

**CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

# **FINAL BUDGET Fiscal Year 2019-2020**



## **CITY COUNCIL/DISTRICT BOARD**

Sam Hindi, Mayor / President  
Herb Perez, Vice Mayor / Vice President  
Richa Awasthi  
Sanjay Gehani  
Catherine Mahanpour

## **SUBMITTED BY THE CITY/DISTRICT MANAGER**

Jeff Moneda, P.E.



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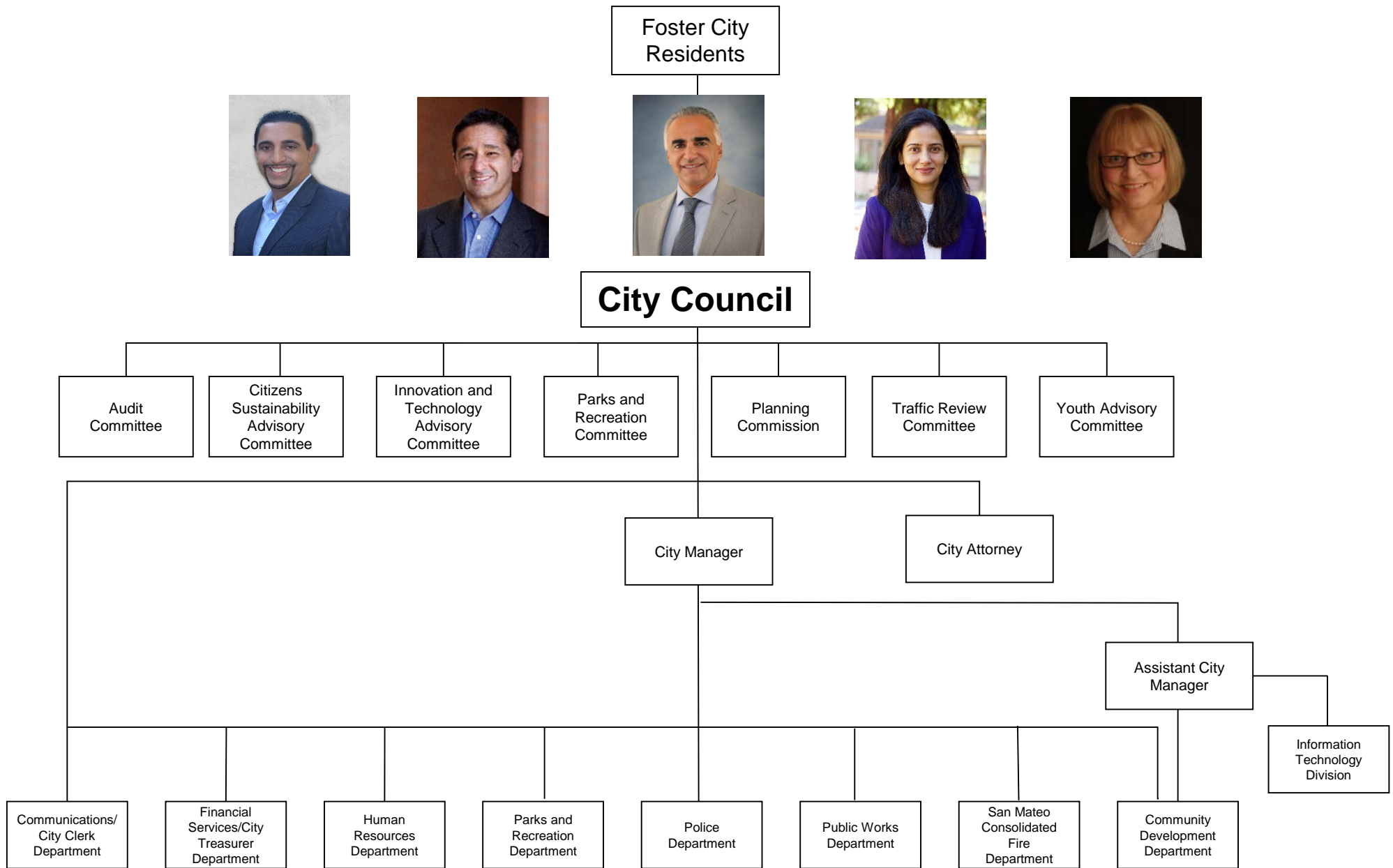
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# Foster City Organization Chart



# FOSTER CITY STRATEGIC FOCUS AREA PLAN

In February 2019, the City Council of Foster City met to reconfirm its mission and discuss the challenges and opportunities facing our community in the near future. As an outcome of the meeting, City Council established seven priority focus areas in which to devote attention and resources to over the next two fiscal years. This graphic is an overview of the FY 2019 – 2021 City Council Strategic Focus Areas that will serve as guidance to continue providing quality services, developing quality spaces, and fostering a quality community for the future.



## FOCUS AREA 1

### IMPROVE AND MAINTAIN CITY FACILITIES AND INFRASTRUCTURES

Maintain the high quality condition of the City's parks, roads, facilities, and critical infrastructure.

## FOCUS AREA 2

### TRAFFIC MANAGEMENT AND MOBILITY

Create a sustainable multi-modal transportation network, decrease traffic, delays, and congestion, protect neighborhoods from cut-through traffic, and provide a safe environment for all roadway users.

## FOCUS AREA 3

### SMART PLANNING AND DEVELOPMENT

Maintain and preserve our community character, pride, and identity, while responding to changing economic and social conditions.

## FOCUS AREA 4

### DIVERSE AND RESILIENT LOCAL ECONOMY

Maintain a stable and sustainable local economy through relationship building with economic stakeholders, and business attraction, retention, and promotion.

## FOCUS AREA 5

### ENVIRONMENTAL SUSTAINABILITY AND SOCIAL EQUITY

Promote social equity and environmental sustainability programs to protect the natural environment, reduce greenhouse gas emissions, meet water conservation goals, and safeguard the health and well-being of the community.

## FOCUS AREA 6

### FISCAL AND OPERATIONAL HEALTH

Maintain exemplary municipal services, encourage talent development in our employees, and manage the public's fiscal resources through responsible policies, practices, and decisions.

## FOCUS AREA 7

### EXCELLENT PUBLIC SAFETY SERVICES

Promote community well-being and safety, using a broad and proactive approach to achieve a high quality of life for its residents, businesses, and visitors.



# Foster City City Council

## Mission

We are committed to ensuring the long-term financial stability of the City and providing services that enhance the quality of life for those who live, work and play in Foster City.

## Values

### Engagement

Engage with community stakeholders to build mutually beneficial, lasting relationships.

Provide clear vision and strategy to achieve the best future for Foster City through the capable leadership of people, work practices and community understanding.

### Leadership

### Integrity

Demonstrate that integrity underpins every decision and action taken by the Foster City City Council by promoting transparency that creates a relationship of trust and respect with all stakeholders, both internal and external.

Maintain a City organization conducive to positive change and flexibility, ensuring it is capable of meeting evolving expectations and environments.

### Innovation

### Teamwork

Foster an environment of collaboration, support and mutual respect, ensuring individuals and teams work together effectively to achieve results.

Drive ongoing accountability, empowerment and capability to achieve the best for our community, our organization and our people.

### Excellence

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# BUDGET MESSAGE

## FISCAL YEAR 2019-2020

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June 2019

Honorable Mayor and Members of the City Council:

### INTRODUCTION

On behalf of the entire Executive Management Team and the employees of the City of Foster City, it is my pleasure to submit the Annual Budget for Fiscal Year 2019-2020 (“Budget”) and the Five-Year Financial Plan. The City’s Budget and Five-Year Financial Plan has evolved over an extensive and transparent development process, which included many hours of preparation and several public meetings. The public meetings occurred beginning in January 2019 through June 2019 and have led to the City Council approval of the budget presented in this document.

The Budget and Five-Year Financial Plan reflect vision, innovation, regional partnerships, and dedicated employees which are the foundation of the City’s endeavors to ensure and deliver on a successful future for the community. This outlook is the result of our City Council’s continued focus on enhancing long-term fiscal strength and sustainability for the community.

The Budget is built upon Citywide Organizational Goals and Department Strategic Plans that support the City Council’s vision for our community that includes:

- Fiscally sound municipal governance
- Vibrant strong neighborhoods
- Commitment to public safety

- Economic development
- Environmental stewardship
- Active regional partnerships
- High quality services for all citizens

Our service delivery model is based on a proactive attitude, in which we will focus on City Council policy priorities that include:

- Improve and Maintain City Facilities and Infrastructures
- Traffic Management and Mobility
- Smart Planning and Development
- Diverse and Resilient Local Economy
- Environmental Sustainability and Social Equity
- Fiscal and Operational Health
- Excellent Public Safety Services

As we prepare to embark on excellent service delivery for the citizens of Foster City in Fiscal Year 2019-2020, the City will continue to monitor and evaluate revenues and expenditures to ensure we maintain our targets as established and approved by the City Council. We will continue providing Quarterly Reports to the City Council on the performance of all City Funds. These reports will be delivered to keep you apprised and up to date on revenues and expenditures as approved in the Budget. In adopting the Annual Budget, the

City Council will approve one of the most important policy documents considered by the City Council each year.

## ELEMENTS OF THE BUDGET

The budget document is organized as follows:

### 1. **Introductory Items**

Table of Contents  
Foster City Organization Chart  
Strategic Focus Area Plan  
Mission Statement & Values

2. **Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget, and the City's current and projected financial position.
3. **Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology, and the structure of the City's finances.
4. **Five-Year Financial Plan:** Includes a Citywide look at expenditure and revenue trends affecting the City over the course of the next five years.
5. **Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
6. **Department Operating Budgets:** Operating department sections include the departmental mission statement, personnel summaries, strategic plan (including values, goals and objectives) of the organization, key initiatives

completed, initiatives and service level expectations for FY 2019-2020, and changes in financial resources required to accomplish the department goals. The account summaries include the following five major categories of department appropriations:

Employee Services represents permanent full-time and part-time salary costs, overtime, holiday pay, and fringe benefits.

Services and Supplies represents legal, consulting, and other professional services, contract repair and maintenance, utility charges, training and memberships, equipment rentals, insurance, and employment services. This category also represents items purchased for repair and maintenance, operational activities such as publications, uniforms, recreation supplies, and office supplies.

Internal Service Charges represents vehicle replacement charges, equipment replacement charges, self-insurance charges, information technology service charges, building maintenance charges, and funding for longevity recognition benefits, PEMHCA benefits, and compensated absences.

Capital Outlay represents expenditures for fixed assets in excess of \$1,000 including land, buildings, furniture, equipment, and City vehicles.

Reallocation represents reallocation of department operating expenses to non-General Fund budgets such as Special Revenue Funds, Internal Service Funds, and Enterprise Funds.

Behind the account summaries are the detailed line item expenditures.

7. **Non-Department Budgets:** Includes historical and proposed expenditures for non-department General Fund, special revenue, debt service, enterprise, internal service, or agency fund budgets.
8. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year and for a five-year period, along with detailed descriptions of capital improvement projects.

### FINANCIAL OVERVIEW

The City/District is fiscally strong with an expected General Fund Balance of \$44.4 million at the end of the June 30, 2019, which is 97.7 percent of FY 2019-2020 proposed operating expenditures of \$45.4 million and well above the City Council's reserve policy minimum of 33 1/3 percent to 50 percent of operating expenditures. Beyond FY 2018-2019, staff is forecasting a balanced General Fund budget in each of the five-year annual forecast with annual surpluses of \$1.5 million, \$712,000, \$509,000, \$385,000, and \$629,000 respectively.

Revenues (building, planning, and property tax) from potentially significant projects such as the proposed Hotel Project, Pilgrim Triton Housing Project, Gilead Sciences' campus build-out, and Chess Hatch redevelopment could materialize within this 5-year time horizon and improve the City's General Fund revenue picture.

The City's Internal Service Funds are generally well funded. Effective FY 2019-2020, the City will be assessing internal service charges to applicable departments "receiving" longevity and/or PEMHCA benefits to better align costs and to maintain the reserve balances of both the Longevity Benefit Fund and the PEMHCA Benefit Fund. The proposed internal

service assessment to City departments are \$224,160 and \$177,192 respectively.

The annual transfer from the General Fund will remain at \$3.5 million annually to its CIP program. These budgeted expenditures ensure the continued high level of services provided to the Foster City community.

Other key elements of the City's financial overview are as follows:

- Development Projects – "New" projects included in the 5-year financial plan are Gilead Campus Wide Office and Laboratory Tenant Improvements, Pilgrim-Triton Phase C, and a hotel at the Corner of Metro Center and Shell Boulevards projects.
- Pension Costs – In December 2016, CalPERS reduced its discount rate (estimated rate of return on its investments) from 7.5% to 7.0%. As a result, employer contribution rates and expenditures will increase significantly in the upcoming years. The City's non-safety and safety (for classic members) employer rates is projected to jump from the current FY 2018-2019 level of 30.291% to approximately 39.800% and from 51.913% to approximately 78.700% of payroll respectively by FY 2023-2024. While the provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a large impact on the City's budget until several more years down the road (the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013), public safety retirements over the past few years have provided some cost savings relief to the City.

- Bargaining Units – Much of the City's workforce falls under collective bargaining agreements that are in place through June 30, 2019. All City employees have agreed to a one-year extension of current agreements with a 2% increase in wages and medical benefits for FY 2019-2020.
- Long-Term Capital Improvements Funding – Per City Council Policy, the City funds much of its capital improvement projects with annual transfers from the General Fund to the City Capital Investment Fund. The 5-year financial plan includes annual transfers of \$3.5 million to fund the proactive maintenance and rehabilitation of the City's aging infrastructure, based on an annual assessment of fund balance reserves and the projected timing and level of capital improvement projects resources needed over the next 10 years.
- Transient Occupancy Tax (TOT) - Based on voter passage of Measure TT in November 2018 that increased the City's transient occupancy tax (TOT) rate from 9.5% to 11% effective January 1, 2019 and then to 12% effective July 1, 2019, staff is projecting an increase in TOT revenues from an estimated \$3.1 million in FY 2018-2019 to \$4.7 million in FY 2019-2020.
- Water and Wastewater Rates – In March 2019, Bartle Wells, the District's rate consultant, updated its water and wastewater rate models. Based on those results, a water rate increase of 3% for variable water charges and 8% for fixed water charges is needed for FY 2019-2020. Wastewater rates increases of 14.25% are needed from FY 2019-2020 through FY 2022-2023 and an additional 10% for FY 2023-2024 and include debt financing for the Wastewater Treatment Plant (WWTP) project that is jointly owned through a Joint Powers Agreement between the

Estero Municipal Improvement District and the City of San Mateo (approximately 24% for the District and 76% for San Mateo). The District's share of the total WWTP project is \$157.5 million.

- State Budget Assumptions – The Governor's proposed State Budget issued in January 2019 does not appear to have any direct impact (positive or negative) to Foster City at the present time.

#### HIGHLIGHTS FOR FY 2018-2019

The City's General Fund is conservatively projected to end FY 2018-2019 with a surplus of approximately \$980,000. Total revenues are anticipated to hit \$48.9 million. There are several notable revenue gains from FY 2018-2019. Property tax revenues are estimated to increase by \$1.9 million to \$27.9 million. Building permit revenues are estimated to exceed expectations by \$550,000. With the voter passage of Measure TT in November 2018, transient occupancy tax revenues are anticipated to expand from \$3.5 million to \$4.1 million. General Fund operating expenditures are projected at \$44.0 million with Transfers Out totaling \$3.9 million.

On March 5, 2018, the City Council authorized a \$90 million General Obligation (GO) Bond ballot measure for the June 5, 2018 municipal election (Measure P) to finance the Levee Protection Planning and Improvements Project (CIP 301-657), needed to meet Federal Emergency Management Agency (FEMA) flood protection accreditation and standards. The ballot measure was approved by over 80% of the voters. GO bonds are anticipated to be issued between December 2019 and February 2020 and a tax levy on property owners will begin in FY 2019-2020. On November 22, 2017, the City, along with Belmont and San Mateo, executed a Joint Powers Authority (JPA) Agreement and formed the San Mateo

Consolidated Fire Department (SMC Fire), to provide shared fire protection and prevention services for the three agencies. Commencement of SMC Fire operations occurred in mid FY 2018-2019 and the associated SMC Fire budget is incorporated in the FY 2019-2020 budget.

In terms of service delivery and the cost of providing services, the following represent the highlights of significant changes in operating expenditures by Fund.

### **Overall**

To effectively maintain an excellent level of core service to the community and meet City Council's strategic directives, the proposed FY 2019-2020 Annual Budget includes various staffing adjustments. A net decrease of 1.0 full-time FTE's is included in FY 2019-2020 due to the elimination of a vacant Building Inspector position. Contract consulting services will be used to assist with inspection services, which results in net long-term savings..

### **Employee Services**

- Compensation increases associated with specific employees eligible for merit increases in accordance with the City's Pay Plan and Personnel Rules have been factored into salary projections.
- Benefits for each department have been evaluated separately based upon historical trends and have been adjusted accordingly, including increases in CalPERS employer contribution rates.

### **General Fund**

#### **Support Departments (City Manager, City Clerk, Financial Services, Human Resources, City Attorney)**

- The City Manager's administration budget has a \$96,089 increase. This includes an employee services increase of \$68,050. There is a compensation upgrade of the Assistant City Manager position for the co-supervision of the Community Development Director, a promotion of a Management Analyst to a Principal Management Analyst for higher level of responsibilities, and the elimination of a part-time Office Assistant. In addition, County provided animal control costs for FY 2019-2020 is increasing by \$40,659. The office will continue supporting key City Council priorities in the upcoming fiscal year, including the administration of the Community Benefits Program and together with the Human Resources Department, the Employee Rental Assistance Program (ERAP).
- The City Clerk/Communications Department's budget has a decrease of \$37,052 as there is no municipal election scheduled for FY 2019-2020. In addition, the Communications Division cost allocation to non-General Fund departments increased by \$76,626 in FY 2019-2020.
- The Financial Services Department's budget has an increase of \$54,401, which is essentially from higher employee services costs associated with citywide wage adjustments and employee benefit cost escalation, primarily in pension.
- The Human Resources Department's budget has a decrease of \$87,999 as FY 2019-2020 cost allocation

to both the CalOpps and BAERS Funds increased based on an update of the Department's labor distribution of its various functions to those two Funds.

- A 10% or \$50,332 increase in the City Attorney's Department is requested to provide legal support to the City/District due to the Levee Project, and assistance with Human Resources functions associated with Risk Management.
- Non-profit agency funding of \$59,500 is also included in the City Council's budget.

#### Parks & Recreation

Budget increases requested in the Parks and Recreation Department include:

- \$2,843 increase in youth contractual services due to the expansion of a popular youth basketball program.
- \$6,405 in Parks Division personnel change. Two 20 hours part-time positions (without benefits) are converted to a single 30 hour part-time position (with benefits) (shared with Public Works) to increase efficiencies.

#### Police Department

- No increase in staffing levels is requested at this time. Current staffing levels are proportionate to the increase in calls for service, increase in City population, the increase of traffic on roadways, and the increase of criminal activity and reintegrated offenders. Over the past 5 years ending 2018, calls for service to the Police Department has increased 49%, due largely to an increase the City's population and an increase in criminal population throughout the San

Mateo region as a result of the implementation of Public Safety Realignment and Propositions 47 and 57.

#### Fire Department

- In FY 2017-2018, the three cities (Foster City, Belmont, and San Mateo) formed a Joint Powers Authority (San Mateo Consolidated Fire Department) with the goal of transferring all fire personnel to the new JPA. Under the new JPA, the three cities will apportion cost of operating the JPA at ratio of 20%/20%/60% respectively. Implementation occurred in mid FY 2018-2019.

#### Community Development

- The use of temporary contract employees will allow for the reduction of 1 FTE, resulting in savings in long term pension liabilities.

#### Public Works Department

- \$6,405 in Parks Division personnel change. Two 20 hours part-time positions (without benefits) are converted to a single 30 hour part-time position (with benefits) and shared with Parks and Recreation to increase efficiencies.

#### Special Revenue Fund

##### Traffic Safety Fund

- Budget of \$98,691 consists of \$83,000 in current year expenditures plus \$18,691 in prior year unencumbered amount. Projected Revenue from fines generated from Motor Vehicle Code violations

are used to fund the Public Works Department's street maintenance program.

#### Gas Tax Fund

- Projected \$881,000 of revenues from gas excise tax allocated to Foster City from the State are used to fund the Public Works Department's street maintenance program and capital project expenditures

#### SLESF Fund

- Projected \$100,000 of State Law Enforcement Safety Fund (SLESF) is used to fund the partial cost of a police officer.

#### CalOpps.Org Fund

- \$476,380 to operate and maintain the CalOpps program, providing public sector recruitment services..

#### Senate Bill 1

- Approximately \$309,200 of road maintenance / rehabilitation capital project expenditures from revenues received from the Road Repair and Accountability Act of 2017.

#### Low- and Moderate-Income Housing Fund

- \$153,200 to operate and maintain the City's six affordable housing units and to fund the payment of annual dues to the San Mateo County Housing Endowment and Regional Trust (HEART) to support affordable housing.

#### City Affordable Housing Fund

- No expenditures are planned for FY 2019-2020.

#### Sustainable Foster City Fund

- The Sustainable Foster City Fund includes an amount of \$203,200 to implement economic development and environmental sustainability initiatives and other administrative and membership costs. In FY 2019-2020, the City Manager's office is proposing a change in funding for the Sustainable Foster City Fund. Annual receipts of approximately \$25,600 received for Rule 20A swap with the City of Half Moon Bay (currently recognized as General Fund revenues) and Transfers In of \$50,000 from the Demolition and Construction Fund are recommended as new sources of ongoing funding for the Sustainable Foster City Fund. A one-time Transfer In of \$50,000 is also requested from the Solar Incentive Program Fund.

#### Bay Area Employee Relations Services (BAERS) Fund

- Budget for FY 2019-2020 is \$302,878 to host the Bay Area Employee Relations Service and provide employee relations services to support activities such as labor negotiations, position/classification studies and compensation analysis.

#### General Plan Maintenance Fund

- Budget increase of \$20,500 to \$61,800 is primarily to implement the Affordable Housing Overlay Zone and to update City Policies and Design Guidelines.

#### Construction and Demolition Fund

- Budget of \$279,750 includes a \$244,000 increase in potential sustainability programs, which includes Economic Development and Transportation initiatives.

### Technology Maintenance Fund

- Budget of \$78,618 includes a \$1,800 increase in internal service fund assessment from the IT Internal Service Fund for a one-time purchase of software to facilitate parcel information from county assessor in GIS system.

### SB 1186 Fund (Disability Access), Strong Motion Instrument Program (SMIP) Fund, CRV Grant Fund, Curbside Recycling, Fund, Green Building Fee Fund, and Building Standards Administration Special Revolving Fund

- There is no change in the FY 2019-2020 budget of \$40,500 of these Funds, which are utilized for training programs mandated by the State for disability access, earthquake data collection, beverage container recycling, and code enforcement of State building standards. Funding is provided by fees collected from each of the respective mandates.

### Debt Service Fund

#### Levee Protection Planning and Improvements General Obligation (GO) Bonds

- Budget for FY 2019-2020 is \$60 million. Funding is from anticipated GO Bond proceeds for the Levee Protection Planning and Improvements Project and is used to repay the City's Capital Projects Fund for advances incurred for planning and design costs as well as bond issuance costs and estimated construction costs for the project in FY 2019-2020.

### Enterprise Funds

#### Water Enterprise Operations

- An increase in water rates of approximately 8% for fixed charges and 3% in volumetric charges is needed to fund an increase operating costs.
- \$200,000 is allocated for Water Sustainability Rebate programs.
- There is a \$205,000 annual transfer to the Water Capital Projects Fund.

#### Wastewater Enterprise Operations

- In FY 2014-2015, the Estero Improvement District and the City of San Mateo initiated work on a 10-year rehabilitation and upgrade of its jointly owned Wastewater Treatment Plant. In order to finance the District's share of this project which is estimated to be \$157.5 million, the District has raised wastewater rates since FY 2017-2018. Annual rate adjustments of 14.25% from FY 2017-2018 to FY 2022-2023 have previously been approved by the District Board as part of a rolling 5-year rate adjustment program. On March 25, 2019, the District Board authorized an additional rate increase of 10% for FY 2023-2024. This rate increase is subject to a Proposition 218 Public Hearing process.
- There is a \$1.6 million annual transfer to the Wastewater Capital Projects Fund for collection system projects.



## **Internal Service Funds**

### **Vehicle Replacement Fund**

- Total budget is \$1,879,624, including capital outlay of \$393,733. 24 vehicles, due to be replaced in FY 2019-2020, will be deferred based on a new replacement model, assessments of vehicle performance, and maintenance history. Replacement charges to City departments are \$1,598,989.

### **Equipment Replacement Fund**

- Budget is \$503,535 and includes the replacement of playground equipment in the various parks and facilities that are included in the recommended budget. Replacement charges to City departments are \$456,701.

### **Self-Insurance Fund**

- The total budget requested for FY 2019-2020 is \$620,800. Assessments to City departments are \$457,947 with a projected June 30, 2019 Fund Balance of \$1 million.

### **Information Technology Fund**

- Total budget is \$1,844,581, including capital outlay of \$187,200 for copier, computer replacements, phone system upgrades, server backup replacement, and storage for police body-worn video cameras. Assessments to City departments are \$1,912,780.

### **Building Maintenance Fund**

- Total budget is \$3,493,084. There is an increase of \$511,840 of assessments to City departments to \$3,390,856 to adjust for prior years under funding and

omission of various assets.

### **Longevity Recognition Benefits Plan**

- The FY 2019-2020 budget is \$241,660 for benefit payments and includes an anticipated increase in retirements. Assessment to City departments are \$224,160.

### **Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan**

- The FY 2019-2020 budget is \$194,692 for benefit payments. Assessment to City departments are \$177,192.

### **Compensated Absences Fund**

- The FY 2019-2020 budget is \$375,013 for benefit payments. Assessments to City departments are \$462,837.

## **Agency Funds**

### **Foster City Successor Agency Fund**

- Enforceable obligations totaling \$422,024 is projected for FY 2019-2020.

## **Capital Improvement Projects**

Approximately \$35.9 million in budgeted capital improvement project costs are slated for FY 2019-2020; the most significant of which include:

- **Seismic Improvements to the Water Booster Pump Station and Water Tanks 1-3** – The District's Water Booster Pump Station and three water storage tanks (4 million gallons each) require upgrades to meet current seismic requirements.

- Wastewater Treatment Plant Master Plan Improvements – The District's share of Wastewater Treatment Plant rehabilitation and upgrade costs for its jointly owned Wastewater Treatment Plant with the City of San Mateo is budgeted for \$37.9 million in FY 2019-2020.
- Street Rehabilitation – Part of the annual street improvement program of \$1.35 million from Gas Tax, Measure A, Measure M, SB 1, and grant funds to maintain the City's roadways that rank among the highest in the Bay Area in terms of pavement condition. Another \$1.85 million is budgeted for traffic signal and crosswalk systems.
- Stormwater/Lagoon Projects – \$150,000 is budgeted for seismic improvements at the Lagoon Pump Station.
- Levee Protection Planning and Improvements – This project will eventually raise the City's levee elevation to meet the new FEMA accreditation standards. In March 2018, the City Council authorized a \$90 million General Obligation (GO) Bond ballot measure to be placed in the June 5, 2018 municipal election (Measure P) to finance this project. The ballot measure passed with over 80% support. GO bonds are anticipated to be issued between December 2019 and February 2020 and a tax levy on property owners will begin in FY 2020-2021. Proceeds of the GO bonds will be used to repay monies advanced from the City CIP Fund for planning and design as well as for Levee construction. In addition to previously approved budgets of \$37.9 million through FY 2018-2019, an additional \$25.0 million is needed for FY 2019-2020.

- Parks Projects – The City's system of 24 parks, 8 miles of levee pedway, and open space total over 160 acres. Several of these parks are approaching 50 years old. \$1.9 million is proposed in FY 2019-2020 for synthetic surface replacement and park improvement projects.
- Building Maintenance Projects – Roof replacement is budgeted for FY 2019-2020 in the amount of \$635,000.

### CONCLUSION

The City of Foster City/Estero Municipal Improvement District have been well managed and are in sound financial condition. I want to take the opportunity to thank all of our City employees for their hard work, valuable contributions, and active participation in the development of the Budget. As a City team focused on providing exceptional services to the community, our employees remain the City's most critical resource. I believe the Budget will provide us the resources necessary to maintain vital City services and move forward with a strategy to ensure a positive sustainable future for the community of Foster City. I continue to be confident that the City Council's vision will ensure an outstanding quality of life for the residents of this great city.

Sincerely,



Jeff Moneda, P.E.  
City/District Manager

# **FISCAL YEAR 2019-2020 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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## **January 22, 2019 (Tuesday) Regular City Council Meeting at 6:30 p.m.**

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2017-2018

## **February 4, 2019 (Monday) Study Session at 6:30 p.m.**

- City Council Vision and Policy Summit
  - Establish Foster City Council Policy Priorities for 2019
  - Review and establish seven focus areas
  - Establish 2019 City Council meeting schedule and FY 2019-2020 budget calendar

## **February 11, 2019 (Monday) Study Session at 6:30 p.m.**

- Mid-year Financial Review for FY 2018-2019
- Policy Direction on the Preparation of FY 2019-2020 Annual Budget and Five-Year Financial Plan

## **March 25, 2019 (Monday) Study Session at 6:30 p.m.**

- Review of Capital Improvement Projects, Annual and Long-term CIP Funding Plan
- Review of Enterprise Funds, Internal Services Funds
- Review Analysis of Water and Wastewater Rates
- Review proposed use of FY 2017-2018 General Fund Surplus (Rollover Surplus)

## **April 15, 2019 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Approve use of FY 2017-2018 General Fund Surplus (Rollover Surplus)

## **May 13, 2019 (Monday) Study Session at 6:30 p.m.**

- Review of Five-Year Financial Plan, Review of Preliminary Budget (All Funds)
- Review Proposed Changes for Fees and Charges
- Review Other Special Reports

## **May 20, 2019 (Monday) Special City Council Meeting at 5:30 p.m.**

- Review Non-Profit Agencies Funding Requests

**June 3, 2019 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Budget Public Hearing and Follow-up from All Prior Budget Study Sessions
- Public Hearing and Adoption of Water and Wastewater Rates
- Public Hearing and Adoption of Master Fee Schedule
- Approval of Funding Requests from Non-profit Agencies

**June 17, 2019 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

**June 28, 2019 (Friday)**

- Budget and Five-Year Financial Plan Printed, Distributed and Posted Online

(Note: all items above relate to the preparation of the FY 2019-2020 Budget except where otherwise noted.)

## GLOSSARY OF BUDGET TERMS

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**Account** - A separate financial reporting unit for budgeting, management or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

**Adopted Budget** - Revenues and appropriations approved by the City Council in June for the following July 1 through June 30 fiscal year.

**Agency Funds** - Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity.

**Allocated Costs** - An expense charged by one department/division to another for services performed or expenditures of a general nature which are charged to one main account and allocated to other departments/divisions by a specified formula.

**Appropriation** - An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

**Assessed Valuation** - The value of property against which a tax is levied. Valuations are established by the County Assessor and reflect a percentage of the true or market value of a property.

**Bond** - The written evidence of the debt issued by the government entity (City, District, etc.). It bears a stated rate of interest and maturity date on which a fixed sum of money plus interest is payable to the holder.

**Budget** - A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budget Amendment** - A legal procedure utilized by the City Manager or City Council to revise a budget appropriation. Adjustments to appropriations within departmental budgets may be accomplished administratively by the City Manager. City Council approval is required for additional appropriations from fund balance or new revenue sources.

**Budget Deficit** – Generally, defined as the amount by which a fund's spending exceeds its income over a period of time. Specifically, it is the sum of expenditures and transfers out that exceed the sum of revenues, transfers in and other adjustments. It is normally determined as a result of a quarterly review.

**Budget Guidelines** - Guidelines developed by the City Manager, in consultation with the City Council, that describe the budget environment – e.g. revenue expectations and policy emphasis - for the forthcoming year; departments make their budget requests on the basis of the guidelines.

**CAFR** - Comprehensive Annual Financial Report containing audited financial statements and related materials.

**Capital Assets (fixed assets)** - Things the local government owns that cost a considerable amount of money and are intended to last a long time – for example, buildings, land, roads, bridges and wastewater and water systems.

**Capital Improvement Program** - A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

**Capital Outlay** - Expenditures relating to the purchase of equipment, land and other fixed assets which usually occur in a single fiscal year.

**Cash Flow** - A cash budget that projects the inflow, outflow, and net balance of cash reserves on a daily, weekly and monthly basis.

**Compensated Absences** – Employee absences for which employees will be paid (e.g., vacation leave, sick leave) based upon the terms of an approved memorandum of understanding or compensation and benefits plan.

**Cost Allocation Plan** – A tool to calculate and spread city-wide indirect cost to departments and funds that receive support services from other departments. Indirect costs are administrative in nature and incurred while providing a service to other departments in the City.

**Cost Recovery** - The establishment of user fees that are equal to the full or partial cost of providing services.

**Debt Service** - Principal and interest paid on bonds and notes.

**Debt Service Fund** – A fund used to account for the payment of debt service.

**Department** - A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area. (e.g. Public Works Department).

**Division** – An area of activity organized as a functional unit within a department. (e.g. Engineering, Water Operations and Street & Lagoon Maintenance Divisions within the Public Works Department)

**Encumbrances** - A budgetary technique for recording unperformed contracts for goods and services. Use of encumbrances restricts the balance in each fund so that total commitments (expenditures plus encumbrances) will not exceed appropriations.

**Enterprise Funds** – Funds used to account for business-like operations of a governmental agency that are funded by customer services charges. The enterprise funds include Water Utility operations and Wastewater Utility operations.

**Expenditure** - Utilization of fund resources. Expenditures include operating expenses, debt service and capital outlays.

**Expenditure Category** - A basis for distinguishing types of expenditures. The major expenditure categories used by the City are employee services, services and supplies, internal service charges, capital outlay and reallocations.

**Fiscal Year** - A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 as its fiscal year.

**Fund** - A set of separate, self-balancing accounts to account for resources that are used for a specific purpose based on regulations or limitations.

**Fund Balance** - The net worth of a fund, which is the difference between the assets and liabilities of a fund at any given point in time.

**General Fund** - The fund used to account for the major operating revenues and expenditures of the City, except for those financial resources required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes. This fund is the most flexible but also the most vulnerable to economic influences.

**General Obligation Bonds** – Bonds issued by a government entity with a tax levy on property located within the governmental boundaries in an amount sufficient to pay annual debt service on the bonds.

**Goal** - Broad mission statement that defines the purpose of a department, based upon the needs of the community.

**Grant** - A payment of money from one governmental unit to another, from a governmental unit to a not-for-profit agency or from a private foundation to a governmental agency. Grants are often earmarked for a specific purpose or program.

**Indirect Cost Allocation** – Using a Cost Allocation Plan, these are costs allocated by Support Departments (City Manager, City Council, City Attorney, Communications/City Clerk, Financial Services/City Treasurer, Human Resources) and administrative divisions to Line Departments (Community Development, Fire, Parks and Recreation, Police, and Public Works including Water and Wastewater Enterprises) and programs (e.g. BAERS, CalOPPS, etc.) who provide direct services to the public.

**Infrastructure** - Basic public investments such as streets, storm drains, water and wastewater lines, streetlights and sidewalks.

**Interest** - The amount paid for the use of money.

**Interfund Transfer** - The transfer of money from one fund to another in a governmental unit. Interfund transfers usually have to be approved by the governing body and are normally subject to restrictions in state and local law.

**Internal Service Funds** - A series of funds used to account for the services provided by one department to other departments on a cost reimbursement basis.

**Interim Financial Reports** - Quarterly or monthly comparisons of budgets with actual revenues and expenditures to date. These reports provide decision-makers with an early warning of potential expenditure overruns or revenue shortfalls.

**Line Item Budget** - A budget format in which departmental outlays are grouped according to the items that will be purchased, with one item or group of items on each line.

**Notes** - Short term promises to pay specified amounts of money, secured by specific sources of future revenue.

**Objective** - Desired output-oriented accomplishments that can be measured and achieved within a given time frame.

**Operating Budget** - A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as employee services, services and supplies, internal service charges, capital outlay and reallocations.

**Principal** - The face amount of a bond which the issuer promises to pay at maturity.

**Program** - A group of related activities performed by one or more organizational units for the purpose of accomplishing an objective.

**Public Hearing** - An open meeting which provides citizens with an opportunity to voice their views on the merits of proposals.

**Reserve** - An account used to designate a portion of the fund balance for a future use and is, therefore, not available for general appropriation.

