

**2023-24 Mid Year Budget Review
Additional Appropriations Report**

Functions Name	Account String	Account Name	2023-24 Mid Year Estimate	Description
General Fund				
New Positions or Position Reclassifications:				
				The City Clerk Department requests to adjust staffing by adding a full time Office Assistant. The Office Assistant position would replace two budgeted part time positions which are the one part-time Office Assistant and one part-time Intern.
City Clerk	001-1121-4102	Regular Salaries	\$ 26,328	The annual cost for a full time Office Assistant is \$78,984. The pro-rated mid year budget request for the full time Office Assistant is \$26,328 for March through June 2024 which would be offset by eliminating the current budget of the part-time office assistant and part-time intern.
City Clerk	001-1121-4112	Part Time / Temporary	\$ (20,103)	If the above full time Office Assistant is approved, the part-time Office Assistant and part-time Intern budget would be removed and eliminated from the budget. The part-time/temporary budget would be reduced to only cover FY 2023-24 incurred expenditures.
				With multiple ongoing projects, the City Manager's Office is currently in need of an Intern to assist with development and implementation of City programs; public communications; management level special projects; research and analysis and more.
City Manager	001-1201-4112	Part Time / Temporary	\$ 6,219	The pro-rated mid year budget request for the Intern for March through June 2024 would be \$6,219.
				The Finance Department had a part-time Senior Account Clerk position that was eliminated in 2019-20 when reductions were made to the budget due to the Covid-19 pandemic. The department is requesting to add back a part-time 20 hour/week Senior Finance Analyst staff position to assist with the ongoing needs of the department, including budget, reporting, audit, and special projects. The previous Accounting Manager would fill this position.
Finance Admin	001-1202-4112	Part Time / Temporary	\$ 31,926	The annual cost for a part-time Senior Finance Analyst is \$76,624. The pro-rated mid year budget for the part-time Senior Finance Analyst from February to June 2024 would be \$31,926.

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Additional Appropriations Report**

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Other Department Requests:				
City Clerk	001-1121-4317	Conference Training	\$ (9,506)	Budget reduction of \$9,506 as amount not needed for tuition reimbursement for the Deputy City Clerk.
				The equipment currently used for the Spectrum Public, Educational, and Governmental (PEG) access channel is obsolete and Spectrum's technicians cannot assist with technical problems. Last October, Spectrum informed the City that the equipment would no longer be supported and has proposed upgrading the equipment capable of providing a fiber optic signal. Additionally with the upgrades, the PEG channel would be broadcast in HD which will improve the video quality.
Information Technology	001-1121-5402	Equipment more than \$1,000	\$ 6,335	Staff is requesting to approve one time capital expenditure Spectrum PEG Channel upgrades from reserved PEG funds.
Information Technology	Restricted Fund Balance	Restricted Fund Balance	\$ (6,335)	Use PEG funds restricted in the General Fund's fund balance for the above equipment purchase.
Police Community Services	001-3302-5401	Equip - Less Than \$1,000	\$ 450	Staff is requesting to purchase 2 microchip readers to determine if an animal has a microchip in helping locate their owners. This is to replace the current microchip readers as one works intermittently and the other is obsolete.
Community Development	001-4101-4201	Contract Serv/Private	\$ (39,698)	Decrease in contract costs to cover only the Planning Division required legal correspondence which includes mailing services, notary services and legal notices for the remainder of the fiscal year.
Community Development	001-4105-4201	Contract Serv/Private	\$ (98,566)	Decrease in contract costs to cover only the vendors assisting the City with the zoning code update & Housing Element Zoning support for the remainder of the fiscal year.
Community Development	001-4201-4201	Contract Serv/Private	\$ (50,630)	Decrease in contract costs to cover the Building Division vendors which provide STVR monitoring and online inspection scheduling services for the remainder of the fiscal year.
Community Resources	001-4601-4201	Contract Serv/Private	\$ 3,150	Due to the revised school schedule, the City will hold two Valley Park Day Camp excursions in June 2024.
Public Works	001-4601-4201	Contract Serv/Private	\$ 10,000	South Park Rooms 3 & 4 floor replacement costs have increased since the initial quote was obtained last year. Additional funds are needed to complete work as the floor is in poor condition.

