

City of Brisbane

FY24 Budget Requests

Following are org-wide items that increased over previous year dictated by external sources:

Org-wide	Workers' Compensation Insurance increased by 18% due to increase in occurrences in previous years; General Liability increased by 23% offset with valuation adjustment -- cost allocated across departments; Cost dictated by insurance pool	\$ 292,953
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Following are existing and ongoing expenses that were inadvertently omitted in FY23 budget during ResourceX budget system data integration and re-instated for FY24:

2210 - HR	Professional Svcs - Org-wide Safety Program	\$ 33,000
4120 - Patrol	Overtime - Not budgeted in previous year	\$ 250,000
4501 - Fire	Overtime - Not budgeted in previous year	\$ 350,000
6020 - Landscaping	Maintenance costs	\$ 211,058
7006 - Special Events	Day in the Park	\$ 26,000
		<u>\$ 870,058</u>

Following are budget requests for FY24, with potential savings identified by staff to limit impact:

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
1000 - City Council	Staffing (vacant position)	\$ -	\$ (23,000)	\$ (23,000)	Delay hire of History Project Assistant for at least 6 months
1000 - City Council	Professional Svcs - Potential Ceremonial Events City Mgr Recruiting Costs	\$ 35,000	-	\$ 35,000	Item was incorrectly listed as Ceremonial Events; request is committed for City Manager Recruitment
Subtotal - 1000 - City Council		\$ 35,000	\$ (23,000)	\$ 12,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
2100 - City Manager	Staffing - Net increase for transfer of Asst City Manager (3/4 of position) from other departments (vacant for half of year)	\$ 20,000	\$ (80,000)	\$ (60,000)	Delay staffing Assistant City Manager to Spring 2024
2100 - City Manager	Staffing - Staffing upgrade to Assistant to City Manager for succession planning and retention opportunities	\$ 34,301	-	\$ 34,301	
2100 - City Manager	Professional Svcs - EPIC Professional Dev & Coordination - 50% of allocation for staff DEI training	\$ 12,500	(5,000)	\$ 7,500	Delay roll-out of Diversity Equity Inclusion training to 2024
2100 - City Manager	Special Dept Exp - Innovations Committee and Projects; transferred from Central Svcs	\$ 20,000	(10,000)	\$ 10,000	Consider reduction in number of projects completed by the Innovation Committee
2100 - City Manager	Training - Increase for new City Manager	\$ 1,000	-	\$ 1,000	Can be delayed dependent on hire date
2100 - City Manager	Got Wheels! Contribution	\$ -	\$ 12,000	\$ 12,000	Approved after FY24's Proposed Budget submitted
Subtotal - 2100 - City Manager		\$ 87,801	\$ (83,000)	\$ 4,801	
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2110 - City Clerk	Training - increase in travel costs	\$ 1,000	-	\$ 1,000	
Subtotal - 2110 - City Clerk		\$ 1,000	-	\$ 1,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
2112 - Open Space	Climate Corps Fellowship - Cost in increase from \$50K to \$75K	\$ 25,000		\$ 25,000	Can delay Climate Corps Fellowship program by 6 months
2112 - Open Space	Sustainable San Mateo County Membership - Transfer from Central Services -	\$ 5,000	\$ (5,000)	\$ -	Ongoing Expense transferred from Central Services
Subtotal - 2112 - Open Space		\$ 30,000	\$ (5,000)	\$ 25,000	
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2200 - Finance	Professional Svc - Implementation of new Business License software	\$ 17,380	\$ -	\$ 17,380	Includes one-time implementation charge of \$5K
2200 - Finance	Professional Svc - Implementation of Budget Transparency & Compliance software	\$ 13,000	\$ -	\$ 13,000	Includes one-time implementation charge of \$3K
2200 - Finance	Professional Svc - Renewal of Contract Management & GASB Compliance software	\$ 5,000	\$ -	\$ 5,000	
2200 - Finance	Professional Svc - Actuarial Study for OPEB program	\$ 2,500	\$ -	\$ 2,500	audit requirement
2200 - Finance	Training - Increase in cost for travel and training for new employees	\$ 4,200	\$ (2,100)	\$ 2,100	Reduce number of attendees to national conference. 50% of training occurs in 2024.
Subtotal - 2200 - Finance		\$ 42,080	\$ (2,100)	\$ 39,980	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
2210 - HR	Staffing - upgrade positions for succession planning and retention opportunities	\$ 62,000	\$ -	\$ 62,000	
2210 - HR	Professional Svcs - Org-wide Safety Program	\$ 33,000	\$ -	\$ 33,000	Ongoing expense inadvertently omitted during FY23 ResourceX data migration
2210 - HR	Professional Svcs - EPIC Professional Dev & Coordination - 50% of allocation for staff DEI training	\$ 12,500	\$ (5,000)	\$ 7,500	Delay roll-out of Diversity Equity Inclusion training to CY2024
2210 - HR	Special Dept Exp - Health and Wellness Program increase for wellness activities to employees; employee engagement tool	\$ 1,500	\$ (750)	\$ 750	Delay roll-out of new programs
Subtotal - 2210 Human Resources		\$ 109,000	\$ (5,750)	\$ 103,250	