**Resolution** - A legal and public declaration by the City Council of intent, policy or authorization.

**Revenue** - Increases in fund resources. Revenues include income from user fees, taxes, permits and other sources.

**Revenue Bond** - A bond on which the debt service is payable solely from the revenue generated from the operation of the project being financed.

**Special Revenue Fund** - A fund used to account for revenues legally earmarked for a particular purpose.

**Subsidy** - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**Tax Rate** - The amount of tax levied for each \$100 of assessed valuation.

**User Fees** - Fees charged to users of a particular service provided by the City.



# STRUCTURE OF THE CITY'S AND DISTRICT'S FINANCES

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Funds are the basic accounting and reporting entities in governmental accounting. The City/District uses the cash and encumbrance basis of accounting for budgetary purposes. Encumbrances lapse at year-end with the exception of Capital Improvement Projects funds. The fund types that comprise the FY 2019-2020 budget are grouped into three major categories, Governmental Funds, Proprietary Funds, and Account Groups. The purpose of the various funds within each category is described below:

## **GOVERNMENTAL FUNDS**

### **GENERAL FUND (FUNDS 001-011)**

The General Fund is used to account for all revenue and expenditures necessary to carry out basic governmental activities of the City/District that are not accounted for through other funds. For the City/District, the General Fund includes such activities as police, fire protection, planning, building inspection, engineering, recreation and community services, public works operation and maintenance, legal and administrative services and local maintenance districts. The fund balance includes a minimum reserve equal to 33 1/3% to 50% of annual budgeted operating expenditures as dictated by City Council / Estero Municipal Improvement District Board policy.

### **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for revenues that are restricted by law or administrative action to expenditures for specified purposes. Special Revenue Funds used by the City/District are listed below:

*Traffic Safety Fund (Fund 101):* Revenues received by the City as its share of fines generated from violations of the State Motor Vehicle Code. Expenditure of these funds is restricted to traffic safety programs.

*Measure A Fund (Fund 102):* Revenues generated by a special one half cent sales tax that was approved by the voters of San Mateo County in 1988 and subsequently reauthorized by voters in 2004 for a period of an additional 25 years up to December 31, 2034. Expenditure of these funds is restricted to engineering construction and maintenance of City/District streets and transportation-related purposes.

*Gas Tax Funds (Fund 103; Streets and Highways Code Section 2030, 2103, 2105-2107.5):* Revenues apportioned to the City from State-collected gasoline taxes. Expenditure of these funds is restricted to engineering, construction and maintenance of City streets.

*Park In-Lieu Fees Fund (Fund104):* Revenues received from residential property developers with which the City has negotiated fees, under the provisions of state law. Expenditure of these funds is restricted to new improvements of local parks and recreation amenities that benefit residents of the new development.

*Measure M (Fund105):* Revenues generated by a special \$10 registration fee for each vehicle registered in San Mateo County for a period of 25 years that was approved by the voters of San Mateo County in November 2010. Expenditure of these funds is restricted to congestion mitigation programs (including roadway maintenance, pothole repairs, and traffic congestion management) and pollution mitigation programs (water pollution prevention).

*SLESF/COPS Grant Fund (Fund 108):* Revenues received from the State of California. Expenditure of these funds is restricted to funding personnel, equipment and program operating expenses associated with supplemental law enforcement services such as anti-gang and community crime prevention programs, as well as traffic safety initiatives.

*CalOpps.org Fund (Fund 114):* Revenues and expenditures associated with a City-created public sector recruitment and applicant tracking website for the benefit of public employers. Expenditure of these funds is restricted to programs and services associated with the activities of this endeavor.

*Foster City Foundation (Fund 116):* From time to time, the City receives donations from individuals and organizations. The City is the administrator of those funds, which are donated for specific purposes by donors to fund various City programs, services, and/or improvement projects.

*SB1 Road Maintenance and Rehabilitation Fund (Fund 119):* In April 2017, Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, was enacted to provide funding to jurisdictions for road maintenance and rehabilitation and other types of transportation improvement projects.

*Low- and Moderate-Income Housing Fund (LMIHF Fund 122):* Created in recognition of the City's decision to become the

successor housing agency to the former Foster City Community Development Agency that was dissolved on January 31, 2012 by the State's passage of ABx1 26 and subsequent ruling by the California Supreme Court upholding it. Revenues and expenditures associated with the rental and maintenance of the remaining City-owned six (6) affordable housing units, and loan repayments from the Metro Center Senior Housing project and the 1<sup>st</sup> Time Homebuyer Loan program are included in this Fund. Any other funds which are enacted through legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community (e.g., affordable housing fees if enacted by the City Council, State legislation that may provide ongoing revenue sources for affordable housing) are also deposited into this fund.

*City Affordable Housing Fund (Fund 124):* Created in recognition of the dissolution of the former Foster City Community Development Agency that was dissolved on January 31, 2012 by the State's passage of ABx1 26 and AB1484, and the City Council's action by resolution to commit all of the approximately \$3.3 million in "boomerang" funds from the \$12.7 million that was swept by the State from the former Agency's housing funds for the purpose of funding affordable housing projects. Funds collected from the developer of the Foster Square Project on the City's formerly-owned 15-acre site adjacent to City Hall were also deposited into this fund, and a loan to Mid-Pen Housing, Inc. of \$4.75 million was made in FY 2014-2015. This fund differs from the LMIHF fund in that these funds are committed by action of the City Council and may, at the City Council's discretion, be uncommitted and used for other purposes.

*Sustainable Foster City Special Fund (Fund 125):* Created to support the implementation of the Sustainable Foster City

plan, to achieve the vision to, “Sustain and Enhance the Quality of Life in Foster City.” By policy direction, the City Council deposited approximately \$209,000 in “boomerang” funds from the \$809,000 that was swept by the State from the former Agency’s non-housing or other funds. In addition, the City Council authorized a one-time transfer of \$258,100 in FY 2014-2015 from the General Fund. Additional General Fund transfers were also made in subsequent years to support economic and environmental sustainability initiatives.

*Bay Area Employee Relations Services Fund (Fund 127):* The Bay Area Employee Relations Service (BAERS) was a Joint Powers Agency/Agreement (JPA) consisting of 36 city, county, and other government entities in the San Francisco Bay Area. The purpose of BAERS has been to provide a shared internet based resource whereby public sector agencies have access to information used to support activities such as labor negotiations, position/classification studies and compensation.

*General Plan Maintenance Fund (Fund 128):* This fee was established as part of the FY 2011-2012 budget. The fee provides funding for the unreimbursed State mandated costs of updating and maintaining the City’s General Plan, Title 15 Buildings and Construction Ordinance and Title 17 Zoning Ordinance Maintenance. The fee is collected at the time of building permit issuance and is based on the value of the application and provides a dedicated funding source for future General Plan updates and zoning and building code updates without relying on the General Fund.

*Construction and Demolition Recycling Fund (Fund 129):* The Construction and Demolition Fund was created in FY 2005-2006 as a result of the passing of the Construction and Demolition Ordinance (Chapter 15.44 Recycling and

Salvaging of Construction and Demolition Debris, Title 15, Buildings and Construction) that same year. The ordinance requires that specific construction and demolition projects submit a Waste Management Plan as a condition of their building permit. The plan estimates the tonnage of material that will be generated by the project, and demonstrates how the contractor will maximize recycling of debris and other waste generated from the project. The ordinance requires that a refundable deposit be submitted based on the estimate of the debris that will be generated during the project. As a condition of return of the deposit, the applicant must provide documentation demonstrating that a minimum of 50% of the debris generated from the project was diverted. For applicants that do not show proof of recycling or do not meet the 50% minimum diversion requirement, a portion of or the full deposit is forfeited. Per the Construction and Demolition Ordinance, forfeited deposits shall be turned over to a fund designated to further promote the development and expansion of recycling and waste reduction programs.

*Technology Maintenance Fund (Fund 130):* The City established a system wide fee in FY 2015-2016. Fees are collected to recover the costs and ongoing expenses of the City’s new permitting system.

*SB 1186 Fee Fund (Fund 131):* Revenues collected comes from a four-dollar fee paid for the issuance or renewal of a business license and is used to increase disability access and to fund for costs associated with compliance with construction-related accessibility requirements. SB 1186 provides that the city or county may retain up to ninety (90) percent of the fees collected for related administrative costs and to provide training for inspectors as Certified Access Specialists (CAS). The remainder is paid to Division of the State Architect to maintain oversight of the CAS Program.

*Strong Motion Instrumentation Program (SMIP) Fee Fund (Fund 132):* The state of California passed the Strong Motion Instrumentation Act in 1972. The Strong Motion Investigation fee is paid by each applicant for a building permit, where square footage is added and is mandated by the Public Resources Code section 2705. SMIP Fund provides that the city or county may retain up to five (5) percent of the fees collected for related administrative costs. This remainder fee is remitted to the State of California to obtain vital earthquake data for the engineering and scientific communities through a statewide network of strong motion instruments.

*CRV Grant Fund (Fund 133):* The State's Beverage Container Recycling Payment Program offers grants to Cities and Counties to assist in the implementation of beverage container recycling and litter abatement projects.

*Curbside Recycling Fund (Fund 134):* On an annual basis, the Department of Resources Recycling and Recovery (Cal Recycle) makes curbside supplemental payment to operators of curbside and neighborhood drop-off programs for beverage container recycling. As a member of the SBWMA, and part owner/operator of the San Carlos Transfer Station, Foster City's annual revenue represents the curbside supplemental payment program's share of the volume of beverage containers reported to Cal Recycle by SBWMA's trash hauler, Recology. Per Public Resources Code 14549.6(a), expenditure of funds is limited to payment for activities related to beverage container recycling.

*Green Building Fees Fund (Fund 135):* On September 30, 2008, Governor Schwarzenegger signed SB 1473 into law. It took effect on January 1, 2009. The bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury.

Moneys deposited in this fund come from a surcharge on both residential and nonresidential building permits. The bill requires that each city, county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1). SB 1473 provides that the city or county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The remainder is paid to CBSC for deposit into the Building Standards Administration Special Revolving Fund.

### **DEBT SERVICE FUNDS**

Debt Service Funds are used to account for payment of debt service of Governmental Funds. The City/District's has one Debt Service Fund as listed below:

*Levee Protection Planning and Improvements General Obligation Bond Fund (Fund 230):* The Levee Protection Planning and Improvements General Obligation Bond Fund accounts for the payment of debt service (principal and interest) on the City's general obligation bond debt used for financing an estimated \$90 million cost of levee improvements.

### **CAPITAL PROJECTS FUNDS**

Capital Projects Funds are used to account for resources used for the acquisition and construction of capital facilities or major capital equipment, except for capital facilities financed by proprietary fund types. Capital Project Funds used at the City/District are listed below:

*Capital Investment – City Fund (Fund 301):* Revenues from City sources are used for development, construction or acquisition of approved capital projects funded by certain

general obligation bonds, the sale of property, or other unrestricted revenue sources of the City. The fund balance includes a \$2 million emergency reserve.

*Capital Asset Acquisition and Replacement Fund (Fund 326):* Revenues from the sale of City property, including the sale of the City-owned 11 acre site formerly leased to the North Peninsula Jewish Campus in September 2012, are being deposited into this fund. Revenues from the sale of the City-owned 15 acre site to TNHC-HW Foster City, LLC were also deposited into this fund. By policy direction, assets in these funds may only be used for the acquisition or replacement of significant assets or capital improvements by 4/5<sup>th</sup> vote of the City Council, except for a limited duration transfer to the City General Fund of \$205,000 per year in FY 2012-2013, 2013-2014 and 2014-2015.

## PROPRIETARY FUND TYPES

### ENTERPRISE FUNDS

Enterprise Funds are used to account for City/District operations that are financed and operated like private business enterprises. Use of this type of fund permits user charges to finance or recover the cost of providing the enterprise's services to the general public on a continuing basis.

Enterprise Funds used at the City/District are listed below:

*Water Enterprise Funds:* Activities associated with providing water services including construction and maintenance of water distribution systems. There are three funds associated with the Water Enterprise:

- *Water Revenue Fund (Fund 401)* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the retail sale of water to customers.
- *Water Capital Investment Fund (Fund 405)* – Captures funds that are spent towards capital improvements to the Water system, funded through monies collected from ratepayers that go towards current or future capital improvement projects. It also holds equipment replacement, acquisition and funding from water revenues for replacement of equipment supporting water operations. The fund balance includes a \$2 million emergency reserve.
- *Water Equipment Replacement Fund (Fund 408)* – funds held for the replacement and acquisition of water enterprise equipment.

*Wastewater Enterprise Funds:* Activities associated with wastewater collection and treatment including construction of wastewater treatment plant facilities (shared with the City of San Mateo). There are four funds associated with the Wastewater Enterprise:

- *Wastewater Revenue (Fund 451)* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.
- *Wastewater Rate Stabilization Fund (Fund 453)* – Accounts for net revenues collected from the Wastewater Revenue Fund for debt service payments to be made by the Wastewater Long-Term Debt Fund and for cash funding of EMID's share of WWTP costs.

- *San Mateo-Foster City Public Financing Authority Loan Fund (Fund 454)* - The San Mateo-Foster City Public Financing Authority (SM-FC PFA) Loan Fund accounts for the payment of principal and interest on long term debt incurred for EMID's share of WWTP costs, including loan(s) from the San Mateo-Foster City Public Financing Authority.
- *Wastewater Capital Investment Fund (Fund 455)* – Captures funds that are spent towards capital improvements to the Wastewater Collection (sewer) system, funded through monies collected from ratepayers that go toward current or future capital improvement projects. It includes accounts for collection of wastewater system expansion fees for vacant parcels representing new developments that will be connected to the system. Funds are transferred to the Capital Investment Fund (above) where they are spent on Wastewater Collection (sewer) system expansion capital projects. The fund balance includes a \$2 million emergency reserve.
- *Wastewater Equipment Replacement Fund (Fund 458)* – funds held for the replacement and acquisition of wastewater enterprise equipment.

### **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments on a cost reimbursement basis. Internal Service Funds used at the City/District are listed below:

*Vehicle Replacement Fund (Fund 501)*: Vehicle replacement, acquisition and maintenance service charges and the related billings to various departments.

*Equipment Replacement Fund (Fund 502)*: Equipment replacement, acquisition and the related billings to various departments for non-Enterprise fund assets.

*Self-Insurance Fund (Fund 503)*: Charges to the various departments for general liability and property insurance premiums, defense costs and related administrative costs.

*Information Technology Fund (Fund 504)*: Information technology-related acquisitions, maintenance service charges and the related billings to various departments.

*Building Maintenance Fund (Fund 505)*: Management, maintenance, janitorial service, and some capital replacement for all City/District buildings and building-related equipment.

*Longevity Recognition Benefits Fund (Fund 507)*: Benefits paid to retired employees in accordance with benefit plans approved in labor contracts and/or compensation and benefits plans, funded by charges to operating departments based on salary costs.

*PEMHCA Benefits Plan Fund (Fund 508)*: Benefits paid on behalf of retirees participating in the CalPERS' Public Employees' Medical and Hospital Care Act (PEMHCA) medical benefits plan.

*Compensated Absences Fund (Fund 509)*: Vacation and sick leave benefits which have monetary value and must be paid out to employees upon separation of employment in accordance with the terms of an existing memorandum of understanding or compensation and benefits plan.

### **AGENCY FUNDS**

Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity. The only Agency Fund used by the City/District is listed below:

*Foster City Successor Agency Fund (Fund 604):* The Foster City Successor Agency Fund is a private-purpose trust fund that accounts for the accumulation of resources to be used for payments of recognized obligations of the former Foster City Community Development Agency that was dissolved on January 31, 2012 as a result of the passage of ABx1 26 by the State.

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CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FIVE YEAR FINANCIAL PLAN**

## **For the Five Years ended June 30, 2024**



### **CITY COUNCIL/DISTRICT BOARD**

Sam Hindi, Mayor / President  
Herb Perez, Vice Mayor / Vice President  
Richa Awasthi  
Sanjay Gehani  
Catherine Mahanpour

### **SUBMITTED BY THE CITY/DISTRICT MANAGER**

Jeff Moneda, P.E.

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# FOSTER CITY COMMUNITY PROFILE

## Location

Foster City is located midway between San Francisco and San Jose on the western shoreline of the San Francisco Bay, east of U.S. 101, which provides convenient access to the San Francisco Airport and San Francisco to the north and Santa Clara County to the south. The City is bisected by State Route 92 (the J. Arthur Younger Freeway), which runs between Half Moon Bay to the west and Highway 880 to the east via the San Mateo-Hayward Bridge. The City encompasses 12,345 acres, of which 9,726 acres are part of San Francisco Bay and Belmont Slough, and 2,619 acres are land area.

## History

Foster City had its beginning as reclaimed marshlands devoted to dairy farming and evaporation ponds. At the turn of the 20<sup>th</sup> century, the approximately 2,600 acres of tidal marshes now occupied by Foster City were owned by Frank Brewer, and the land was called Brewer Island. Brewer eventually sold his land to the Leslie Salt Company and Schilling Estate Company.

During the late 1950's, T. Jack Foster, in association with Bay Area developer Richard Grant, purchased an option to acquire Brewer Island for the development of a complete community. In 1960, the California Legislature created the Estero Municipal Improvement District (EMID), the state's first such public agency. The District was granted most of the governing powers associated with an incorporated municipality, except the

powers to zone and approve development and certain police powers. A board of three directors representing the two landowners governed the District.

Because San Mateo County retained the authority to approve development permits, T. Jack Foster prepared a master plan for the development of Brewer Island (Foster City) and submitted it to the County in 1961. The plan envisioned a self-contained community with a variety of housing types, waterfront lots and parks, an internal lagoon for drainage and public recreation, marinas, offices, stores, industry, and public services. The ultimate "buildout" was to include 11,000 housing units and a population of approximately 35,000. The Town Center, to be focused on an interior lake, was to include a combination of community and regional commercial services, offices, government agencies, entertainment establishments, and parks.



One of the more difficult aspects of the plan for the City was how to handle drainage in an area that was basically flat and at sea level. The engineering firm of Wilsey and Ham developed a plan to raise the surface level of the island four to five feet and to dig a central drainage basin area that also would serve as a runoff storage area. This drainage basin is now the Foster City Lagoon.

The County Board of Supervisors approved the Foster City plan in 1961, and groundbreaking for the first reclamation and development projects took place in August. Due to the extensive fill, compaction, and construction of facilities that had to precede any building, three years passed before the first homes were completed.

The Estero Municipal Improvement District was authorized to issue \$82,130,000 in bonds in order to finance the improvements necessary for development of Brewer Island (of which \$78,437,000 was issued). The bonds provided enough funding to build the lagoon, water system, sewer system, roads, bridges, and other necessary improvements.

By the end of 1964, 200 families had moved into Foster City. By 1966, the community had grown to 5,000 residents. The first public buildings constructed included the Corporation Yard in the early 1960's and the Public Safety Building (the former Fire Station) in 1965.

As the City developed, residents came to realize that their lack of representation on the EMID Board made it difficult to affect Board decisions on development and taxation issues. In early 1967, residents reached a compromise with T. Jack Foster and Sons to introduce legislation increasing the Board's size from

three to five. Foster City residents would elect the two new directors. The legislation also contained a provision for eventual transition of the Board to full citizen representation by 1970, a year prior to the statutory deadline. At that time, the EMID Board began incorporation proceedings.

Foster City was incorporated in April 1971, with the newly elected City Council assuming the powers of the EMID Board. Nearly seven years after the first families moved to Foster City, residents gained full control over municipal governance.

In 1972, the City opened a new City Hall. In 1974, the Recreation Center opened in Central Park (now Leo J. Ryan Park) on the shores of the Lagoon. In 1976 the fourth and last of the bridges crossing the Foster City lagoon system was completed and it was named the Bicentennial Bridge. The Foster City Community Development Agency was formed in 1981 to assist the growth of the City. A new Police Station located at 1030 East Hillsdale Boulevard was dedicated in March 1985. The Recreation Center was remodeled and expanded in 1997. A new Library/Community Center building was also completed in 1997. The new Government Center with Fire Station, City Hall, and an addition to the Police Station was completed December 2002. The new Council Chambers was completed November 2003. The Teen Center (Vibe) moved from a temporary building to a permanent home by the Recreation Center in 2009. The Community Development Agency was dissolved by the State in 2012.

## ***Government Services***

The Estero Municipal Improvement District and the City of Foster City provide governmental services to the citizens of

Foster City. The members of the City Council serve as the policy-making body for both governmental agencies. City voters elect Council members to staggered terms of four years each. The City Council meets regularly on the first and third Mondays of each month at 6:30 p.m. in the Council Chambers at 620 Foster City Boulevard and may call additional special meetings. These meetings are televised on the City's government access station, FCTV Comcast Channel 27 or ATT Channel 99 and streamed on the FCTV website. All meetings of the City Council, Planning Commission and any committees are open to the public except when certain personnel matters and legal items are discussed.



Figure 2: Foster City Government Center

The City Council has appointed one commission and six Citizen Advisory committees to advise it on matters of special interest:

- Planning Commission
- Audit Committee
- Innovation and Technology Advisory Committee
- Parks and Recreation Committee
- Citizens Sustainability Advisory Committee
- Traffic Review Committee
- Youth Advisory Committee

### City of Foster City

Foster City was incorporated on April 27, 1971 and is a general law city as established by the California Government Code, Section 34102. It uses the Council-Manager form of government. A City Manager is appointed by and responsible to the City Council to serve as Chief Administrative Officer overseeing personnel, developing the budget, proposing policy objectives, and implementing policies and programs adopted by the City Council. Nine departments report to the City Manager, which include:

- Five line departments, so-called because they provide direct services to the public: Community Development, Fire, Parks and Recreation, Police, Public Works; and
- Four support departments, which primarily serve to support the efforts of the line departments: City Manager, Communications/City Clerk, Financial Services/City Treasurer and Human Resources.
- The Fire Department has transitioned to the San Mateo Consolidated Fire (SMC Fire) Department, serving Foster City, Belmont and San Mateo. This process has taken place over the past several years, culminating on the effective date of January 13, 2019.

### Estero Municipal Improvement District

As described in the History section, the Estero Municipal Improvement District (EMID) was created in 1960 and granted most of the governing powers associated with an incorporated municipality. EMID sold bonds to finance the major

improvements needed for development of the City. EMID provides water and sewer service to Foster City and water service to Mariner’s Island and is a separate legal entity with the City Council serving as its Board of Directors. The last of the EMID bonds was paid off on August 1, 2007.

## **Cultural**

The Parks and Recreation Department offers a variety of cultural activities in the form of special events throughout the year. Leo Ryan Park serves as the backdrop for many events that provide the community exposure to culture and the arts in all its forms. One of the most widely attended events for all ages and backgrounds is the very popular annual Summer Concert Series at Leo Ryan Park. The Summer Concerts provide free family-friendly evenings in the beautiful outdoor amphitheater. The Fourth of July Celebration is an all-day event co-sponsored by the Lions Club that includes fireworks, family games, food, demonstrations, and other activities.

The Department also hosts several events specifically for Foster City residents. The Neighbor Nights program is hosted in three different community parks throughout Foster City. The goal of this program is bring people together from each of the surrounding neighborhoods to enjoy an evening of food and family games. In August, a Family Overnighter is held at Boothbay Park. This popular event features a fun-filled evening of games, songs and camping.

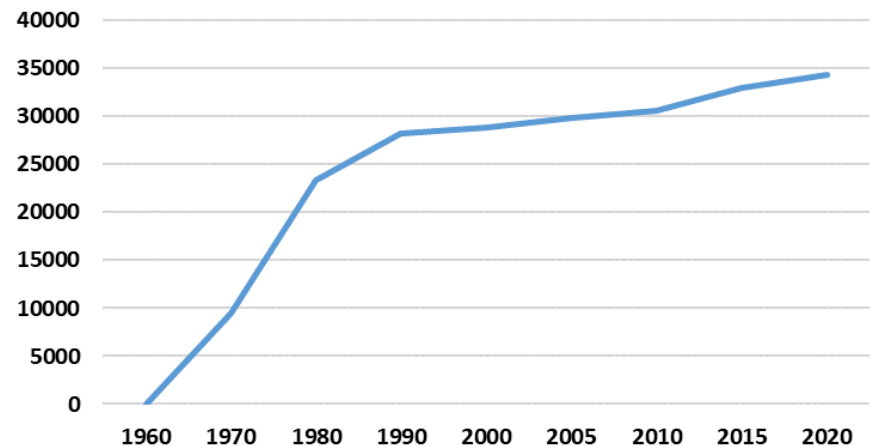
In May of 2018, it was decided by the City Council that the City would host an annual “City Birthday Party.” The inaugural City event is called “Summer Days” and will take place this year starting at 5:00 PM on August 23 through August 25, 2019. “Summer Days” will include live entertainment, traditional

carnival/amusement rides & games, on-site food trucks, craft beer tastings, art/craft exhibits (by local artists and SF Etsy), in addition to activities and information booths by our local community groups. This special event for the City, created by City staff will be the ultimate birthday celebration and wrap up to a fun-filled summer of Parks and Recreation programs.

## **Population**

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970’s and grew at a slower pace during the 1980’s and 1990’s. The original Master Plan estimated a population at buildout of 35,000. The City’s population was determined to be 30,567 by the 2010 US Census. The most recent estimate by the California Department of Finance is 33,490 as of January 1, 2018.

**Population Growth**



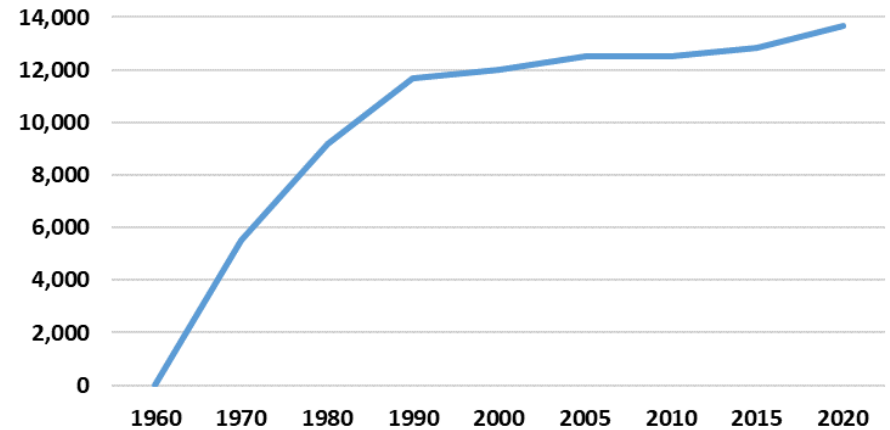
## Housing

As of March 31, 2019, the City has 13,507 housing units.

The Pilgrim Triton Master Plan was approved in 2008 to allow 730 housing units and 296,000 square feet of commercial/industrial office replacing approximately 295,000 square feet of industrial/office buildings. The construction of One Hundred Grand (formerly Triton Pointe) with 166 housing units was completed in 2016. Construction of The Triton (formerly The Waverly) with 220 units was completed in 2018. In 2018 an amendment to the Pilgrim Triton Master Plan was approved to substitute 92 units of housing for the previously approved office development and 17 units in Phase C. This will result in a total of 805 housing units in Pilgrim Triton.

The General Development Plan, Disposition and Development Agreement and Development Agreement was approved in December 2013 for Foster Square. The project includes 155 assisted living units (including 24 memory care units), 66 below market rate apartments and 200 for-sale units along with up to 35,000 sq. ft. of commercial. Alma Point by Midpen Housing, which consists of 66 affordable housing units for seniors, opened in June 2016. Atria, which consists of 155 assisted and independent living units, including 24 memory care units opened in December 2016. Lennar Homes, which consists of 200 for-sale residential condominiums for seniors, is under construction. Construction on the number of Lennar units completed is 90 in FY 2017-2018 and 36 in FY 2018-2019 with the remainder expected to be completed in FY 2019-2020.

Historic & Projected Housing Unit Growth



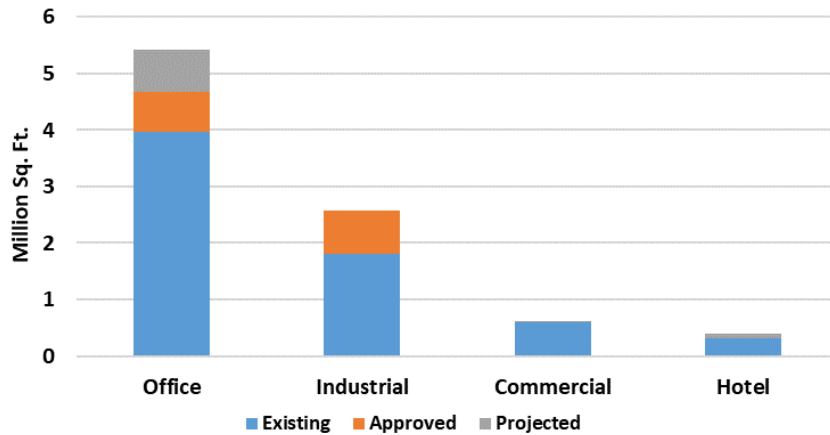
## Land Use

The benefits of providing a balance of land uses that serve a wide range of community needs have been recognized since the first Foster City Master Plan. Although construction during the early years of Foster City was largely residential, the City has actively pursued commercial and research and development uses over the past twenty years to achieve a more balanced mix of uses. Commercial, office, and industrial development provide a healthy and stable tax base as well as job opportunities within the City.

Existing non-residential building stock includes 3.9 million sq. ft. of office, 1.8 million sq. ft. of industrial/research and development, and 0.6 million sq. ft. of commercial and 630 hotel rooms.



**Nonresidential Uses (million sq. ft.)**



The amount of office, research and development, commercial and hotel space is expected to increase over the next several years as older properties are redeveloped and the few remaining vacant sites are developed.

In February 2010, the City approved the expansion of the 40-acre Gilead campus to add about 570,000 net new sq. ft. of offices and labs. In 2013, the City Council approved an integrated Master Plan to incorporate land Gilead purchased from Electronics For Imaging. The resulting 72-acre campus with a maximum build-out of 2,500,600 sq. ft. including a mix of office buildings, laboratory buildings, cafeterias, manufacturing spaces, meeting spaces and a pilot lab. Two office & lab buildings (309 Velocity Way and 355 Lakeside Drive) and two parking garages within the approved integrated Master Plan have been completed since 2013. Additionally, two lab

buildings, 324 and 357 Lakeside Drive including a new parking garage, will be completed in early 2019.

On September 16, 2013, an application was approved to redevelop the site formerly occupied by the Black Angus Restaurant in the Vintage Park Master Plan to develop an extended stay hotel with 121 rooms. The hotel was completed in 2017.

On May 18, 2015, an application was approved to redevelop the site formerly occupied by the Harrys Hofbrau Restaurant in the Vintage Park Master Plan with an approximately 12,000 sq. ft. restaurant and retail building. This building was completed in 2017.

In 2013, the City approved the General Development Plan for the Chess-Hatch Office Project that would demolish about 190,000 sq. ft. of office/warehouse and replace it with up to 800,000 sq. ft. of office. On April 17, 2014, a Use Permit/Specific Development Plan application (UP-13-004) was approved by the Planning Commission to demolish nine office buildings, comprising 146,000 sq. ft. of development, and to construct two towers: one 9-story (145-foot) and one 12-story (187-foot) office building, linked by a one-story (29-foot) connector building, resulting in 600,000 sq. ft. of office development area and up to 5,000 sq. ft. of business supporting use. The Use Permit request also includes a 5-story and a 7-story parking garage.

Foster Square adjacent to City Hall also includes 35,000 sq. ft. of retail. In addition to the 66 affordable housing units discussed above, Alma Point by MidPen Housing was approved for 10,560 sq. ft. of retail was approved. On June 15, 2015 the City Council



approved a Retail Agreement with BVCCP who will own and operate the commercial/retail component of the project. Tenants Starbucks, Happy Lemon, Falafel Tazah, Pastries and Chaat, Poppies Bistro, Netra Arts Canvas and Cafe and the Post Office are currently operating their business. Mumu Hot Pot, India Cash and Carry, Shiki Sushi Restaurant, and Gobi Mongolian Grill are currently processing tenant improvements or in plan check and are likely to open in 2019.

In October 2015, the City Council approved the General Plan Amendment, General Development Plan, Environmental Assessment (including certification of the Environmental Impact Report) Specific Development Plan/Use Permit and Development Agreement for a 595,000 square foot office and laboratory development for BioMed Realty on Lincoln Centre Drive. This campus replaces the 280,000 square foot one story buildings that were previously located at the site. A portion of the campus, consisting of 350,000 square feet of lab/office was completed in 2018.

New developments under review in 2019 include redevelopment and expansion of Costco to include a gas station and a hotel at the vacant site adjacent to VISA at the corner of Shell and Metro Center Boulevards.

If all the projected development occurs (not including the Costco redevelopment proposal), this would result in approximately 5.4 million sq. ft. of office, 2.5 million sq. ft. of industrial/research & development, and 0.6 million sq. ft. of commercial and 785 hotel rooms.

## Shopping

Foster City has five retail shopping areas: three neighborhood commercial centers (Edgewater Place, Marlin Cove, and Beach Park Plaza) and two regional-serving areas: The Marketplace along East Hillsdale Boulevard and the area along Metro Center Boulevard that includes Costco Wholesale and the former Orchard Supply Hardware.

Approximately 19,000 square feet of ground floor commercial has been constructed in the Pilgrim Triton Master Plan area. As previously mentioned, an additional 35,000 sq. ft. of retail is included at Foster Square. An additional 6,000 sq. ft. of retail is included at One Hundred Grand and 5,000 sq. ft. at The Triton.

Several of the shopping centers have redeveloped over the years to meet the needs of the community (e.g., Port O' Call redeveloped into Miramar Apartments, Marlin Cove redeveloped into a mix of commercial and housing).

On November 3, 2016, the San Mateo-Foster City School District (District) entered into a School Conveyance Agreement (Agreement) to purchase Charter Square Shopping Center from the Chang Income Property Partnership, LP (Owner) once a school facility is built on the property by Westlake Urban, LLC (Developer). The school would consist of 23 classrooms (including four (4) classrooms for future enrollment), education and administration-related indoor spaces, as well as outdoor physical education, instructional and recreational components.

Orchard Supply Hardware closed in 2018. No new tenant or use of the site has been the subject of any applications as of March 2019.

## Jobs

During the initial stages of Foster City's development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and research and development uses have been completed, adding a substantial daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of April 2019 (latest data available) are indicated in the accompanying table.

| <u>Largest Employers</u>         | <u>No. of Employees</u> |
|----------------------------------|-------------------------|
| Gilead Sciences                  | 3,823                   |
| VISA USA INC.                    | 1,922                   |
| VISA Technology & Operations LLC | 793                     |
| Guidewire Software Inc.          | 518                     |
| Zoox Inc                         | 510                     |
| Illumina Inc                     | 389                     |
| IBM Corporation                  | 367                     |
| CSG Consultants Inc              | 364                     |
| Brightedge Technologies          | 345                     |
| Cybersource Corporation          | 330                     |

Source: Foster City Business License Data

Based on the Foster City 2019 record of business licenses, businesses in Foster City employ approximately 16,832 persons. Based on the estimated increase in office, industrial and retail space, total employment in Foster City, in the year 2025 is projected to be approximately 18,904 persons. In comparison, Projections 2013 by the Association of Bay Area Governments (the latest forecast by an independent source) projected employment in Foster City at just over 15,920 persons by 2020. The accelerated development occurring in Foster City

the past 5 years has allowed the local job market to grow beyond expectations.

Source: Projections 2013, Association of Bay Area Governments



## Education

The community is served by various private and public educational facilities. From a public education perspective, Foster City is served by the San Mateo-Foster City School District (elementary), the San Mateo Union High School District (high school), and the San Mateo Community College District (community college). There are eight private preschools, three public and three private elementary schools, one private and one public middle (junior high) school in the city limits. The San Mateo-Foster City School District has purchased Charter Square Shopping Center to build a new elementary school. High school students are assigned to one of the public high

schools in the District, or may choose from a variety of private high school institutions in the nearby area. The elementary schools and high schools serving Foster City youth continue to be highly ranked in educational achievement statewide. Finally, there are a variety of public and private colleges and universities within 40 miles of Foster City.