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Public Works	001-4601-4201	Contract Serv/Private	\$ 21,000	South Park Room split air conditioner costs have increased since the initial quote was obtained last year. Additional funds are needed to complete work with contingency for unforeseen circumstances.
Community Resources	001-4604-4201	Contract Serv/Private	\$ (64,000)	Budget reduction as the restart of the HB Concert series will happen in the next 2024-25 fiscal year in September 2024.
Total General Fund Requests			\$ (183,430)	
State Gas Tax Fund				
CIP 105 Annual Street Improvements	115-8105-4201	Contract Serv/Private	\$ 2,460	CIP (Capital Improvement Project) 105 Annual Street Improvement budget is releasing Capital Improvement funds to be used for other projects (see below) and will use restricted funds instead. Staff is requesting an additional \$2,460 to cover this request.
CIP 112 Annual City Sidewalk Improvements	115-8112-4201	Contract Serv/Private	\$ (70,069)	Staff is requesting to release CIP 112 Annual City Sidewalk Improvement budget of \$70,069 back to the fund as design and initial construction costs are only needed this 2023-24 fiscal year.
Total State Gas Tax Fund Requests			\$ (67,609)	
Tyco Fund				
CIP 417 Annual Storm Drain Improvements	122-8417-4201	Contract Serv/Private	\$ (68,771)	CIP 417 Annual Storm Drain Improvements is estimated to start bidding and construction in the next 2024-25 fiscal year. As such, funds are only needed for design this 2023-24 fiscal year which has been budgeted in other funds. Staff is requesting to release CIP 417 budget of \$68,771 back to the fund.
Total Tyco Fund Requests			\$ (68,771)	
Park/Rec Facility Tax Fund				
CIP 692 14th Street Restrooms Rehabilitation	125-8692-4201	Contract Serv/Private	\$ (5,815)	Staff is requesting to reduce the CIP 692 14th Street Restrooms Rehabilitation budget by \$5,815 to offset the shortfall from the prior fiscal year.
Total Park/Rec Facility Tax Fund Requests			\$ (5,815)	

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Prop C Fund				
				CIP 105 Annual Street Improvement budget is releasing Capital Improvement funds to be used for other projects (see below) and will use restricted funds instead.
CIP 105 Annual Street Improvements	146-8105-4201	Contract Serv/Private	\$ 183,169	Staff is requesting an additional \$183,169 to cover this request.
CIP 112 Annual City Sidewalk Improvements	146-8112-4201	Contract Serv/Private	\$ (70,688)	Staff is requesting to release CIP 112 Annual City Sidewalk Improvement budget of \$70,688 back to the fund as design and initial construction costs are only needed this 2023-24 fiscal year.
Total Prop C Fund Requests			\$ 112,481	
Measure R Fund				
				CIP 105 Annual Street Improvement budget is releasing Capital Improvement funds to be used for other projects (see below) and will use restricted funds instead.
CIP 105 Annual Street Improvements	147-8105-4201	Contract Serv/Private	\$ 498,354	Staff is requesting an additional \$498,354 to cover this request.
Total Measure R Fund Requests			\$ 498,354	
Measure M Fund				
				CIP 105 Annual Street Improvement budget is releasing Capital Improvement funds to be used for other projects (see below) and will use restricted funds instead.
CIP 105 Annual Street Improvements	148-8105-4201	Contract Serv/Private	\$ 122,895	Staff is requesting an additional \$122,895 to cover this request.
Total Measure M Fund Requests			\$ 122,895	
Grant Fund				
				Staff is requesting \$28,000 to budget the Mental Health and Wellness for Police Officers program funded by the Board of State Community Corrections state grant money received last fiscal year.
Police	150-2124-4201	Contract Serv/Private	\$ 28,000	
				Receive the California Automated Permit Processing Program (CalApp) State Grant. CalApp is an online platform that provides plan review and instantly issues permits for code-compliant residential photovoltaic (PV) systems. The State of California is obligating that all jurisdictions within California establish an online solar permitting system.
				The City of Hermosa Beach is currently approved for grant funds of \$40,000. The project timeline is planned to begin in March 2024 which will be initially followed by City staff training. Afterwards, training for local installers will started by June 2024. It is anticipated that the platform would be online in September 2024.
Community Development	150-4109-4102	Regular Salaries	\$ 15,000	

