



CITY OF HERMOSA BEACH M E M O R A N D U M

DATE: September 23, 2019

TO: Honorable Mayor and Members of the City Council

FROM: Viki Copeland, Finance Director

**SUBJECT: 09/24/19 AGENDA, ITEM 2m - SUPPLEMENTAL CORRECTION TO
REAPPROPRIATION OF FUNDS FROM FY 2018–19 TO 2019–20**

A correction to an expenditure charged to CIP 16-629 Municipal Pier Structural Assessment and Repairs has resulted in a revision to the budget carry forward amount from (\$3,710) to (\$4,305) as reflected below. The revised Exhibit A is attached.

TYCO FUND (122)				
CIP Projects				
CIP 16-629 Municipal Pier Structural Assessment and Repairs	122-8629-4201	\$	(4,305)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL TYCO FUND</u>		\$	(4,305)	

**CITY OF HERMOSA BEACH
2018-19 BUDGET REAPPROPRIATIONS
Exhibit A**

<u>FUND/DEPARTMENT</u> <u>GENERAL FUND (001)</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
City Clerk			
Contract Services/Private	001-1121-4201	\$ 6,100	Public Record Request Program- Software was not selected in 2018-19 due to the turnover of staff handling the public records requests. Selection is currently in process, with anticipated purchase and implementation in 2019-20.
Contract Services/Private	001-1121-4201	\$ 20,000	Document retention schedule update and program implementation. The project was postponed and recently reassigned to the interim Deputy City Clerk and Assistant to the City Manager.
City Manager			
Contract Services/Govt	001-1201-4251	\$ 13,990	City Hall floor monitor radios were ordered, but did not arrive prior to the end of 2018-19.
Contract Services/Private	001-1201-4201	\$ 25,000	The city signage and branding project was started in 2017-18 and remains ongoing.
Contract Services/Private	001-1201-4201	\$ 850	Fourth of July banner was ordered in 2018-19, but not received until 2019-20.
Contract Services/Private	001-1201-4201	\$ 32,000	Continuity of Operations Plan (COOP) was delayed and will be incorporated into the Emergency Operation Plan development. The project will be completed in 2019-20.
Memberships	001-1201-4315	\$ 400	Certified Emergency Manager (CEM) certification program was budgeted in 2018-19, but not started until 2019-20.
Equipment More Than \$1,000	001-1201-5402	\$ 343	Tables for the Emergency Operations Center (EOC) were ordered in 2018-19, but not received until 2019-20.

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Finance Administration			
Contract Services/Private	001-1202-4201	\$ 13,650	System modifications for the City's financial system, including the replacement of the purchase order system and accounts receivable software, are in process.
Human Resources			
Contract Services/Private	001-1203-4201	\$ 25,304	Reappropriate balance of labor negotiator contract. Negotiations are ongoing.
Finance Cashier			
Contract Services/Private	001-1204-4201	\$ 1,500	Software changes for the file interface between the online parking permit process and the cash register system were not completed in 2018-19. Final changes are in process.
Contract Services/Private	001-1204-4201	\$ 3,000	Carry forward the remaining conversion costs for Duncan Online Parking Permit modifications. Final changes are in process.
Contract Services/Private	001-1204-4201	\$ 1,000	New Animal License software purchase in process.
Operating Supplies	001-1204-4305	\$ 4,575	Purchase of replacement office chairs and furnishings is pending.
Prospective Expenditures			
Unclassified	001-1214-4322	\$ 97,549	Carry forward 2018-19 Prospective Expenditures account balance for unanticipated expenditures that may arise in 2019-20.
Police Department			
Prisoner Maintenance	001-2101-4306	\$ 224	Replacement microwave was ordered, but not received in 2018-19.
Uniforms	001-2101-4314	\$ 3,253	Orders for safety vests, badges, and uniform hats were placed in 2018-19, but not received until 2019-20.