## ***Recreation***

Foster City prides itself on the wealth of recreational amenities and activities provided to the community. Foster City has one of the highest ratios of park acreage to population in the nation, boasting more than 100 acres of park and open space land including bike paths, dog exercise areas, a lighted softball field, soccer and youth baseball fields, tennis courts, basketball courts, picnic facilities, and a wildlife refuge. Leo J. Ryan Park, encompassing eight acres overlooking Central Lake, is home to the gazebo, amphitheater, stage area, and the William J. Walker Recreation Center. The City has constructed synthetic turf fields at Sea Cloud Park, Catamaran Park, and Port Royal Park to provide recreational amenities for soccer and baseball/softball players during all weather conditions and in an effort towards water conservation. In 2015, the City constructed two new parks - Bridgeview Park and Shorebird Park. Shorebird Park includes sculptural art pieces and the City's first outdoor Fitness Court. Additionally, the City rebuilt one existing park (Baywinds Park) previously known as Windsurf Park. The City's lagoon system offers more than 200 acres of surface area, winding five miles throughout the City, for sailboat and windsurfing enthusiasts.

The City's Parks and Recreation Department offers a wide variety of classes year-round – from preschool programs to

creative arts, sports, and fitness programs for children, teens, adults and seniors. The Senior Center offers a variety of programs geared specifically for seniors. "The Vibe" Teen Center hosts activities for the youth, including a skateboard park. Finally, two bocce ball courts round out the amenities provided at the Recreation Center. Active sports enthusiasts can join any number of organized team sports, including basketball, softball, soccer and volleyball. The City offers over 25,000 sq. ft. of reservable space at its Recreation Center and Community Center available for rent to the public for parties, meetings, and events. The Foster City Library (a branch of the San Mateo County Library) is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and the 9,000 sq. ft. Community Center.

Foster City maintains the levee along the Bayfront. The Levee provides protection from flood hazards and storms. It also provides recreational uses for the community and serves as a main link to the Bay Trail. The Federal Emergency Management Agency (FEMA) conducted a coastal flood hazard study in 2014, which determined that roughly 85% of the City's levee system does not meet FEMA requirements. FEMA granted Foster City a temporary "seclusion mapping" designation in 2015 to remain classified as Zone X, so long as progress was made to address the deficiencies of the levee. The City has spent the last 3 years extensively exploring all improvement and funding options so the levee once again meets FEMA standards. An Environmental Impact Report for the Levee Project was adopted on May 8, 2017. In order to maintain FEMA accreditation and keep Foster City properties out of the flood zone, the City Council placed Measure P, a bond measure to fund levee improvements, on the June 5, 2018 ballot. The

measure was approved and will provide funds to strengthen the levee to meet FEMA standards, keeping Foster City properties out of the flood zone and allowing residents to avoid mandatory expensive flood insurance. Levee improvements would not only allow Foster City to maintain FEMA accreditation, but also protect essential city services during storms and from earthquake damage. Plans for the levee are under review by regulatory agencies in 2019. Construction is anticipated to begin in 2020 with completion in FY 2022-2023.

# FIVE-YEAR FINANCIAL FORECAST (FY 2019-2020 to FY 2023-2024)

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The fiscal stewardship exercised by the City Council and its staff is manifested through developing prudent and effective long-term financial strategies and making appropriate financial decisions. Over the years, the City built up reserves in its General Fund, Capital Improvement Funds, Internal Service Funds, and in its Enterprise operations to ensure that the services and infrastructure required to allow the community to thrive are provided the necessary financial resources. These policies and actions help ensure the long-term financial stability of the City.

Economic growth in the Bay Area continues to exceed the nation and the rest of the State, fueled by positive trends in Silicon Valley. Unemployment rates are at 10-year lows, especially in San Mateo County with both Foster City and the County registering 2.4% as of March 2019, which is much lower than the 4.3% mark for California. Business investments in research, products, and operations remain strong. Rents are at or near all-time highs due to strong employment in the region and the lack of available, affordable for-sale homes. Assessed values and medium sales prices have continued to grow and are at all-time highs, resulting in record property tax revenues for agencies throughout the County.

During and after the “Great Recession” of December 2007 to June 2009, the City’s primary fiscal goal could be best summarized in one simple statement: solve the General Fund

structural deficit. The City erased an original \$5 million deficit identified in early 2010 even amidst rising pension costs and the loss of the City’s largest sales tax generator at the end of 2012. FY 2013-2014 was the first year since 2010 that the City’s General Fund showed a balanced budget. Similarly, the City’s General Fund has enjoyed operating surplus since FY 2013-2014. In addition, the General Fund five-year forecast for the next five years does indicate a balanced budget for each of the five years.

The five-year forecast for the General Fund is a financial planning tool to understand the future impacts in the context of planned and potential development, revenue changes, compensation adjustments, and Capital Improvement Program (CIP) funding. Property tax, real property transfer tax, sale tax, transient occupancy tax, building and planning permits, and charges for services are all included in the five-year forecast. Although the City has seen many new development projects break ground over the past several years (e.g. Pilgrim Triton, 100 Grand, The Triton, Foster Square, various Gilead Sciences campus expansions, TownePlace Suites hotel, etc.), only three new projects are included in the 5-year financial plan. They consist of Gilead’s campus-wide office and laboratory tenant improvements, Pilgrim Triton Phase C for 92 units of housing, and a hotel at the vacant site adjacent to VISA at the corner of Shell and Metro Center Boulevards. While not included in the 5-year financial plan, several potential development projects,

including a Costco store expansion and gas station, Gilead Sciences' campus build out, Chess Hatch development, and multi-family housing at 1601 Beach Park Boulevard could move forward over the next few years. The County has indicated a high probability of Excess ERAF refunds for next year. As a result, the City has budgeted a full excess ERAF refund of an estimated \$2.141 million for FY 2019-2020. Due to the inherent uncertainty of potential State takeaways, ERAF refunds are conservatively budgeted at \$1.07 million annually after FY 2019-2020. Based on voter passage of Measure TT in November 2018 that increased the City's transient occupancy tax (TOT) rate from 9.5% to 11% effective January 1, 2019 and then to 12% effective July 1, 2019, staff is projecting an increase in TOT revenues from an estimated \$3.1 million in FY 2018-2019 to \$4.7 million in FY 2019-2020.

The financial forecast incorporates compensation adjustments based on labor agreements in place through June 30, 2019. All city employees (AFSCME, POA, and management employees) have agreed to one-year extension of current agreements with a 2% increase in wages and medical benefits for FY 2019-2020. Staff has assumed a 2% annual compensation adjustment (net of any potential employee pension cost sharing) in FY 2020-2021 to FY 2023-2024 for all bargaining units. The City's retirement benefit costs are expected to escalate significantly over the course of the next several years due primarily to recent changes in actuarial assumptions including member mortality rates and the discount rate. In December 2016, CalPERS lowered its discount rate (return of investment) assumption from 7.5% to 7.0% to be phased-in over 3 years (FY 2018-2019: 7.375%; FY 2019-2020: 7.25%; FY 2020-2021: 7.00%). The forecasted employer pension costs over the City's 5-year

financial plan is \$8,503,660 for FY 2019-2020; \$9,315,906 for FY 2020-2021; \$10,121,668 for FY 2021-2022; \$10,833,721 for FY 2022-2023; and \$11,315,701 for FY 2023-2024. In November 2018, the City Council formed a Pension Subcommittee to discuss strategies toward the City's long-term pension obligations. In June 2019, the City Council authorized a \$3,481,339.65 additional discretionary payment (ADP) from the Pension Stabilization Fund including interest earnings accumulated in the Fund to CalPERS to pay down the City's estimated \$78 million unfunded pension liability. The ADP will help improve the City's Balance Sheet and lower the City's total long-term pension payments to CalPERS. City staff and its pension consultant will hold additional discussion(s) with the Pension Subcommittee in FY 2019-2020 to develop a long-term plan to improve City's funding of its CalPERS pension plans.

In April 15, 2019, the City Council authorized the use of FY 2017-2018 General Fund operating surplus (Rollover Surplus) of \$7,582,562 for the following transfers: a) 3,432,974 to the Pension Stabilization Fund to pay down the City's unfunded accrued liability with CalPERS; b) \$2,716,614 to the Building Maintenance Internal Service Fund (BMF) for the General Fund's apportionment of costs to bring the BMF up to the level for which it should be funded; c) \$716,487 to the City CIP Fund for future projects and d) \$716,487 to a newly established Facilities Replacement Fund as initial seed funding for the replacement of City facilities. On that same day, the EMID Board approved the transfers out of \$150,923 each from the Water and Wastewater Enterprise Funds to the BMF for its apportionment of costs. The aggregate transfer of \$3,018,460 provides the BMF with adequate funding to service the items on its maintenance/ replacement list.

Even with the use of the Rollover Surplus, the General Fund reserve is projected reach \$44.4 million by June 30, 2019. At 97.7 percent of FY 2019-2020 proposed operating expenditures of \$45.4 million, it is well above the City Council's reserve policy minimum of 33 1/3 percent to 50 percent of operating expenditures.

As indicated earlier, staff is forecasting a balanced General Fund budget in each year of the five-year financial forecast with annual surpluses of \$1.5 million, \$712,000, \$509,000, \$385,000, and \$629,000 respectively.

Based on the City's 10-year Capital Improvement Program analysis that was presented to the City Council on March 25, 2019, the annual transfer from the General Fund will remain at \$3.5 million over the course of the 5-year financial forecast.

The City's Internal Service funds are generally well funded. Effective FY 2019-2020, the City will be assessing internal service charges to applicable departments "receiving" longevity and/or PEMHCA benefits to better align costs and to maintain the reserve balances of both the Longevity Benefit Fund and the PEMHCA Benefit Fund. The proposed internal service assessment to City departments are \$224,160 and \$177,192 respectively. As of June 30, 2019, the projected reserve balances of the Longevity Benefit Fund and the PEMHCA Benefit Fund are \$2.27 million and \$5.76 million respectively. However, these balances do fall short when measured against the actuarial accrued liability (AAL) amounts of \$3.659 million and \$11.812 million respectively as of June 30, 2018.

The City's other funds have sufficient reserves to accomplish their respective objectives, including proactive funding and maintenance of the City's infrastructure, funding for the

replacement of capital equipment to support the provision of services, and a reliable water and wastewater system. The District is undertaking the expansion and upgrade of the Wastewater Treatment Plant (WWTP) jointly owned between the Estero Municipal Improvement District and the City of San Mateo. The cost of the wastewater treatment plant upgrade is currently estimated at \$644.1 million over 10 years, with the District's portion of joint costs estimated to be \$155.9 million and incorporated as Wastewater Enterprise Fund CIP 455-652. In June 2019, the District and San Mateo, through its jointly established San Mateo-Foster City Public Financing Authority (SM-FC PFA) issued 2019 Wastewater Revenue Bonds to finance each agency's respective WWTP capital costs through fiscal year ending June 30, 2020. The District share of bonds was \$40,131,009.45 (\$33,820,000 par amount plus \$6,579,286.35 of bond premium less \$268,276.90 for issuance cost and underwriter fees). In anticipation of the financing needed to pay for the District's share of the WWTP project, the District Board authorized a 5-year rolling wastewater rate adjustment plan. In June, 2017, 14.25% annual rate increases were approved for FY 2017-2018 to FY 2021-2022. This was followed by an additional 14.25% rate increase for FY 2022-2023 approved in June 2018 and a 10% rate increase for FY 2023-2024 approved in June, 2019. With these rate increases, the Wastewater Enterprise Fund is expected to generate the necessary revenues to meet debt service coverage and secure additional financing of the WWTP project through FY 2023-2024.

The City is also doing a Levee Protection Planning and Improvements project (CIP 301-657) to address FEMA's finding that the City's levee system is no longer compliant with new FEMA requirements for flood hazard protection. Unless upgrades are made to the levee system, the entire city will be

placed in a flood zone designation, which would require property owners with federally backed loans to obtain flood insurance and owners selling property in Foster City would also be required to disclose the flood zone designation as part of the sale. In March 2018, the City Council authorized a June 5, 2018 ballot measure (Measure P) to issue General Obligation (GO) Bonds to fund the cost of this \$90 million project. The measure passed with overwhelming support of over 80%. City staff anticipates the issuance of GO Bonds will occur between January and February 2020 to coincide the commencement of construction. Over the course of FY 2020-2021, the City Council will be providing direction on the replacement and funding of the City's Recreation Center.



## **City of Foster City**

# **Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2024**

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2024. The analysis makes key assumptions that, based on historical trends and current information received from various sources, are considered most likely to be incurred. The key assumptions made in the preparation of the Plan are listed here. The sources used in preparing these assumptions were:

- Budget information from the State Department of Finance and the Legislative Analyst's Office
- Consumer price index adjustments from the Bureau of Labor Statistics
- Residential property value trends from the National Association of Realtors, California Association of Realtors, and the San Mateo County Association of Realtors
- Consumer spending and interest rate trends as compiled by the Federal Reserve Bank
- Property assessment valuations from the County Assessor's office
- Anticipated commercial and residential developments in the City through the Community Development Department
- Unemployment rates from the Bureau of Labor Statistics and the California Employment Development Department
- Market rates realized on existing investment securities
- Availability of Federal and State Grants
- Pending and current legislation affecting local government revenues and costs
- Known one-time revenues and expenditures

### **Overall Economic Forecast**

The City is projecting modest growth in most of its recurring revenue streams with property tax revenues continuing as its highest revenue generator. According to Zillow, as of March 2019, the median home value in Foster City was \$1,571,200. San Mateo County Association of Realtors reported that the median sales price of a Foster City single-family residence (SFR) was \$1.88 million in 2018 with 113 SFR sales compared to \$1.77 million median sales price and 116 SFR sales in 2017. As of March 2019, unemployment rates for the U.S. and California were 3.8% and 4.3% respectively compared to March 2018 readings of 4.1% and 4.3% respectively. Both San Mateo County's and Foster City's unemployment stood at 2.4% as of March 2019. Most economists consider these levels as "full employment". The assumption used in the City's five-year revenue forecast past FY 2019-2020 for most revenue categories are annual growth rates of 2% to 3%.

### **Revenue Assumptions**

Assumptions made in determining significant revenue amounts are listed below:

#### **Development – Property Taxes, Planning, Permit, and Park In-Lieu Fees**

The following ongoing projects have been included in the forecast:

- *Gilead Sciences* – two office and laboratory buildings are under construction (357 Lakeside Drive and 324

Lakeside Drive) and are projected to be completed FY 2018-2019.

- *Gilead South Campus parking garage* – Construction of a Gilead parking garage (PG 324) is planned to start in FY 2018-2019 with a projected completion date in the 3<sup>rd</sup> quarter of 2019
- *Pilgrim-Triton* – The Triton, with 220 apartment units was completed in 2018. This phase of Pilgrim Triton also includes 20 townhomes that are expected to commence construction in FY 2018-2019 and be completed in FY 2019-2020.
- *Foster Square Development (Former 15 Acre Site)* – This senior housing project includes 66 below market rate apartments (Alma Point), 155 assisted and independent living units (Atria), and market rate for-sale units (Lennar). Construction of Alma Point, Atria, and 126 units of the Lennar market rate units have been completed with the remaining 74 units of the Lennar project to follow over the course of the next 2 years.
- *Family Dental* – An expansion of Family Dental is anticipated to commence in FY 2018-2019 with a completion timeframe of early 2020.

The following new projects have been included in the forecast:

- *Gilead Campus Wide Office and Laboratory Tenant Improvements* – Gilead plans to do approximately \$4 million of annual tenant improvements in its campus.
- *Pilgrim-Triton Phase C* – In 2018, an amendment to the Pilgrim Triton Master Plan – Phase C was

approved for 92 housing units, inclusive of 22 workforce units.

- *Hotel at Corner of Metro Center and Shell Boulevards* – A proposed 155 room hotel at the former VISA site with a tentative completion timeframe of FY 2021-2022. Since this project is still in the “under review” stage, staff has only included building fees and property tax revenues, but not transient occupancy tax revenues in its five-year financial plan.

The following projects have not been included in the revenue forecast:

- *Costco* – Costco has expressed an interest in adding a gas station and demolishing its existing store and replacing it with a larger one. This project is on hold and has not been approved by the City.
- *1601 Beach Park Boulevard* – the owner of this parcel has presented a proposed housing project to the City, but it has not been approved yet.
- *Gilead Sciences Proposed Campus Build out* – the master plan for Gilead includes a North Campus with 600,000 square feet of office space and a parking garage. Other than the buildings at 357 Lakeside Drive and 324 Lakeside Drive (along with a parking garage), the North Campus built out has not been assumed in the 5-year forecast.
- *Chess Hatch* – this project would entail the redevelopment of the existing single-story commercial properties along Chess Dr. near Hatch Dr. This property was acquired by Gilead in FY 2015-2016. The redevelopment of this site has not been assumed in the 5-year forecast.

### Property Taxes

- Over the past year, home values have continued to reach historic highs. Over the past ten years, property taxes have grown annually in the range of 3-10%, but during the recession, property taxes grew at less than 2%. Under the provisions of Proposition 13, County Assessors make increases to their assessment rolls based on an inflation factor, the California Consumer Price Index (CCPI), not to exceed 2 percent. The inflation factor for FY 2019-2020 is 1.02%. The Assessor's Office is projecting an increase in FY 2019-2020 assessed valuation in Foster City of approximately 6.75% as of April 22, 2019. Future property tax revenue increases are estimated at 3% per year, based on a moderation in the real estate market over the next several years. The other assumptions for property taxes include the following developments: Gilead Sciences buildings on 357 Lakeside Drive and 324 Lakeside Drive (including a parking garage); anticipated annual Gilead campus-wide tenant improvements; the completion of the Lennar housing project, the 20 townhomes at the Triton; the Biomed Realty/Illumina campus; the Family Dental expansion project, the Pilgrim Triton – Phase C project, and the Hotel project.
- Based on indications from the County, revenue projections assume a full excess Education Revenue Augmentation Fund (ERAF) refund of \$2.141 million in FY 2019-2020. However, the City has conservatively budgeted only \$1.071 million annually after FY 2019-2020 due to the inherent uncertainty of potential State takeaways beyond that year.

### Sales & Use Tax

- The City suffered a \$1 million annual loss in its sales tax revenues in FY 2012-2013 when the largest sales tax

producer shifted its sales operations to its other corporate facilities. Since then, sales tax revenue growth has been marginal. In FY 2018-2019, several business closed including Orchard Supply Hardware. The Charter Square shopping center was demolished for the construction of a new elementary school. Staff is projecting essentially flat revenues of \$3.39 million in FY 2019-2020, inclusive of the impacts from the Quill decision which allows the collection of sales tax for out of state transactions. Thereafter, annual revenue growth is projected to increase between 2.0% to 2.2%. No assumptions have been made for sales tax revenues with respect to any additional retail sales from the current vacant retail spaces.

### Transient Occupancy Tax (TOT)

- The City imposes a transient occupancy tax of 11% on temporary guests staying at the City's three hotels -- Crowne Plaza, Marriott Courtyard, and TownePlace Suites. Based on voter passage of Measure TT in November 2018 that increased the City's transient occupancy tax (TOT) rate from 9.5% to 11% effective January 1, 2019 and then to 12% effective July 1, 2019, staff is projecting an increase in TOT revenues from an estimated \$3.1 million in FY 2018-2019 to \$4.7 million in FY 2019-2020. The five-year financial plan assumes a conservative 2% annual increase in TOT revenues.

### Business License Tax

- The Business License Tax Ordinance was updated in November 2013 based on voter approval. The increased minimum tax rates and maximum revenue caps upon which the tax is calculated was phased in over a 3-year period from calendar year 2014 to 2016. An annual growth of 2% per year is assumed throughout the forecast.

### Investment Earnings

- The average yield on the City's investment portfolio is currently at the 2% level. In early 2019, the Federal Reserve (Fed) indicated a strong likelihood of no federal funds rate hikes for the remainder of the year due to uncertainties and persistent low inflation in the U.S. economy. In addition, the Fed is anticipating GDP growth of around 2% for calendar 2019. Staff is projecting a conservative 2% annual investment yield over the five-year period.

### Water and Wastewater Revenues

- Water Rates -- The City currently serves over 8,100 utility customers. Through its membership in the Bay Area Water Supply and Conservation Agency (BAWSCA), the District participated in the issuance of bonds by BAWSCA to prepay the obligation to fund the City and County of San Francisco's capital improvements related to the Hetch Hetchy System. The District hired a rate consultant to update its rate model, and combined with the District's analysis of existing reserves and projected future costs, the proposed water rates for FY 2019-2020 is an increase of 3.0% for variable water charges and 8% for fixed water charges.
- Wastewater Rates – Wastewater rates are increasing 14.25% annually from FY 2019-2020 through FY 2022-2023. On March 25, 2019, the District Board authorized an additional 10.0% rate increase for FY 2023-2024 subject to a Proposition 218 process. This additional increase allows the wastewater enterprise to generate the necessary revenues through FY 2023-2024 to make debt service payments associated with the financing needed to pay for the District's estimated \$157.5 million

of costs (CIP 455-652) to upgrade the wastewater treatment plant owned jointly with the City of San Mateo.

- State Budget

The Governor's proposed State Budget issued in January 2019 does not appear to have any direct impact (positive or negative) to Foster City at the present time.

### Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

#### Service Levels and Capital Improvement Projects

- Current service levels are planned to be maintained for the budget period. The proposed FY 2019-2020 annual budget includes various staffing adjustments. In January 2019, a 5% temporary special assignment pay was awarded to the Assistant City Manager to co-supervise (with the City Manager) the City's newly promoted Community Development Director. In April 2019, the City Manager's Management Analyst was promoted to Principal Management Analyst in recognition of the higher level of her job duties and the elimination of a vacant part-time office assistant position. A Technology Analyst II was promoted to a Senior Systems Analyst to take on high level responsibilities. Each of these FY 2018-2019 changes will carry over permanently into FY 2019-2020, including a permanent 5% increase in pay for the Assistant City Manager classification as the special assignment pay expires on June 30, 2019. Also in January 2019, the San Mateo Consolidated Fire Department (SMC FD) commenced operations, having been created from a Joint Powers Authority formed by Foster City, Belmont, and San Mateo. Fire department personnel from each of these cities were essentially transferred over to SMC FD with each city responsible for

funding the operations of SMC FD prospectively under an agreed upon cost sharing ratio of 20%/20%/60% for Foster City, Belmont, and San Mateo respectively. As a result, the City's full time FTE count declined by 33 from 198 to 165 during FY 2018-2019.

In FY 2019-2020, the Community Development Department is proposing the promotion of a senior building inspector to a principal building inspector and a building inspector to a senior building inspector. The Department is also eliminating one vacant Building Inspector position and will use contract consulting services to assist with inspection services. With this change, the total budgeted citywide full-time staffing level for FY 2019-2020 stands at 164 (198 total from FY 2018-2019 less a reduction of 33 for Fire and a reduction of 1 for Community Development).

On January 13, 2019, the Belmont, Foster City and San Mateo Fire Departments joined together as a Joint Powers Authority (JPA). During the transition, the Administrative Assistant who did not transfer with the JPA was retained by Community Development Department to fill a vacant Office Assistant position until an Administrative Assistant position becomes available at other departments.

- The City implemented a long-term funding of Capital Improvement Projects on FY 2010-2011. Proposed Capital Improvement Projects in the five-year forecast are shown and incorporated in the five-year forecast for the City's General Fund and the Water and Wastewater Enterprise Funds. The FY 2019-2020 funding for the City Capital Investment Fund assumes a transfer of \$3.5 million per year to fund potential Capital Improvement Projects over a 10-year horizon, and takes into

consideration the availability of current reserves above the \$2 million emergency reserve in the City CIP fund. The \$3.5 million amount is unchanged from FY 2018-2019 and takes into account the City's aging infrastructure as "Foster City at 50" approaches. The forecast does not include any capital improvement projects that could be charged to the Capital Asset Acquisition and Replacement Fund, the reserves of which is expected to reach \$39.6 million at the end of FY 2018-2019 and surpass \$48.2 million by the end of the five-year forecast.

#### Employee Services

- A net decrease of 1.0 full-time FTE's is included in FY 2019-2020 as indicated in the Service Levels section above.
- In December 2016, CalPERS announced a reduction in its Discount Rate (rate of return on its investment portfolio) from 7.5% to 7.0%. Employer contribution rates for non-safety employees and safety "classic" employees are projected to increase from the current FY 2018-2019 level of 30.291% to approximately 39.800% and from 51.913% to approximately 78.700% of payroll respectively by FY 2023-2024. In February 2018, CalPERS also modified its amortization policy for prospective investment gains and losses from 30 years to 20 years effective FY 2021-2022. The Discount Rate and amortization period changes are expected to add significant costs to most government agencies and is likely to prompt many of them, including Foster City, to look for employee cost sharing as an option to help mitigate the escalation of retiree benefit costs.
- Much of the City's workforce falls under collective bargaining agreements. The contracts for all bargaining

groups and management employees will expire on June 30, 2019 and each unit has agreed to a one-year contract extension with a 2% increase in wages and medical benefits for FY 2019-2020. Thereafter, a 2% annual compensation adjustment is used from FY 2020-2021 to FY 2023-2024 for all employee units.

- In FY 2019-2020, the City Manager's office is proposing a change in funding for the Sustainable Foster City Fund. Annual receipts of approximately \$25,600 received for Rule 20A swap with the City of Half Moon Bay (currently recognized in the General Fund) and Transfers In of \$50,000 from the Demolition and Construction Fund are recommended as new sources of ongoing funding for economic development, environmental sustainability, and social equity and engagement activities within the Sustainable Foster City Fund.

#### Supplies and Services, Capital Outlay, Internal Service Charges, and Reallocations

- An annual increase of 2% is included in the proposed 5 Year financial plan starting with FY 2021-2022.

#### Realistic Expenditure Savings Forecast

- In the General Fund, each year the City realizes budgetary expenditure savings ranging from 2% to 5% due to a variety of factors, the most significant being salary savings generated from the retirement or separation from employment of employees and those positions are then vacant during the recruitment process. In addition, the City has had a culture of budgeting its expenditures conservatively to ensure that budgetary resources are available to achieve the City's objectives with the delivery of services on a timely basis. This included conservative assumptions on employee benefits options and costs. With the

preparation of the FY 2018-2019 budget, City staff tightened up the assumptions for employee services. As a result, the annual expenditure savings assumption for the 5-year financial forecast was reduced from 2 percent to 1 percent starting in FY 2019-2020 to FY 2022-2023 and will continue for the current five-year financial plan to reflect a more realistic picture of the City's anticipated expenditure savings in those future years. An expenditure savings is not included in FY 2019-2020 as a way of preserving the City's conservative budgeting philosophy relative to adopted budget year.

#### General Fund Reserves

Based on the revenue and expenditure assumptions articulated in this proposed budget, staff is projecting a General Fund surplus of \$1.5 million in FY 2019-2020 (inclusive of a Transfer Out of \$3.5 million to the City's Capital Projects Fund) and a balanced budget in each year of the 5-year financial forecast. During FY 2018-2019, the City Council authorized the use of FY 2017-2018 General Fund operating surplus (Rollover Surplus) of \$7,582,562 for the following transfers: a) 3,432,974 to the Pension Stabilization Fund to pay down the City's unfunded accrued liability with CalPERS; b) \$2,716,614 to the Building Maintenance Internal Service Fund (BMF) for the General Fund's apportionment of costs to bring the BMF up to the level for which it should be funded; c) \$716,487 to the City CIP Fund for future projects and d) \$716,487 to a newly established Facilities Replacement Fund as initial seed funding for the replacement of City facilities. On that same day, the EMID Board approved the transfers out of \$150,923 each from the Water and Wastewater Enterprise Funds to the BMF for its

apportionment of costs. The aggregate transfer of \$3,018,460 provides the BMF with adequate funding to service the items on its maintenance/replacement list. Upon the completion of the FY 2018-2019 fiscal year, staff will once again seek direction from the City Council the potential use of any of that year's General Fund Surplus, including making additional discretionary payments to reduce the City's unfunded pension liability or other City Council priorities. Notwithstanding, General Fund reserves are expected to remain healthy throughout the entire 5-year financial plan, with projected balances ranging from \$44.4 million at the close of FY 2018-2019 to \$48.1 million at the close of FY 2023-2024.

**City of Foster City, California**  
 Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2024

| Revenues by Source:  | Projected             | Five Year Financial Plan |                        |                       |                       |                       |
|--|-----------------------|--------------------------|------------------------|-----------------------|-----------------------|-----------------------|
|  | 2018-2019             | 2019-2020                | 2020-2021              | 2021-2022             | 2022-2023             | 2023-2024             |
| <b>Governmental Fund Type Revenues</b>                         |                       |                          |                        |                       |                       |                       |
| Property taxes   | \$ 27,864,670         | \$ 29,274,400            | \$ 34,551,250          | \$ 35,504,850         | \$ 36,592,550         | \$ 37,702,150         |
| Property tax in-lieu of Vehicle License Fee                    | \$ 3,950,600          | \$ 4,188,000             | \$ 4,314,000           | \$ 4,443,000          | \$ 4,576,000          | \$ 4,713,000          |
| Sales taxes  | \$ 3,369,300          | \$ 3,391,100             | \$ 3,465,700           | \$ 3,538,500          | \$ 3,612,800          | \$ 3,685,100          |
| Transient occupancy taxes                                      | \$ 4,094,000          | \$ 4,697,200             | \$ 4,791,000           | \$ 4,887,000          | \$ 4,985,000          | \$ 5,085,000          |
| Business Licenses Tax  | \$ 1,733,400          | \$ 1,768,100             | \$ 1,803,500           | \$ 1,839,600          | \$ 1,876,400          | \$ 1,913,900          |
| Franchise taxes  | \$ 1,186,500          | \$ 1,195,600             | \$ 1,207,600           | \$ 1,219,700          | \$ 1,231,900          | \$ 1,244,200          |
| Other taxes  | \$ 2,207,500          | \$ 2,371,800             | \$ 2,419,600           | \$ 2,459,800          | \$ 2,508,800          | \$ 2,558,900          |
| Permits  | \$ 1,551,300          | \$ 1,384,900             | \$ 806,600             | \$ 828,200            | \$ 850,600            | \$ 873,800            |
| Intergovernmental  | \$ 442,200            | \$ 442,600               | \$ 446,900             | \$ 451,200            | \$ 455,600            | \$ 460,000            |
| Charges for current services                                   | \$ 3,260,105          | \$ 3,249,000             | \$ 2,985,000           | \$ 3,045,200          | \$ 3,105,800          | \$ 3,168,500          |
| Interest and rentals   | \$ 4,086,377          | \$ 2,703,130             | \$ 2,758,680           | \$ 2,670,780          | \$ 2,495,980          | \$ 2,409,780          |
| Bond and Other Financing Proceeds                              | \$ -                  | \$ 90,000,000            | \$ -                   | \$ -                  | \$ -                  | \$ -                  |
| Other  | \$ 4,111,700          | \$ 2,143,100             | \$ 1,694,300           | \$ 1,702,000          | \$ 1,709,400          | \$ 1,691,700          |
| <b>Proprietary Fund Type Revenues</b>                          |                       |                          |                        |                       |                       |                       |
| Sales & service charges  | \$ 26,227,000         | \$ 28,875,000            | \$ 31,368,000          | \$ 34,140,000         | \$ 37,205,000         | \$ 39,901,000         |
| Connection fees  | \$ 195,100            | \$ 2,481,100             | \$ -                   | \$ -                  | \$ -                  | \$ -                  |
| Vehicle, equipment rental and other user charges               | \$ 7,796,224          | \$ 9,417,962             | \$ 9,656,436           | \$ 9,901,936          | \$ 10,151,936         | \$ 10,407,636         |
| Interest and rentals   | \$ 908,100            | \$ 570,000               | \$ 582,000             | \$ 680,000            | \$ 703,000            | \$ 710,000            |
| Bond and Other Financing Proceeds                              | \$ 35,115,187         | \$ -                     | \$ 25,393,430          | \$ 47,413,435         | \$ 23,990,000         | \$ -                  |
| Other  | \$ 224,651            | \$ 224,000               | \$ 224,000             | \$ 224,000            | \$ 224,000            | \$ 224,000            |
| <b>Agency Fund Type Revenues</b>                               |                       |                          |                        |                       |                       |                       |
| Sales & service charges  | \$ 484,600            | \$ 422,024               | \$ 430,500             | \$ 439,100            | \$ 447,900            | \$ 456,900            |
| Interest and rentals   | \$ 3,000              | \$ 3,000                 | \$ 3,000               | \$ 3,000              | \$ 3,000              | \$ 3,000              |
| <b>Total Revenues</b>  | <b>\$ 128,811,514</b> | <b>\$ 188,802,016</b>    | <b>\$ 128,901,496</b>  | <b>\$ 155,391,301</b> | <b>\$ 136,725,666</b> | <b>\$ 117,208,566</b> |
| <b>Expenditures (see attached)**</b>                           | <b>\$ 121,705,892</b> | <b>\$ 173,032,012</b>    | <b>\$ 142,545,440</b>  | <b>\$ 152,857,910</b> | <b>\$ 143,365,009</b> | <b>\$ 109,316,376</b> |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 7,105,622</b>   | <b>\$ 15,770,004</b>     | <b>\$ (13,643,944)</b> | <b>\$ 2,533,391</b>   | <b>\$ (6,639,343)</b> | <b>\$ 7,892,190</b>   |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b>           | <b>\$ -</b>              | <b>\$ -</b>            | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ -</b>           |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 7,105,622</b>   | <b>\$ 15,770,004</b>     | <b>\$ (13,643,944)</b> | <b>\$ 2,533,391</b>   | <b>\$ (6,639,343)</b> | <b>\$ 7,892,190</b>   |
| <b>Opening Fund Balance</b>                                    | <b>\$ 164,884,018</b> | <b>\$ 171,989,640</b>    | <b>\$ 187,759,644</b>  | <b>\$ 174,115,700</b> | <b>\$ 176,649,091</b> | <b>\$ 170,009,748</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ 171,989,640</b> | <b>\$ 187,759,644</b>    | <b>\$ 174,115,700</b>  | <b>\$ 176,649,091</b> | <b>\$ 170,009,748</b> | <b>\$ 177,901,938</b> |



**City of Foster City, California**  
 Expenditure Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2024

| <b><u>Total By Expenditure</u></b>  | <b>Projected</b>      | <b>Five Year Financial Plan</b> |                       |                       |                       |                       |
|-------------------------------------|-----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                     | <b>2018-2019</b>      | <b>2019-2020</b>                | <b>2020-2021</b>      | <b>2021-2022</b>      | <b>2022-2023</b>      | <b>2023-2024</b>      |
| <b>Department Expenses</b>          |                       |                                 |                       |                       |                       |                       |
| <i>Employee Services</i>            | \$ 44,452,570         | \$ 36,269,092                   | \$ 38,258,431         | \$ 39,669,864         | \$ 41,003,604         | \$ 42,120,059         |
| <i>Supplies and other</i>           | \$ 26,565,246         | \$ 38,875,845                   | \$ 39,921,916         | \$ 40,276,755         | \$ 43,705,543         | \$ 45,417,907         |
| <i>Capital Improvement Projects</i> | \$ 40,504,595         | \$ 86,255,330                   | \$ 52,509,653         | \$ 60,807,013         | \$ 46,297,463         | \$ 9,160,573          |
| <i>Capital Outlay</i>               | \$ 1,598,441          | \$ 2,021,208                    | \$ 2,041,230          | \$ 2,082,040          | \$ 2,123,660          | \$ 2,166,150          |
| <b>Total department expenses</b>    | <b>\$ 113,120,852</b> | <b>\$ 163,421,475</b>           | <b>\$ 132,731,230</b> | <b>\$ 142,835,672</b> | <b>\$ 133,130,270</b> | <b>\$ 98,864,689</b>  |
| <b>Internal Services Charges</b>    | <b>\$ 8,585,040</b>   | <b>\$ 9,610,537</b>             | <b>\$ 9,814,210</b>   | <b>\$ 10,022,238</b>  | <b>\$ 10,234,739</b>  | <b>\$ 10,451,687</b>  |
| <b>Reallocations</b>                | <b>\$ -</b>           | <b>\$ -</b>                     | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ -</b>           |
| <b>Net Expenditures</b>             | <b>\$ 121,705,892</b> | <b>\$ 173,032,012</b>           | <b>\$ 142,545,440</b> | <b>\$ 152,857,910</b> | <b>\$ 143,365,009</b> | <b>\$ 109,316,376</b> |

**City of Foster City, California**  
 General Fund (Fund 001 to 003)  
 Five Year Financial Plan for the Years Ended June 30, 2024

| Revenues by Source:  | Projected            | Five Year Financial Plan |                      |                      |                      |                      |
|--|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| Property tax   | \$ 27,864,670        | \$ 29,274,400            | \$ 30,475,250        | \$ 31,340,850        | \$ 32,343,550        | \$ 33,366,150        |
| Property tax in-lieu of Vehicle License Fee                | \$ 3,950,600         | \$ 4,188,000             | \$ 4,314,000         | \$ 4,443,000         | \$ 4,576,000         | \$ 4,713,000         |
| Sales tax  | \$ 3,369,300         | \$ 3,391,100             | \$ 3,465,700         | \$ 3,538,500         | \$ 3,612,800         | \$ 3,685,100         |
| Transient occupancy tax*                                   | \$ 4,094,000         | \$ 4,697,200             | \$ 4,791,000         | \$ 4,887,000         | \$ 4,985,000         | \$ 5,085,000         |
| Business License Tax                                       | \$ 1,733,400         | \$ 1,768,100             | \$ 1,803,500         | \$ 1,839,600         | \$ 1,876,400         | \$ 1,913,900         |
| Franchise tax  | \$ 1,186,500         | \$ 1,195,600             | \$ 1,207,600         | \$ 1,219,700         | \$ 1,231,900         | \$ 1,244,200         |
| Other taxes  | \$ 302,200           | \$ 304,900               | \$ 311,600           | \$ 309,700           | \$ 315,900           | \$ 322,200           |
| Permits (recurring)  | \$ 1,079,400         | \$ 539,900               | \$ 557,000           | \$ 578,600           | \$ 601,000           | \$ 624,200           |
| Permits (one-time / significant)                           | \$ 471,900           | \$ 845,000               | \$ 249,600           | \$ 249,600           | \$ 249,600           | \$ 249,600           |
| Intergovernmental (SB90, Grants, etc.)                     | \$ 144,000           | \$ 144,000               | \$ 144,000           | \$ 144,000           | \$ 144,000           | \$ 144,000           |
| Charges for current services (recurring)                   | \$ 2,064,450         | \$ 1,871,100             | \$ 1,898,700         | \$ 1,939,300         | \$ 1,980,200         | \$ 2,022,400         |
| Charges for current services (one-time / significant)      | \$ 147,000           | \$ 194,900               | \$ 81,400            | \$ 81,400            | \$ 81,400            | \$ 81,400            |
| Interest and rentals                                       | \$ 1,912,994         | \$ 1,630,300             | \$ 1,638,300         | \$ 1,471,300         | \$ 1,304,300         | \$ 1,312,300         |
| Other (Fines, Shared Services, Street Sweeping, Other)     | \$ 597,700           | \$ 363,500               | \$ 392,000           | \$ 399,700           | \$ 407,100           | \$ 415,000           |
| <b>Total Revenues</b>                                      | <b>\$ 48,918,114</b> | <b>\$ 50,408,000</b>     | <b>\$ 51,329,650</b> | <b>\$ 52,442,250</b> | <b>\$ 53,709,150</b> | <b>\$ 55,178,450</b> |
| <b>Projected Expenditures (see attached) (1)</b>           | <b>\$ 44,029,461</b> | <b>\$ 45,403,951</b>     | <b>\$ 47,117,652</b> | <b>\$ 48,432,971</b> | <b>\$ 49,824,486</b> | <b>\$ 51,049,346</b> |
| Net revenues over (under) expenditures before transfers    | \$ 4,888,653         | \$ 5,004,049             | \$ 4,211,998         | \$ 4,009,279         | \$ 3,884,664         | \$ 4,129,104         |
| Net Transfers In (Out)                                     | \$ (3,908,585)       | \$ (3,482,000)           | \$ (3,500,000)       | \$ (3,500,000)       | \$ (3,500,000)       | \$ (3,500,000)       |
| Net Increase (Decrease) in Fund Balance                    | \$ 980,068           | \$ 1,522,049             | \$ 711,998           | \$ 509,279           | \$ 384,664           | \$ 629,104           |
| Opening Fund Balance                                       | \$ 43,397,590        | \$ 44,377,658            | \$ 45,899,707        | \$ 46,611,705        | \$ 47,120,984        | \$ 47,505,648        |
| FY 2017-2018 Operating Surplus (Rollover Surplus)          | \$ 7,582,562         | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| City Council approved use of rollover surplus              | \$ (7,582,562)       | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Ending Fund Balance from Operations                        | \$ 44,377,658        | \$ 45,899,707            | \$ 46,611,705        | \$ 47,120,984        | \$ 47,505,648        | \$ 48,134,752        |
| Discretionary Pension Liability Stabilization Fund         | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Reserve Balance (2)</b>                                 | <b>\$ 44,377,658</b> | <b>\$ 45,899,707</b>     | <b>\$ 46,611,705</b> | <b>\$ 47,120,984</b> | <b>\$ 47,505,648</b> | <b>\$ 48,134,752</b> |
| Reserve Balance as % of Next Year's Operating Expenditures | 97.7%                | 97.4%                    | 96.2%                | 94.6%                | 93.1%                | 92.4%                |

\* Includes voter approved TOT Revenue Measure in November 2018. 11% effective January 1, 2019, then 12% effective July 1, 2019.  
 (1) - Expenditures for FY 2019-2020 represent budgeted appropriations; expenditures for FY 2020-2021 to FY 2023-2024 are projections.  
 (2) - The City is able to meet the City Council Reserve Policy of 33 1/3% to 50% in each year of the 5 year financial plan.

