON CITY'S ACCOUNTING FUNCTIONS.	13,515.00	10/04/2010	N	Staff
10008007 - DAILEY & WELLS COMMUNICATIONS,	11200939	ANTENNA, UNITY 136-870 MHZ HELICAL.	35,619.28	10/21/2010	N	Staff
		BATTERY, CLAMSHELL AA				
		BATTERY, LI-POLYMER.				
		BELT CLIP, METAL				
		CABLE USB, PROGRAMMING				
		CASE, LEATHER HALF 2.5" LOOP				
		CASE, NYLON WINDOW T-STRAP				
		CHARGER, 1 BAY, UNITY PORTABLE				
		FREIGHT FOR ABOVE ITEMS				
		RADIO ACCESSORIES - FEATURE PACKAGE, P25 CAI CONVENTIONAL.				
		RADIOS - PORTABLE, XG-100P, 136-870MHZ SYSTEM.				
		SPEAKER MICROPHONE				
10008108 - KEC ENGINEERS, INC.	11200909	RESERVOIR EVALUATION & REHABILITATION DESIGN SPECIFICATIONS RELATED TO RESERVOIR 4A'S EXISTING CONDITION.	45,750.00	10/13/2010	N	Staff
10008229 - DHK SOLUTIONS	11201055	FURNISH & INSTALL CUSTOM CASEWORK & COUNTERTOPS AT CITY HALL SECOND FLOOR & POLICE DEPARTMENT FIRING RANGE.	13,173.00	11/18/2010	N	Staff
10008231 - ROS ELECTRICAL SUPPLY AND EQUIP	11201130	BREAKER-EMERGENCY PURCHASE OF A BREAKER FOR PUBLIC WORS BUILDING AT 345 FOOTHILL RD. INSTALLATION WAS DONE BY CITY STAFF.	17,962.50	12/14/2010	N	Staff
10008444 - AKIN GUMP STRAUSS HAUER & FELD	11200934	SPECIAL COUNSEL SERVICES	15,000.00	10/19/2010	N	Staff
10008538 - U.S. ARMOR CORPORATION	11201127	TACTICAL VESTS FOR PD - PERSONNEL ITEM NUMBER XP3A-TAV500-PK.	22,486.52	12/14/2010	N	Staff
10008597 - GLOBAL TECHNOLOGY SYSTEMS INC	11201036	RADIO BATTERIES- HONEYWELL XTS 3000/5000 INTRINSICALLY SAFE.	13,069.34	11/15/2010	N	Staff
		RADIO BATTERIES- HONEYWELL XTS2500.				

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Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
10008597 - GLOBAL TECHNOLOGY SYSTEMS INC	11201036	SHIPPING	13,069.34	11/15/2010	N	Staff
10008639 - ASSOCIATED ENT. RELEASING, INC.	11201043	FEE (PRODUCTION SERVICES) FOR 9.02.10 EVENT.	20,000.00	11/17/2010	N	Staff
10008727 - FAIRBANK, MASLIN, MAULLIN, METZ &	11200929	VOTER AWARENESS SURVEY.	16,695.00	10/18/2010	N	Staff
10008779 - ARUBA NETWORKS, INC.	11201006	EXTENDED WARRANTY (ARUBA WIRELESS SOLUTION) FOR LIBRARY.	40,325.58	11/08/2010	N	Staff
		SHIPPING				
		WIRELESS SOLUTION (ARUBA) FOR LIBRARY- HARDWARE.				
10008804 - PUBLIC SAFETY TECHNOLOGIES	11200972	POLICE RADIO REPROGRAMMING UNDER 2007 STATE HOMELAND SECURITY GRANT.	41,375.00	11/01/2010	N	Staff
10008848 - BOBBIE MANTIKAS	11201035	CONTINGENCY	46,000.00	11/15/2010	N	Staff
		FIRE STATION HEADQUARTERS EXTERIOR PAINTING PROJECT.				
	11201101	CONTINGENCY	24,000.00	12/07/2010	N	Staff
		EXTERIOR PAINTING OF THE LIBRARY AND WEST FACING ARCADE ARCHES BETWEEN THE POLICE DEPARTMENT AND LIBRARY.				
10008943 - THE LEW EDWARDS GROUP	11201088	ELECTION PREPARATION - COMMUNICATIONS, REVENUE AND ELECTION PREPARATION NEEDS.	49,000.00	12/01/2010	N	Staff
10008945 - STATSEEKER PTY LTD	11201059	STATSEEKER 5 YEAR WARRANTY.	40,000.00	11/22/2010	N	Staff
		STATSEEKER SOFTWARE.				
10009000 - REDLANDS FORD INC	11201102	CALIFORNIA TIRE FEE.	38,105.28	12/07/2010	N	Staff
		TRUCK - NEW AND UNUSED 2011 FORD F350 CAB AND CHASSIS MOUNTED WITH A 2CY MULTI-DIRECTIONAL DUMP BODY AND A CROSS-OVER PULL THROUGH TOOL BOX.				
10009001 - SHANNON & WILSON, INC.	11201109	GEOTECHNICAL ENGINEERING SERVICES, REVIEW OF WESTSIDE SUBWAY EXTENSION ENVIRONMENTAL IMPACT REPORT, BEVERLY HILLS, CALIFORNIA.	35,000.00	12/14/2010	N	Staff
10009010 - WILLDAN FINANCIAL SERVICES	11201120	DEVELOPMENT OF A STORMWATER FEE (CONSULTANT SERVICES).	49,325.00	12/14/2010	N	Staff