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Equipment More Than \$1,000	001-2101-5402	\$ 3,100	The purchase of Narcan equipment was accomplished through a state funded program, free of cost to the department. Due to the substantial savings in purchasing this lifesaving equipment, staff recommends reappropriating funds to purchase tourniquets which also assist police officers with lifesaving efforts in the field. The department currently issues first aid kits to all officers which includes one tourniquet. Most officers carry their first aid kit in their vehicle. To enhance the availability of tourniquets, the department would like to issue an additional tourniquet and belt carrier to each officer.
Community Services			
Office Operation Supplies	001-3302-4305	\$ 1,896	Animal Carriers were ordered in 2018-19 and not received until 2019-20. A partial order of citations and envelopes was received in 2018-19, with the remaining items received in 2019-20.
Maintenance Materials	001-3302-4309	\$ 3,614	Delivery of meter parts was later than originally anticipated.
Equipment Less Than \$1,000	001-3302-5401	\$ 1,450	Purchase of equipment was delayed due to research of adequate lighted barricade options. Purchase of equipment will be completed in 2019-20.
Community Development			
Regular Salaries	001-4101-4102	\$ 6,056	Use salary savings from vacant Administrative Assistant position to temporarily rehire retired staff to assist with new employee training.
Contract Services/Private	001-4101-4201	\$ 21,839	Sagecrest senior planner consultant services began in 2018-19, but were not completed. Services will continue in 2019-20, but were not included in the 2019-20 budget.
Contract Services/Private	001-4104-4201	\$ 54,856	California Environmental Quality Act (CEQA) consulting services with Ed Almanza. Projects are ongoing.
Contract Services/Private	001-4105-4201	\$ 250,000	The zoning ordinance update project was delayed and was not budgeted in 2019-20.
Conference/Training	001-4201-4317	\$ 2,000	Certified Access Specialist Program (CAsp) for Building Official to become an ADA specialist was delayed in 2018-19 and not included in the 2019-20 Budget.

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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Public Works			
Contract Services/Private	001-3104-4201	\$ 14,878	Strand bollards installation not completed in 2018-19. Pending Public Works Commission and City Council approval.
Contract Services/Private	001-3301-4201	\$ 1,687	Ongoing installation of speed cushions dependent on resident's request and approval.
Contract Services/Private	001-4210-4201	\$ 9,350	Systemic Safety Analysis Report was not completed in 2018-19. This amount represents the City's 10% match required to receive Caltrans grant funding (see 150-4210-4201 below). Project is ongoing.
Equipment Less Than \$1,000	001-4202-5401	\$ 850	Computer for intern was not purchased in 2018-19. Purchase will be made in 2019-20.
CIP Projects			
CIP 12-609 Downtown Strategic Plan Implementation	001-8609-4201	\$ (26,976)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 14-614 Police Facilities Improvements	001-8614-4201	\$ 143	Carry forward remaining project balance for remaining purchases. Project was not budgeted in 2019-20.
CIP 15-615 New Corporate Yard Facility	001-8615-4201	\$ (4,144)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 15-650 Community Center General Improvements- Phase III	001-8650-4201	\$ 104,626	Carry forward remaining project balance. Project was not budgeted in 2019-20. Funds will be used to cover needed repairs and work at the Community Center.
CIP 15-674 Police Dept. Substation Facility Improvements	001-8674-4201	\$ 4,865	Carry forward remaining project balance to cover any purchases needed by the Police Department to finish the project. Project was not budgeted in 2019-20.
CIP 15-683 Bard Street Closure	001-8683-4201	\$ 385	Carry forward remaining project balance for mural to be painted on the gate. Project was not budgeted in 2019-20.
<u>TOTAL GENERAL FUND</u>		<u>\$ 699,213</u>	