**City of Foster City, California**  
 General Fund (Fund 001 to 003) Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected            | Five Year Financial Plan |                      |                      |                      |                      |
|--|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| <b>Department Expenses</b>                     |                      |                          |                      |                      |                      |                      |
| <i>Employee Services</i>                       | \$ 33,899,239        | \$ 28,391,802            | \$ 30,027,797        | \$ 31,153,321        | \$ 32,196,568        | \$ 33,027,326        |
| <i>Supplies and other</i>                      | \$ 6,683,911         | \$ 13,543,895            | \$ 14,037,428        | \$ 14,179,474        | \$ 14,479,806        | \$ 14,823,271        |
| <i>Capital Improvement Projects</i>            | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <i>Capital Outlay</i>                          | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Total department expenses</b>               | <b>\$ 40,583,150</b> | <b>\$ 41,935,697</b>     | <b>\$ 44,065,225</b> | <b>\$ 45,332,795</b> | <b>\$ 46,676,374</b> | <b>\$ 47,850,597</b> |
| <b>Internal Services Charges</b>               | \$ 6,506,136         | \$ 7,033,495             | \$ 7,174,230         | \$ 7,317,770         | \$ 7,464,200         | \$ 7,613,460         |
| <b>Reallocation</b>                            | \$ (3,059,825)       | \$ (3,565,241)           | \$ (3,645,903)       | \$ (3,728,394)       | \$ (3,812,788)       | \$ (3,899,111)       |
| <b>Net Expenditures</b>                        | \$ 44,029,461        | \$ 45,403,951            | \$ 47,593,552        | \$ 48,922,171        | \$ 50,327,786        | \$ 51,564,946        |
| <b>Less: Expected Expenditure Savings (1%)</b> | \$ -                 | \$ -                     | \$ (475,900)         | \$ (489,200)         | \$ (503,300)         | \$ (515,600)         |
| <b>Projected Expenditures</b>                  | <b>\$ 44,029,461</b> | <b>\$ 45,403,951</b>     | <b>\$ 47,117,652</b> | <b>\$ 48,432,971</b> | <b>\$ 49,824,486</b> | <b>\$ 51,049,346</b> |

**City of Foster City, California**  
 General Fund (Fund 005 to 011)  
 Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected             | Five Year Financial Plan |                   |                   |                   |                   |
|--|-----------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|
|  | 2018-2019             | 2019-2020                | 2020-2021         | 2021-2022         | 2022-2023         | 2023-2024         |
| <b>Revenues by Source:</b>                                     |                       |                          |                   |                   |                   |                   |
| Property taxes   | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Sales taxes  | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Transient occupancy taxes                                      | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Franchise taxes  | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Other taxes  | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Licenses and permits (recurring)                               | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Licenses and permits (one-time / significant)                  | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Intergovernmental  | \$ 4,800              | \$ 1,000                 | \$ 1,000          | \$ 1,000          | \$ 1,000          | \$ 1,000          |
| Charges for current services (recurring)                       | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Charges for current services (one-time / significant)          | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| Interest and rentals   | \$ 84,343             | \$ 30,550                | \$ 22,900         | \$ 22,300         | \$ 22,300         | \$ 22,300         |
| Other  | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>Total Revenues</b>  | <b>\$ 89,143</b>      | <b>\$ 31,550</b>         | <b>\$ 23,900</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  |
| <b>Projected Expenditures (see attached) (1)</b>               | <b>\$ 4,082,815</b>   | <b>\$ 1,455,975</b>      | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ (3,993,672)</b> | <b>\$ (1,424,425)</b>    | <b>\$ 23,900</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 4,149,461</b>   | <b>\$ (50,000)</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 155,789</b>     | <b>\$ (1,474,425)</b>    | <b>\$ 23,900</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  | <b>\$ 23,300</b>  |
| <b>Opening Fund Balance</b>                                    | <b>\$ 2,138,855</b>   | <b>\$ 2,294,644</b>      | <b>\$ 820,219</b> | <b>\$ 844,119</b> | <b>\$ 867,419</b> | <b>\$ 890,719</b> |
| Discretionary Pension Liability Stabilization Fund             | \$ -                  | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>Ending Fund Balance</b>                                     | <b>\$ 2,294,644</b>   | <b>\$ 820,219</b>        | <b>\$ 844,119</b> | <b>\$ 867,419</b> | <b>\$ 890,719</b> | <b>\$ 914,019</b> |

**City of Foster City, California**  
 General Fund (Fund 005 to 011) Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected           | Five Year Financial Plan |             |             |             |             |
|--|---------------------|--------------------------|-------------|-------------|-------------|-------------|
|  | 2018-2019           | 2019-2020                | 2020-2021   | 2021-2022   | 2022-2023   | 2023-2024   |
| <b>Department Expenses</b>                     |                     |                          |             |             |             |             |
| <i>Employee Services</i>                       | \$ 3,462,974        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Supplies and other</i>                      | \$ 619,841          | \$ 1,455,975             | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Capital Improvement Projects</i>            | \$ -                | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Capital Outlay</i>                          | \$ -                | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Total department expenses</b>               | <b>\$ 4,082,815</b> | <b>\$ 1,455,975</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Internal Services Charges</b>               | \$ -                | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Reallocation</b>                            | \$ -                | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Net Expenditures</b>                        | <b>\$ 4,082,815</b> | <b>\$ 1,455,975</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Less: Expected Expenditure Savings (2%)</b> | <b>\$ -</b>         | <b>\$ -</b>              | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Projected Expenditures</b>                  | <b>\$ 4,082,815</b> | <b>\$ 1,455,975</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

**City of Foster City, California**  
Special Revenue Funds (Fund 101-135)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected             | Five Year Financial Plan |                     |                     |                      |                      |
|--|-----------------------|--------------------------|---------------------|---------------------|----------------------|----------------------|
|  | 2018-2019             | 2019-2020                | 2020-2021           | 2021-2022           | 2022-2023            | 2023-2024            |
| <b>Revenues by Source:</b>                                     |                       |                          |                     |                     |                      |                      |
| Property taxes   | \$ -                  | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                 |
| Other taxes  | \$ 1,905,300          | \$ 2,066,900             | \$ 2,108,000        | \$ 2,150,100        | \$ 2,192,900         | \$ 2,236,700         |
| Licenses and permits   |                       |                          | \$ -                | \$ -                | \$ -                 | \$ -                 |
| Intergovernmental  | \$ 293,400            | \$ 297,600               | \$ 301,900          | \$ 306,200          | \$ 310,600           | \$ 315,000           |
| Charges for current services (Recurring)                       | \$ 924,455            | \$ 882,300               | \$ 899,200          | \$ 918,800          | \$ 938,500           | \$ 959,000           |
| Charges for current services (One-time)                        | \$ 124,200            | \$ 300,700               | \$ 105,700          | \$ 105,700          | \$ 105,700           | \$ 105,700           |
| Special assessments  |                       |                          | \$ -                | \$ -                | \$ -                 | \$ -                 |
| Interest and rentals   | \$ 377,100            | \$ 249,080               | \$ 259,280          | \$ 260,080          | \$ 260,880           | \$ 261,680           |
| Other  | \$ 2,403,000          | \$ 668,600               | \$ 191,300          | \$ 191,300          | \$ 191,300           | \$ 165,700           |
| <b>Total Revenues</b>  | <b>\$ 6,027,455</b>   | <b>\$ 4,465,180</b>      | <b>\$ 3,865,380</b> | <b>\$ 3,932,180</b> | <b>\$ 3,999,880</b>  | <b>\$ 4,043,780</b>  |
| <b>Expenditures (see attached)</b>                             | <b>\$ 7,129,923</b>   | <b>\$ 3,829,244</b>      | <b>\$ 3,704,300</b> | <b>\$ 3,752,640</b> | <b>\$ 3,802,820</b>  | <b>\$ 3,850,130</b>  |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ (1,102,468)</b> | <b>\$ 635,936</b>        | <b>\$ 161,080</b>   | <b>\$ 179,540</b>   | <b>\$ 197,060</b>    | <b>\$ 193,650</b>    |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 76,765</b>      | <b>\$ 32,000</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ (1,025,703)</b> | <b>\$ 667,936</b>        | <b>\$ 161,080</b>   | <b>\$ 179,540</b>   | <b>\$ 197,060</b>    | <b>\$ 193,650</b>    |
| <b>Opening Fund Balance</b>                                    | <b>\$ 9,950,624</b>   | <b>\$ 8,924,921</b>      | <b>\$ 9,592,857</b> | <b>\$ 9,753,937</b> | <b>\$ 9,933,477</b>  | <b>\$ 10,130,537</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ 8,924,921</b>   | <b>\$ 9,592,857</b>      | <b>\$ 9,753,937</b> | <b>\$ 9,933,477</b> | <b>\$ 10,130,537</b> | <b>\$ 10,324,187</b> |

**City of Foster City, California**  
Special Revenue Fund (Fund 101-135) Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected           | Five Year Financial Plan |                     |                     |                     |                     |
|-------------------------------------|---------------------|--------------------------|---------------------|---------------------|---------------------|---------------------|
|                                     | 2018-2019           | 2019-2020                | 2020-2021           | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Department Expenses</b>          |                     |                          |                     |                     |                     |                     |
| <i>Employee Services</i>            | \$ 415,550          | \$ 391,100               | \$ 403,440          | \$ 412,810          | \$ 423,230          | \$ 429,950          |
| <i>Supplies and other</i>           | \$ 708,418          | \$ 1,063,295             | \$ 905,530          | \$ 923,600          | \$ 942,040          | \$ 960,880          |
| <i>Capital Improvement Projects</i> | \$ 5,156,223        | \$ 1,350,000             | \$ 1,350,000        | \$ 1,350,000        | \$ 1,350,000        | \$ 1,350,000        |
| <i>Capital Outlay</i>               | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Total department expenses</b>    | <b>\$ 6,280,191</b> | <b>\$ 2,804,395</b>      | <b>\$ 2,658,970</b> | <b>\$ 2,686,410</b> | <b>\$ 2,715,270</b> | <b>\$ 2,740,830</b> |
| <b>Internal Services Charges</b>    | <b>\$ 61,732</b>    | <b>\$ 62,203</b>         | <b>\$ 63,440</b>    | <b>\$ 64,710</b>    | <b>\$ 66,000</b>    | <b>\$ 67,320</b>    |
| <b>Reallocation</b>                 | <b>\$ 788,000</b>   | <b>\$ 962,646</b>        | <b>\$ 981,890</b>   | <b>\$ 1,001,520</b> | <b>\$ 1,021,550</b> | <b>\$ 1,041,980</b> |
| <b>Net Expenditures</b>             | <b>\$ 7,129,923</b> | <b>\$ 3,829,244</b>      | <b>\$ 3,704,300</b> | <b>\$ 3,752,640</b> | <b>\$ 3,802,820</b> | <b>\$ 3,850,130</b> |

**City of Foster City, California**  
**Debt Service Funds (Fund 230)**  
**Five Year Financial Plan for the Years Ended June 30, 2024**

|  | Projected   | Five Year Financial Plan |                        |                       |                     |                     |
|--|-------------|--------------------------|------------------------|-----------------------|---------------------|---------------------|
|  | 2018-2019   | 2019-2020                | 2020-2021              | 2021-2022             | 2022-2023           | 2023-2024           |
| <b>Revenues by Source:</b>                                     |             |                          |                        |                       |                     |                     |
| Property taxes   | \$ -        | \$ -                     | \$ 4,076,000           | \$ 4,164,000          | \$ 4,249,000        | \$ 4,336,000        |
| Other taxes  | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Licenses and permits   | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Intergovernmental  | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Charges for current services                                   | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Bond and Other Financing Proceeds                              | \$ -        | \$ 90,000,000            | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Special assessments  | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Interest and rentals   | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| Other  | \$ -        | \$ -                     | \$ -                   | \$ -                  | \$ -                | \$ -                |
| <b>Total Revenues</b>  | <b>\$ -</b> | <b>\$ 90,000,000</b>     | <b>\$ 4,076,000</b>    | <b>\$ 4,164,000</b>   | <b>\$ 4,249,000</b> | <b>\$ 4,336,000</b> |
| <b>Expenditures (see attached)</b>                             | <b>\$ -</b> | <b>\$ 60,000,000</b>     | <b>\$ 24,076,000</b>   | <b>\$ 8,086,535</b>   | <b>\$ 4,249,000</b> | <b>\$ 4,336,000</b> |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ -</b> | <b>\$ 30,000,000</b>     | <b>\$ (20,000,000)</b> | <b>\$ (3,922,535)</b> | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b> | <b>\$ (6,077,465)</b>    | <b>\$ -</b>            | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ -</b> | <b>\$ 23,922,535</b>     | <b>\$ (20,000,000)</b> | <b>\$ (3,922,535)</b> | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Opening Fund Balance</b>                                    | <b>\$ -</b> | <b>\$ -</b>              | <b>\$ 23,922,535</b>   | <b>\$ 3,922,535</b>   | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Ending Fund Balance</b>                                     | <b>\$ -</b> | <b>\$ 23,922,535</b>     | <b>\$ 3,922,535</b>    | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         |



**City of Foster City, California**  
 Debt Service Funds (Fund 230) Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected   | Five Year Financial Plan |                      |                     |                     |                     |
|-------------------------------------|-------------|--------------------------|----------------------|---------------------|---------------------|---------------------|
|                                     | 2018-2019   | 2019-2020                | 2020-2021            | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Department Expenses</b>          |             |                          |                      |                     |                     |                     |
| <i>Employee Services</i>            | \$ -        | \$ -                     | \$ -                 | \$ -                | \$ -                | \$ -                |
| <i>Supplies and other</i>           | \$ -        | \$ 3,209,670             | \$ 4,076,000         | \$ 4,164,000        | \$ 4,249,000        | \$ 4,336,000        |
| <i>Capital Improvement Projects</i> | \$ -        | \$ 56,790,330            | \$ 20,000,000        | \$ 3,922,535        | \$ -                | \$ -                |
| <i>Capital Outlay</i>               | \$ -        | \$ -                     | \$ -                 | \$ -                | \$ -                | \$ -                |
| <b>Total department expenses</b>    | <b>\$ -</b> | <b>\$ 60,000,000</b>     | <b>\$ 24,076,000</b> | <b>\$ 8,086,535</b> | <b>\$ 4,249,000</b> | <b>\$ 4,336,000</b> |
| <b>Internal Services Charges</b>    | \$ -        | \$ -                     | \$ -                 | \$ -                | \$ -                | \$ -                |
| <b>Reallocation</b>                 | \$ -        | \$ -                     | \$ -                 | \$ -                | \$ -                | \$ -                |
| <b>Net Expenditures</b>             | <b>\$ -</b> | <b>\$ 60,000,000</b>     | <b>\$ 24,076,000</b> | <b>\$ 8,086,535</b> | <b>\$ 4,249,000</b> | <b>\$ 4,336,000</b> |

**City of Foster City, California**  
 Capital Improvements (City) Fund (Fund 301)  
 Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected           | Five Year Financial Plan |                       |                       |                        |                       |
|--|---------------------|--------------------------|-----------------------|-----------------------|------------------------|-----------------------|
|  | 2018-2019           | 2019-2020                | 2020-2021             | 2021-2022             | 2022-2023              | 2023-2024             |
| <b>Revenues by Source:</b>                                     |                     |                          |                       |                       |                        |                       |
| Property taxes   | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Other taxes  | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Licenses and permits   | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Intergovernmental  | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Charges for current services                                   | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Special assessments  | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| Interest and rentals   | \$ 1,141,640        | \$ 222,900               | \$ 242,700            | \$ 296,000            | \$ 261,400             | \$ 140,100            |
| Other  | \$ -                | \$ -                     | \$ -                  | \$ -                  | \$ -                   | \$ -                  |
| <b>Total Revenues</b>  | <b>\$ 1,141,640</b> | <b>\$ 222,900</b>        | <b>\$ 242,700</b>     | <b>\$ 296,000</b>     | <b>\$ 261,400</b>      | <b>\$ 140,100</b>     |
| <b>Expenditures (see attached)</b>                             | <b>\$ 2,086,238</b> | <b>\$ 3,900,000</b>      | <b>\$ 1,900,000</b>   | <b>\$ 2,234,000</b>   | <b>\$ 10,277,500</b>   | <b>\$ 1,900,000</b>   |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ (944,598)</b> | <b>\$ (3,677,100)</b>    | <b>\$ (1,657,300)</b> | <b>\$ (1,938,000)</b> | <b>\$ (10,016,100)</b> | <b>\$ (1,759,900)</b> |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 4,216,487</b> | <b>\$ 9,577,465</b>      | <b>\$ 3,500,000</b>   | <b>\$ 3,500,000</b>   | <b>\$ 3,500,000</b>    | <b>\$ 3,500,000</b>   |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 3,271,889</b> | <b>\$ 5,900,365</b>      | <b>\$ 1,842,700</b>   | <b>\$ 1,562,000</b>   | <b>\$ (6,516,100)</b>  | <b>\$ 1,740,100</b>   |
| <b>Opening Fund Balance (Deficit)</b>                          | <b>\$ 480,212</b>   | <b>\$ 3,752,101</b>      | <b>\$ 9,652,466</b>   | <b>\$ 11,495,166</b>  | <b>\$ 13,057,166</b>   | <b>\$ 6,541,066</b>   |
| <b>Ending Fund Balance (Deficit)</b>                           | <b>\$ 3,752,101</b> | <b>\$ 9,652,466</b>      | <b>\$ 11,495,166</b>  | <b>\$ 13,057,166</b>  | <b>\$ 6,541,066</b>    | <b>\$ 8,281,166</b>   |

**City of Foster City, California**  
**Capital Improvement (City) (Fund 301) Fund Expenditures Detail**  
**Five Year Financial Plan for the Years Ended June 30, 2024**

|                                     | Projected           | Five Year Financial Plan |                     |                     |                      |                     |
|-------------------------------------|---------------------|--------------------------|---------------------|---------------------|----------------------|---------------------|
|                                     | 2018-2019           | 2019-2020                | 2020-2021           | 2021-2022           | 2022-2023            | 2023-2024           |
| <b>Department Expenses</b>          |                     |                          |                     |                     |                      |                     |
| <i>Employee Services</i>            | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                |
| <i>Supplies and other</i>           | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                |
| <i>Capital Improvement Projects</i> | \$ 2,086,238        | \$ 3,900,000             | \$ 1,900,000        | \$ 2,234,000        | \$ 10,277,500        | \$ 1,900,000        |
| <i>Capital Outlay</i>               | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                |
| <b>Total department expenses</b>    | <b>\$ 2,086,238</b> | <b>\$ 3,900,000</b>      | <b>\$ 1,900,000</b> | <b>\$ 2,234,000</b> | <b>\$ 10,277,500</b> | <b>\$ 1,900,000</b> |
| <b>Internal Services Charges</b>    | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                |
| <b>Reallocation</b>                 | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                 | \$ -                |
| <b>Net Expenditures</b>             | <b>\$ 2,086,238</b> | <b>\$ 3,900,000</b>      | <b>\$ 1,900,000</b> | <b>\$ 2,234,000</b> | <b>\$ 10,277,500</b> | <b>\$ 1,900,000</b> |

**City of Foster City, California**  
 Capital Asset Acquisition and Replacement Fund (Fund 326)  
 Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected            | Five Year Financial Plan |                      |                      |                      |                      |
|--|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| <b>Revenues by Source:</b>                                     |                      |                          |                      |                      |                      |                      |
| Property taxes   | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Other taxes  | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Licenses and permits   | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Intergovernmental  | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Charges for current services                                   | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Special assessments  | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Interest and rentals   | \$ 570,300           | \$ 570,300               | \$ 595,500           | \$ 621,100           | \$ 647,100           | \$ 673,400           |
| Other  | \$ 1,111,000         | \$ 1,111,000             | \$ 1,111,000         | \$ 1,111,000         | \$ 1,111,000         | \$ 1,111,000         |
| <b>Total Revenues</b>  | <b>\$ 1,681,300</b>  | <b>\$ 1,681,300</b>      | <b>\$ 1,706,500</b>  | <b>\$ 1,732,100</b>  | <b>\$ 1,758,100</b>  | <b>\$ 1,784,400</b>  |
| <b>Expenditures (see attached)</b>                             | <b>\$ -</b>          | <b>\$ -</b>              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 1,681,300</b>  | <b>\$ 1,681,300</b>      | <b>\$ 1,706,500</b>  | <b>\$ 1,732,100</b>  | <b>\$ 1,758,100</b>  | <b>\$ 1,784,400</b>  |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b>          | <b>\$ -</b>              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 1,681,300</b>  | <b>\$ 1,681,300</b>      | <b>\$ 1,706,500</b>  | <b>\$ 1,732,100</b>  | <b>\$ 1,758,100</b>  | <b>\$ 1,784,400</b>  |
| <b>Opening Fund Balance (Deficit)</b>                          | <b>\$ 37,948,924</b> | <b>\$ 39,630,224</b>     | <b>\$ 41,311,524</b> | <b>\$ 43,018,024</b> | <b>\$ 44,750,124</b> | <b>\$ 46,508,224</b> |
| <b>Ending Fund Balance (Deficit)</b>                           | <b>\$ 39,630,224</b> | <b>\$ 41,311,524</b>     | <b>\$ 43,018,024</b> | <b>\$ 44,750,124</b> | <b>\$ 46,508,224</b> | <b>\$ 48,292,624</b> |

**City of Foster City, California**  
 Capital Asset Acquisition and Replacement Fund (Fund 326) Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected   | Five Year Financial Plan |             |             |             |             |
|-------------------------------------|-------------|--------------------------|-------------|-------------|-------------|-------------|
|                                     | 2018-2019   | 2019-2020                | 2020-2021   | 2021-2022   | 2022-2023   | 2023-2024   |
| <b>Department Expenses</b>          |             |                          |             |             |             |             |
| <i>Employee Services</i>            | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Supplies and other</i>           | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Capital Improvement Projects</i> | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <i>Capital Outlay</i>               | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Total department expenses</b>    | <b>\$ -</b> | <b>\$ -</b>              | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Internal Services Charges</b>    | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Reallocation</b>                 | \$ -        | \$ -                     | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Net Expenditures</b>             | <b>\$ -</b> | <b>\$ -</b>              | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

**City of Foster City, California**  
Water Operating Funds (excluding CIP) (Fund 401)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Five Year Financial Plan |                      |                      |                      |                      |                      |
|--|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | Projected<br>2018-2019   | 2019-2020            | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| <b>Revenues by Source:</b>                                     |                          |                      |                      |                      |                      |                      |
| Sales & service charges  | \$ 15,018,000            | \$ 16,013,000        | \$ 16,609,000        | \$ 17,204,000        | \$ 17,771,000        | \$ 18,426,000        |
| Connection fees  | \$ 149,600               | \$ 1,473,400         | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Vehicle, equipment rental and other user charges               | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Interest and rentals   | \$ 141,400               | \$ 26,000            | \$ 42,000            | \$ 64,000            | \$ 92,000            | \$ 106,000           |
| Other  | \$ 200,000               | \$ 200,000           | \$ 200,000           | \$ 200,000           | \$ 200,000           | \$ 200,000           |
| <b>Total Revenues</b>  | <b>\$ 15,509,000</b>     | <b>\$ 17,712,400</b> | <b>\$ 16,851,000</b> | <b>\$ 17,468,000</b> | <b>\$ 18,063,000</b> | <b>\$ 18,732,000</b> |
| <b>Expenditures (see attached)</b>                             | <b>\$ 14,164,357</b>     | <b>\$ 14,981,725</b> | <b>\$ 15,235,216</b> | <b>\$ 15,444,790</b> | <b>\$ 17,018,878</b> | <b>\$ 18,105,664</b> |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 1,344,643</b>      | <b>\$ 2,730,675</b>  | <b>\$ 1,615,784</b>  | <b>\$ 2,023,210</b>  | <b>\$ 1,044,122</b>  | <b>\$ 626,336</b>    |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ (355,923)</b>      | <b>\$ (286,000)</b>  | <b>\$ (205,000)</b>  | <b>\$ (205,000)</b>  | <b>\$ (205,000)</b>  | <b>\$ (205,000)</b>  |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 988,720</b>        | <b>\$ 2,444,675</b>  | <b>\$ 1,410,784</b>  | <b>\$ 1,818,210</b>  | <b>\$ 839,122</b>    | <b>\$ 421,336</b>    |
| <b>Opening Fund Balance</b>                                    | <b>\$ 873,267</b>        | <b>\$ 1,861,987</b>  | <b>\$ 4,306,662</b>  | <b>\$ 5,717,446</b>  | <b>\$ 7,535,656</b>  | <b>\$ 8,374,778</b>  |
| <b>Ending Fund Balance</b>                                     | <b>\$ 1,861,987</b>      | <b>\$ 4,306,662</b>  | <b>\$ 5,717,446</b>  | <b>\$ 7,535,656</b>  | <b>\$ 8,374,778</b>  | <b>\$ 8,796,114</b>  |

**City of Foster City, California**

Water Operating Funds (Fund 401) Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected            | Five Year Financial Plan |                      |                      |                      |                      |
|-------------------------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
|                                     | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| <b>Department Expenses</b>          |                      |                          |                      |                      |                      |                      |
| <i>Employee Services</i>            | \$ 1,960,700         | \$ 2,230,800             | \$ 2,320,032         | \$ 2,412,833         | \$ 2,509,347         | \$ 2,609,720         |
| <i>Supplies and other</i>           | \$ 10,331,046        | \$ 10,510,326            | \$ 10,618,564        | \$ 10,677,928        | \$ 12,096,651        | \$ 13,022,742        |
| <i>Capital Improvement Projects</i> | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <i>Capital Outlay</i>               | \$ 25,000            | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Total department expenses</b>    | <b>\$ 12,316,746</b> | <b>\$ 12,741,126</b>     | <b>\$ 12,938,596</b> | <b>\$ 13,090,761</b> | <b>\$ 14,605,998</b> | <b>\$ 15,632,462</b> |
| <b>Internal Services Charges</b>    | \$ 901,443           | \$ 1,176,370             | \$ 1,205,780         | \$ 1,235,923         | \$ 1,266,822         | \$ 1,298,492         |
| <b>Reallocation</b>                 | \$ 946,168           | \$ 1,064,229             | \$ 1,090,840         | \$ 1,118,106         | \$ 1,146,058         | \$ 1,174,710         |
| <b>Net Expenditures</b>             | <b>\$ 14,164,357</b> | <b>\$ 14,981,725</b>     | <b>\$ 15,235,216</b> | <b>\$ 15,444,790</b> | <b>\$ 17,018,878</b> | <b>\$ 18,105,664</b> |

**City of Foster City, California**  
Water Capital Improvement Project Funds (Fund 405)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected      | Five Year Financial Plan |              |              |              |              |
|--|----------------|--------------------------|--------------|--------------|--------------|--------------|
|  | 2018-2019      | 2019-2020                | 2020-2021    | 2021-2022    | 2022-2023    | 2023-2024    |
| <b>Revenues by Source:</b>                                     |                |                          |              |              |              |              |
| Sales & service charges  | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Connection fees  | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Vehicle, equipment rental and other user charges               | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Interest and rentals   | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Bond Proceeds  | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| <b>Total Revenues</b>  | \$ -           | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| <b>Expenditures (see attached)</b>                             | \$ 2,500,000   | \$ 400,000               | \$ -         | \$ 150,000   | \$ 550,000   | \$ -         |
| <b>Net revenues over (under) expenditures before transfers</b> | \$ (2,500,000) | \$ (400,000)             | \$ -         | \$ (150,000) | \$ (550,000) | \$ -         |
| <b>Net Transfers In (Out)</b>                                  | \$ 205,000     | \$ 205,000               | \$ 205,000   | \$ 205,000   | \$ 205,000   | \$ 205,000   |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | \$ (2,295,000) | \$ (195,000)             | \$ 205,000   | \$ 55,000    | \$ (345,000) | \$ 205,000   |
| <b>Opening Fund Balance</b>                                    | \$ 6,415,390   | \$ 4,120,390             | \$ 3,925,390 | \$ 4,130,390 | \$ 4,185,390 | \$ 3,840,390 |
| <b>Ending Fund Balance</b>                                     | \$ 4,120,390   | \$ 3,925,390             | \$ 4,130,390 | \$ 4,185,390 | \$ 3,840,390 | \$ 4,045,390 |



**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected           | Five Year Financial Plan |             |                   |                   |             |
|-------------------------------------|---------------------|--------------------------|-------------|-------------------|-------------------|-------------|
|                                     | 2018-2019           | 2019-2020                | 2020-2021   | 2021-2022         | 2022-2023         | 2023-2024   |
| <b>Department Expenses</b>          |                     |                          |             |                   |                   |             |
| <i>Employee Services</i>            | \$ -                | \$ -                     | \$ -        | \$ -              | \$ -              | \$ -        |
| <i>Supplies and other</i>           | \$ -                | \$ -                     | \$ -        | \$ -              | \$ -              | \$ -        |
| <i>Capital Improvement Projects</i> | \$ 2,500,000        | \$ 400,000               | \$ -        | \$ 150,000        | \$ 550,000        | \$ -        |
| <i>Capital Outlay</i>               | \$ -                | \$ -                     | \$ -        | \$ -              | \$ -              | \$ -        |
| <b>Total department expenses</b>    | <b>\$ 2,500,000</b> | <b>\$ 400,000</b>        | <b>\$ -</b> | <b>\$ 150,000</b> | <b>\$ 550,000</b> | <b>\$ -</b> |
| <b>Internal Services Charges</b>    | \$ -                | \$ -                     | \$ -        | \$ -              | \$ -              | \$ -        |
| <b>Reallocation</b>                 | \$ -                | \$ -                     | \$ -        | \$ -              | \$ -              | \$ -        |
| <b>Net Expenditures</b>             | <b>\$ 2,500,000</b> | <b>\$ 400,000</b>        | <b>\$ -</b> | <b>\$ 150,000</b> | <b>\$ 550,000</b> | <b>\$ -</b> |

**City of Foster City, California**  
Water Equipment Replacement Funds (Fund 408)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected    | Five Year Financial Plan |              |              |              |              |
|--|--------------|--------------------------|--------------|--------------|--------------|--------------|
|  | 2018-2019    | 2019-2020                | 2020-2021    | 2021-2022    | 2022-2023    | 2023-2024    |
| <b>Revenues by Source:</b>                                     |              |                          |              |              |              |              |
| Sales & service charges  | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Connection fees  | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Vehicle, equipment rental and other user charges               | \$ 316,580   | \$ 456,701               | \$ 468,000   | \$ 480,000   | \$ 492,000   | \$ 504,000   |
| Interest and rentals   | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Bond Proceeds  | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Total Revenues   | \$ 316,580   | \$ 456,701               | \$ 468,000   | \$ 480,000   | \$ 492,000   | \$ 504,000   |
| <b>Expenditures (see attached)</b>                             | \$ 32,500    | \$ 40,000                | \$ 40,800    | \$ 41,620    | \$ 42,450    | \$ 43,300    |
| <b>Net revenues over (under) expenditures before transfers</b> | \$ 284,080   | \$ 416,701               | \$ 427,200   | \$ 438,380   | \$ 449,550   | \$ 460,700   |
| <b>Net Transfers In (Out)</b>                                  | \$ -         | \$ 81,000                | \$ -         | \$ -         | \$ -         | \$ -         |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | \$ 284,080   | \$ 497,701               | \$ 427,200   | \$ 438,380   | \$ 449,550   | \$ 460,700   |
| <b>Opening Fund Balance</b>                                    | \$ 2,277,920 | \$ 2,562,000             | \$ 3,059,701 | \$ 3,486,901 | \$ 3,925,281 | \$ 4,374,831 |
| <b>Ending Fund Balance</b>                                     | \$ 2,562,000 | \$ 3,059,701             | \$ 3,486,901 | \$ 3,925,281 | \$ 4,374,831 | \$ 4,835,531 |