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Community Development	150-4109-4201	Contract Serv/Private	\$ 20,000	CalApp Grant budget for integration and programing services provided by third party consultant.
Community Development	150-4109-4305	Office Operating Supplies	\$ 2,500	CalApp Grant budget for 2 Building Inspectors iPads to utilize the online access to the permitting and paperless CalApp program
Community Development	150-4109-5402	Equipment more than \$1,000	\$ 2,500	Purchase of in office technologies to facilitate the customer use of the system. "Counter" access for customers to be trained on the program and to submit applications.
Parks	150-6101-4309	Maintenance Materials	\$ 2,000	Staff is requesting \$2,000 to cover the Clark Field bottle filling station funded by West Basin Municipal Water grant money received last fiscal year.
Total Grants Fund Requests			\$ 70,000	
Sewer Fund				
Public Works	160-3102-5402	Equipment more than \$1,000	\$ 10,183	Request to reappropriate budget of \$10,183 for last fiscal year equipment purchase orders that were received in the current fiscal year.
Total Sewer Fund Requests			\$ 10,183	
RTI Undersea Cable Fund				
				CIP 417 Annual Storm Drain Improvements is estimated to start bidding and construction in the next 2024-25 fiscal year. As such, funds are only needed for design this 2023-24 fiscal year.
Public Works	190-8417-4201	Contract Serv/Private	\$ (356,376)	Staff is requesting that that excess budget of \$356,376 be transferred to be used for CIP 699 Parking Structure Lot C Improvements as described below. This budget transfer is within the unrestricted RTI Undersea Cable Funds.
				CIP 699 Parking Structure Lot C is estimated to start construction this 2023-24 fiscal year.
Public Works	190-8699-4201	Contract Serv/Private	\$ 356,376	Staff is requesting \$356,376 budget transferred from the above CIP 417 Annual Storm Drain Improvements be used to cover this request. This budget transfer is within the unrestricted RTI Undersea Cable Funds.
				CIP 699 Parking Structure Lot C is estimated to start construction this 2023-24 fiscal year as described above.
Public Works	190-8699-4201	Contract Serv/Private	\$ 20,946	Staff is requesting an additional \$20,946 to cover this request.
Total RTI Undersea Cable Fund Requests			\$ 20,946	