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Date: 1/11/2011

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
12723 - L A TIMES	11201053	ON-LINE AND PRINT ADVERTISING FOR ART SHOW (\$14,000) & OTHER SPECIAL EVENTS - REFER TO AD RATES, EFFECTIVE MARCH 2009 - BLANKET PO	22,000.00	11/18/2010	N	Staff
21600 - PACIFIC COAST CABLING INC	11201099	CABLING/COMMUNICATIONS INFRASTRUCTURE WORK RELATED TO THE GREYSTONE MODULAR TRAILER.	11,338.33	12/07/2010	N	Staff
		CONTINGENCY				
22338 - JAMES JONES COMPANY	11200907	VOID; NEEDS CONTRACT 10/14/2010 CONVERSION (OLD FIRE HYDRANTS) AS NEEDED	10,000.00	10/12/2010	N	Staff
26320 - ENTERPRISE RENT-A-CAR OF L A	11200924	VOID PER NM 10/14/2010 VEHICLE RENTALS FOR SPECIAL TACTICS UNIT- BLANKET PO.	18,000.00	10/14/2010	N	Staff
31972 - LAWRY'S RESTAURANTS INC	11201051	HOLIDAY LUNCHEON (CITYWIDE) ON DECEMBER 8, 2010.	11,300.00	11/18/2010	N	Staff
	11201089	HOLIDAY LUNCHEON (CITYWIDE) ON DECEMBER 8, 2010 (ONGOING CONTRACTUAL SERVICES).	11,300.00	12/01/2010	N	Staff
34002 - ROBINSON, TAKAHASHI, KATZ & ASSOC IN	11200883	CONSULTANT SERVICES RELATED TO THE FACADE IMPROVEMENTS AT 221 N. CRESCENT DRIVE.	42,000.00	10/07/2010	N	Staff
		CONTINGENCY				
	11200902	CONSULTANT SERVICES RELATED TO FIRE STATION NO.2 RENOVATION AT 1100 COLDWATER CANYON DRIVE.	49,200.00	10/11/2010	N	Staff
		CONTINGENCY				
	11200923	ARCHITECTURAL SERVICES FOR VARIOUS CITY PROJECTS.	13,844.30	10/14/2010	N	Staff
35284 - AARDVARK TACTICAL INC	11200904	BALLISTIC HELMET- DELTA LT ITEM PT873	22,368.74	10/12/2010	N	Staff
		BALLISTIC PACKAGE APV YOKE BR01 NIJ.06 ITEM #SAR-APVYOKE-BR.				
		BALLISTIC PACKAGE MOLLE DN#5639 ITEM SAR-APV-BR01.				
		BALLISTIC PACKAGE PROTECH BICEP PRPTECTOR BR01 NIJ.06 ITEM SAR-UPPARM-BR01.				

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35284 - AARDVARK TACTICAL INC	11200904	GROIN PROTECTOR (BALLISTIC) ITEM SAR-GROIN-1012.	22,368.74	10/12/2010	N	Staff
		PROTECH MIX OF 6 POCKETS, CORDURA BLK, MOLLE ITEM SAR-6PS-C.				
		PROTECH MULTI-HIT TOKAREV W/HEADBAND ITEM PT702MT.				
		PROTECH POLYETHYLENE 10X12 ITEM PTPLT-III-SP-MC				
		PROTECH POLYETHYLENE 6X6 ITEM PTPLT-III-SP-SC-6.				
37083 - CONEXIS	11201008	CAFETERIA PLAN ADMINISTRATION (ALLOWS EMPLOYEES TO CHOOSE AMONG DIFFERENT TYPES OF BENEFITS BASED ON THEIR OWN PARTICULAR GOALS & NEEDS) ONGOING	10,000.00	11/08/2010	N	Staff
40034 - PETERSON HYDRAULIC REPAIR INC	11201131	FLUID DISPENSING SYSTEM - UPGRADE OF FLUID DISPENSING MANAGEMENT SYSTEM IN THE FLEET SERVICE CENTER.	12,459.83	12/16/2010	N	Staff
41059 - JUDY A SHERMAN	11201052	HEARING EXAMINER SERVICES (PARKING CITATION & ADMINISTRATIVE CITATION) - BLANKET PO.	18,000.00	11/18/2010	N	Staff
41967 - HARBOR DIESEL AND EQUIPMENT INC	11200097	PARTS FOR UNIT 255, A REFUSE COLLECTION TRUCK WHICH SUSTAINED ENGINE DAMAGE.	19,000.00	10/05/2010	N	Staff
42887 - RODEO DRIVE COMMITTEE INC	11201048	FASHION'S NIGHT OUT - CITY'S SPONSORSHIP OF THE RODEO DRIVE WALK OF STYLE EVENT ON SEPTEMBER 10, 2010.	20,000.00	11/18/2010	N	Staff
43121 - HARRIS & ASSOCIATES	11200946	PAVEMENT MANAGEMENT PROGRAM MAINTENANCE.	26,196.00	10/25/2010	N	Staff
44265 - COFFEY ENVIRONMENTS, INC.	11200881	CONTINGENCY	17,781.50	10/06/2010	N	Staff
		ENVIRONMENTAL SERVICES RELATED TO SELENIUM CONTAMINATED WATER DISCHARGE AT 221 N. CRESCENT DRIVE PARKING FACILITY.				