**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected        | Five Year Financial Plan |                  |                  |                  |                  |
|-------------------------------------|------------------|--------------------------|------------------|------------------|------------------|------------------|
|                                     | 2018-2019        | 2019-2020                | 2020-2021        | 2021-2022        | 2022-2023        | 2023-2024        |
| <b>Department Expenses</b>          |                  |                          |                  |                  |                  |                  |
| <i>Employee Services</i>            | \$ -             | \$ -                     | \$ -             | \$ -             | \$ -             | \$ -             |
| <i>Supplies and other</i>           | \$ -             | \$ -                     | \$ -             | \$ -             | \$ -             | \$ -             |
| <i>Capital Improvement Projects</i> | \$ -             | \$ -                     | \$ -             | \$ -             | \$ -             | \$ -             |
| <i>Capital Outlay</i>               | \$ 32,500        | \$ 40,000                | \$ 40,800        | \$ 41,620        | \$ 42,450        | \$ 43,300        |
| <b>Total department expenses</b>    | <b>\$ 32,500</b> | <b>\$ 40,000</b>         | <b>\$ 40,800</b> | <b>\$ 41,620</b> | <b>\$ 42,450</b> | <b>\$ 43,300</b> |
| <b>Internal Services Charges</b>    | \$ -             | \$ -                     | \$ -             | \$ -             | \$ -             | \$ -             |
| <b>Reallocation</b>                 | \$ -             | \$ -                     | \$ -             | \$ -             | \$ -             | \$ -             |
| <b>Net Expenditures</b>             | <b>\$ 32,500</b> | <b>\$ 40,000</b>         | <b>\$ 40,800</b> | <b>\$ 41,620</b> | <b>\$ 42,450</b> | <b>\$ 43,300</b> |

**City of Foster City, California**  
Wastewater Collection System Operating Funds (excluding CIP) (Fund 451)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Five Year Financial Plan |                       |                       |                       |                        |                        |
|--|--------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|
|  | Projected<br>2018-2019   | 2019-2020             | 2020-2021             | 2021-2022             | 2022-2023              | 2023-2024              |
| <b>Revenues by Source:</b>                                     |                          |                       |                       |                       |                        |                        |
| <b>Sales &amp; service charges</b>                             | \$ 11,209,000            | \$ 12,862,000         | \$ 14,759,000         | \$ 16,936,000         | \$ 19,434,000          | \$ 21,475,000          |
| <b>Connection fees</b>   | \$ 45,500                | \$ 1,007,700          | \$ -                  | \$ -                  | \$ -                   | \$ -                   |
| <b>Vehicle, equipment rental and other user charges</b>        | \$ -                     | \$ -                  | \$ -                  | \$ -                  | \$ -                   | \$ -                   |
| <b>Interest and rentals</b>                                    | \$ 310,000               | \$ 36,000             | \$ 32,000             | \$ 108,000            | \$ 103,000             | \$ 96,000              |
| <b>Other</b>   | \$ 1,636                 | \$ 1,000              | \$ 1,000              | \$ 1,000              | \$ 1,000               | \$ 1,000               |
| <b>Total Revenues</b>  | <b>\$ 11,566,136</b>     | <b>\$ 13,906,700</b>  | <b>\$ 14,792,000</b>  | <b>\$ 17,045,000</b>  | <b>\$ 19,538,000</b>   | <b>\$ 21,572,000</b>   |
| <b>Expenditures (see attached)</b>                             | <b>\$ 8,051,925</b>      | <b>\$ 7,681,812</b>   | <b>\$ 7,981,246</b>   | <b>\$ 8,293,186</b>   | <b>\$ 8,618,183</b>    | <b>\$ 8,956,811</b>    |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 3,514,211</b>      | <b>\$ 6,224,888</b>   | <b>\$ 6,810,754</b>   | <b>\$ 8,751,814</b>   | <b>\$ 10,919,817</b>   | <b>\$ 12,615,189</b>   |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ (9,830,923)</b>    | <b>\$ (5,819,364)</b> | <b>\$ (6,069,955)</b> | <b>\$ (9,642,820)</b> | <b>\$ (11,151,218)</b> | <b>\$ (12,415,932)</b> |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ (6,316,712)</b>    | <b>\$ 405,524</b>     | <b>\$ 740,799</b>     | <b>\$ (891,006)</b>   | <b>\$ (231,401)</b>    | <b>\$ 199,257</b>      |
| <b>Opening Fund Balance</b>                                    | <b>\$ 8,731,850</b>      | <b>\$ 2,415,138</b>   | <b>\$ 2,820,662</b>   | <b>\$ 3,561,461</b>   | <b>\$ 2,670,455</b>    | <b>\$ 2,439,054</b>    |
| <b>Ending Fund Balance</b>                                     | <b>\$ 2,415,138</b>      | <b>\$ 2,820,662</b>   | <b>\$ 3,561,461</b>   | <b>\$ 2,670,455</b>   | <b>\$ 2,439,054</b>    | <b>\$ 2,638,311</b>    |

**City of Foster City, California**

Wastewater Collection System Operating Funds (Fund 451) Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected    | Five Year Financial Plan |              |              |              |              |
|-------------------------------------|--------------|--------------------------|--------------|--------------|--------------|--------------|
|                                     | 2018-2019    | 2019-2020                | 2020-2021    | 2021-2022    | 2022-2023    | 2023-2024    |
| <b>Department Expenses</b>          |              |                          |              |              |              |              |
| <i>Employee Services</i>            | \$ 2,082,625 | \$ 2,325,925             | \$ 2,418,962 | \$ 2,515,720 | \$ 2,616,349 | \$ 2,721,003 |
| <i>Supplies and other</i>           | \$ 4,299,650 | \$ 3,445,250             | \$ 3,603,881 | \$ 3,770,103 | \$ 3,944,287 | \$ 4,126,822 |
| <i>Capital Improvement Projects</i> | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| <i>Capital Outlay</i>               | \$ -         | \$ -                     | \$ -         | \$ -         | \$ -         | \$ -         |
| Total department expenses           | \$ 6,382,275 | \$ 5,771,175             | \$ 6,022,843 | \$ 6,285,823 | \$ 6,560,636 | \$ 6,847,825 |
| <b>Internal Services Charges</b>    | \$ 930,140   | \$ 1,104,195             | \$ 1,131,800 | \$ 1,160,095 | \$ 1,189,097 | \$ 1,218,825 |
| <b>Reallocation</b>                 | \$ 739,510   | \$ 806,442               | \$ 826,603   | \$ 847,268   | \$ 868,450   | \$ 890,161   |
| <b>Net Expenditures</b>             | \$ 8,051,925 | \$ 7,681,812             | \$ 7,981,246 | \$ 8,293,186 | \$ 8,618,183 | \$ 8,956,811 |

**City of Foster City, California**  
Wastewater Rate Stabilization Fund (Fund 453)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Five Year Financial Plan |                     |                       |                     |                     |                     |
|--|--------------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|
|  | Projected<br>2018-2019   | 2019-2020           | 2020-2021             | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Revenues by Source:</b>                                     |                          |                     |                       |                     |                     |                     |
| Sales & service charges  | \$ -                     | \$ -                | \$ -                  | \$ -                | \$ -                | \$ -                |
| Connection fees  | \$ -                     | \$ -                | \$ -                  | \$ -                | \$ -                | \$ -                |
| Vehicle, equipment rental and other user charges               | \$ -                     | \$ -                | \$ -                  | \$ -                | \$ -                | \$ -                |
| Interest and rentals   | \$ -                     | \$ -                | \$ -                  | \$ -                | \$ -                | \$ -                |
| Other  | \$ -                     | \$ -                | \$ -                  | \$ -                | \$ -                | \$ -                |
| <b>Total Revenues</b>  | <b>\$ -</b>              | <b>\$ -</b>         | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Expenditures (see attached)</b>                             | <b>\$ -</b>              | <b>\$ -</b>         | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ -</b>              | <b>\$ -</b>         | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 2,000,000</b>      | <b>\$ 100,000</b>   | <b>\$ (1,100,000)</b> | <b>\$ 1,000,000</b> | <b>\$ -</b>         | <b>\$ 310,000</b>   |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 2,000,000</b>      | <b>\$ 100,000</b>   | <b>\$ (1,100,000)</b> | <b>\$ 1,000,000</b> | <b>\$ -</b>         | <b>\$ 310,000</b>   |
| <b>Opening Fund Balance</b>                                    | <b>\$ -</b>              | <b>\$ 2,000,000</b> | <b>\$ 2,100,000</b>   | <b>\$ 1,000,000</b> | <b>\$ 2,000,000</b> | <b>\$ 2,000,000</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ 2,000,000</b>      | <b>\$ 2,100,000</b> | <b>\$ 1,000,000</b>   | <b>\$ 2,000,000</b> | <b>\$ 2,000,000</b> | <b>\$ 2,310,000</b> |

**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected | Five Year Financial Plan |           |           |           |           |
|-------------------------------------|-----------|--------------------------|-----------|-----------|-----------|-----------|
|                                     | 2018-2019 | 2019-2020                | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
| <b>Department Expenses</b>          |           |                          |           |           |           |           |
| <i>Employee Services</i>            | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <i>Supplies and other</i>           | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <i>Capital Improvement Projects</i> | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <i>Capital Outlay</i>               | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <b>Total department expenses</b>    | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <b>Internal Services Charges</b>    | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <b>Reallocation</b>                 | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |
| <b>Net Expenditures</b>             | \$ -      | \$ -                     | \$ -      | \$ -      | \$ -      | \$ -      |

**City of Foster City, California**  
San Mateo-Foster City Public Financing Authority Loan Fund (Fund 454)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected            | Five Year Financial Plan |                        |                        |                        |                       |
|--|----------------------|--------------------------|------------------------|------------------------|------------------------|-----------------------|
|  | 2018-2019            | 2019-2020                | 2020-2021              | 2021-2022              | 2022-2023              | 2023-2024             |
| <b>Revenues by Source:</b>                                     |                      |                          |                        |                        |                        |                       |
| Sales & service charges  | \$ -                 | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Connection fees  | \$ -                 | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Vehicle, equipment rental and other user charges               | \$ -                 | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Capital Improvement Project                                    | \$ -                 | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Interest and rentals   | \$ -                 | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Loan Proceeds  | \$ 35,115,187        | \$ -                     | \$ 25,393,430          | \$ 47,413,435          | \$ 23,990,000          | \$ -                  |
| <b>Total Revenues</b>  | <b>\$ 35,115,187</b> | <b>\$ -</b>              | <b>\$ 25,393,430</b>   | <b>\$ 47,413,435</b>   | <b>\$ 23,990,000</b>   | <b>\$ -</b>           |
| <b>Expenditures (see attached)</b>                             | <b>\$ 14,125,663</b> | <b>\$ 1,722,292</b>      | <b>\$ 3,159,955</b>    | <b>\$ 3,342,820</b>    | <b>\$ 4,714,879</b>    | <b>\$ 4,805,932</b>   |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 20,989,524</b> | <b>\$ (1,722,292)</b>    | <b>\$ 22,233,475</b>   | <b>\$ 44,070,615</b>   | <b>\$ 19,275,121</b>   | <b>\$ (4,805,932)</b> |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b>          | <b>\$ (19,100,000)</b>   | <b>\$ (22,333,475)</b> | <b>\$ (44,070,615)</b> | <b>\$ (19,275,121)</b> | <b>\$ 4,805,932</b>   |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 20,989,524</b> | <b>\$ (20,822,292)</b>   | <b>\$ (100,000)</b>    | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>           |
| <b>Opening Fund Balance</b>                                    | <b>\$ -</b>          | <b>\$ 20,989,524</b>     | <b>\$ 167,232</b>      | <b>\$ 67,232</b>       | <b>\$ 67,232</b>       | <b>\$ 67,232</b>      |
| <b>Ending Fund Balance*</b>                                    | <b>\$ 20,989,524</b> | <b>\$ 167,232</b>        | <b>\$ 67,232</b>       | <b>\$ 67,232</b>       | <b>\$ 67,232</b>       | <b>\$ 67,232</b>      |



**City of Foster City, California**

San Mateo-Foster City Public Financing Authority Loan Fund (Fund 454) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                      | Projected            | Five Year Financial Plan |                     |                     |                     |                     |
|--------------------------------------|----------------------|--------------------------|---------------------|---------------------|---------------------|---------------------|
|                                      | 2018-2019            | 2019-2020                | 2020-2021           | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Department Expenses</b>           |                      |                          |                     |                     |                     |                     |
| <i>Employee Services</i>             | \$ -                 | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <i>Supplies and other</i>            | \$ 369,663           | \$ 1,722,292             | \$ 3,159,955        | \$ 3,342,820        | \$ 4,714,879        | \$ 4,805,932        |
| <i>Capital Improvement Projects*</i> | \$ 13,756,000        | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <i>Capital Outlay</i>                | \$ -                 | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Total department expenses</b>     | <b>\$ 14,125,663</b> | <b>\$ 1,722,292</b>      | <b>\$ 3,159,955</b> | <b>\$ 3,342,820</b> | <b>\$ 4,714,879</b> | <b>\$ 4,805,932</b> |
| <b>Internal Services Charges</b>     | \$ -                 | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Reallocation</b>                  | \$ -                 | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Net Expenditures</b>              | <b>\$ 14,125,663</b> | <b>\$ 1,722,292</b>      | <b>\$ 3,159,955</b> | <b>\$ 3,342,820</b> | <b>\$ 4,714,879</b> | <b>\$ 4,805,932</b> |

**City of Foster City, California**  
Wastewater Capital Improvement Project Funds (Fund 455)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected              | Five Year Financial Plan |                        |                        |                        |                       |
|--|------------------------|--------------------------|------------------------|------------------------|------------------------|-----------------------|
|  | 2018-2019              | 2019-2020                | 2020-2021              | 2021-2022              | 2022-2023              | 2023-2024             |
| <b>Revenues by Source:</b>                                     |                        |                          |                        |                        |                        |                       |
| Sales & service charges  | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Connection fees  | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Vehicle, equipment rental and other user charges               | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Interest and rentals   | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| Bond Proceeds  | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| <b>Total Revenues</b>  | <b>\$ -</b>            | <b>\$ -</b>              | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>           |
| <b>Expenditures (see attached)</b>                             | <b>\$ 16,586,164</b>   | <b>\$ 23,180,000</b>     | <b>\$ 28,959,653</b>   | <b>\$ 52,210,478</b>   | <b>\$ 33,969,963</b>   | <b>\$ 5,655,573</b>   |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ (16,586,164)</b> | <b>\$ (23,180,000)</b>   | <b>\$ (28,959,653)</b> | <b>\$ (52,210,478)</b> | <b>\$ (33,969,963)</b> | <b>\$ (5,655,573)</b> |
| Loan from General Fund for WWTP Project                        | \$ -                   | \$ -                     | \$ -                   | \$ -                   | \$ -                   | \$ -                  |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 7,680,000</b>    | <b>\$ 24,600,000</b>     | <b>\$ 29,503,430</b>   | <b>\$ 52,713,435</b>   | <b>\$ 30,426,339</b>   | <b>\$ 7,300,000</b>   |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ (8,906,164)</b>  | <b>\$ 1,420,000</b>      | <b>\$ 543,777</b>      | <b>\$ 502,957</b>      | <b>\$ (3,543,624)</b>  | <b>\$ 1,644,427</b>   |
| <b>Opening Fund Balance</b>                                    | <b>\$ 14,601,078</b>   | <b>\$ 5,694,914</b>      | <b>\$ 7,114,914</b>    | <b>\$ 7,658,691</b>    | <b>\$ 8,161,648</b>    | <b>\$ 4,618,024</b>   |
| <b>Ending Fund Balance</b>                                     | <b>\$ 5,694,914</b>    | <b>\$ 7,114,914</b>      | <b>\$ 7,658,691</b>    | <b>\$ 8,161,648</b>    | <b>\$ 4,618,024</b>    | <b>\$ 6,262,451</b>   |

**City of Foster City, California**

Wastewater Capital Improvement Project Funds (Fund 455) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected            | Five Year Financial Plan |                      |                      |                      |                     |
|-------------------------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|---------------------|
|                                     | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024           |
| <b>Department Expenses</b>          |                      |                          |                      |                      |                      |                     |
| <i>Employee Services</i>            | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <i>Supplies and other</i>           | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <i>Capital Improvement Projects</i> | \$ 16,586,164        | \$ 23,180,000            | \$ 28,959,653        | \$ 52,210,478        | \$ 33,969,963        | \$ 5,655,573        |
| <i>Capital Outlay</i>               | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Total department expenses</b>    | <b>\$ 16,586,164</b> | <b>\$ 23,180,000</b>     | <b>\$ 28,959,653</b> | <b>\$ 52,210,478</b> | <b>\$ 33,969,963</b> | <b>\$ 5,655,573</b> |
| <b>Internal Services Charges</b>    | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Reallocation</b>                 | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Net Expenditures</b>             | <b>\$ 16,586,164</b> | <b>\$ 23,180,000</b>     | <b>\$ 28,959,653</b> | <b>\$ 52,210,478</b> | <b>\$ 33,969,963</b> | <b>\$ 5,655,573</b> |

**City of Foster City, California**  
Wastewater Equipment Replacement Funds (Fund 458)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected           | Five Year Financial Plan |                     |                     |                     |                     |
|--|---------------------|--------------------------|---------------------|---------------------|---------------------|---------------------|
|  | 2018-2019           | 2019-2020                | 2020-2021           | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Revenues by Source:</b>                                     |                     |                          |                     |                     |                     |                     |
| Sales & service charges  | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| Connection fees  | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| Vehicle, equipment rental and other user charges               | \$ 261,950          | \$ 279,799               | \$ 286,736          | \$ 293,936          | \$ 301,236          | \$ 308,736          |
| Interest and rentals   | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| Bond Proceeds  | \$ -                | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Total Revenues</b>  | <b>\$ 261,950</b>   | <b>\$ 279,799</b>        | <b>\$ 286,736</b>   | <b>\$ 293,936</b>   | <b>\$ 301,236</b>   | <b>\$ 308,736</b>   |
| <b>Expenditures (see attached)</b>                             | <b>\$ -</b>         | <b>\$ 227,000</b>        | <b>\$ 231,540</b>   | <b>\$ 236,170</b>   | <b>\$ 240,890</b>   | <b>\$ 245,710</b>   |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 261,950</b>   | <b>\$ 52,799</b>         | <b>\$ 55,196</b>    | <b>\$ 57,766</b>    | <b>\$ 60,346</b>    | <b>\$ 63,026</b>    |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b>         | <b>\$ 219,364</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 261,950</b>   | <b>\$ 272,163</b>        | <b>\$ 55,196</b>    | <b>\$ 57,766</b>    | <b>\$ 60,346</b>    | <b>\$ 63,026</b>    |
| <b>Opening Fund Balance</b>                                    | <b>\$ 4,560,050</b> | <b>\$ 4,822,000</b>      | <b>\$ 5,094,163</b> | <b>\$ 5,149,359</b> | <b>\$ 5,207,125</b> | <b>\$ 5,267,471</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ 4,822,000</b> | <b>\$ 5,094,163</b>      | <b>\$ 5,149,359</b> | <b>\$ 5,207,125</b> | <b>\$ 5,267,471</b> | <b>\$ 5,330,497</b> |

**City of Foster City, California**

Wastewater Equipment Replacement Funds (Fund 458) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected | Five Year Financial Plan |            |            |            |            |
|-------------------------------------|-----------|--------------------------|------------|------------|------------|------------|
|                                     | 2018-2019 | 2019-2020                | 2020-2021  | 2021-2022  | 2022-2023  | 2023-2024  |
| <b>Department Expenses</b>          |           |                          |            |            |            |            |
| <i>Employee Services</i>            | \$ -      | \$ -                     | \$ -       | \$ -       | \$ -       | \$ -       |
| <i>Supplies and other</i>           | \$ -      | \$ -                     | \$ -       | \$ -       | \$ -       | \$ -       |
| <i>Capital Improvement Projects</i> | \$ -      | \$ -                     | \$ -       | \$ -       | \$ -       | \$ -       |
| <i>Capital Outlay</i>               | \$ -      | \$ 227,000               | \$ 231,540 | \$ 236,170 | \$ 240,890 | \$ 245,710 |
| <b>Total department expenses</b>    | \$ -      | \$ 227,000               | \$ 231,540 | \$ 236,170 | \$ 240,890 | \$ 245,710 |
| <b>Internal Services Charges</b>    | \$ -      | \$ -                     | \$ -       | \$ -       | \$ -       | \$ -       |
| <b>Reallocation</b>                 | \$ -      | \$ -                     | \$ -       | \$ -       | \$ -       | \$ -       |
| <b>Net Expenditures</b>             | \$ -      | \$ 227,000               | \$ 231,540 | \$ 236,170 | \$ 240,890 | \$ 245,710 |

**City of Foster City, California**  
Internal Service Funds (Fund 501-509)  
Five Year Financial Plan for the Years Ended June 30, 2024

|  | Projected            | Five Year Financial Plan |                      |                      |                      |                      |
|--|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2018-2019            | 2019-2020                | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024            |
| <b>Revenues by Source:</b>                                     |                      |                          |                      |                      |                      |                      |
| Sales & service charges  | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Connection fees  | \$ -                 | \$ -                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Vehicle, equipment rental and other user charges               | \$ 7,217,694         | \$ 8,681,462             | \$ 8,901,700         | \$ 9,128,000         | \$ 9,358,700         | \$ 9,594,900         |
| Interest and rentals   | \$ 456,700           | \$ 508,000               | \$ 508,000           | \$ 508,000           | \$ 508,000           | \$ 508,000           |
| Other  | \$ 23,015            | \$ 23,000                | \$ 23,000            | \$ 23,000            | \$ 23,000            | \$ 23,000            |
| <b>Total Revenues</b>  | <b>\$ 7,697,409</b>  | <b>\$ 9,212,462</b>      | <b>\$ 9,432,700</b>  | <b>\$ 9,659,000</b>  | <b>\$ 9,889,700</b>  | <b>\$ 10,125,900</b> |
| <b>Expenditures (see attached)</b>                             | <b>\$ 8,524,846</b>  | <b>\$ 9,787,989</b>      | <b>\$ 9,708,578</b>  | <b>\$ 10,193,600</b> | <b>\$ 9,608,060</b>  | <b>\$ 9,911,010</b>  |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ (827,437)</b>  | <b>\$ (575,527)</b>      | <b>\$ (275,878)</b>  | <b>\$ (534,600)</b>  | <b>\$ 281,640</b>    | <b>\$ 214,890</b>    |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ 3,350,280</b>  | <b>\$ -</b>              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 2,522,843</b>  | <b>\$ (575,527)</b>      | <b>\$ (275,878)</b>  | <b>\$ (534,600)</b>  | <b>\$ 281,640</b>    | <b>\$ 214,890</b>    |
| <b>Opening Fund Balance</b>                                    | <b>\$ 26,824,952</b> | <b>\$ 29,347,795</b>     | <b>\$ 28,772,268</b> | <b>\$ 28,496,390</b> | <b>\$ 27,961,790</b> | <b>\$ 28,243,430</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ 29,347,795</b> | <b>\$ 28,772,268</b>     | <b>\$ 28,496,390</b> | <b>\$ 27,961,790</b> | <b>\$ 28,243,430</b> | <b>\$ 28,458,320</b> |

**City of Foster City, California**  
Internal Service Funds (Fund 501-509) Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2024

|                                     | Projected           | Five Year Financial Plan |                     |                      |                     |                     |
|-------------------------------------|---------------------|--------------------------|---------------------|----------------------|---------------------|---------------------|
|                                     | 2018-2019           | 2019-2020                | 2020-2021           | 2021-2022            | 2022-2023           | 2023-2024           |
| <b>Department Expenses</b>          |                     |                          |                     |                      |                     |                     |
| <i>Employee Services</i>            | \$ 2,631,482        | \$ 2,929,465             | \$ 3,088,200        | \$ 3,175,180         | \$ 3,258,110        | \$ 3,332,060        |
| <i>Supplies and other</i>           | \$ 3,160,717        | \$ 3,503,118             | \$ 3,565,958        | \$ 3,268,930         | \$ 3,334,280        | \$ 3,400,960        |
| <i>Capital Improvement Projects</i> | \$ 419,970          | \$ 635,000               | \$ 300,000          | \$ 940,000           | \$ 150,000          | \$ 255,000          |
| <i>Capital Outlay</i>               | \$ 1,540,941        | \$ 1,754,208             | \$ 1,768,890        | \$ 1,804,250         | \$ 1,840,320        | \$ 1,877,140        |
| <b>Total department expenses</b>    | <b>\$ 7,753,110</b> | <b>\$ 8,821,791</b>      | <b>\$ 8,723,048</b> | <b>\$ 9,188,360</b>  | <b>\$ 8,582,710</b> | <b>\$ 8,865,160</b> |
| <b>Internal Services Charges</b>    | \$ 185,589          | \$ 234,274               | \$ 238,960          | \$ 243,740           | \$ 248,620          | \$ 253,590          |
| <b>Reallocation</b>                 | \$ 586,147          | \$ 731,924               | \$ 746,570          | \$ 761,500           | \$ 776,730          | \$ 792,260          |
| <b>Net Expenditures</b>             | <b>\$ 8,524,846</b> | <b>\$ 9,787,989</b>      | <b>\$ 9,708,578</b> | <b>\$ 10,193,600</b> | <b>\$ 9,608,060</b> | <b>\$ 9,911,010</b> |

**City of Foster City, California**  
 Agency Funds (Fund 604)  
 Five Year Financial Plan for the Years Ended June 30, 2024

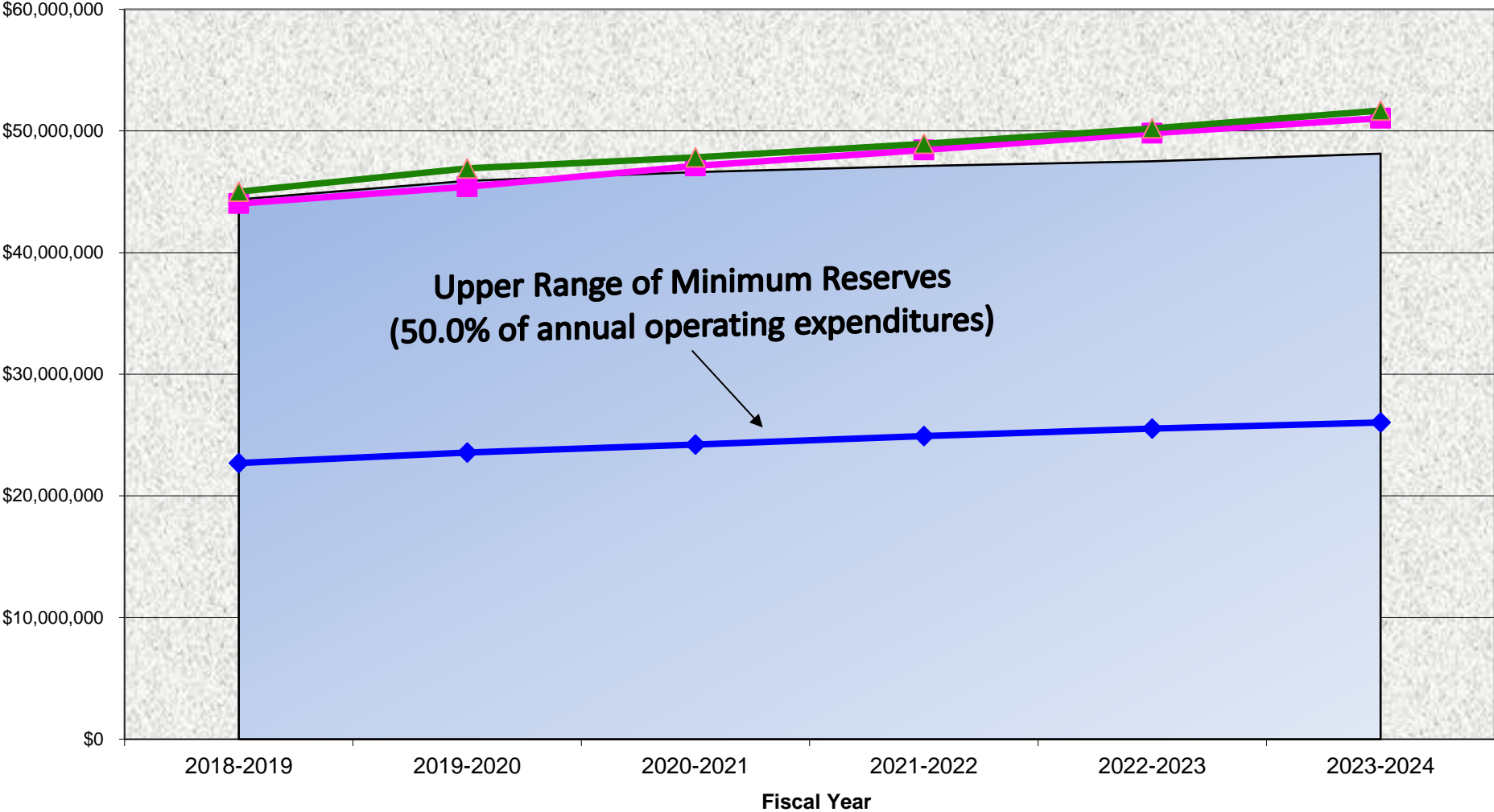
|  | Five Year Financial Plan |                     |                     |                     |                     |                     |
|--|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | Projected<br>2018-2019   | 2019-2020           | 2020-2021           | 2021-2022           | 2022-2023           | 2023-2024           |
| <b>Revenues by Source:</b>                                     |                          |                     |                     |                     |                     |                     |
| Sales & service charges  | \$ 484,600               | \$ 422,024          | \$ 430,500          | \$ 439,100          | \$ 447,900          | \$ 456,900          |
| Connection fees  | \$ -                     |                     | \$ -                | \$ -                | \$ -                | \$ -                |
| Vehicle, equipment rental and other user charges               | \$ -                     |                     | \$ -                | \$ -                | \$ -                | \$ -                |
| Interest and rentals   | \$ 3,000                 | \$ 3,000            | \$ 3,000            | \$ 3,000            | \$ 3,000            | \$ 3,000            |
| Other  | \$ -                     | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Total Revenues</b>  | <b>\$ 487,600</b>        | <b>\$ 425,024</b>   | <b>\$ 433,500</b>   | <b>\$ 442,100</b>   | <b>\$ 450,900</b>   | <b>\$ 459,900</b>   |
| <b>Expenditures (see attached)</b>                             | <b>\$ 392,000</b>        | <b>\$ 422,024</b>   | <b>\$ 430,500</b>   | <b>\$ 439,100</b>   | <b>\$ 447,900</b>   | <b>\$ 456,900</b>   |
| <b>Net revenues over (under) expenditures before transfers</b> | <b>\$ 95,600</b>         | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     |
| <b>Net Transfers In (Out)</b>                                  | <b>\$ -</b>              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Net Increase (Decrease) in Fund Balance</b>                 | <b>\$ 95,600</b>         | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     | <b>\$ 3,000</b>     |
| <b>Opening Fund Balance</b>                                    | <b>\$ (899,256)</b>      | <b>\$ (803,656)</b> | <b>\$ (800,656)</b> | <b>\$ (797,656)</b> | <b>\$ (794,656)</b> | <b>\$ (791,656)</b> |
| <b>Ending Fund Balance</b>                                     | <b>\$ (803,656)</b>      | <b>\$ (800,656)</b> | <b>\$ (797,656)</b> | <b>\$ (794,656)</b> | <b>\$ (791,656)</b> | <b>\$ (788,656)</b> |



**City of Foster City, California**  
 Agency Funds (Fund 604) Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2024

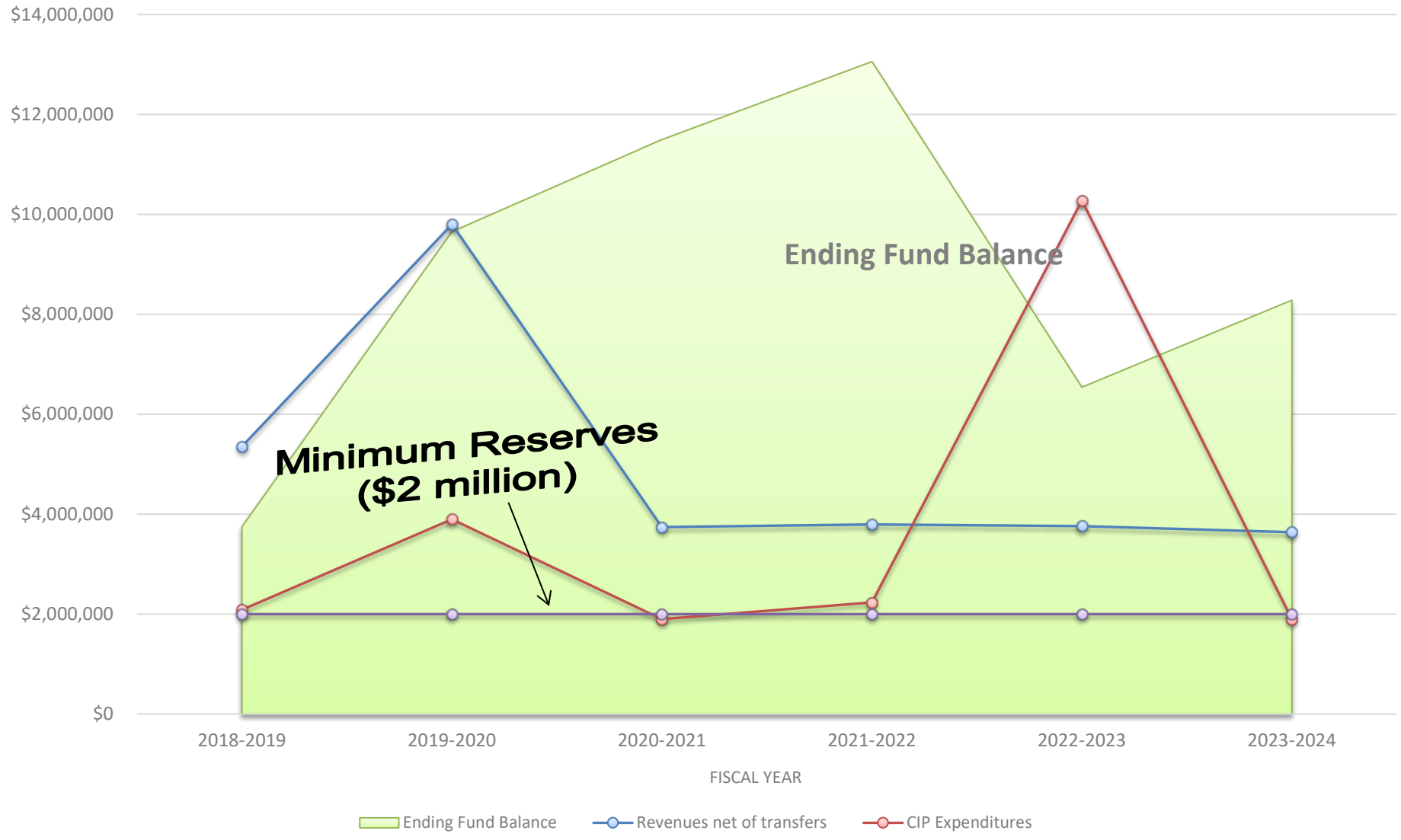
|                                     | Projected         | Five Year Financial Plan |                   |                   |                   |                   |
|-------------------------------------|-------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|
|                                     | 2018-2019         | 2019-2020                | 2020-2021         | 2021-2022         | 2022-2023         | 2023-2024         |
| <b>Department Expenses</b>          |                   |                          |                   |                   |                   |                   |
| <i>Employee Services</i>            | \$ -              | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <i>Supplies and other</i>           | \$ 392,000        | \$ 422,024               | \$ 430,500        | \$ 439,100        | \$ 447,900        | \$ 456,900        |
| <i>Capital Improvement Projects</i> | \$ -              | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <i>Capital Outlay</i>               | \$ -              | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>Total department expenses</b>    | <b>\$ 392,000</b> | <b>\$ 422,024</b>        | <b>\$ 430,500</b> | <b>\$ 439,100</b> | <b>\$ 447,900</b> | <b>\$ 456,900</b> |
| <b>Internal Services Charges</b>    | \$ -              | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>Reallocation</b>                 | \$ -              | \$ -                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>Net Expenditures</b>             | <b>\$ 392,000</b> | <b>\$ 422,024</b>        | <b>\$ 430,500</b> | <b>\$ 439,100</b> | <b>\$ 447,900</b> | <b>\$ 456,900</b> |

# City of Foster City General Fund (Funds 001-003)

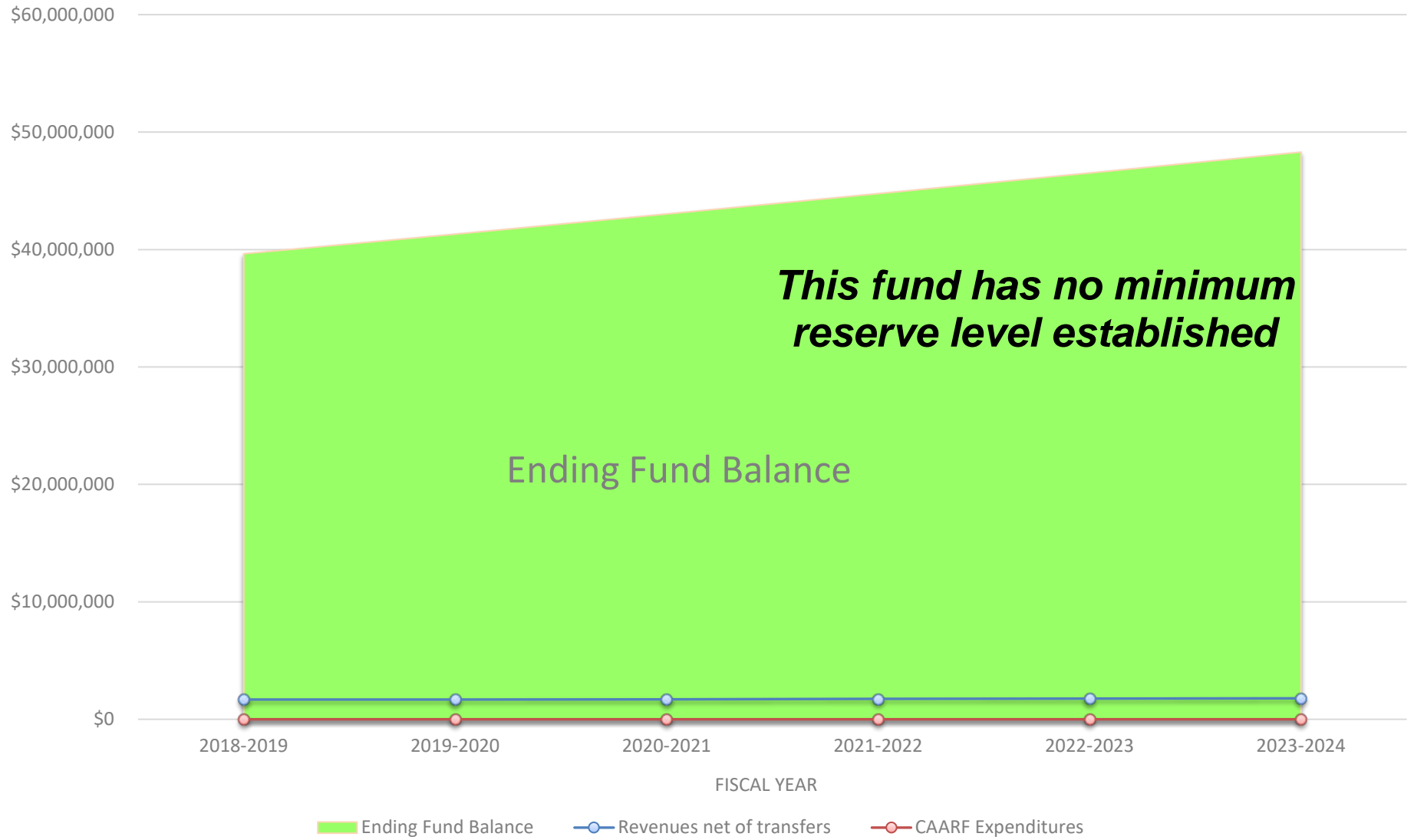


Ending Fund Balance      Expenditures      Revenues, Transfers & Other Adj.