3000 - Comm Dev	Staff: New Building Tech Position	\$ 135,550	\$ -	\$ 135,550	Previously requested as part of Technology Project
3000 - Comm Dev	Staff: Upgrade currently underfilled Principal Planner - Retention opportunities	\$ 18,000	\$ (9,000)	\$ 9,000	Implementation of this could be deferred to end of 2023 reducing cost by approximately 50%
3000 - Comm Dev	Prof Svcs: E-permitting - Operations part of Technology Project; \$500K already approved	\$ 650,000	\$ -	\$ 650,000	\$500K previously approved as part of Technology Project
3000 - Comm Dev	Prof Svcs: B of A/ Parkside Planning Program - Planning program	\$ 150,000	\$ (150,000)	\$ -	City Council can defer initiating to a future time
3000 - Comm Dev	Prof Svcs: NCRO-2 ODDs - Planning Program	\$ 50,000	\$ (50,000)	\$ -	City Council can defer initiating to a future time

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
3000 - Comm Dev	Prof Svcs: Safety Element Update - General Plan Update	\$ 40,000	\$ -	\$ 40,000	
3000 - Comm Dev	Prof Svcs: Granicus ST Rental compliance	\$ 11,000	\$ (11,000)	\$ -	Ongoing expense transferred from Finance
3000 - Comm Dev	CEQA Training - requested by City Council	\$ 15,000	\$ (15,000)	\$ -	Increase from previous year to address extensive refresher CEQA training for City Boards and Commissions in advance of EIRs (Quarry/Sierra Point/Baylands) that are under preparation.
Subtotal - 3000 - Community Development		\$ 1,069,550	\$ (235,000)	\$ 834,550	
4101 - PD Admin	Admin - Server Upgrade - One-time for end of life on server	\$13,450	\$ -	13,450	Already delayed
Subtotal - 4101 Police Administration		\$ 13,450	\$ -	\$ 13,450	
4110 - PD Records	Records - Infrastructure upgrade for encryption - One-time for AG mandate encryption	\$145,000	\$ -	145,000	Scheduled for September
Subtotal - 4110 Police Records		\$ 145,000	\$ -	\$ 145,000	
4120 - Patrol	Staffing - Increase Officer to Corporal (1 per shift) for Development/Retention	\$ 32,726	\$ -	\$ 32,726	
4120 - Patrol	Flock ALPR's annual rental cost - Annual lease for Investigations	\$ 27,500	\$ -	\$ 27,500	
4120 - Patrol	Turbo Data Auto Cite software - Annual lease for Uploads cites into RMS	\$ 17,000	\$ -	\$ 17,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
4120 - Patrol	Overtime - Not budgeted in previous year	\$ 250,000	\$ (50,000)	\$ 200,000	Full staffing will potentially reduce the projected 250k OT allotment
4120 - Patrol	SWAT/Day/Night Vision Binoculars - One-time County SWAT Commitment	\$ 11,500	\$ -	\$ 11,500	Delay purchase by 6 months
4120 - Patrol	In-Car Camera Replacement-Axon - Annual lease for Replacements due to wear/tear	\$ 31,800	\$ -	\$ 31,800	Scheduled to be delivered and billed in March 2024
4120 - Patrol	Handgun replacement - One-time for Wear/Tear Replacement	\$ 19,500	\$ -	\$ 19,500	
4120 - Patrol	Rifles for motors/training rifles - One-time for Wear/Tear Replacement	\$ 11,800	\$ -	\$ 11,800	
4120 - Patrol	Active Shooter kits for each vehicle - One-time Safety plates for officers	\$ 3,500	\$ -	\$ 3,500	
Subtotal - 4120 Patrol		\$ 405,326	\$ (50,000)	\$ 355,326	
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4501 - Fire	Portable Radio Equipment	\$ 88,873	\$ -	\$ 88,873	To pay with Sinking Fund
4501 - Fire	Structural Turnout Gear Replacement	\$ 81,422	\$ -	\$ 81,422	To pay with Sinking Fund
4501 - Fire	Overtime - Was not budgeted in FY23	\$ 350,000	\$ (30,000)	\$ 320,000	OT for Strike Team is eligible for reimbursement
Subtotal - 4501 Fire		\$ 520,295	\$ (30,000)	\$ 490,295	
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6005 - Str /Storm Drain	Engineering Speed Survey	\$ 25,000	\$ -	\$ 25,000	Required to meet Feb24 expiration
6005 - Str /Storm Drain	Weed Abatement & Tree Trimming - Increase in cost	\$ 20,000	\$ -	\$ 20,000	Can delay for 2024
Subtotal - 6005 Streets & Storm Drains		\$ 45,000	\$ -	\$ 45,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
6010 - Bldg & Grnds	HVAC & Elevator maintenance - Increase in cost	\$ 20,000	\$ -	\$ 20,000	anticipated increases by external partners
6010 - Bldg & Grnds	Evaporative coolers for NBL	\$ 5,000	\$ -	\$ 5,000	anticipated increases by external partners
6010 - Bldg & Grnds	Stormwater pump upgrade @ Corp Yard	\$ 5,000	\$ -	\$ 5,000	anticipated increases by external partners
Subtotal - 6010 Building & Grounds		\$ 30,000	\$ -	\$ 30,000	
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6020 - Landscaping	Maintenance costs	\$ 211,058	\$ -	\$ 211,058	Ongoing expense inadvertently omitted during FY23 ResourceX data migration
Subtotal - 6020 Landscape Maintenance		\$ 211,058	\$ -	\$ 211,058	
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Utilities	Sanitary Sewer Master Plan Update	\$ 45,000	\$ -	\$ 45,000	Regulatory requirement
Utilities	Water Shortage Contingency Plan Update	\$ 25,000	\$ -	\$ 25,000	Regulatory requirement
Utilities	AWIA Incident Action Checklist	\$ 15,000	\$ -	\$ 15,000	Regulatory requirement
Utilities	Methane Monitoring at Sierra Point	\$ 25,000	\$ -	\$ 25,000	Regulatory requirement
Utilities	Guadalupe Tank Roof	\$ 22,000	\$ -	\$ 22,000	Required by DDW
Utilities	Water turnout at San Bruno replacement	\$ 30,000	\$ -	\$ 30,000	Can delay to 2024
Utilities	Water vault lid replacement at SPP/101 offramp	\$ 50,000	\$ -	\$ 50,000	Can delay to 2024