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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>GAS TAX FUND (115)</u>			
CIP Projects			
CIP 16-629 Municipal Pier Structural Assessment and Repairs	115-8186-4201	\$ (57,054)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL GAS TAX FUND</u>		<u>\$ (57,054)</u>	
<u>TYCO FUND (122)</u>			
CIP Projects			
CIP 16-629 Municipal Pier Structural Assessment and Repairs	122-8629-4201	\$ (4,305)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL TYCO FUND</u>		<u>\$ (4,305)</u>	
<u>PARK/REC FACILITY FUND (125)</u>			
CIP Projects			
CIP 13-545 Clark Stadium Bleachers	125-8545-4201	\$ (2,750)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL PARK/REC FACILITY FUND</u>		<u>\$ (2,750)</u>	
<u>COMMUNITY DEVELOPMENT BLOCK GRANT (140)</u>			
Public Works			
ADA Improvements Various Locations	140-8687-4201	\$ 67,642	Carry forward remaining project balance to pay for work performed by the construction manager in 2019-20. Project was not budgeted in 2019-20. Any remaining balance after closing out the project will be transferred to CIP 698 ADA Improvements.
ADA Improvements Various Locations	140-8691-4201	\$ 40,711	Carry forward remaining project balance to pay for work performed by the construction manager in 2019-2020. Project was not budgeted in 2019-20. Any remaining balance after closing out the project will be transferred to CIP 698 ADA Improvements.
<u>TOTAL PROPOSITION C FUND</u>		<u>\$ 108,353</u>	

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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PROPOSITION A FUND (145)</u>			
<u>Dial-A-Taxi</u>			
Contract Services/Private	145-3404-4201	\$ 15,492	Software for conversion of dial-a-taxi program from paper vouchers to a stored value card system was researched in 2018-19 and will be implemented in 2019-20. The conversion was not budgeted in 2019-20.
Public Works			
Contract Services/Private	145-3414-5405	\$ 127,579.00	Carry forward balance from Bus Shelter Improvements Project. Project is still in process.
<u>TOTAL PROPOSITION A FUND</u>		<u>\$ 143,071</u>	
<u>MEASURE R FUND (147)</u>			
CIP 186 Street Improvements - Various Locations	147-8186-4201	\$ (80,000)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 188 Strand Bikeway and Walkway Improvements at 35th St.	147-8188-4201	\$ (12,044)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL MEASURE R FUND</u>		<u>\$ (92,044)</u>	
<u>MEASURE M FUND (148)</u>			
CIP 186 Street Improvements - Various Locations	148-8186-4201	\$ (185,000)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL MEASURE M FUND</u>		<u>\$ (185,000)</u>	

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<u>FUND/DEPARTMENT</u> <u>GRANT FUND (150)</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
Community Development			
General Plan and Coastal Plan Grant	150-4107-4201	\$ 43,091	Local Coastal Assistance Grant 2017 was officially executed in June 2017 and will continue through FY 2019-20.
Police			
Tobacco Law Enforcement Grant	150-2121-4201	\$ 38,052	Tobacco grant was approved by Council on March 12, 2019 and funds were not all expended in 2018-19. Grant will continue and be completed in 2019-20. Request the reappropriation of \$38,052 from 2018-19.
2017 Homeland Security Grant	150-2120-4201	\$ 83,911	The 2017 State Homeland Security grant was received in 2018-19 for the purchase of radio equipment; the funds were not all expended. Grant purchases will be completed in 2019-20.
Public Works			
Beverage Recycling Grant	150-3102-4201	\$ 28,491	Ongoing administration of Beverage Container Recycling Program.
Systemic Safety Analysis Report	150-4210-4201	\$ 84,150	Systemic Safety Analysis Report was not completed in 2018-19. Project is ongoing.
CIP Projects			
CIP 184 PCH Sidewalk Improvements	150-8184-4201	\$ 71,000	Carry forward remaining project balance. Project was not budgeted in 2019-20 because the project was anticipated to be complete in 2018-19.
CIP 185 ADA Improvements on PCH	150-8185-4201	\$ 205,307	Carry forward remaining project balance. Project was not budgeted in 2019-20 because the project was anticipated to be complete in 2018-19.
CIP 542 Herondo Drain Stormwater/Urban Run-off Diversion	150-8542-4201	\$ (8,577)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 682 Parking Lot D Improvements	150-8682-4201	\$ (9,040)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL GRANT FUND</u>		<u>\$ 536,385</u>	