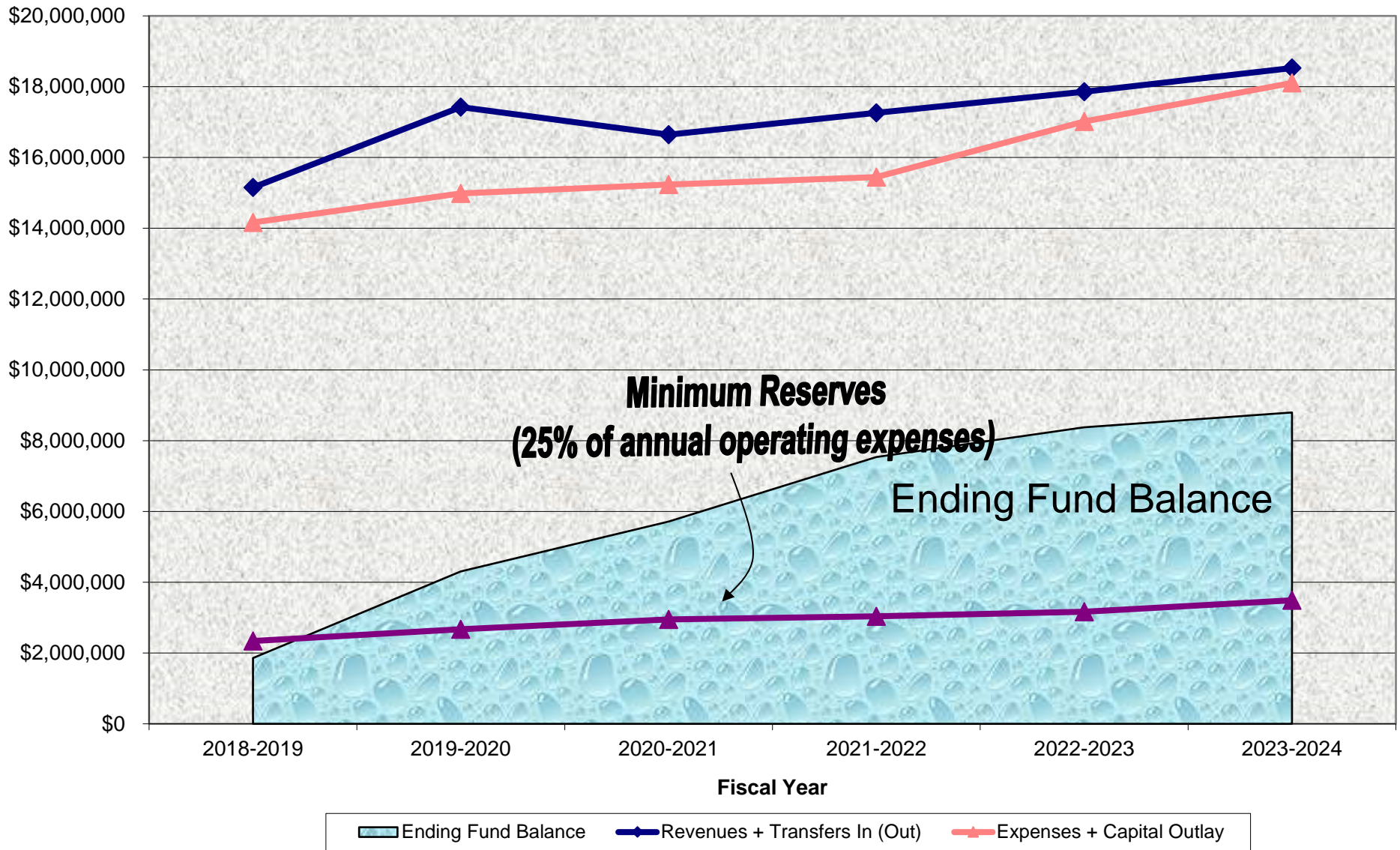
# City of Foster City Capital Improvement Fund



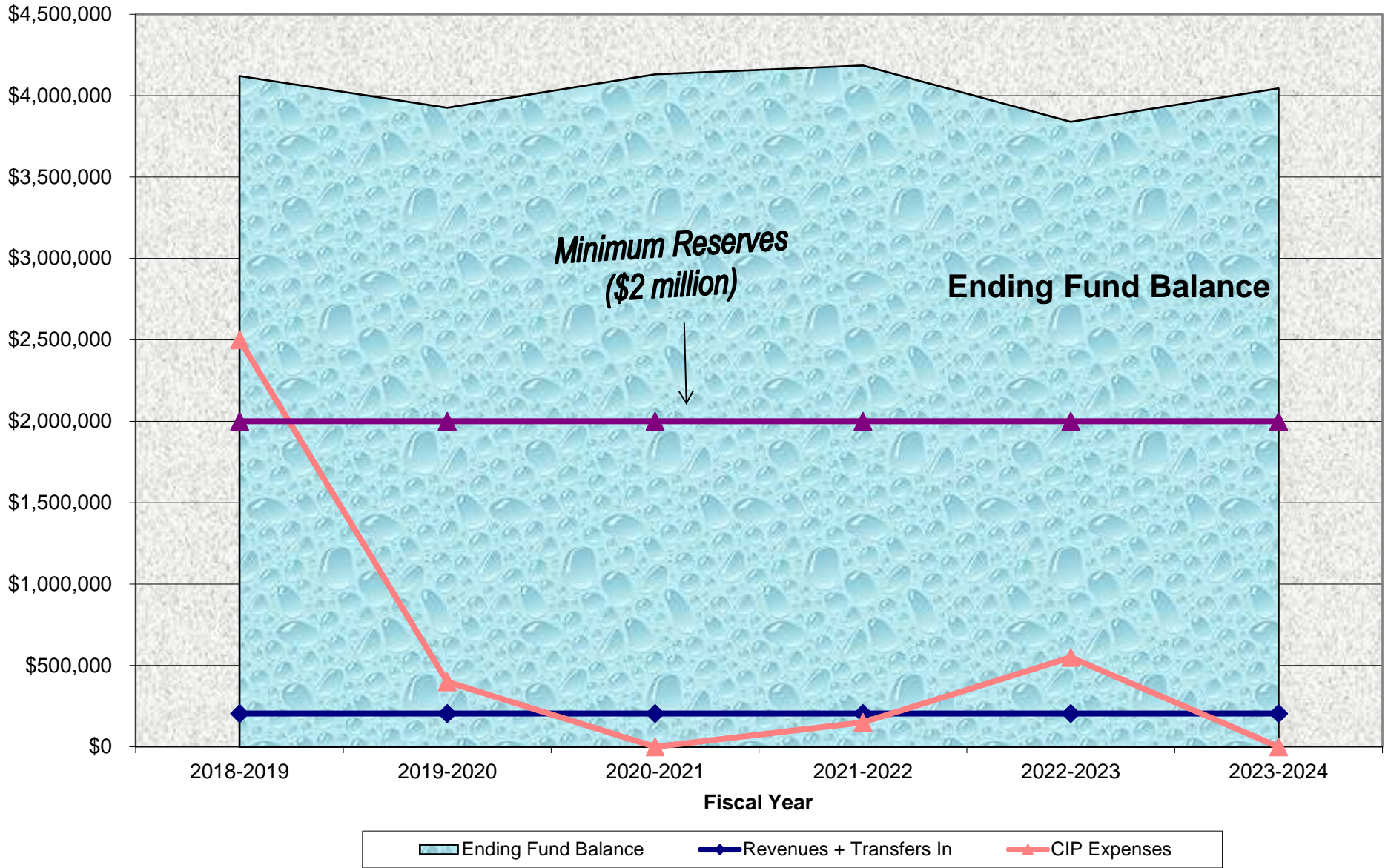
# City of Foster City Capital Asset Acquisition and Replacement Fund



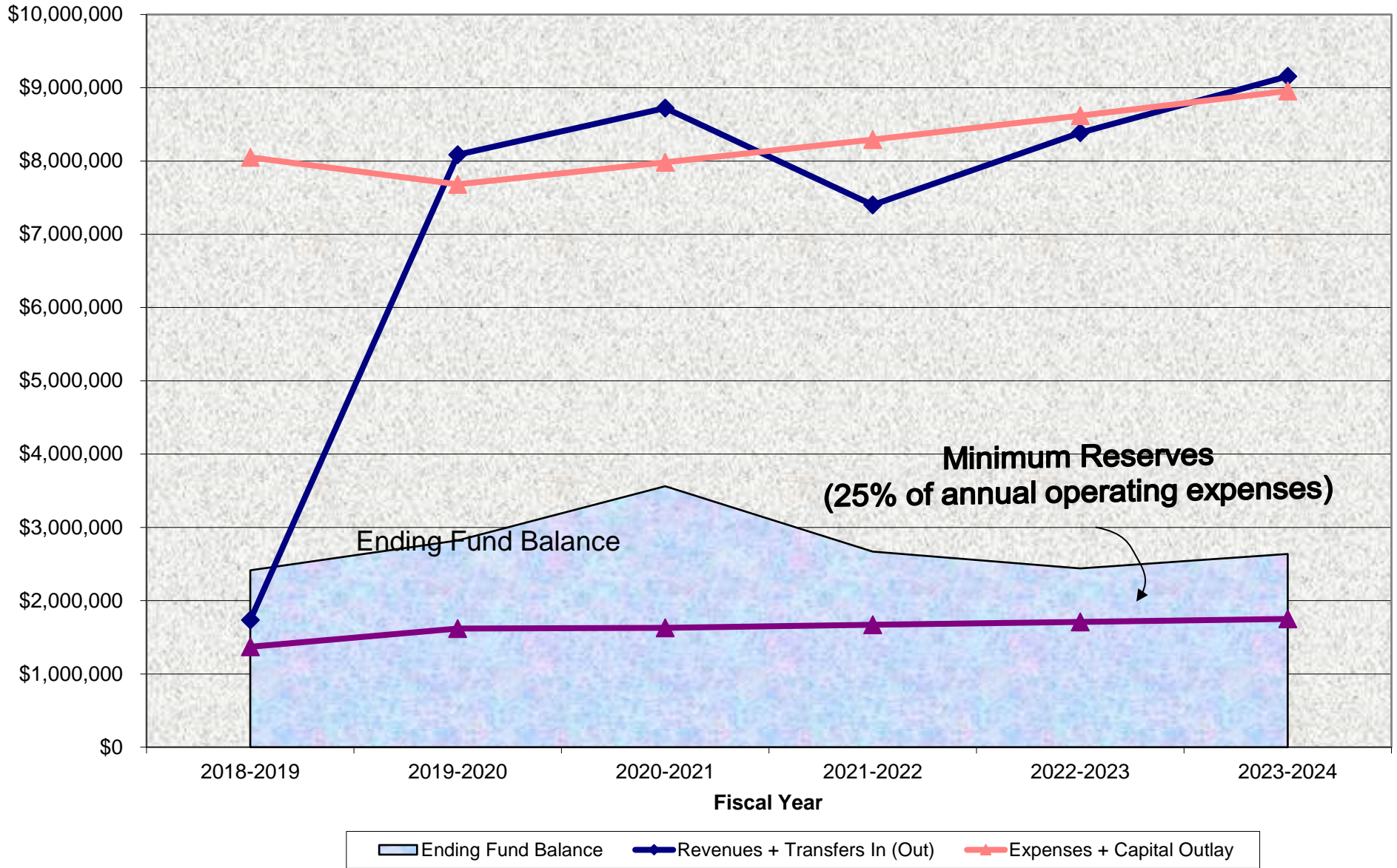
## Estero Municipal Improvement District Water Operating Fund



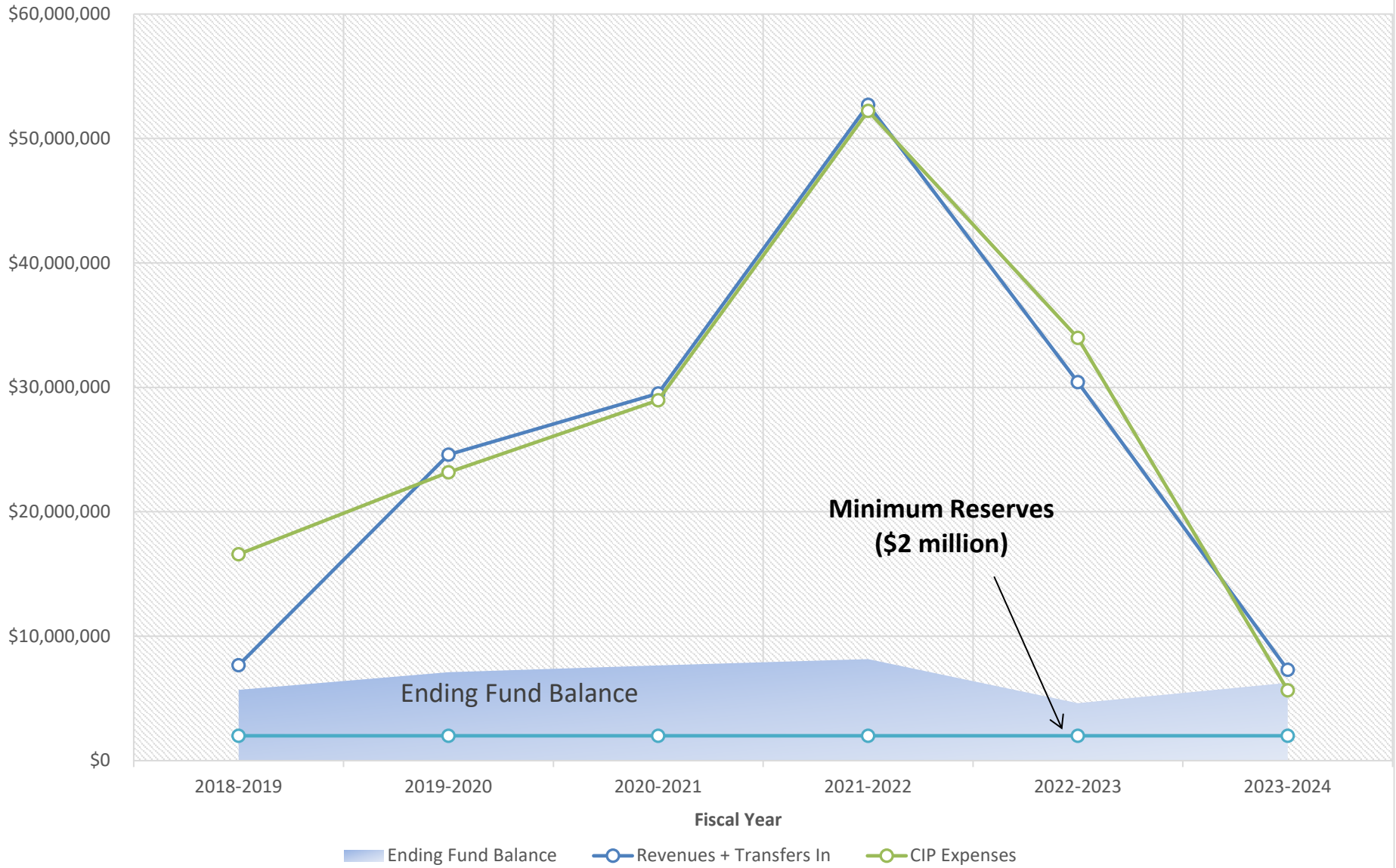
# Estero Municipal Improvement District Water Capital Improvement Project Fund



# Estero Municipal Improvement District Wastewater Operating Fund



# Estero Municipal Improvement District Wastewater Capital Improvement Project Fund





**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2020

|                                       |  |                           |                       |                   |                     |                      |                           |                         |                       |   | FINAL BUDGET               |  |
|---------------------------------------|--|---------------------------|-----------------------|-------------------|---------------------|----------------------|---------------------------|-------------------------|-----------------------|---|----------------------------|--|
| Fund                                  |  | Available<br>July 1, 2019 | Estimated<br>Revenues | Transfers In      | Transfers Out       | Total Available      | Operating<br>Expenditures | Capital<br>Expenditures | Total<br>Requirements | Net Increase<br>(Decrease) in<br>Reserves | Available<br>June 30, 2020 |  |
| <b>General Funds</b>                  |  |                           |                       |                   |                     |                      |                           |                         |                       |   |                            |  |
| 001                                   | General Fund Reserve                               | \$ 44,377,658             | \$ 18,224,200         | \$ -              | \$ 3,638,674        | \$ 58,963,184        | \$ 13,063,477             | \$ -                    | \$ 13,063,477         | \$ 1,522,049                              | \$ 45,899,707              |  |
| 002                                   | General Fund-District                              | \$ -                      | \$ 30,134,300         | \$ -              | \$ -                | \$ 30,134,300        | \$ 30,134,300             | \$ -                    | \$ 30,134,300         | \$ -                                      | \$ -                       |  |
| 003                                   | General Fund-Special Recreation                    | \$ -                      | \$ 2,049,500          | \$ 156,674        | \$ -                | \$ 2,206,174         | \$ 2,206,174              | \$ -                    | \$ 2,206,174          | \$ -                                      | \$ -                       |  |
| 005                                   | Community Benefits Program Fund                    | \$ 1,360,100              | \$ 14,000             | \$ -              | \$ -                | \$ 1,374,100         | \$ 1,323,200              | \$ -                    | \$ 1,323,200          | \$ (1,309,200)                            | \$ 50,900                  |  |
| 006                                   | DARE   | \$ 1,702                  | \$ -                  | \$ -              | \$ -                | \$ 1,702             | \$ 600                    | \$ -                    | \$ 600                | \$ (600)                                  | \$ 1,102                   |  |
| 007                                   | Solar Incentive Grant Program                      | \$ 127,780                | \$ 1,250              | \$ -              | \$ 50,000           | \$ 79,030            | \$ 50,000                 | \$ -                    | \$ 50,000             | \$ (98,750)                               | \$ 29,030                  |  |
| 008                                   | Employee Rental Assistance Program                 | \$ 62,132                 | \$ 900                | \$ -              | \$ -                | \$ 63,032            | \$ 60,000                 | \$ -                    | \$ 60,000             | \$ (59,100)                               | \$ 3,032                   |  |
| 009                                   | Asset Seizure                                      | \$ 23,930                 | \$ 1,400              | \$ -              | \$ -                | \$ 25,330            | \$ 22,175                 | \$ -                    | \$ 22,175             | \$ (20,775)                               | \$ 3,155                   |  |
| 010                                   | Discretionary Pension Liability Stabilization Fund | \$ -                      | \$ -                  | \$ -              | \$ -                | \$ -                 | \$ -                      | \$ -                    | \$ -                  | \$ -                                      | \$ -                       |  |
| 011                                   | Facilities Replacement Fund                        | \$ 719,000                | \$ 14,000             | \$ -              | \$ -                | \$ 733,000           | \$ -                      | \$ -                    | \$ -                  | \$ 14,000                                 | \$ 733,000                 |  |
| <b>Subtotal General Funds</b>         |  | <b>\$ 46,672,302</b>      | <b>\$ 50,439,550</b>  | <b>\$ 156,674</b> | <b>\$ 3,688,674</b> | <b>\$ 93,579,852</b> | <b>\$ 46,859,926</b>      | <b>\$ -</b>             | <b>\$ 46,859,926</b>  | <b>\$ 47,624</b>                          | <b>\$ 46,719,926</b>       |  |
| <b>Special Revenue Funds</b>          |  |                           |                       |                   |                     |                      |                           |                         |                       |   |                            |  |
| 101                                   | Traffic Safety                                     | \$ 15,691                 | \$ 83,000             | \$ -              | \$ -                | \$ 98,691            | \$ 98,691                 | \$ -                    | \$ 98,691             | \$ (15,691)                               | \$ -                       |  |
| 102                                   | Measure A  | \$ 88,383                 | \$ 668,600            | \$ -              | \$ -                | \$ 756,983           | \$ -                      | \$ 640,600              | \$ 640,600            | \$ 28,000                                 | \$ 116,383                 |  |
| 103                                   | Gas Tax (2103, 2105-2107.5)                        | \$ 150                    | \$ 881,000            | \$ -              | \$ -                | \$ 881,150           | \$ 573,700                | \$ 285,600              | \$ 859,300            | \$ 21,700                                 | \$ 21,850                  |  |
| 104                                   | Park In-Lieu Fees                                  | \$ 2,244,506              | \$ 510,000            | \$ -              | \$ -                | \$ 2,754,506         | \$ -                      | \$ -                    | \$ -                  | \$ 510,000                                | \$ 2,754,506               |  |
| 105                                   | Measure M  | \$ -                      | \$ 114,600            | \$ -              | \$ -                | \$ 114,600           | \$ -                      | \$ 114,600              | \$ 114,600            | \$ -                                      | \$ -                       |  |
| 108                                   | SLESF/COPS Grant                                   | \$ -                      | \$ 100,000            | \$ -              | \$ -                | \$ 100,000           | \$ 100,000                | \$ -                    | \$ 100,000            | \$ -                                      | \$ -                       |  |
| 114                                   | CalOpps.org  | \$ 334,204                | \$ 444,800            | \$ -              | \$ -                | \$ 779,004           | \$ 476,380                | \$ -                    | \$ 476,380            | \$ (31,580)                               | \$ 302,624                 |  |
| 116                                   | Foster City Foundation                             | \$ 356,954                | \$ 148,000            | \$ -              | \$ 18,000           | \$ 486,954           | \$ 110,527                | \$ -                    | \$ 110,527            | \$ 19,473                                 | \$ 376,427                 |  |
| 119                                   | SB1 Road Maintenance and Rehabilitation            | \$ 7,274                  | \$ 567,000            | \$ -              | \$ -                | \$ 574,274           | \$ -                      | \$ 309,200              | \$ 309,200            | \$ 257,800                                | \$ 265,074                 |  |
| 122                                   | Low- and Moderate-Income Housing Fund              | \$ 1,772,682              | \$ 104,060            | \$ -              | \$ -                | \$ 1,876,742         | \$ 153,200                | \$ -                    | \$ 153,200            | \$ (49,140)                               | \$ 1,723,542               |  |
| 124                                   | City Affordable Housing Fund                       | \$ 871,318                | \$ 17,500             | \$ -              | \$ -                | \$ 888,818           | \$ -                      | \$ -                    | \$ -                  | \$ 17,500                                 | \$ 888,818                 |  |
| 125                                   | Sustainable Foster City Fund                       | \$ 90,100                 | \$ 25,600             | \$ 100,000        | \$ -                | \$ 215,700           | \$ 203,200                | \$ -                    | \$ 203,200            | \$ (77,600)                               | \$ 12,500                  |  |
| 127                                   | BAERS  | \$ 577,751                | \$ 267,700            | \$ -              | \$ -                | \$ 845,451           | \$ 302,878                | \$ -                    | \$ 302,878            | \$ (35,178)                               | \$ 542,573                 |  |
| 128                                   | General Plan Maintenance Fund                      | \$ 1,473,772              | \$ 231,000            | \$ -              | \$ -                | \$ 1,704,772         | \$ 61,800                 | \$ -                    | \$ 61,800             | \$ 169,200                                | \$ 1,642,972               |  |
| 129                                   | Construction & Demolition Recycling Fund           | \$ 693,040                | \$ 180,500            | \$ -              | \$ 50,000           | \$ 823,540           | \$ 279,750                | \$ -                    | \$ 279,750            | \$ (149,250)                              | \$ 543,790                 |  |
| 130                                   | Technology Maintenance Fund                        | \$ 228,237                | \$ 75,500             | \$ -              | \$ -                | \$ 303,737           | \$ 78,618                 | \$ -                    | \$ 78,618             | \$ (3,118)                                | \$ 225,119                 |  |
| 131                                   | SB 1186 Fund                                       | \$ 7,712                  | \$ 2,100              | \$ -              | \$ -                | \$ 9,812             | \$ 1,300                  | \$ -                    | \$ 1,300              | \$ 800                                    | \$ 8,512                   |  |
| 132                                   | SMIP Fee Fund                                      | \$ 12,128                 | \$ 10,010             | \$ -              | \$ -                | \$ 22,138            | \$ 500                    | \$ -                    | \$ 500                | \$ 9,510                                  | \$ 21,638                  |  |
| 133                                   | CRV Grant Fund                                     | \$ 9,051                  | \$ 8,650              | \$ -              | \$ -                | \$ 17,701            | \$ 13,200                 | \$ -                    | \$ 13,200             | \$ (4,550)                                | \$ 4,501                   |  |
| 134                                   | Curbside Recycling Fee Fund                        | \$ 135,651                | \$ 22,000             | \$ -              | \$ -                | \$ 157,651           | \$ 25,000                 | \$ -                    | \$ 25,000             | \$ (3,000)                                | \$ 132,651                 |  |
| 135                                   | Green Building Fee Fund                            | \$ 6,317                  | \$ 3,560              | \$ -              | \$ -                | \$ 9,877             | \$ 500                    | \$ -                    | \$ 500                | \$ 3,060                                  | \$ 9,377                   |  |
| <b>Subtotal Special Revenue Funds</b> |  | <b>\$ 8,924,921</b>       | <b>\$ 4,465,180</b>   | <b>\$ 100,000</b> | <b>\$ 68,000</b>    | <b>\$ 13,422,101</b> | <b>\$ 2,479,244</b>       | <b>\$ 1,350,000</b>     | <b>\$ 3,829,244</b>   | <b>\$ 667,936</b>                         | <b>\$ 9,592,857</b>        |  |

(Continued on next page)

**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2020

(Continued from previous page)

|   |                           |                       |               |               |                 |                           |                         |                       |   | <b>FINAL BUDGET</b>        |  |
|---|---------------------------|-----------------------|---------------|---------------|-----------------|---------------------------|-------------------------|-----------------------|---|----------------------------|--|
| Fund  | Available<br>July 1, 2019 | Estimated<br>Revenues | Transfers In  | Transfers Out | Total Available | Operating<br>Expenditures | Capital<br>Expenditures | Total<br>Requirements | Net Increase<br>(Decrease) in<br>Reserves | Available<br>June 30, 2020 |  |
| <b>Debt Service Fund</b>                                  |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 230 Levee Protection Plannings/Improvements               | \$ -                      | \$ 90,000,000         | \$ -          | \$ 6,077,465  | \$ 83,922,535   | \$ 3,209,670              | \$ 56,790,330           | \$ 60,000,000         | \$ 23,922,535                             | \$ 23,922,535              |  |
| <b>Subtotal Capital Projects Funds</b>                    | \$ -                      | \$ 90,000,000         | \$ -          | \$ 6,077,465  | \$ 83,922,535   | \$ 3,209,670              | \$ 56,790,330           | \$ 60,000,000         | \$ 23,922,535                             | \$ 23,922,535              |  |
| <b>Capital Projects Funds</b>                             |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 301 Capital Investment - City                             | \$ 3,752,101              | \$ 222,900            | \$ 3,500,000  | \$ -          | \$ 7,475,001    | \$ -                      | \$ 3,900,000            | \$ 3,900,000          | \$ (177,100)                              | \$ 3,575,001               |  |
| 301A Repayment of Levee Advance                           | \$ -                      | \$ -                  | \$ 6,077,465  | \$ -          | \$ 6,077,465    | \$ -                      | \$ -                    | \$ -                  | \$ 6,077,465                              | \$ 6,077,465               |  |
| 326 Capital Asset Acquisition and Replacement Fund        | \$ 39,630,224             | \$ 1,681,300          | \$ -          | \$ -          | \$ 41,311,524   | \$ -                      | \$ -                    | \$ -                  | \$ 1,681,300                              | \$ 41,311,524              |  |
| <b>Subtotal Capital Projects Funds</b>                    | \$ 43,382,325             | \$ 1,904,200          | \$ 9,577,465  | \$ -          | \$ 54,863,990   | \$ -                      | \$ 3,900,000            | \$ 3,900,000          | \$ 7,581,665                              | \$ 50,963,990              |  |
| <b>Enterprise Funds</b>                                   |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| <b>Water Funds</b>  |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 401 Water Revenue   | \$ 1,861,987              | \$ 17,712,400         | \$ -          | \$ 286,000    | \$ 19,288,387   | \$ 14,981,725             | \$ -                    | \$ 14,981,725         | \$ 2,444,675                              | \$ 4,306,662               |  |
| 405 Capital Investment - Water                            | \$ 2,120,390              | \$ -                  | \$ 205,000    | \$ -          | \$ 2,325,390    | \$ -                      | \$ 400,000              | \$ 400,000            | \$ (195,000)                              | \$ 1,925,390               |  |
| 405A Water CIP Reserve                                    | \$ 2,000,000              | \$ -                  | \$ -          | \$ -          | \$ 2,000,000    | \$ -                      | \$ -                    | \$ -                  | \$ -                                      | \$ 2,000,000               |  |
| 405B Water Equipment Replacement                          | \$ 2,562,000              | \$ 0                  | \$ -          | \$ 2,562,000  | \$ -            | \$ -                      | \$ -                    | \$ -                  | \$ (2,562,000)                            | \$ -                       |  |
| 408 Water Equipment Replacement                           | \$ -                      | \$ 456,701            | \$ 2,643,000  | \$ -          | \$ 3,099,701    | \$ 40,000                 | \$ -                    | \$ 40,000             | \$ 3,059,701                              | \$ 3,059,701               |  |
| <b>Subtotal Water Funds</b>                               | \$ 8,544,377              | \$ 18,169,101         | \$ 2,848,000  | \$ 2,848,000  | \$ 26,713,478   | \$ 15,021,725             | \$ 400,000              | \$ 15,421,725         | \$ 2,747,376                              | \$ 11,291,753              |  |
| <b>Wastewater Funds</b>                                   |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 451 Wastewater Revenue                                    | \$ 2,415,138              | \$ 13,906,700         | \$ 636        | \$ 5,820,000  | \$ 10,502,474   | \$ 7,681,812              | \$ -                    | \$ 7,681,812          | \$ 405,524                                | \$ 2,820,662               |  |
| 453 Wastewater Rate Stabilization Fund                    | \$ 2,000,000              | \$ -                  | \$ 4,000,000  | \$ 3,900,000  | \$ 2,100,000    | \$ -                      | \$ -                    | \$ -                  | \$ 100,000                                | \$ 2,100,000               |  |
| 454 San Mateo-Foster City Public Financing Authority Loan | \$ 20,989,524             | \$ -                  | \$ 1,900,000  | \$ 21,000,000 | \$ 1,889,524    | \$ 1,722,292              | \$ -                    | \$ 1,722,292          | \$ (20,822,292)                           | \$ 167,232                 |  |
| 455 Capital Investment - Wastewater                       | \$ 3,694,914              | \$ -                  | \$ 24,600,000 | \$ -          | \$ 28,294,914   | \$ -                      | \$ 23,180,000           | \$ 23,180,000         | \$ 1,420,000                              | \$ 5,114,914               |  |
| 455A Wastewater CIP Reserve                               | \$ 2,000,000              | \$ -                  | \$ -          | \$ -          | \$ 2,000,000    | \$ -                      | \$ -                    | \$ -                  | \$ -                                      | \$ 2,000,000               |  |
| 455B Wastewater Equipment Replacement                     | \$ 4,822,000              | \$ -                  | \$ -          | \$ 4,822,000  | \$ -            | \$ -                      | \$ -                    | \$ -                  | \$ (4,822,000)                            | \$ -                       |  |
| 456 Wastewater Plant Expansion                            | \$ -                      | \$ 636                | \$ -          | \$ 636        | \$ -            | \$ -                      | \$ -                    | \$ -                  | \$ -                                      | \$ -                       |  |
| 458 Wastewater Equipment Replacement                      | \$ -                      | \$ 279,163            | \$ 5,042,000  | \$ -          | \$ 5,321,163    | \$ 227,000                | \$ -                    | \$ 227,000            | \$ 5,094,163                              | \$ 5,094,163               |  |
| <b>Subtotal Wastewater Funds</b>                          | \$ 35,921,576             | \$ 14,186,499         | \$ 35,542,636 | \$ 35,542,636 | \$ 50,108,075   | \$ 9,631,104              | \$ 23,180,000           | \$ 32,811,104         | \$ (18,624,605)                           | \$ 17,296,971              |  |
| <b>Subtotal Enterprise Funds</b>                          | \$ 44,465,953             | \$ 32,355,600         | \$ 38,390,636 | \$ 38,390,636 | \$ 76,821,553   | \$ 24,652,829             | \$ 23,580,000           | \$ 48,232,829         | \$ (15,877,229)                           | \$ 28,588,724              |  |
| <b>Internal Service Funds</b>                             |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 501 Vehicle Replacement                                   | \$ 4,073,420              | \$ 1,698,489          | \$ -          | \$ -          | \$ 5,771,909    | \$ 1,879,624              | \$ -                    | \$ 1,879,624          | \$ (181,135)                              | \$ 3,892,285               |  |
| 502 Equipment Replacement                                 | \$ 5,893,353              | \$ 554,201            | \$ -          | \$ -          | \$ 6,447,554    | \$ 503,535                | \$ -                    | \$ 503,535            | \$ 50,666                                 | \$ 5,944,019               |  |
| 503 Self-Insurance  | \$ 1,070,037              | \$ 472,547            | \$ -          | \$ -          | \$ 1,542,584    | \$ 620,800                | \$ -                    | \$ 620,800            | \$ (148,253)                              | \$ 921,784                 |  |
| 504 Information Technology                                | \$ 3,357,312              | \$ 1,974,880          | \$ -          | \$ -          | \$ 5,332,192    | \$ 1,844,581              | \$ -                    | \$ 1,844,581          | \$ 130,299                                | \$ 3,487,611               |  |
| 505 Building Maintenance                                  | \$ 4,629,513              | \$ 3,452,956          | \$ -          | \$ -          | \$ 8,082,469    | \$ 3,493,084              | \$ 635,000              | \$ 4,128,084          | \$ (675,128)                              | \$ 3,954,385               |  |
| 507 Longevity Recognition Benefits                        | \$ 2,270,031              | \$ 269,560            | \$ -          | \$ -          | \$ 2,539,591    | \$ 241,660                | \$ -                    | \$ 241,660            | \$ 27,900                                 | \$ 2,297,931               |  |
| 508 PEMHCA Benefits Plan                                  | \$ 5,763,933              | \$ 292,492            | \$ -          | \$ -          | \$ 6,056,425    | \$ 194,692                | \$ -                    | \$ 194,692            | \$ 97,800                                 | \$ 5,861,733               |  |
| 509 Compensated Absences                                  | \$ 2,290,196              | \$ 497,337            | \$ -          | \$ -          | \$ 2,787,533    | \$ 375,013                | \$ -                    | \$ 375,013            | \$ 122,324                                | \$ 2,412,520               |  |
| <b>Subtotal Internal Service Funds</b>                    | \$ 29,347,795             | \$ 9,212,462          | \$ -          | \$ -          | \$ 38,560,257   | \$ 9,152,989              | \$ 635,000              | \$ 9,787,989          | \$ (575,527)                              | \$ 28,772,268              |  |
| <b>Agency Fund</b>  |                           |                       |               |               |                 |                           |                         |                       |   |                            |  |
| 604 Successor Agency of Community Development Agency      | \$ (803,656)              | \$ 425,024            | \$ -          | \$ -          | \$ (378,632)    | \$ 422,024                | \$ -                    | \$ 422,024            | \$ 3,000                                  | \$ (800,656)               |  |
| <b>Subtotal Agency Fund</b>                               | \$ (803,656)              | \$ 425,024            | \$ -          | \$ -          | \$ (378,632)    | \$ 422,024                | \$ -                    | \$ 422,024            | \$ 3,000                                  | \$ (800,656)               |  |
| <b>Total All Funds</b>                                    | \$ 171,989,640            | \$ 188,802,016        | \$ 48,224,775 | \$ 48,224,775 | \$ 360,791,656  | \$ 86,776,682             | \$ 86,255,330           | \$ 173,032,012        | \$ 15,770,004                             | \$ 187,759,644             |  |