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Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
44566 - CAL COAST COMPUTER	11200903	TONER CARTRIDGES- PRINTER AND FAX CARTRIDGE SUPPLIES FOR DESKJET, INKJET AND LASERJET PRINTERS- BLANKET PO.	10,000.00	10/12/2010	N	Staff
91217 - INFO USA MARKETING, INC	11201086	ONLINE REFERENCE SERVICES- BLANKET PO.	14,989.00	12/01/2010	N	Staff
<b>Total:</b>			<b>1,487,359.23</b>			

# **Attachment 2**

**City of Beverly Hills**  
**FY 2010/11 2nd Quarter**  
**Budget Adjustments Summary**

Fund	BUDGET ADJUSTMENTS				TOTAL ADJUSTMENTS
	Qtr 1 Adj	Qtr 2 Adj	Qtr 3 Adj	Qtr 4 Adj	
<b>EXPENDITURES</b>					
<b>01 - General Fund</b>					
Police Department	2,100	1,250	(1)		3,350
Fire Department	84,052	-			84,052
Community Services	5,000	42,670	(2)		47,670
	<b>91,152</b>	<b>43,920</b>			
<b>06 - Infrastructure Fund</b>					
Public Works	-	625,000	(3)		625,000
	-	<b>625,000</b>			
<b>19 - Law Enforcement Grant Fund</b>					
Police Department	278,995	15,176	(4)		294,171
	<b>278,995</b>	<b>15,176</b>			
<b>32 - Seized/Forfeited Property Fund</b>					
Police Department	85,900	439,500	(5)		525,400
	<b>85,900</b>	<b>439,500</b>			
<b>45 - Liability Claims Res Fund</b>					
Administrative Services	(102,000)	-			(102,000)
	<b>(102,000)</b>	-			
<b>48 - Policy, Admin, Legal (PAL) Fund</b>					
Administrative Services	102,000	-			102,000
	<b>102,000</b>	-			
<b>49 - Vehicle Fund</b>					
Public Works	348,610	-			348,610
	<b>348,610</b>	-			
<b>EXPENDITURES SUBTTL</b>	<b>804,657</b>	<b>1,123,596</b>			<b>1,928,253</b>
<b>CONTRIBUTIONS &amp; TRANSFERS</b>					
BHUSD	-				-
Tourism/Econ Development	75,000		-		75,000
Transfers Out	-	-	-	-	-
	<b>75,000</b>	-	-	-	<b>75,000</b>
<b>CONTRIB.&amp;TRANS. SUBTTL</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
<b>TOTAL EXPENDITURES</b>	<b>879,657</b>	<b>1,123,596</b>	<b>-</b>	<b>-</b>	<b>2,003,253</b>

**NOTES:**

- (1) Appropriation of \$250 from donations for Explorer Post Program and \$1,000 for Disaster Communications System.
- (2) Appropriation of \$24,070 from donations for delivery of materials to homebound seniors, pick up of materials donated to the Library, and large type books at the Roxbury Senior Library. Appropriation of donation of \$18,600 to restore Library hours December 27-30th. CC Meeting 12/21/10.
- (3) Appropriation of \$625,000 from Proposition C Local Return Transportation Funds for Santa Monica Blvd. Improvement Project. CC Meeting 10/18/10
- (4) Appropriation of \$15,176 from JAG Grant 2010 to fund DNA analysis. CC Meeting 11/16/10.
- (5) Appropriation of \$91,000 from Seized and Forfeited Property Fund for training and overtime for narcotics investigations and \$30,000 for contract employees to assist with the verification and destruction of police records. CC Meeting 11/16/10. Appropriation of \$298,500 from Seized and Forfeited Property Fund for SWAT Equipment/Tactical Operations Command vehicle, and \$20,000 for overtime for plain clothes surveillance and investigations. CC Meeting 12/21/10.