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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (153)</u>			
Equipment More Than \$5,000	153-2106-5405	\$ 15,000	Purchase of new Police canine and kennel was delayed pending the selection of a new handler. Staff expects to have a canine handler and dog in place in 2019-20.
Equipment More Than \$5,000	153-2106-5405	\$ 1,856	The purchase of incident response equipment was partly completed in 2018-19. The purchase will be completed in 2019-20.
Equipment More Than \$5,000	153-2106-5405	\$ 36,000	E-chalking system project is still in progress. The department is evaluating e-chalking equipment on Community Services vehicles.
<u>TOTAL SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND</u>		<u>\$ 52,856</u>	
<u>SEWER FUND (160)</u>			
Public Works			
Contract Services/Private	160-3105-4201	\$ 9,843	Used oil recycling. Project is ongoing.
CIP Projects			
CIP 416 Sewer Improvements - Various Locations	160-8416-4201	\$ 40,147	Increase budget carry forward from 2018-19 due to fewer project expenditures at year end than anticipated. Project is ongoing.
CIP 692 14th street Beach Restroom Construction	160-8692-4201	\$ (889)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL SEWER FUND</u>		<u>\$ 49,101</u>	
<u>CAPITAL IMPROVEMENT FUND (301)</u>			
CIP Projects			
CIP 173 8th Street Improvements	301-8173-4201	\$ (1,295)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 609 Downtown Strategic Plan	301-8609-4201	\$ (16,979)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.

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<u>FUND/DEPARTMENT</u>	<u>ACCOUNT#</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
CIP 614 Police Facility Improvements	301-8614-4201	\$ 53,546	Reappropriate remaining project funds to 2019-20 to cover any purchases needed by the police department to finish the project. Project was not budgeted in 2019-20.
CIP 615 New Corporate Yard Facility	301-8615-4201	\$ 14,820	Increase budget carry forward from 2018-19 due to fewer project expenditures at year end than anticipated. Project is ongoing.
CIP 650 Community Center General Improvements - Phase III	301-8650-4201	\$ 143,930	Reappropriate remaining project funds to 2019-20 to cover needed repairs and work at the Community Center. Project was not budgeted in 2019-20.
CIP 669 City Park Restroom Renovations	301-8669-4201	\$ (4,380)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 670 Tree Well Grates	301-8670-4201	\$ 51,068	Reappropriate remaining project funds to 2019-20. Project was not budgeted in 2019-20.
CIP 683 Bard Street Closure	301-8683-4201	\$ 44,086	Reappropriate remaining project funds to 2019-20 for the painting of a mural on the gate. Project was not budgeted in 2019-20.
CIP 684 Emergency Operations Center Renovations	301-8684-4201	\$ (620)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
CIP 689 Clark Building Renovations	301-8689-4201	\$ (3,482)	Reduce budget carry forward from 2018-19 due to increased project expenditures at year end.
<u>TOTAL CAPITAL IMPROVEMENT FUND</u>		<u>\$ 280,694</u>	
<u>EQUIPMENT REPLACEMENT FUND (715)</u>			
City Manager			
Contract Services/Private	715-1201-4201	\$ 21,679	Citywide document scanning and management system (including software and scanning program) project was started in 2017-18 and is ongoing.
Finance Administration			
Equipment More Than \$1,000	715-1202-5402	\$ 1,350	Replacement of two HP LaserJet printers is pending.