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Functions Name	Account String	Account Name	2023-24 Mid Year Estimate	Description
RTI Tidelands Fund				
CIP 417 Annual Storm Drain Improvements	191-8417-4201	Contract Serv/Private	\$ (1,685)	CIP 417 Annual Storm Drain Improvements is estimated to start bidding and construction in the next 2024-25 fiscal year. As such, funds are only needed for design this 2023-24 fiscal year which has been budgeted in other funds. Staff is requesting to release CIP 417 budget of \$1,685 back to the fund.
CIP 699 Parking Structure Lot C	191-8699-4201	Contract Serv/Private	\$ (55,000)	CIP 699 Parking Structure Lot C construction funds have been budgeted in other funds. Staff is requesting to release CIP 699 budget of \$55,000 back to the fund.
Total RTI Tidelands Fund Requests			\$ (56,685)	
Capital Improvement Fund				
CIP 105 Annual Street Improvements	301-8105-4201	Contract Serv/Private	\$ (428,430)	Request to transfer budget of \$428,430 from project CIP 105 Street Improvement to CIP 502 Greenbelt Pedestrian Trail. CIP 105 is estimated to start construction in the next 2024-25 fiscal year and funds are only needed for design this 2023-24 fiscal year. CIP 105 construction funds has been budgeted above using restricted Gas Tax, Prop C, Measure R & Measure M funds. Staff is requesting that that excess budget of \$428,430 be transferred to be used for CIP 502 Greenbelt Pedestrian Trail as described below.
CIP 502 Greenbelt Pedestrian Trail	301-8502-4201	Contract Serv/Private	\$ 428,430	CIP 502 Greenbelt Pedestrian Trail is estimated to start construction this 2023-24 fiscal year. Staff is requesting \$428,430 budget transferred from the above CIP 105 Capital Improvement funds be used to cover this request.
CIP 105 Annual Street Improvements	301-8105-4201	Contract Serv/Private	\$ (286,768)	Request to transfer budget of \$286,768 from project CIP 105 Street Improvement to CIP 699 Parking Structure Lot C. CIP 105 is estimated to start construction in the next 2024-25 fiscal year and funds are only needed for design this 2023-24 fiscal year. CIP 105 construction funds has been budgeted above using restricted Gas Tax, Prop C, Measure R & Measure M funds. Staff is requesting that that excess budget of \$286,768 be transferred to be used for CIP 699 Parking Structure Lot C as described below.

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					CIP 699 Parking Structure Lot C is estimated to start construction this 2023-24 fiscal year.
CIP 699 Parking Structure Lot C	301-8699-4201	Contract Serv/Private	\$	286,768	Staff is requesting \$286,768 budget transferred from the above CIP 105 Capital Improvement funds be used to cover this request.
					CIP 699 Parking Structure Lot C is estimated to start construction this 2023-24 fiscal year.
CIP 699 Parking Structure Lot C	301-8699-4201	Contract Serv/Private	\$	418,098	Staff is requesting an additional \$418,098 to cover this request.
CIP 195 City Sidewalk Improvements	301-8195-4201	Contract Serv/Private	\$	18,505	Request to reappropriate budget of \$18,505 from last fiscal year to cover the CIP 195 City Sidewalk Improvements that was completed this fiscal year.
CIP 760 Tree Well Grates	301-8760-4201	Contract Serv/Private	\$	27,332	Request to reappropriate budget of \$27,332 from last fiscal year to cover the CIP 760 Tree Well Grates that was completed this fiscal year.
Total Capital Improvement Fund Requests			\$	463,935	
Insurance Fund					

As a result of the City's transition to California Joint Powers Insurance Authority (CJPIA) this fiscal year, the City is currently working with two third-party-administrators (TPA) for general liability claims administrative services. All general liability claims with a date of loss on or after July 1, 2023 are assigned to the new TPA, Carl Warren. All claims with a date of loss on or before June 30, 2023 are assigned to the prior TPA, AdminSure.

Human Resources	705-1209-4201	Contract Serv/Private	\$	20,102	The City has received additional claims/lawsuits that have been assigned to AdminSure. Staff recommends the approval of an additional \$20,102 to cover AdminSure claims administration fees for the remainder of the fiscal year.
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As a result of the City's transition to California Joint Powers Insurance Authority (CJPIA), the initial Auto / Property / Bond insurance budget was an estimate provided by CJPIA. The actual amounts invoiced were more than the estimate provided as CJPIA.

