

FY2023-24 Mid-Year (Expense Requests)						
Dept	Funding Source	Fund	Description of Item/Service	Costs +/-	Justification/Purpose	Duration
PUBLIC WORKS	Storm Water	740	Storm line repairs identified in Storm Drain Master Plan.	150,000	Contractual services for repairs to city storm drain lines identified in Storm Drain Master Plan. (Storm Maintenance - 740-13820-5001)	One-time
IT	PEG Equipment & Access	786	Upgrade City Manager Conference Room For Special City Council Meetings.	30,000	The purpose of this item is to upgrade the City Manager Conference Room with improved audio and video equipment. The City will install an 80" TV, with high end camera and wireless mics. PEG fund are 5% of franchise fees provided by Comcast, ATT and Astound. These funds can only be used for meeting room improvements.	One-time
IT	PEG Equipment & Access	786	Closed Caption services for City Council Meetings.	25,000	The purpose of this item is to provide closed caption functionality for City Council and Planning Commission meetings. IT recommends using PEG funds which are 5% of franchise fees provided by Comcast, ATT and Astound. These funds can only be used for meeting room improvements.	Ongoing
ECD	General Fund	100	Construction Coordination Consultant - Two year contract through July 1, 2025	75,000	Request for allocation of Building Permit collected fee (Master Fee No. 6.57) into revenue account 100-10410-35103 to fund professional services contract	Ongoing
ECD	Developer Deposits	270	TDM Enforcement and Trip Cap Implementation	50,000	Request for funding from collected General Plan Maintenance Fee (Master Fee No. 6.66) to finalize TDM Enforcement and Trip Cap Implementation and Monitoring Program. To implement General Plan vision and City Council objectives.	One-time
ECD	Developer Deposits	270	Objective Architectural Standards/Ornamentation Update	75,000	Request for funding from collected General Plan Maintenance Fee (Master Fee No. 6.66) to implement General Plan vision and City Council objectives	One-time
ECD	Commercial Linkage	823	Remediation	100,000	Preparing sites for housing suitability	One-time
ECD	Commercial Linkage	823	Property acquisition due diligence and negotiations	200,000	Consultant support for evaluating (and acquiring) sites suitable for housing	One-time
PARKS & REC	General Fund	100	Contractual lanscape services	125,000	One-Time: Perform tree pruning and removal of hazardous trees on remnant parcels on Westborough (at Oakmont Dr. & Olympic Dr.)	One-time
PARKS & REC	General Fund	100	Contractual lanscape services	10,000	On going funding for the maintenance of the aquired parcels on Westborough (at Oakmont Dr. & Olympic Dr.)	Ongoing
PARKS & REC	General Fund	100	PD Window Washing	40,000	Window washing is need on the interior and exterior of the new PD building. We received quotes from Swinerton and Frank and Grossman to perform the cleaning.	Ongoing
PARKS & REC	Park Acquisition Fund	805	Parkland Acquisition Due diligence	100,000	Surveying, legal support, planning efforts related to potential acquisition of parkland	One-time
PARKS & REC	General Fund	100	Purchase of Westborough Boulevard privately owned parcels along eastbound shoulder	110,000	Funds are needed to acquire privately owned parcels along Westborough Boulevard, between Olympic Drive and Oakmont Drive. Properties to be sold by San Mateo County lien sale. Staff report to City Council on this topic on January 10, 2024 via ECD.	One-time
FIRE	General Fund	100	Administrative Assistant 1 to Management Analyst 1	-	Cost differential of hiring (in Q3 of fiscal year) a Management Analyst I rather than an Administrative Assistant I. Ongoing fiscal impact is eastimated to be \$50,000 at step 2.	Ongoing
FIRE	General Fund	100	Contracts for Fire Plan Reviews	175,000	Building construction is more active than was projected, there are more complicated projects and staffing in Fire Prevention has been low leading to more plans being sent out for review and creating higher expenses (contracted services for Fire Plan Reviews)	One-time
FIRE	General Fund	100	DHCS Program	506,000	Funds needed to participate in the mandatory DHCS program, called PP-GEMT-IGT. This program has increased ambulance billing revenue	Ongoing
FIRE	General Fund	100	Ambulance Billing Fees	8,600	Vendor Wittman is projected to recover \$3.7M (vs original projection of \$2.5M) in ambulance billing for SFFD revenue; Wittman's fee is 4% of what is recovered (projected \$152K). Vendor Resolve is projected to recover \$100K in ambulance billing for SFFD revenue; Resolve's fee is 30% of what is recovered (projected \$35K). With encumbered POs and current budget we anticipate this request will fill the delta.	Ongoing

Expenses

Funding Sources	Yes (ongoing)	Yes (one-time)	YES Total
General Fund	639,600	410,000	1,049,600
Developer Deposits	-	125,000	125,000
PEG Equipment & Access	25,000	30,000	55,000
Park Acquisition Fund	-	100,000	100,000
Commercial Linkage	-	300,000	300,000
Storm Water	-	150,000	150,000
Total Yes (all funds)	664,600	1,115,000	1,779,600