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Human Resources			
Equipment Less Than \$1,000	715-1203-5401	\$ 1,558	Replacement of two Dell OptiPlex workstations is pending.
Finance Cashier			
Equipment Less Than \$1,000	715-1204-5401	\$ 779	Replacement of one Dell 3020 workstation is pending.
General Appropriations			
Contract Services/Private	715-1208-5405	\$ 28,380	Quotes were received in 2018-19 for new copiers for Administration, Community Development, and the Emergency Operations Center (EOC) and related maintenance agreement. Vendor selection and finalization of contract was delayed until 2019-20.
Information Technology			
Contract Services/Private	715-1206-4201	\$ 16,178	The City website upgrade project is still in process.
Contract Services/Private	715-1206-4201	\$ 2,000	Purchase of wireless infrastructure was delayed in 2018-19 and will be completed in 2019-20.
Contract Services/Private	715-1206-4201	\$ 7,000	Carry forward Prosum unidentified additional services for projects to be completed in 2019-20.
Contract Services/Private	715-1206-4201	\$ 3,900	Purchase of networking devices and firewall was delayed in 2018-19 and will be completed in 2019-20.
Contract Services/Private	715-1206-4201	\$ 3,600	Installation of Ruckus wireless bridges was delayed and will be completed in 2019-20.
Contract Services/Private	715-1206-4201	\$ 1,000	Reappropriate Municipal Information Systems Association of California (MISAC) annual conference. Conference was not included in the 2019-20 budget.
Contract Services/Private	715-1206-4201	\$ 750	Purchase of SonicWALL analyzer license was delayed in 2018-19 and will be completed in 2019-20.
Contract Services/Private	715-1206-4201	\$ 4,800	Purchase of Office 365 Password Synchronization was delayed in 2018-19 and will be completed in 2019-20.
Equipment More Than \$1,000	715-1206-5402	\$ 4,200	Purchase of high performance Dell workstation for Public Works Director was delayed in 2018-19 and will be completed in 2019-20.

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Equipment More Than \$1,000	715-1206-5402	\$ 6,900	Purchase of Ruckus wireless bridges was delayed in 2018-19 and will be completed in 2019-20.
Equipment More Than \$5,000	715-1206-5405	\$ 5,500	Replacement of the Granicus encoder and upgrade to SDI 720p streaming will be done in conjunction with the audio-visual equipment in Council Chambers.
Equipment More Than \$5,000	715-1206-5405	\$ 27,500	Reappropriate funds for third payment for VxRAIL infrastructure. Funds for all three payments were previously appropriated. The amount for the final payment needs to be carried forward to 2019-20, since it was not included in the 2019-20 budget.
Police Department			
Auto Maintenance	715-2101-4311	\$ 2,505	Outfitting of vehicles purchased in 2018-19 is still in progress.
Equipment Less Than \$1,000	715-2101-5401	\$ 24,579	The replacement of traffic citation printers was delayed due to the implementation of Crossroads (traffic) system and compatible equipment options. Replacement of department computers is also pending.
Equipment More Than \$1,000	715-2101-5402	\$ 14,313	The replacement of traffic citation devices was delayed due to the implementation of Crossroads (traffic) system and compatible equipment options.
Vehicles	715-2101-5403	\$ 59,358	Outfitting of the Watch Commander vehicle is still in progress.
Vehicles	715-2101-5403	\$ 64,319	Police motorcycles were purchased in 2018-19, but not received until 2019-20.
Vehicles	715-2101-5403	\$ 56,000	Replacement of Ford Crown Victoria (HB4) K9 vehicle was delayed due to the delayed purchase of the new K9 dog and selection of handler.
Equipment More Than \$5,000	715-2101-5405	\$ 2,171	Replacement of mobile data systems (vehicle tablets) was started in 2018-19, however the purchase of one tablet is still pending and will be completed in 2019-20.
Equipment More Than \$5,000	715-2101-5405	\$ 148,973	Mark43 software system implementation project is ongoing and is pending the computer aided dispatch (CAD) portion of the project. It is anticipated that the project will be completed in 2019-20.