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
Utilities	Sierra Point Lift Station Methane Monitoring	\$ 12,000	\$ -	\$ 12,000	Regulatory requirement
Subtotal - Utilities		\$ 224,000	\$ -	\$ 224,000	
6115 - Water Quality	Maintenance Management Emergency Response Plan	\$ 60,000	\$ -	\$ 60,000	Regulatory requirement
Subtotal - 6115 Water Quality Monitoring		\$ 60,000	\$ -	\$ 60,000	
6140 - NPDES	Big Belly trash bin for Fisherman's Park	\$ 5,000	\$ -	\$ 5,000	Can delay to 2024
Subtotal - 6140 NPDES		\$ 5,000	\$ -	\$ 5,000	
7001 - P&R Admin	Admin - BMI & ASCAP Music Licenses	\$ 800	\$ -	\$ 800	Can delay to 2024
7001 - P&R Admin	Admin- Staff training expenses	\$ 1,200	\$ -	\$ 1,200	Can delay to 2024
7001 - P&R Admin	Admin- First Aid supplies and PPE	\$ 300	\$ -	\$ 300	Can delay to 2024
Subtotal - 7001 P&R Administration		\$ 2,300	\$ -	\$ 2,300	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
7002 - Rec Facilities	Street pole banner replacements	\$ 4,000	\$ -	\$ 4,000	Can delay to 2024
7002 - Rec Facilities	Silverspot Tot Lot maintenance	\$ 1,000	\$ -	\$ 1,000	Can delay to 2024
7002 - Rec Facilities	Community Garden maintenance	\$ 500	\$ -	\$ 500	Can delay to 2024
Subtotal - 7002 Recreation Facilities		\$ 5,500	\$ -	\$ 5,500	
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7003 - Youth	Increase to Summer Field Trips	\$ 13,000	\$ -	\$ 13,000	Can delay to 2024
7003 - Youth	Storage racks for childcare shed at BES	\$ 700	\$ -	\$ 700	Can delay to 2024
Subtotal - 7003 - Youth		\$ 13,700	\$ -	\$ 13,700	
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7005 - Seniors	Printer & supplies for the Sunrise Room	\$ 500	\$ -	\$ 500	Delay for 6 months
7005 - Seniors	Blinds for the Sunrise Room	\$ 5,000	\$ -	\$ 5,000	Delay for 6 months
7005 - Seniors	Seniors & Sunrise Room	\$ 30,000	\$ (30,000)	\$ -	Conversion of Sr Club contribution to City-initiated Seniors Programming
Subtotal - 7005 - Seniors		\$ 35,500	\$ (30,000)	\$ 5,500	
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7006 - Special Events	Day in the Park	\$ 26,000	\$ -	\$ 26,000	Ongoing expense inadvertently omitted during FY23 ResourceX data migration
Subtotal - 7006 - Special Events		\$ 26,000	\$ -	\$ 26,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
7008 - Aquatics	Replacement mats for Locker Rooms - One-time. Public safety and facility cleanliness	\$ 1,800	\$ -	\$ 1,800	Delay for 6 months
7008 - Aquatics	Replacement Spinal Backboards - One-time. Public safety	\$ 1,600	\$ -	\$ 1,600	Delay for 6 months
7008 - Aquatics	Pool deck Storage container - One-time. Equipment/supply storage for pool users	\$ 1,500	\$ -	\$ 1,500	Delay for 6 months
7008 - Aquatics	Lifeguard Chair - One-time. Public safety	\$ 800	\$ -	\$ 800	Delay for 6 months
7008 - Aquatics	(2) Lifeguard umbrellas - One-time. Public / Staff safety	\$ 1,000	\$ -	\$ 1,000	Delay for 6 months
7008 - Aquatics	CPR Manikins - One-time. Public safety	\$ 1,000	\$ -	\$ 1,000	Delay for 6 months
Subtotal - 7008 - Aquatics		\$ 7,700	\$ -	\$ 7,700	
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7009 - Marina	Marina Entrance Camera	\$ 16,000	\$ -	\$ 16,000	
7009 - Marina	Marina Management Software	\$ 16,000	\$ -	\$ 16,000	
7009 - Marina	Antibackflow inserts in catch basins	\$ 30,000	\$ -	\$ 30,000	
Subtotal - 7009 - Marina		\$ 62,000	\$ -	\$ 62,000	