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

|  | 2018-2019            |                      | 2019-2020            |
|--|----------------------|----------------------|----------------------|
|  | Approved             | Projected            | Budget               |
| <b>General Fund 001-003</b>                            |                      |                      |                      |
| City   |                      |                      |                      |
| Property Taxes in-lieu of Vehicle License Fee          | \$ 3,770,000         | \$ 3,950,600         | \$ 4,188,000         |
| Sales taxes  | \$ 3,214,000         | \$ 3,369,300         | \$ 3,391,100         |
| Transient occupancy taxes (TOT)                        | \$ 3,443,000         | \$ 3,805,100         | \$ 4,697,200         |
| Transient occupancy taxes Ballot Measure (TOT)*        | \$ 271,800           | \$ 288,900           | \$ -                 |
| Business License Tax                                   | \$ 1,763,500         | \$ 1,733,400         | \$ 1,768,100         |
| Franchise taxes  | \$ 1,244,900         | \$ 1,186,500         | \$ 1,195,600         |
| Real property transfer                                 | \$ 302,213           | \$ 302,200           | \$ 304,900           |
| Permits  | \$ 1,001,300         | \$ 1,551,300         | \$ 1,384,900         |
| Intergovernmental (SB 90, Grants, etc.)                | \$ 44,000            | \$ 44,000            | \$ 44,000            |
| Charges for current services                           | \$ 921,677           | \$ 767,500           | \$ 415,700           |
| Fines and forfeitures                                  | \$ 86,000            | \$ 36,000            | \$ 53,100            |
| Interest   | \$ 471,200           | \$ 471,200           | \$ 471,200           |
| Other (Fines, Shared Services, Street Sweeping, Other) | \$ 506,680           | \$ 561,700           | \$ 310,400           |
| General Fund (City) Subtotal                           | \$ 17,040,270        | \$ 18,067,700        | \$ 18,224,200        |
| District   |                      |                      |                      |
| Property Taxes   | \$ 24,881,300        | \$ 25,606,300        | \$ 27,133,300        |
| Excess ERAF  | \$ 1,695,000         | \$ 2,258,370         | \$ 2,141,100         |
| Intergovernmental                                      | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| Rentals  | \$ 472,000           | \$ 873,324           | \$ 582,000           |
| Interest   | \$ 177,900           | \$ 177,900           | \$ 177,900           |
| General Fund (District) Subtotal                       | \$ 27,326,200        | \$ 29,015,894        | \$ 30,134,300        |
| Special Recreation                                     |                      |                      |                      |
| Program Revenues                                       | \$ 1,443,950         | \$ 1,443,950         | \$ 1,650,300         |
| Rents and Concessions                                  | \$ 387,770           | \$ 387,770           | \$ 396,000           |
| Interest   | \$ 2,800             | \$ 2,800             | \$ 3,200             |
| General Fund (Special Recreation) Subtotal             | \$ 1,834,520         | \$ 1,834,520         | \$ 2,049,500         |
| <b>total general fund 001-003</b>                      | <b>\$ 46,200,990</b> | <b>\$ 48,918,114</b> | <b>\$ 50,408,000</b> |

\* In November 2018, Foster City voters passed Measure TT, increasing TOT from 9.5% to 11% effective January 1, 2019, then 12% effective July 1, 2019.

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

(Continued from previous page)

|                                    | 2018-2019     |               | 2019-2020 |            |
|------------------------------------|---------------|---------------|-----------|------------|
|                                    | Approved      | Projected     | Budget    |            |
| <b>General Fund 005-011</b>        |               |               |           |            |
| City                               |               |               |           |            |
| Community Benefit Program          | \$ 18,900     | \$ 36,900     | \$        | 14,000     |
| Intergovernmental (D.A.R.E.)       | \$ 600        | \$ 600        | \$        | -          |
| Solar Incentive Grant Program      | \$ 1,700      | \$ 3,500      | \$        | 1,250      |
| Employee Rental Assistance Program | \$ 200        | \$ 1,250      | \$        | 900        |
| Asset Seizure Program              | \$ 4,380      | \$ 4,380      | \$        | 1,400      |
| Pension Sustainability Fund        | \$ -          | \$ 40,000     | \$        | -          |
| Facilities Replacement Fund        | \$ -          | \$ 2,513      | \$        | 14,000     |
| General Fund (City) Subtotal       | \$ 25,780     | \$ 89,143     | \$        | 31,550     |
| <b>total general fund 005-009</b>  |               |               |           |            |
|                                    | \$ 25,780     | \$ 89,143     | \$        | 31,550     |
| <b>Total General Fund (ALL)</b>    |               |               |           |            |
|                                    | \$ 46,226,770 | \$ 49,007,257 | \$        | 50,439,550 |

**Special Revenue Funds**

|   |            |              |    |         |
|---|------------|--------------|----|---------|
| Traffic Safety  |            |              |    |         |
| Vehicle Code Fines                                      | \$ 81,000  | \$ 81,000    | \$ | 83,000  |
| Interest  | \$ -       | \$ -         | \$ | -       |
| Traffic Safety Subtotal                                 | \$ 81,000  | \$ 81,000    | \$ | 83,000  |
| Measure A   |            |              |    |         |
| Sales Tax   | \$ 640,600 | \$ 640,600   | \$ | 640,600 |
| Interest  | \$ 28,000  | \$ 28,000    | \$ | 28,000  |
| Measure A Subtotal                                      | \$ 668,600 | \$ 668,600   | \$ | 668,600 |
| Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)        |            |              |    |         |
| Gas Tax (2105-2107.5)                                   | \$ 608,770 | \$ 577,200   | \$ | 573,700 |
| Gas Tax (2103)  | \$ 161,300 | \$ 118,800   | \$ | 285,600 |
| Interest  | \$ 14,700  | \$ 21,700    | \$ | 21,700  |
| Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal | \$ 784,770 | \$ 717,700   | \$ | 881,000 |
| Park In-Lieu Fees                                       |            |              |    |         |
| Developer Fees  | \$ -       | \$ 2,240,000 | \$ | 480,000 |
| Interest  | \$ 13,700  | \$ 59,300    | \$ | 30,000  |
| Park In-Lieu Fees Subtotal                              | \$ 13,700  | \$ 2,299,300 | \$ | 510,000 |

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

(Continued from previous page)

|   | 2018-2019  |            | 2019-2020  |
|---|------------|------------|------------|
|   | Approved   | Projected  | Budget     |
| Measure M                                     |            |            |            |
| Vehicle License Fees                          | \$ 111,400 | \$ 112,400 | \$ 114,600 |
| Measure M Subtotal                            | \$ 111,400 | \$ 112,400 | \$ 114,600 |
| SLESF/COPS Grant                              |            |            |            |
| Grant   | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| SLESF/COPS Subtotal                           | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| CalOpps.org                                   |            |            |            |
| Fees for Services                             | \$ 431,000 | \$ 431,000 | \$ 439,600 |
| Interest                                      | \$ 5,200   | \$ 5,200   | \$ 5,200   |
| CalOpps.org Subtotal                          | \$ 436,200 | \$ 436,200 | \$ 444,800 |
| Foster City Foundation                        |            |            |            |
| Grants and Donations                          | \$ 148,000 | \$ 148,000 | \$ 148,000 |
| Foster City Foundation Subtotal               | \$ 148,000 | \$ 148,000 | \$ 148,000 |
| SB1 Road Maintenance and Rehabilitation       |            |            |            |
| Road Maintenance and Rehabilitation Account   | \$ 562,700 | \$ 568,700 | \$ 567,000 |
| Interest                                      | \$ -       | \$ -       | \$ -       |
| Sustainable Foster City Fund Subtotal         | \$ 562,700 | \$ 568,700 | \$ 567,000 |
| Low- and Moderate-Income Housing Fund (LMIHF) |            |            |            |
| Loan Repayments                               | \$ 15,000  | \$ 15,000  | \$ 15,000  |
| Rentals                                       | \$ 53,100  | \$ 53,100  | \$ 55,160  |
| Interest                                      | \$ 33,900  | \$ 33,900  | \$ 33,900  |
| LMIHF Fund Subtotal                           | \$ 102,000 | \$ 102,000 | \$ 104,060 |
| City Affordable Housing Fund                  |            |            |            |
| Contribution from Developer (Loan Repayment)  | \$ 4,900   | \$ 4,900   | \$ 5,200   |
| Interest                                      | \$ 320     | \$ 113,280 | \$ 12,300  |
| Sustainable Foster City Fund Subtotal         | \$ 5,220   | \$ 118,180 | \$ 17,500  |
| Sustainable Foster City Fund                  |            |            |            |
| Other   | \$ -       | \$ -       | \$ 25,600  |
| Interest                                      | \$ 1,500   | \$ 100     | \$ -       |
| Sustainable Foster City Fund Subtotal         | \$ 1,500   | \$ 100     | \$ 25,600  |
| BAERS Fund                                    |            |            |            |
| Other   | \$ 290,355 | \$ 290,355 | \$ 257,500 |
| Interest                                      | \$ 2,500   | \$ 10,200  | \$ 10,200  |
| Sustainable Foster City Fund Subtotal         | \$ 292,855 | \$ 300,555 | \$ 267,700 |

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

(Continued from previous page)

|  | 2018-2019           |                     | 2019-2020           |
|--|---------------------|---------------------|---------------------|
|  | Approved            | Projected           | Budget              |
| <b>General Plan Maintenance Fund</b>   |                     |                     |                     |
| Other                                  | \$ 164,300          | \$ 164,300          | \$ 209,800          |
| Interest                               | \$ 13,200           | \$ 21,200           | \$ 21,200           |
| General Plan Maintenance Fund Subtotal | \$ 177,500          | \$ 185,500          | \$ 231,000          |
| <b>Construction &amp; Demo Fund</b>    |                     |                     |                     |
| Other                                  | \$ 20,200           | \$ 40,200           | \$ 160,000          |
| Interest                               | \$ 17,500           | \$ 20,500           | \$ 20,500           |
| Construction & Demo Fund Subtotal      | \$ 37,700           | \$ 60,700           | \$ 180,500          |
| <b>Technology Maintenance Fund</b>     |                     |                     |                     |
| Other                                  | \$ 79,100           | \$ 79,100           | \$ 72,400           |
| Interest                               | \$ 2,100            | \$ 3,100            | \$ 3,100            |
| Technology Maintenance Fund Subtotal   | \$ 81,200           | \$ 82,200           | \$ 75,500           |
| <b>SB 1186 Fund</b>                    |                     |                     |                     |
| Other                                  | \$ 1,500            | \$ 2,000            | \$ 2,000            |
| Interest                               | \$ 30               | \$ 100              | \$ 100              |
| SB 1186 Fund Subtotal                  | \$ 1,530            | \$ 2,100            | \$ 2,100            |
| <b>SMIP Fund</b>                       |                     |                     |                     |
| Other                                  | \$ 1,500            | \$ 9,900            | \$ 9,900            |
| Interest                               | \$ 110              | \$ 110              | \$ 110              |
| SMIP Fund Subtotal                     | \$ 1,610            | \$ 10,010           | \$ 10,010           |
| <b>CRV Grant Fund</b>                  |                     |                     |                     |
| Other                                  | \$ 8,500            | \$ 8,500            | \$ 8,500            |
| Interest                               | \$ 150              | \$ 150              | \$ 150              |
| CRV Grant Fund Subtotal                | \$ 8,650            | \$ 8,650            | \$ 8,650            |
| <b>Curbside Recycling</b>              |                     |                     |                     |
| Other                                  | \$ 20,500           | \$ 19,800           | \$ 19,800           |
| Interest                               | \$ 1,500            | \$ 2,200            | \$ 2,200            |
| Curbside Recycling Subtotal            | \$ 22,000           | \$ 22,000           | \$ 22,000           |
| <b>Green Building Fees</b>             |                     |                     |                     |
| Other                                  | \$ 1,400            | \$ 3,500            | \$ 3,500            |
| Interest                               | \$ 40               | \$ 60               | \$ 60               |
| Green Building Fees Subtotal           | \$ 1,440            | \$ 3,560            | \$ 3,560            |
| <b>total special revenue funds</b>     | <b>\$ 3,639,575</b> | <b>\$ 6,027,455</b> | <b>\$ 4,465,180</b> |

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

(Continued from previous page)

|                                 | 2018-2019            |             | 2019-2020            |
|---------------------------------|----------------------|-------------|----------------------|
|                                 | Approved             | Projected   | Budget               |
| <b>Debt Services Fund</b>       |                      |             |                      |
| City                            |                      |             |                      |
| Bonds Proceeds                  | \$ 90,000,000        | \$ -        | \$ 90,000,000        |
| Debt Services Subtotal          | \$ 90,000,000        | \$ -        | \$ 90,000,000        |
| <b>total debt services fund</b> | <b>\$ 90,000,000</b> | <b>\$ -</b> | <b>\$ 90,000,000</b> |

|  |                     |                     |                     |
|--|---------------------|---------------------|---------------------|
| <b>Capital Projects Fund</b>                       |                     |                     |                     |
| City   |                     |                     |                     |
| Intergovernmental                                  | \$ -                | \$ 451,000          | \$ -                |
| Interest*  | \$ 95,000           | \$ 690,640          | \$ 222,900          |
| Repayment of Advances for Levee CIP                | \$ -                | \$ -                | \$ -                |
| Other  | \$ -                | \$ -                | \$ -                |
| City Capital Projects Subtotal                     | \$ 95,000           | \$ 1,141,640        | \$ 222,900          |
| Capital Asset Acquisition and Replacement Fund     |                     |                     |                     |
| Sale of Real Property                              | \$ -                |                     | \$ -                |
| Loans Receivable Payments                          | \$ 1,111,000        | \$ 1,111,000        | \$ 1,111,000        |
| Interest   | \$ 570,300          | \$ 570,300          | \$ 570,300          |
| Capital Asset Acquisition and Replacement Subtotal | \$ 1,681,300        | \$ 1,681,300        | \$ 1,681,300        |
| <b>total capital projects fund</b>                 | <b>\$ 1,776,300</b> | <b>\$ 2,822,940</b> | <b>\$ 1,904,200</b> |

\* In FY 2018-2019, the City received \$517,640 from Gilead Sciences for accrued interest due for the Chess-Hatch apportionment of the Multi-Traffic Improvement Plan.

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

| (Continued from previous page)                        | 2018-2019            |                      | 2019-2020            |
|---|----------------------|----------------------|----------------------|
|   | Approved             | Projected            | Budget               |
| <b>Enterprise Funds</b>                               |                      |                      |                      |
| Water Revenue   |                      |                      |                      |
| User Charges  | \$ 15,018,000        | \$ 15,018,000        | \$ 16,013,000        |
| Connection Fees                                       | \$ 149,600           | \$ 149,600           | \$ 1,473,400         |
| Interest  | \$ 79,000            | \$ 141,400           | \$ 26,000            |
| Other Revenues  | \$ -                 | \$ -                 | \$ -                 |
| Sustainability Fund Revenues                          | \$ 200,000           | \$ 200,000           | \$ 200,000           |
|   | <u>\$ 15,446,600</u> | <u>\$ 15,509,000</u> | <u>\$ 17,712,400</u> |
| Water Equipment Replacement                           |                      |                      |                      |
| Equipment Rental                                      | \$ 316,580           | \$ 316,580           | \$ 456,701           |
|   | <u>\$ 316,580</u>    | <u>\$ 316,580</u>    | <u>\$ 456,701</u>    |
| Wastewater Revenue                                    |                      |                      |                      |
| User Charges  | \$ 11,209,000        | \$ 11,209,000        | \$ 12,862,000        |
| Connection Fees                                       | \$ 45,500            | \$ 45,500            | \$ 1,007,700         |
| Other   | \$ 1,000             | \$ 1,000             | \$ 1,000             |
| Interest  | \$ 93,000            | \$ 310,000           | \$ 36,000            |
|   | <u>\$ 11,348,500</u> | <u>\$ 11,565,500</u> | <u>\$ 13,906,700</u> |
| San Mateo-Foster City Public Financing Authority Loan |                      |                      |                      |
| Proceeds  | \$ 36,456,213        | \$ 35,115,187        | \$ -                 |
|   | <u>\$ 36,456,213</u> | <u>\$ 35,115,187</u> | <u>\$ -</u>          |
| Wastewater Expansion                                  |                      |                      |                      |
| Other   | \$ 700               | \$ 636               | \$ 636               |
|   | <u>\$ 700</u>        | <u>\$ 636</u>        | <u>\$ 636</u>        |
| Wastewater Equipment Replacement                      |                      |                      |                      |
| Equipment Rental                                      | \$ 261,950           | \$ 261,950           | \$ 279,163           |
|   | <u>\$ 261,950</u>    | <u>\$ 261,950</u>    | <u>\$ 279,163</u>    |
| <b>total enterprise funds</b>                         | <u>\$ 63,830,543</u> | <u>\$ 62,768,853</u> | <u>\$ 32,355,600</u> |

(continued on next page)



**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

(Continued from previous page)

|                                     | 2018-2019           |                     | 2019-2020           |
|-------------------------------------|---------------------|---------------------|---------------------|
|                                     | Approved            | Projected           | Budget              |
| <b>Internal Service Funds</b>       |                     |                     |                     |
| Vehicle Replacement                 |                     |                     |                     |
| Vehicle Replacement Charges         | \$ 1,576,000        | \$ 1,409,298        | \$ 1,598,989        |
| Sales of Retired Vehicles           | \$ 23,015           | \$ 23,015           | \$ 23,000           |
| Interest                            | \$ 76,500           | \$ 76,500           | \$ 76,500           |
|                                     | <u>\$ 1,675,515</u> | <u>\$ 1,508,813</u> | <u>\$ 1,698,489</u> |
| Equipment Replacement               |                     |                     |                     |
| Equipment Rental                    | \$ 605,268          | \$ 551,126          | \$ 456,701          |
| Interest                            | \$ 97,500           | \$ 97,500           | \$ 97,500           |
|                                     | <u>\$ 702,768</u>   | <u>\$ 648,626</u>   | <u>\$ 554,201</u>   |
| Self Insurance                      |                     |                     |                     |
| Insurance Charges                   | \$ 290,410          | \$ 290,410          | \$ 457,947          |
| Interest                            | \$ 14,600           | \$ 14,600           | \$ 14,600           |
|                                     | <u>\$ 305,010</u>   | <u>\$ 305,010</u>   | <u>\$ 472,547</u>   |
| Information Technology              |                     |                     |                     |
| User Charges                        | \$ 1,758,857        | \$ 1,706,327        | \$ 1,912,780        |
| Interest                            | \$ 62,100           | \$ 62,100           | \$ 62,100           |
|                                     | <u>\$ 1,820,957</u> | <u>\$ 1,768,427</u> | <u>\$ 1,974,880</u> |
| Building Maintenance                |                     |                     |                     |
| User Charges                        | \$ 2,879,016        | \$ 2,879,016        | \$ 3,390,856        |
| Interest                            | \$ 62,100           | \$ 62,100           | \$ 62,100           |
|                                     | <u>\$ 2,941,116</u> | <u>\$ 2,941,116</u> | <u>\$ 3,452,956</u> |
| Longevity Recognition Benefits      |                     |                     |                     |
| Longevity Benefits Charges          | \$ -                | \$ -                | \$ 224,160          |
| Interest                            | \$ 33,800           | \$ 33,800           | \$ 45,400           |
|                                     | <u>\$ 33,800</u>    | <u>\$ 33,800</u>    | <u>\$ 269,560</u>   |
| PEMHCA Benefits Plan                |                     |                     |                     |
| PEMHCA Benefits Charges             | \$ -                | \$ -                | \$ 177,192          |
| Interest                            | \$ 75,600           | \$ 75,600           | \$ 115,300          |
|                                     | <u>\$ 75,600</u>    | <u>\$ 75,600</u>    | <u>\$ 292,492</u>   |
| Compensated Absences                |                     |                     |                     |
| Employer Contributions              | \$ 425,200          | \$ 381,517          | \$ 462,837          |
| Interest                            | \$ 34,500           | \$ 34,500           | \$ 34,500           |
|                                     | <u>\$ 459,700</u>   | <u>\$ 416,017</u>   | <u>\$ 497,337</u>   |
| <b>total internal service funds</b> | <b>\$ 8,014,466</b> | <b>\$ 7,697,409</b> | <b>\$ 9,212,462</b> |

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2020**

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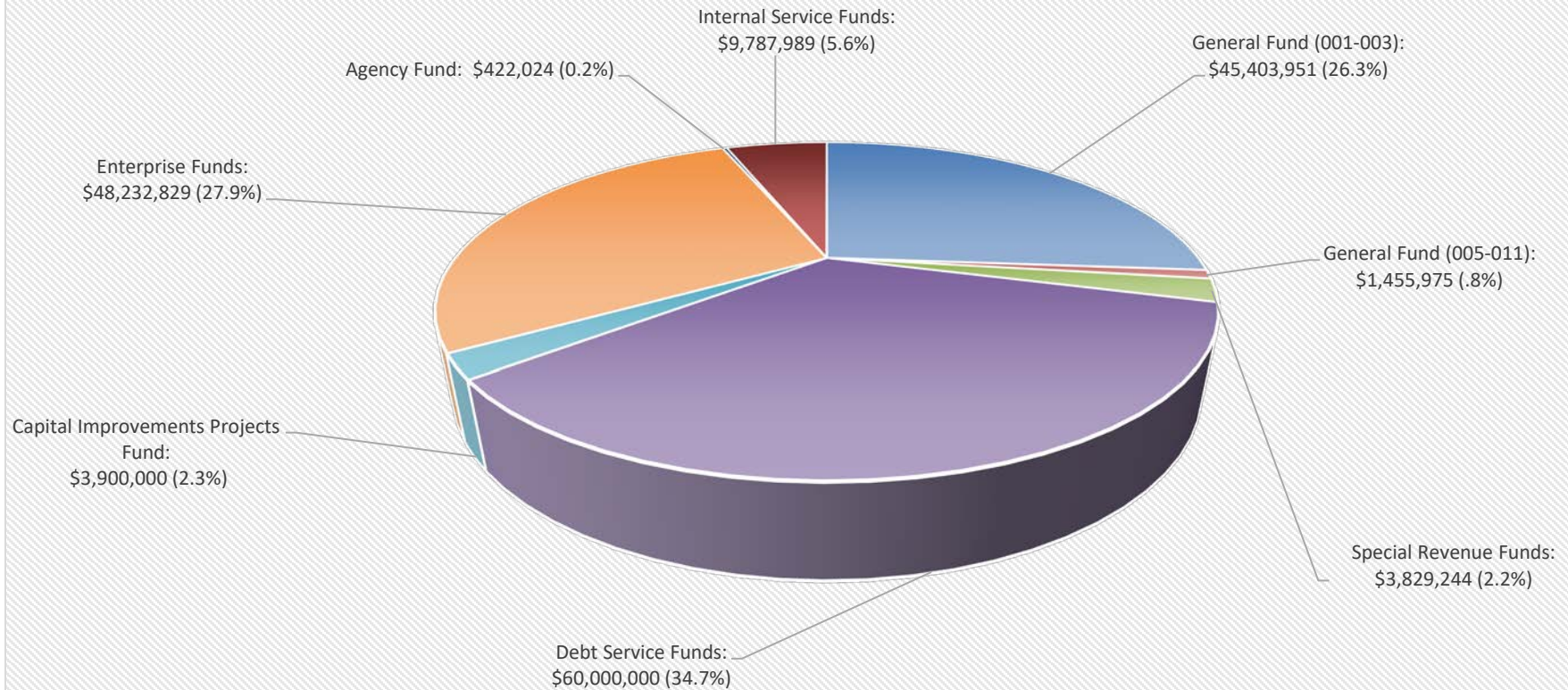
|  | 2018-2019 |           | 2019-2020 |
|--|-----------|-----------|-----------|
|  | Approved  | Projected | Budget    |

**Agency Funds**

Successor Agency of Community Development Agency

|  |                       |                       |                       |                                |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|
| Property, Current Secured  | \$ 513,000            | \$ 484,600            | \$ 422,024            |                                |                       |                       |                       |
| Interest   | \$ 3,000              | \$ 3,000              | \$ 3,000              |                                |                       |                       |                       |
|  | \$ 516,000            | \$ 487,600            | \$ 425,024            |                                |                       |                       |                       |
| <b>total agency funds</b>  | <b>\$ 516,000</b>     | <b>\$ 487,600</b>     | <b>\$ 425,024</b>     |                                |                       |                       |                       |
| <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 40%;"><b>TOTAL REVENUE ALL FUNDS</b></td> <td style="text-align: right;"><b>\$ 214,003,654</b></td> <td style="text-align: right;"><b>\$ 128,811,514</b></td> <td style="text-align: right;"><b>\$ 188,802,016</b></td> </tr> </tbody> </table> |                       |                       |                       | <b>TOTAL REVENUE ALL FUNDS</b> | <b>\$ 214,003,654</b> | <b>\$ 128,811,514</b> | <b>\$ 188,802,016</b> |
| <b>TOTAL REVENUE ALL FUNDS</b>   | <b>\$ 214,003,654</b> | <b>\$ 128,811,514</b> | <b>\$ 188,802,016</b> |                                |                       |                       |                       |

**City of Foster City / Estero Municipal Improvement District /  
 Appropriations by Fund  
 For the Fiscal Year Ended June 30, 2020  
 Total Appropriations: \$173,032,012**



- General Fund (001-003) (26.3%)
- Debt Service Funds (34.7%)
- Agency Fund (0.2%)
- General Fund (005-011) (0.8%)
- Capital Improvement Projects Fund (2.3%)
- Internal Service Funds (5.6%)
- Special Revenue Funds (2.2%)
- Enterprise Funds (27.9%)

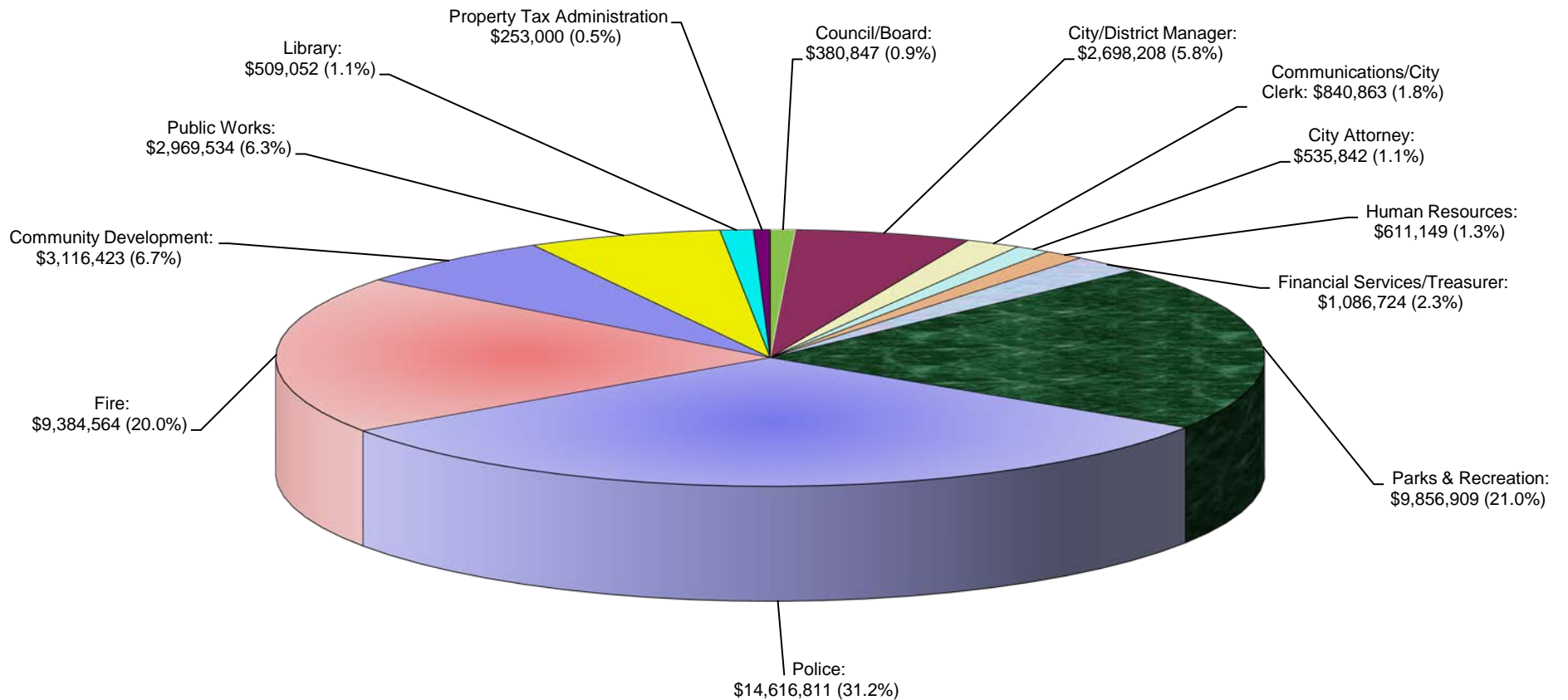
**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of Appropriations by Fund  
 Annual Appropriations for the Year Ending June 30, 2020

|  | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|--|-------------------------------|------------------------------|--------------------------------|
| GENERAL FUND (001-003)                   | \$ 43,550,492                 | \$ 44,109,289                | \$ 45,403,951                  |
| GENERAL FUND (005-011)                   | \$ 1,968,975                  | \$ 1,968,975                 | \$ 1,455,975                   |
| TRAFFIC SAFETY                           | \$ 81,000                     | \$ 81,000                    | \$ 98,691                      |
| MEASURE A                                | \$ 680,982                    | \$ 680,982                   | \$ 640,600                     |
| GAS TAX (2105-2107)                      | \$ 1,343,530                  | \$ 1,343,530                 | \$ 859,300                     |
| PARK IN-LIEU FEES                        | \$ -                          | \$ -                         | \$ -                           |
| MEASURE M                                | \$ 111,400                    | \$ 111,400                   | \$ 114,600                     |
| SLESF/COPS GRANT                         | \$ 100,000                    | \$ 100,000                   | \$ 100,000                     |
| CALOPPS.ORG                              | \$ 359,562                    | \$ 359,562                   | \$ 476,380                     |
| FOSTER CITY FOUNDATION                   | \$ 145,000                    | \$ 145,000                   | \$ 110,527                     |
| SB1 ROAD MAINTENANCE AND REHABILITATION  | \$ 562,700                    | \$ 562,700                   | \$ 309,200                     |
| LMIHF HOUSING SUCCESSOR                  | \$ 153,200                    | \$ 153,200                   | \$ 153,200                     |
| CITY AFFORDABLE HOUSING FUND             | \$ -                          | \$ -                         | \$ -                           |
| SUSTAINABLE FOSTER CITY FUND             | \$ 93,700                     | \$ 183,700                   | \$ 203,200                     |
| BAERS                                    | \$ 289,420                    | \$ 289,420                   | \$ 302,878                     |
| GENERAL PLAN MAINTENANCE FUND            | \$ 41,300                     | \$ 41,300                    | \$ 61,800                      |
| CONSTRUCTION & DEMOLITION RECYCLING FUND | \$ 22,200                     | \$ 22,200                    | \$ 279,750                     |
| TECHNOLOGY MAINTENANCE FUND              | \$ 76,818                     | \$ 76,818                    | \$ 78,618                      |
| SB 1186 FUND                             | \$ 1,300                      | \$ 1,300                     | \$ 1,300                       |
| SMIP FEE FUND                            | \$ 500                        | \$ 500                       | \$ 500                         |
| CRV GRANT FUND                           | \$ 13,200                     | \$ 13,200                    | \$ 13,200                      |
| CURBSIDE RECYCLING FEE FUND              | \$ 25,000                     | \$ 25,000                    | \$ 25,000                      |
| GREEN BUILDING FEE FUND                  | \$ 500                        | \$ 500                       | \$ 500                         |
| DEBT SERVICE FUND                        | \$ 35,000,000                 | \$ 35,000,000                | \$ 60,000,000                  |
| CAPITAL IMPROVEMENT PROJECTS FUND        | \$ 2,086,238                  | \$ 2,801,238                 | \$ 3,900,000                   |
| WATER                                    | \$ 16,696,857                 | \$ 16,696,857                | \$ 15,421,725                  |
| WASTEWATER                               | \$ 32,400,767                 | \$ 32,400,767                | \$ 32,811,104                  |
| VEHICLE REPLACEMENT                      | \$ 1,494,611                  | \$ 1,696,344                 | \$ 1,879,624                   |
| EQUIPMENT REPLACEMENT                    | \$ 650,950                    | \$ 806,679                   | \$ 503,535                     |
| SELF-INSURANCE                           | \$ 518,217                    | \$ 518,217                   | \$ 620,800                     |
| INFORMATION TECHNOLOGY                   | \$ 1,688,785                  | \$ 1,798,685                 | \$ 1,844,581                   |
| BUILDING MAINTENANCE                     | \$ 2,904,081                  | \$ 2,904,081                 | \$ 4,128,084                   |
| LONGEVITY RECOGNITION BENEFITS           | \$ 233,220                    | \$ 233,220                   | \$ 241,660                     |
| PEMHCA BENEFITS PLAN                     | \$ 179,500                    | \$ 179,500                   | \$ 194,692                     |
| COMPENSATED ABSENCES                     | \$ 423,662                    | \$ 423,662                   | \$ 375,013                     |
| SUCCESSOR AGENCY (SA) OF CDA             | \$ 392,000                    | \$ 392,000                   | \$ 422,024                     |
| <b>TOTAL FOR CITY / EMID</b>             | <b>\$ 144,289,667</b>         | <b>\$ 146,120,826</b>        | <b>\$ 173,032,012</b>          |