Human Resources	705-1210-4201	Contract Serv/Private	\$	18,692	Staff recommends the approval of an additional \$18,692 to cover the program premium amounts for the remainder of the fiscal year.
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				As a result of the City's transition to California Joint Powers Insurance Authority (CJPIA) this fiscal year, the City is currently working with two third-party-administrators (TPA) for general liability claims administrative services. All general liability claims with a date of loss on or after July 1, 2023 are assigned to the new TPA, Athens. All claims with a date of loss on or before June 30, 2023 are assigned to the prior TPA, AdminSure.
Human Resources	705-1217-4201	Contract Serv/Private	\$ 43,125	Staff recommends the approval of an additional \$43,125 to cover claims administration fees with AdminSure for the remainder of the fiscal year.
Total Insurance Fund Requests			\$ 81,919	
Equipment Replacement Fund				
				Bluebeam is a program specifically designed for handling large scale graphic documents such as plans and has electronic plan checking and other field specific functionalities built into it, making Bluebeam a better tool for engineers and planners than Adobe Acrobat. In the past 3 years of using this product, Public Works has found the use of Bluebeam improves their workflows, especially for Right of Way permit plan checks.
				Additionally, Public Works is looking to implement electronic reviews in Bluebeam Studio for all CIPs. To be able to track all comments made on design documents and have each engineer participate, they need each user to have their own account. 5 additional licenses are needed to give the remaining positions involved in CIPs and plan review access to this software.
Information Technology	715-1206-4201	Contract Serv/Private	\$ 1,500	Staff recommends approving the recurring purchase of 5 Bluebeam licenses for Public Works Engineering staff.
Information Technology	715-1206-5402	Equip-More than \$1,000	\$ 8,400	Approve funds to cover the costs of computer replacement for the Police Department and Community Services Division to keep replacement on track. Overall cost per computer has increased as new technologies implemented by the City require higher minimum specifications.

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Functions Name	Account String	Account Name	2023-24 Mid Year Estimate	Description
				Currently, the Base 3 Building doesn't have any surveillance cameras monitoring the South side which can view the tennis courts. There has been several incidents that has previously occurred at the tennis courts and the City was unable to review video surveillance.
Community Services	715-3302-5402	Equip-More than \$1,000	\$ 3,000	Due to maintaining a safe environment, Staff is requesting funds to purchase cameras to be placed on the South side of Base 3 for full coverage of that area.
				Currently Community Service Officers are using 16 parking citation handheld devices that are more than 5 years old. The Officers have been experiencing technical issues with the devices such as being unresponsive to user requests or not holding a battery charge. The devices have been repaired or replaced but the number out of service units have begun to impact the job performance of the Community Service Division on a daily basis.
Community Services	715-3302-5402	Equip-More than \$1,000	\$ 47,129	Staff is requesting \$47,129 to replace the current non functional handhelds with 16 new working devices.
Community Development	715-4201-4201	Contract Serv/Private	\$ (111,458)	Decrease in contract costs to cover the Accela consulting services for the remainder of the fiscal year.
Total Equipment Replacement Fund Requests			\$ (51,429)	

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Functions Name	Account String	Account Name	2023-24 Mid Year Estimate	Description
Various CIPs				
New Position Salary Range Adjustments:				

The Public Works Department was approved for three full-time Senior Engineer positions to assist the department with Capital Improvement Projects (CIPs). The department has been unable to fill one remaining vacant Senior Engineer position due to high demand in the labor market. The Senior Engineer position requires a professional engineering license and is a critical role in the department to advance operational needs including the planning and design of projects, department programs and activities as well as leading, mentoring, and reviewing the work of junior staff and other design professionals. The department evaluated and compared the position and salary range to comparable classifications to ensure competitiveness with other comparable cities.

Upon completing a salary survey of the comparable classifications for the Senior Engineer position, staff recommends an adjustment to the five-step salary range from \$9,640 to \$11,717 per month to an adjusted salary range of \$11,991 to \$14,576.

The annual cost of the salary range adjustment for the Senior Engineer position would be \$124,503. The pro-rated mid year budget for the Senior Engineer salary range adjustment from March 2024 to June 2024 would be \$41,501. The cost would be paid by ongoing CIP projects that are already budgeted.

Various CIPs	Various CIPs	Regular Salaries	\$	41,501
Total Various CIP Salary Adjustment Requests			\$	41,501