Division	Budget Request Description	FY24 Requests	Staff-identified Potential Savings	FY24 Requests less Potential Savings	Strategy for Savings
8001 Central Svcs	Memberships - PenTV (Channel 26)	\$ 5,000	\$ (5,000)	\$ -	The City hasn't received a contribution request from PenTV (the County's channel, Ch. 26) since 2019.
8001 Central Svcs	Professional Svc - Additional Technology Service	\$ 140,000	\$ (70,000)	\$ 70,000	Delay 6-month of expense for additional Endsight support
8001 Central Svcs	Professional Svc - ArchiveSocial	\$ 240	\$ (3,140)	\$ (2,900)	ArchiveSocial isn't something we've needed to access to retrieve metadata for our social media posts
8001 Central Svcs	Professional Svc - Grant Writing Assistance	\$ 54,000	\$ -	\$ 54,000	
8001 Central Svcs	Professional Svc - Credit Card processing Charges for non-Utility transactions (transfer from Utilities)	\$ 16,000	\$ -	\$ 16,000	
8001 Central Svcs	Professional Svc - Consulting for Org-wide Technology Project	\$ 31,500	\$ -	\$ 31,500	Project in process
8001 Central Svcs	Professional Svc - Increase in MCTV contract	\$ 1,100	\$ -	\$ 1,100	
8001 Central Svcs	Equipment - New widescreen projector and screen for Council Chambers	\$ 10,000	\$ (10,000)	\$ -	Delay widescreen projector and screen until more comprehensive upgrade that includes switching equipment in the AV booth in FY25
8001 Central Svcs	Equipment - Computer contingency and updates	\$ 7,000	\$ -	\$ 7,000	
Subtotal - 8100 Central Services		\$ 264,840	\$ (88,140)	\$ 176,700	

Total Gen Fund Savings \$ (551,990.00)