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Equipment More Than \$5,000	715-2101-5405	\$ 42,218	Jail camera project is in progress and will be completed in 2019-20.
Equipment More Than \$5,000	715-2101-5405	\$ 75,498	The radio upgrade project is still in process and is expected to be completed in 2019-20.
Community Services			
Equipment Less Than \$1,000	715-3302-5401	\$ 3,957	Purchase of replacement Community Services computers is pending.
Vehicles	715-3302-5403	\$ 113,121	Purchase of replacement Community Services vehicles was delayed due to the transition of the Community Services Division Manager and the research of alternative fuel options. Vehicles will be purchased in 2019-20.
Contract Services/Private	715-3302-4201	\$ 3,036	Quotes were received in 2018-19 for new copier for Base 3 and related maintenance agreement. Vendor selection and finalization of contract was delayed until 2019-20.
Equipment More Than \$5,000	715-3302-5405	\$ 9,460	Quotes were received in 2018-19 for new copier for Base 3 and related maintenance agreement. Vendor selection and finalization of contract was delayed until 2019-20.
Community Development			
Equipment Less Than \$1,000	715-4101-5401	\$ 1,666	Replacement of (3) Dell OptiPlex 3010 Computers with 23" monitors @ \$814 each. Purchase was delayed.
Contract Services/Private	715-4201-4201	\$ 271,834	Implementation of permit software upgrade from Permit Plus and Landport Inc to Accela Automation (AA) for Community Development and Public Works. The Community Development portion of the project is currently in process.
Equipment Less Than \$1,000	715-4201-5401	\$ 2,652	3 iPads for (1) Associate Planner and (2) Assistant Planners for Planning Commission electronic agenda packets (Legistar). \$883.80 for each iPad. Purchase was delayed.
Equipment Less Than \$1,000	715-4201-5401	\$ 3,535	4 iPads for Building and Code Enforcement staff for Accela Automation (AA) permit software testing and usage. Project was delayed.

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Equipment Less Than \$1,000	715-4201-5401	\$ 4,055	Replacement of (5) Dell Optiplex 3010 Computers with 23" monitors @ \$811 each. Purchase was delayed.
Equipment More Than \$1,000	715-4201-5402	\$ 1,419	Laptops for Public Works field crew use with Accela Automation (AA) mobile apps and data. Project is ongoing.
Public Works			
Equipment Less Than \$1,000	715-4202-5401	\$ 3,009	Replacement of (3) Dell OptiPlex 3020 Computers and one HP LaserJet Printer is pending.
Contract Services/Private	715-4204-4201	\$ 101,769	Ongoing Civic Center maintenance.
Equipment More Than \$5,000	715-4204-5405	\$ 15,000	Replacement tsunami siren as a part of the local hazard mitigation plan. The project has been delayed pending the outcome of a grant application.
Vehicles	715-4204-5403	\$ 39,732	Carry forward remaining balance and requesting additional appropriation of \$299 for a total of \$40,031 for vehicle purchase that has not yet been delivered.
Vehicles	715-6101-5403	\$ 39,732	Carry forward remaining balance and requesting additional appropriation of \$299 for a total of \$40,031 for vehicle purchase that has not yet been delivered.
Community Resources			
Contract Services/Private	715-4601-4201	\$ 3,036	Quotes were received in 2018-19 for new copier for Community Resources and related maintenance agreement. Vendor selection and finalization of contract was delayed until 2019-20.
Equipment More Than \$5,000	715-4601-5405	\$ 9,460	Quotes were received in 2018-19 for new copier for Community Resources and related maintenance agreement. Vendor selection and finalization of contract was delayed until 2019-20.
<u>TOTAL EQUIPMENT REPLACEMENT FUND (715)</u>		<u>\$ 1,253,481</u>	