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of Operating Expenditures and Capital Expenditures by Type  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2020

|  | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|--|-------------------------------|------------------------------|--------------------------------|
| EMPLOYEE SERVICES                          | \$ 40,989,596                 | \$ 37,715,191                | \$ 36,269,092                  |
| SERVICES AND SUPPLIES                      | \$ 31,016,995                 | \$ 34,975,739                | \$ 38,875,845                  |
| CAPITAL OUTLAY                             | \$ 2,253,441                  | \$ 2,685,261                 | \$ 2,021,208                   |
| INTERNAL SERVICES                          | \$ 8,358,063                  | \$ 8,358,063                 | \$ 9,610,537                   |
| REALLOCATIONS                              | \$ -                          | \$ -                         | \$ -                           |
| <b>TOTAL OPERATING EXPENDITURES</b>        | <b>\$ 82,618,095</b>          | <b>\$ 83,734,254</b>         | <b>\$ 86,776,682</b>           |
| CAPITAL EXPENDITURES                       | \$ 61,671,572                 | \$ 62,386,572                | \$ 86,255,330                  |
| <b>TOTAL CITY / EMID / SA EXPENDITURES</b> | <b>\$ 144,289,667</b>         | <b>\$ 146,120,826</b>        | <b>\$ 173,032,012</b>          |

**City of Foster City  
 General Fund Operating Expenditures by Department (001-011)  
 For the Fiscal Year Ended June 30, 2020  
 Total General Fund Operating Expenditures: \$46,859,926**



|                                      |                                       |                                    |                           |
|--------------------------------------|---------------------------------------|------------------------------------|---------------------------|
| ■ Council/Board (0.9%)               | ■ City/District Manager (5.8%)        | ■ Communications/City Clerk (1.8%) | ■ City Attorney (1.1%)    |
| ■ Human Resources (1.3%)             | ■ Financial Services/Treasurer (2.3%) | ■ Parks & Recreation (21.0%)       | ■ Police (31.2%)          |
| ■ Fire (20.0%)                       | ■ Community Development (6.7%)        | ■ Public Works (6.3%)              | ■ Library Services (1.1%) |
| ■ Property Tax Administration (0.5%) |                                       |                                    |                           |

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department (001-003)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2020

|  | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|--|-------------------------------|------------------------------|--------------------------------|
| COUNCIL/BOARD                            | \$ 377,726                    | \$ 377,726                   | \$ 380,847                     |
| CITY/DISTRICT MANAGER                    | \$ 1,139,027                  | \$ 1,139,027                 | \$ 1,315,008                   |
| COMMUNICATIONS/CITY CLERK                | \$ 877,915                    | \$ 877,915                   | \$ 840,863                     |
| CITY ATTORNEY                            | \$ 485,510                    | \$ 485,510                   | \$ 535,842                     |
| HUMAN RESOURCES                          | \$ 699,148                    | \$ 699,148                   | \$ 611,149                     |
| FINANCIAL SERVICES/TREASURER             | \$ 1,032,323                  | \$ 1,032,323                 | \$ 1,086,724                   |
| PARKS & RECREATION                       | \$ 9,140,214                  | \$ 9,140,214                 | \$ 9,856,909                   |
| POLICE                                   | \$ 13,454,666                 | \$ 13,454,666                | \$ 14,594,036                  |
| FIRE                                     | \$ 9,894,821                  | \$ 10,121,798                | \$ 9,384,564                   |
| COMMUNITY DEVELOPMENT                    | \$ 3,047,864                  | \$ 3,047,864                 | \$ 3,116,423                   |
| PUBLIC WORKS                             | \$ 2,814,883                  | \$ 2,814,883                 | \$ 2,919,534                   |
| LIBRARY SERVICES                         | \$ 382,550                    | \$ 714,370                   | \$ 509,052                     |
| PROPERTY TAX ADMINISTRATION              | \$ 203,845                    | \$ 203,845                   | \$ 253,000                     |
| <b>TOTAL GENERAL FUND APPROPRIATIONS</b> | <b>\$ 43,550,492</b>          | <b>\$ 44,109,289</b>         | <b>\$ 45,403,951</b>           |

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department (005-011)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2020

|  | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|--|-------------------------------|------------------------------|--------------------------------|
| COUNCIL/BOARD                            | \$ -                          | \$ -                         | \$ -                           |
| CITY/DISTRICT MANAGER                    | \$ 1,896,200                  | \$ 1,896,200                 | \$ 1,383,200                   |
| COMMUNICATIONS/CITY CLERK                | \$ -                          | \$ -                         | \$ -                           |
| CITY ATTORNEY                            | \$ -                          | \$ -                         | \$ -                           |
| HUMAN RESOURCES                          | \$ -                          | \$ -                         | \$ -                           |
| FINANCIAL SERVICES/TREASURER             | \$ -                          | \$ -                         | \$ -                           |
| PARKS & RECREATION                       | \$ -                          | \$ -                         | \$ -                           |
| POLICE                                   | \$ 22,775                     | \$ 22,775                    | \$ 22,775                      |
| FIRE                                     | \$ -                          | \$ -                         | \$ -                           |
| COMMUNITY DEVELOPMENT                    | \$ -                          | \$ -                         | \$ -                           |
| PUBLIC WORKS                             | \$ 50,000                     | \$ 50,000                    | \$ 50,000                      |
| LIBRARY SERVICES                         | \$ -                          | \$ -                         | \$ -                           |
| PROPERTY TAX ADMINISTRATION              | \$ -                          | \$ -                         | \$ -                           |
| <b>TOTAL GENERAL FUND APPROPRIATIONS</b> | <b>\$ 1,968,975</b>           | <b>\$ 1,968,975</b>          | <b>\$ 1,455,975</b>            |



**City of Foster City, California / Estero Municipal Improvement District  
GENERAL FUND (001-003)**

Summary of Operating Expenditures by Type  
Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2020

|                                     | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|-------------------------------------|-------------------------------|------------------------------|--------------------------------|
| EMPLOYEE SERVICES                   | \$ 33,899,239                 | \$ 30,624,834                | \$ 28,391,802                  |
| SERVICES AND SUPPLIES               | \$ 6,491,379                  | \$ 9,992,761                 | \$ 13,543,895                  |
| CAPITAL OUTLAY                      | \$ -                          | \$ 331,820                   | \$ -                           |
| INTERNAL SERVICES                   | \$ 6,219,293                  | \$ 6,219,293                 | \$ 7,033,495                   |
| REALLOCATIONS                       | \$ (3,059,419)                | \$ (3,059,419)               | \$ (3,565,241)                 |
| <b>TOTAL OPERATING EXPENDITURES</b> | <b>\$ 43,550,492</b>          | <b>\$ 44,109,289</b>         | <b>\$ 45,403,951</b>           |

**City of Foster City, California / Estero Municipal Improvement District**  
**GENERAL FUND (005-011)**  
 Summary of Operating Expenditures by Type  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2020

|                                     | <b>2018-2019<br/>APPROVED</b> | <b>2018-2019<br/>REVISED</b> | <b>2019-2020<br/>REQUESTED</b> |
|-------------------------------------|-------------------------------|------------------------------|--------------------------------|
| EMPLOYEE SERVICES                   | \$ -                          | \$ -                         | \$ -                           |
| SERVICES AND SUPPLIES               | \$ 1,968,975                  | \$ 1,968,975                 | \$ 1,455,975                   |
| CAPITAL OUTLAY                      | \$ -                          | \$ -                         | \$ -                           |
| INTERNAL SERVICES                   | \$ -                          | \$ -                         | \$ -                           |
| REALLOCATIONS                       | \$ -                          | \$ -                         | \$ -                           |
| <b>TOTAL OPERATING EXPENDITURES</b> | <b>\$ 1,968,975</b>           | <b>\$ 1,968,975</b>          | <b>\$ 1,455,975</b>            |

**City of Foster City / Estero Municipal Improvement District**  
**Personnel Summary - Full-Time Employees**  
**For the Fiscal Years Ended June 30, 2018 to 2020**

| Department                        | Prior Years  |              | Budget       |
|-----------------------------------|--------------|--------------|--------------|
|                                   | 2017-2018    | 2018-2019    | 2019-2020    |
| City / District Manager           | 8.0          | 8.0          | 8.0          |
| Communications/City Clerk         | 2.0          | 3.0          | 3.0          |
| Human Resources                   | 4.0          | 4.0          | 4.0          |
| Financial Services/City Treasurer | 10.0         | 10.0         | 10.0         |
| Parks and Recreation              | 36.5         | 36.5         | 36.5         |
| Police                            | 54.0         | 54.0         | 54.0         |
| Fire                              | 33.0         | 33.0         | -            |
| Community Development             | 14.0         | 15.0         | 14.0         |
| Public Works                      | 34.5         | 34.5         | 34.5         |
| <b>Totals</b>                     | <b>196.0</b> | <b>198.0</b> | <b>164.0</b> |

**Personnel Changes FY 2019-2020**

*Fire: Consolidate with Belmont and San Mateo and formed San Mateo Consolidated Fire*  
*Community Development: Eliminate One (1) Building Inspector*

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2019-2020)**

| PROJECT NAME  | Funding Source* | Total Project Cost    | Prior Years' Funding | FY 2019-2020 Funding | CIP City (Fund 301) | Building Maintenance Internal Service Fund (Fund 505) | Measure A (Fund 102) | Gas Tax 2103 (Fund 103) | Measure M (Fund 105) | SB1 Road Maint and Rehab (Fund 119) | Levee GO Bonds (Fund 230) | Water Capital Investment (Fund 405) | San Mateo-Foster City Public Financing Authority Loan Fund (Fund 454) |
|---|-----------------|-----------------------|----------------------|----------------------|---------------------|---|----------------------|-------------------------|----------------------|-------------------------------------|---------------------------|-------------------------------------|---|
| <b>WATER PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)  | CW              | \$ 100,000            | \$ -                 | \$ 100,000           | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ 100,000                          | \$ -  |
| (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)     | CW              | \$ 300,000            | \$ -                 | \$ 300,000           | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ 300,000                          | \$ -  |
| <b>TOTAL WATER PROJECTS</b>   | <b>1</b>        | <b>\$ 400,000</b>     | <b>\$ -</b>          | <b>\$ 400,000</b>    | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ 400,000</b>                   | <b>\$ -</b>   |
| <b>WASTEWATER PROJECTS</b>  |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016) | SM-FC PFA       | \$ 42,505,235         | \$ 37,941,613        | \$ 4,563,622         | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ 4,563,622  |
| <b>TOTAL WASTEWATER PROJECTS</b>  | <b>1</b>        | <b>\$ 42,505,235</b>  | <b>\$ 37,941,613</b> | <b>\$ 4,563,622</b>  | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ 4,563,622</b>   |
| <b>STREETS/TRAFFIC PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)            | CC              | \$ 2,850,000          | \$ 1,000,000         | \$ 1,850,000         | \$ 1,850,000        | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| (NEW CIP) STREET REHABILITATION (2019-2020)                               | MA/GT/MM/SB1    | \$ 1,350,000          | \$ -                 | \$ 1,350,000         | \$ -                | \$ -  | \$ 640,600           | \$ 285,600              | \$ 114,600           | \$ 309,200                          | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL STREETS/TRAFFIC PROJECTS</b>                                     | <b>1</b>        | <b>\$ 4,200,000</b>   | <b>\$ 1,000,000</b>  | <b>\$ 3,200,000</b>  | <b>\$ 1,850,000</b> | <b>\$ -</b>   | <b>\$ 640,600</b>    | <b>\$ 285,600</b>       | <b>\$ 114,600</b>    | <b>\$ 309,200</b>                   | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>STORMWATER/LAGOON PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)         | CC              | \$ 150,000            | \$ -                 | \$ 150,000           | \$ 150,000          | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL STORMWATER/LAGOON PROJECTS</b>                                   | <b>1</b>        | <b>\$ 150,000</b>     | <b>\$ -</b>          | <b>\$ 150,000</b>    | <b>\$ 150,000</b>   | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>LEVEE PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)  | LGOB            | \$ 62,867,795         | \$ 37,867,795        | \$ 25,000,000        | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ 25,000,000             | \$ -                                | \$ -  |
| <b>TOTAL LEVEE PROJECTS</b>   | <b>1</b>        | <b>\$ 62,867,795</b>  | <b>\$ 37,867,795</b> | <b>\$ 25,000,000</b> | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ 25,000,000</b>      | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>PARKS PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)                      | CC              | \$ 725,000            | \$ -                 | \$ 725,000           | \$ 725,000          | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)                        | CC              | \$ 1,175,000          | \$ -                 | \$ 1,175,000         | \$ 1,175,000        | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL PARKS PROJECTS</b>   | <b>2</b>        | <b>\$ 1,900,000</b>   | <b>\$ -</b>          | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b> | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>BUILDING PROJECTS</b>  |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) ROOF REPLACEMENT (2019-2020)                                    | BMF             | \$ 635,000            | \$ -                 | \$ 635,000           | \$ -                | \$ 635,000  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL BUILDING PROJECTS</b>  | <b>1</b>        | <b>\$ 635,000</b>     | <b>\$ -</b>          | <b>\$ 635,000</b>    | <b>\$ -</b>         | <b>\$ 635,000</b>                                     | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>GRAND TOTAL</b>  | <b>8</b>        | <b>\$ 112,658,030</b> | <b>\$ 76,809,408</b> | <b>\$ 35,848,622</b> | <b>\$ 3,900,000</b> | <b>\$ 635,000</b>                                     | <b>\$ 640,600</b>    | <b>\$ 285,600</b>       | <b>\$ 114,600</b>    | <b>\$ 309,200</b>                   | <b>\$ 25,000,000</b>      | <b>\$ 400,000</b>                   | <b>\$ 4,563,622</b>   |

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority

**City of Foster City / Estero Municipal Improvement District**  
**Schedule of Fund Balance Transfers**  
For the Fiscal Year Ended June 30, 2020

| #             | Fund   | 003                               | 125  | 301                       | 405                        | 408                              | 451                | 453                                | 454   | 455                             | 458                                   | Totals               |               |
|---------------|--|-----------------------------------|--|---------------------------|----------------------------|----------------------------------|--------------------|------------------------------------|---|---------------------------------|---------------------------------------|----------------------|---------------|
|               |  | General Fund - Special Recreation | Special Revenue Fund - Sustainable Foster City | Capital Investment - City | Capital Investment - Water | Water-Equipment Replacement Fund | Wastewater Revenue | Wastewater Rate Stabilization Fund | San Mateo-Foster City Public Financing Authority Loan | Capital Investment - Wastewater | Wastewater-Equipment Replacement Fund |                      |               |
| Transfers Out | 1 001 General Fund - City                                    | \$ 138,674                        | \$ -   | \$ 3,500,000              | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ 3,638,674         |               |
|               | 2 007 Solar Incentive Grant Program                          | \$ -                              | \$ 50,000                                      | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ 50,000            |               |
|               | 3 116 Foster City Foundation                                 | \$ 18,000                         | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ 18,000            |               |
|               | 4 129 Construction & Demolition Recycling Fund               | \$ -                              | \$ 50,000                                      | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ 50,000            |               |
|               | 5 230 Levee Protection Planning/Improvements                 | \$ -                              | \$ -   | \$ 6,077,465              | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ 6,077,465         |               |
|               | 6 401 Water Revenue  | \$ -                              | \$ -   | \$ -                      | \$ 205,000                 | \$ 81,000                        | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ -                 | \$ 286,000    |
|               | 7 405 Water - Capital Improvement                            | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ 2,562,000                     | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ -                                  | \$ -                 | \$ 2,562,000  |
|               | 8 451 Wastewater Revenue                                     | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ 4,000,000                       | \$ -  | \$ 1,600,000                    | \$ 220,000                            | \$ -                 | \$ 5,820,000  |
|               | 9 453 Wastewater Rate Stabilization Fund                     | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ 1,900,000  | \$ 2,000,000                    | \$ -                                  | \$ -                 | \$ 3,900,000  |
|               | 10 454 San Mateo-Foster City Public Financing Authority Loan | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ 21,000,000                   | \$ -                                  | \$ -                 | \$ 21,000,000 |
|               | 11 455 Wastewater - Capital Improvement                      | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ -                               | \$ -  | \$ -                            | \$ 4,822,000                          | \$ -                 | \$ 4,822,000  |
|               | 12 456 Wastewater Expansion                                  | \$ -                              | \$ -   | \$ -                      | \$ -                       | \$ -                             | \$ -               | \$ 636                             | \$ -  | \$ -                            | \$ -                                  | \$ -                 | \$ 636        |
| <b>Totals</b> |  | <b>\$ 156,674</b>                 | <b>\$ 100,000</b>                              | <b>\$ 9,577,465</b>       | <b>\$ 205,000</b>          | <b>\$ 2,643,000</b>              | <b>\$ 636</b>      | <b>\$ 4,000,000</b>                | <b>\$ 1,900,000</b>                                   | <b>\$ 24,600,000</b>            | <b>\$ 5,042,000</b>                   | <b>\$ 48,224,775</b> |               |

Footnotes:

- 1 Transfers to:
  - 1) Subsidize Special Recreation fund \$138,674
  - 2) Set aside funds for long-term Capital Improvement Projects \$3,500,000
- 2 One time transfer to Sustainability Foster City Fund
- 3 Transfer to reimburse concert expense
- 4 Annual transfer to Sustainability Foster City Fund
- 5 Transfer to repayment to the City's for advancement from Bond proceeds
- 6 Transfers to:
  - 1) set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund \$205,000
  - 2) set aside funds for Water-Equipment Replacement Fund \$81,000
- 7 Transfers to set aside funds for Water-Equipment Replacement Fund \$2,562,000
- 8 Transfers to:
  - 1) set aside funds for Wastewater Rate Stabilization Fund \$4,000,000
  - 2) set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund \$1,600,000
  - 3) set aside funds for Wastewater-Equipment Replacement Fund \$220,000
- 9 Transfers to:
  - 1) debt service payment \$1,900,000
  - 2) set aside funds for WWTP Project \$2,000,000
- 10 Transfer to use of Bond Proceeds to pay WWTP project expenditures
- 11 Transfers to set aside funds for Wastewater-Equipment Replacement Fund
- 12 Transfer to Wastewater Revenue

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# Council/Board



## **MISSION STATEMENT**

The mission of the City Council is to provide overall direction and control through policy decisions utilizing Citizen Advisory Committees, the Planning Commission and City staff. The City Council strives for the continued orderly growth and development of the City by ensuring that all matters related to health, safety and general welfare are addressed consistently with the laws of the State and the will of the citizens of Foster City.

We are committed to ensuring the long-term financial stability of the City and providing services that enhance the quality of life for those who live, work and play in Foster City.

## **DEPARTMENT PERSONNEL SUMMARY**

| Position        | 17-18 | 18-19 | 19-20 |
|-----------------|-------|-------|-------|
| Council Members | 5     | 5     | 5     |
| <b>TOTALS</b>   | 5     | 5     | 5     |

## **VALUES**

- Engagement
  - Engage with community stakeholders to build mutually beneficial, lasting relationships
- Leadership
  - Provide clear vision and strategy to achieve the best future for Foster City through the capable leadership of people, work practices and community understanding

- Integrity
  - Demonstrate that integrity underpins every decision and action taken by the Foster City City Council by promoting transparency that creates a relationship of trust and respect with all stakeholders, both internal and external
- Innovation
  - Maintain a City organization conducive to positive change and flexibility, ensuring it is capable of meeting evolving expectations and environments
- Teamwork
  - Foster an environment of collaboration, support and mutual respect, ensuring individuals and teams work together effectively to achieve results
- Excellence
  - Drive ongoing accountability, empowerment and capability to achieve the best for our community, our organization and our people

### ***NOTABLE ACCOMPLISHMENTS AND KEY INITIATIVES COMPLETED***

- Continued implementation of the Economic Development Strategic Plan in an effort to help direct long-term economic development in Foster City
- Continued progress on the Levee Protection Planning and Improvements Project, including the passage of

Measure P for General Obligation Bonds, which was approved by voters in the June 2018 election

- Approved ballot Measure TT, increasing the Transient Occupancy Tax, which was approved by voters in the November 2018 election
- Collaborated with the San Mateo-Foster City School District for the Charter Square Elementary School Project to find cost-effective solutions for infrastructure construction
- Formed the Pension Liability Subcommittee to discuss strategies toward addressing the City's long-term pension obligations and maintaining the City's fiscal integrity
- Collaborated with Congresswoman Jackie Speier and USPS for the relocation of the Foster City Post Office
- Approved the formation of the Citizens Sustainability Advisory Committee to research, review, and provide comments regarding proposed programs and initiatives to be included in the upcoming two-year Sustainable Foster City Plan
- Approved the Traffic Relief Pilot Program to reduce cut-through traffic in Foster City during the evening commute hours
- Continued progress on the Clean Water Program/Wastewater Treatment Plant Project, which includes improvements needed to ensure reliable wastewater treatment plant services and compliance with regulatory requirements



- Won a Gold Level Spotlight Award for its Community Greenhouse Gas Reductions
- Implemented the San Mateo Consolidated Fire Department in partnership with the Belmont Fire Protection District and City of San Mateo
- Approved Electric Vehicle charging stations and installation at the Library parking lot from EVGo at no cost to the City
- Approved the Rezoning/General Development Plan for Pilgrim Triton Phase C, including 70 for-sale townhouses and an option for the City to purchase 22 workforce housing apartments

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020***

### ***Priority Focus Areas***

In an effort to accelerate the City's ability to address some of its challenges, the City Council identified six (6) focus areas for further discussion and action. They include the following:

- Improve and Maintain City Facilities and Infrastructures
  - Maintain the high quality condition of the City's parks, roads, facilities, and critical infrastructure.
- Traffic Management and Mobility
  - Create a sustainable multi-modal transportation network, decrease traffic, delays, and congestion, protect neighborhoods from cut-

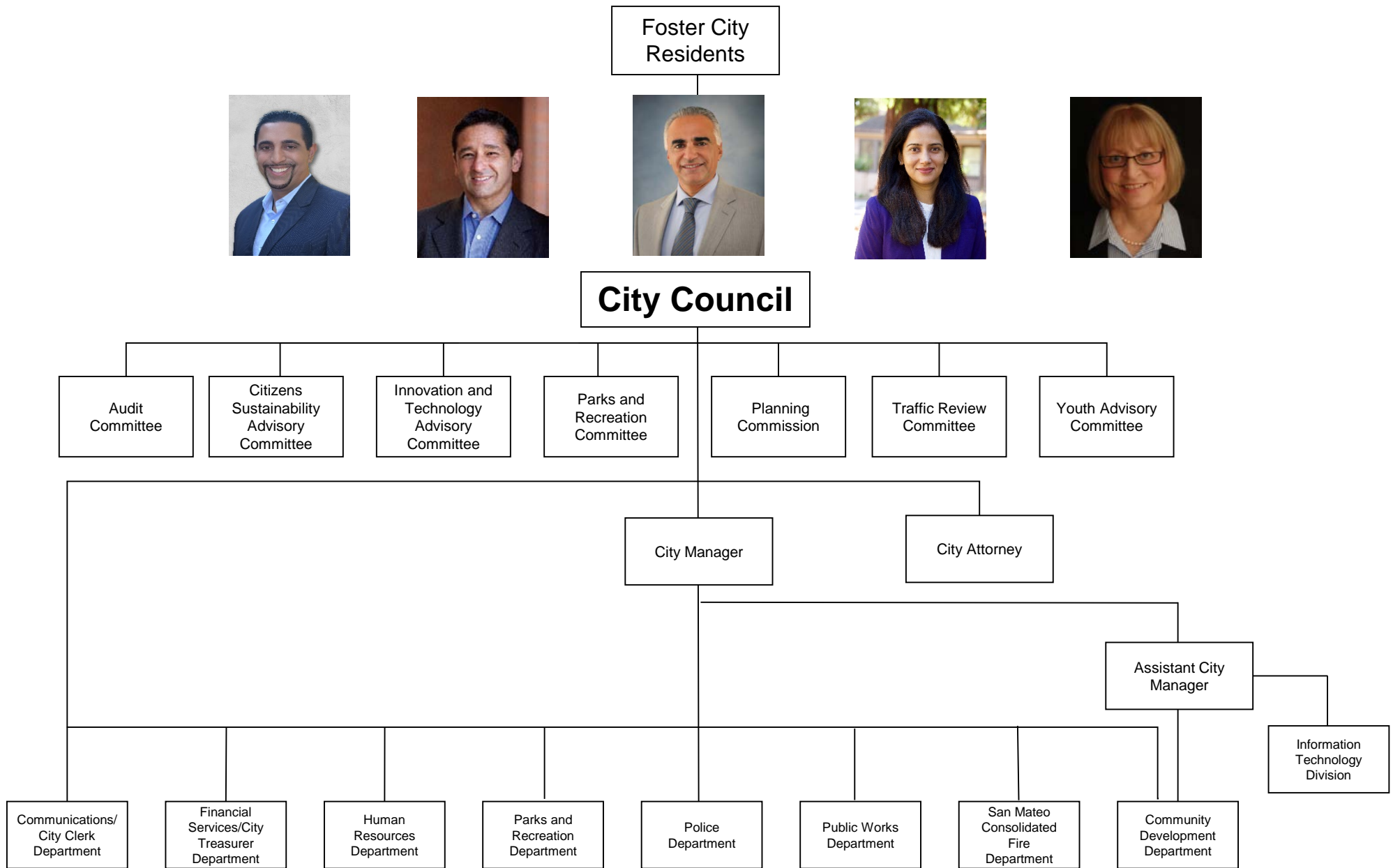
through traffic, and provide a safe environment for all roadway users.

- Smart Planning and Development
  - Maintain and preserve our community character, pride, and identity, while responding to changing economic and social conditions.
- Diverse and Resilient Economy
  - Maintain a stable and sustainable local economy through relationship building with economic stakeholders, and business attraction, retention, and promotion.
- Environmental Sustainability and Social Equity
  - Promote social equity and environmental sustainability programs to protect the natural environment, reduce greenhouse gas emissions, meet water conservation goals, and safeguard the health and well-being of the community.
- Fiscal and Operational Health
  - Maintain exemplary municipal services, encourage talent development in our employees, and manage the public's fiscal resources through responsible policies, practices, and decisions.
- Excellent Public Safety Services
  - Promote community well-being and safety, using a broad and proactive approach to achieve a high quality of life for its residents, businesses, and visitors.

## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

- Fringe Benefits increased due to plan participation and flexible benefits amounts have increased (\$8,760).
- Building Maintenance increased due to the FY 2019-2020 Internal Service Fund budget (\$39,561).
- General Office Supplies decreased based on 3 year expenditures review (-\$1,680).
- Membership and Dues increased due to anticipated increases for FY 2019-2020 (\$1,293).
- Training decreased based on 3 year expenditures review (-\$1,750).
- The funding for non-profit agencies has increased by (\$4,800).

# Foster City Organization Chart



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COUNCIL/BOARD**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| AUDIT COMMITTEE                             | \$ 500            | \$ 500            | \$ 300            |
| COMMUNITY PROMOTION                         | \$ 100,000        | \$ 100,000        | \$ 104,800        |
| COUNCIL/BOARD                               | \$ 252,176        | \$ 252,176        | \$ 248,991        |
| PARKS & RECREATION COMMITTEE                | \$ 2,260          | \$ 2,260          | \$ 2,260          |
| PLANNING COMMISSION                         | \$ 19,240         | \$ 19,240         | \$ 20,946         |
| INOVATION AND TECHNOLOGY ADVISORY COMMITTEE | \$ 140            | \$ 140            | \$ 140            |
| YOUTH ADVISORY COMMITTEE                    | \$ 3,410          | \$ 3,410          | \$ 3,410          |
| <b>TOTAL FOR COUNCIL/BOARD</b>              | <b>\$ 377,726</b> | <b>\$ 377,726</b> | <b>\$ 380,847</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COUNCIL/BOARD**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 159,300        | \$ 159,300        | \$ 170,960        |
| SERVICES AND SUPPLIES                                     | 283,919           | \$ 283,919        | 286,744           |
| CAPITAL OUTLAY  | -                 | -                 | -                 |
| Subtotal (Total Department-Controlled Expenses)           | 443,219           | 443,219           | 457,704           |
| INTERNAL SERVICES   | 103,671           | \$ 103,671        | 144,862           |
| Subtotal (Total Department Expenses before Reallocations) | 546,890           | 546,890           | 602,566           |
| REALLOCATIONS   | (169,164)         | \$ (169,164)      | (221,719)         |
| <b>TOTAL FOR COUNCIL/BOARD</b>                            | <b>\$ 377,726</b> | <b>\$ 377,726</b> | <b>\$ 380,847</b> |

## DETAIL LINE ITEM REPORT

COUNCIL/BOARD - COUNCIL/BOARD

Account: 001-1010-413

GENERAL FUND

| <i>Employee Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|--|-----------------------|------------------------|
| 001-1010-413-4115        | COUNCILMEMBER COMPENSATION               | \$34,260.00           | \$34,260.00            |
|                          | Subtotal                                 | <b>\$34,260.00</b>    | <b>\$34,260.00</b>     |
| 001-1010-413-4120        | FRINGE BENEFITS                          | \$108,500.00          | \$0.00                 |
|                          | Subtotal                                 | <b>\$108,500.00</b>   | <b>\$0.00</b>          |
| 001-1010-413-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT        | \$0.00                | \$3,600.00             |
|                          | Subtotal                                 | <b>\$0.00</b>         | <b>\$3,600.00</b>      |
| 001-1010-413-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE         | \$0.00                | \$114,800.00           |
|                          | Subtotal                                 | <b>\$0.00</b>         | <b>\$114,800.00</b>    |
| 001-1010-413-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION   | \$0.00                | \$410.00               |
|                          | Subtotal                                 | <b>\$0.00</b>         | <b>\$410.00</b>        |
| 001-1010-413-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS  | \$0.00                | \$1,300.00             |
|                          | Subtotal                                 | <b>\$0.00</b>         | <b>\$1,300.00</b>      |
|                          | <b>Employee Services Total</b>           | <b>\$142,760.00</b>   | <b>\$154,370.00</b>    |
| <i>Internal Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1010-413-4556        | EQUIPMENT REPLACEMENT                    | \$782.00              | \$756.00               |
|                          | Subtotal                                 | <b>\$782.00</b>       | <b>\$756.00</b>        |
| 001-1010-413-4569        | BUILDING MAINTENANCE                     | \$30,467.00           | \$42,181.00            |
| 001-1010-413-4569        | BUILDING MAINTENANCE (87% Cncl Chambers) | \$72,422.00           | \$100,269.00           |
|                          | Subtotal                                 | <b>\$102,889.00</b>   | <b>\$142,450.00</b>    |
|                          | <b>Internal Services Total</b>           | <b>\$103,671.00</b>   | <b>\$143,206.00</b>    |

| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-1010-413-4241            | COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION | \$200.00              | \$150.00               |
|                              | Subtotal                                     | <b>\$200.00</b>       | <b>\$150.00</b>        |
| 001-1010-413-4242            | POSTAGE EXPENSE                              | \$200.00              | \$150.00               |
|                              | Subtotal                                     | <b>\$200.00</b>       | <b>\$150.00</b>        |
| 001-1010-413-4243            | BUSINESS CARDS                               | \$300.00              | \$300.00               |
| 001-1010-413-4243            | COFFEE AND SUPPLIES FOR CITY HALL            | \$2,900.00            | \$2,900.00             |
| 001-1010-413-4243            | COUNCIL REORGANIZATION RECEPTION             | \$500.00              | \$500.00               |
| 001-1010-413-4243            | GENERAL OFFICE SUPPLIES                      | \$2,180.00            | \$2,100.00             |
| 001-1010-413-4243            | LOGO ITEMS                                   | \$1,000.00            | \$1,000.00             |
| 001-1010-413-4243            | MEMENTOS FOR DIGNITARIES                     | \$2,000.00            | \$700.00               |
| 001-1010-413-4243            | PLAQUES/NAME TAGS                            | \$300.00              | \$300.00               |
|                              | Subtotal                                     | <b>\$9,180.00</b>     | <b>\$7,800.00</b>      |
| 001-1010-413-4251            | C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)   | \$17,706.00           | \$17,756.00            |
| 001-1010-413-4251            | C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)   | \$76,821.00           | \$76,933.00            |
| 001-1010-413-4251            | SAN MATEO LEADERSHIP PROGRAM                 | \$10,000.00           | \$10,000.00            |
|                              | Subtotal                                     | <b>\$104,527.00</b>   | <b>\$104,689.00</b>    |
| 001-1010-413-4253            | AIRPORT/COMMUNITY ROUNDTABLE                 | \$2,250.00            | \$2,250.00             |
| 001-1010-413-4253            | ASSOCIATION OF BAY AREA GOVERNMENTS          | \$7,800.00            | \$8,190.00             |
| 001-1010-413-4253            | BAY PLANNING COALITION                       | \$1,100.00            | \$1,100.00             |
| 001-1010-413-4253            | C/CAG ADMINISTRATIVE COSTS                   | \$11,891.00           | \$12,544.00            |
| 001-1010-413-4253            | LAFCO ASSESSMENT                             | \$5,150.00            | \$5,400.00             |
| 001-1010-413-4253            | LCC ANNUAL DUES                              | \$13,246.00           | \$13,246.00            |
| 001-1010-413-4253            | LCC PENINSULA DIVISION DUES                  | \$100.00              | \$100.00               |
| 001-1010-413-4253            | MISCELLANEOUS                                | \$965.00              | \$965.00               |
|                              | Subtotal                                     | <b>\$42,502.00</b>    | <b>\$43,795.00</b>     |
| 001-1010-413-4254            | ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES  | \$2,500.00            | \$2,500.00             |
| 001-1010-413-4254            | MISCELLANEOUS BUSINESS MEETINGS              | \$12,050.00           | \$12,050.00            |

|                     |                                    |                       |                        |
|---------------------|------------------------------------|-----------------------|------------------------|
|                     | Subtotal                           | \$14,550.00           | \$14,550.00            |
| 001-1010-413-4255   | COUNCIL TRAINING                   | \$3,750.00            | \$2,000.00             |
|                     | Subtotal                           | \$3,750.00            | \$2,000.00             |
|                     | <b>Services and Supplies Total</b> | <b>\$174,909.00</b>   | <b>\$173,134.00</b>    |
| <b>Reallocation</b> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1010-413-4463   | INDIRECT COST ALLOCATION           | (\$74,637.00)         | (\$127,030.00)         |
|                     | Subtotal                           | (\$74,637.00)         | (\$127,030.00)         |
| 001-1010-413-4498   | REALLOCATION TO GAS TAX FUNDS      | (\$94,527.00)         | (\$94,689.00)          |
|                     | Subtotal                           | (\$94,527.00)         | (\$94,689.00)          |
|                     | <b>Reallocation Total</b>          | <b>(\$169,164.00)</b> | <b>(\$221,719.00)</b>  |
|                     | <b>COUNCIL/BOARD Total</b>         | <b>\$252,176.00</b>   | <b>\$248,991.00</b>    |

COUNCIL/BOARD - AUDIT COMMITTEE  
Account: 001-1022-413

GENERAL FUND

|                              |   |                       |                        |
|------------------------------|---|-----------------------|------------------------|
|                              |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| <b>Services and Supplies</b> |   |                       |                        |
| 001-1022-413-4243            | MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE | \$500.00              | \$300.00               |
|                              | Subtotal                                  | \$500.00              | \$300.00               |
|                              | <b>Services and Supplies Total</b>        | <b>\$500.00</b>       | <b>\$300.00</b>        |
|                              | <b>AUDIT COMMITTEE Total</b>              | <b>\$500.00</b>       | <b>\$300.00</b>        |



COUNCIL/BOARD - PARKS & RECREATION COMMITTEE

Account: 001-1026-413

GENERAL FUND

| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-1026-413-4243            | MISCELLANEOUS SUPPLIES                 | \$1,160.00            | \$1,160.00             |
|                              | Subtotal                               | <b>\$1,160.00</b>     | <b>\$1,160.00</b>      |
| 001-1026-413-4251            | CONTRACTUAL SERVICES                   | \$500.00              | \$500.00               |
|                              | Subtotal                               | <b>\$500.00</b>       | <b>\$500.00</b>        |
| 001-1026-413-4254            | MEETINGS, TRAINING                     | \$600.00              | \$600.00               |
|                              | Subtotal                               | <b>\$600.00</b>       | <b>\$600.00</b>        |
|                              | <b>Services and Supplies Total</b>     | <b>\$2,260.00</b>     | <b>\$2,260.00</b>      |
|                              | <b>PARKS &amp; REC COMMITTEE Total</b> | <b>\$2,260.00</b>     | <b>\$2,260.00</b>      |

COUNCIL/BOARD - PLANNING COMMISSION

Account: 001-1027-413

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-1027-413-4115        | PLANNING COMMISSIONER FEES              | \$16,140.00           | \$16,140.00            |
|                          | Subtotal                                | <b>\$16,140.00</b>    | <b>\$16,140.00</b>     |
| 001-1027-413-4120        | FRINGE BENEFITS                         | \$400.00              | \$0.00                 |
|                          | Subtotal                                | <b>\$400.00</b>       | <b>\$0.00</b>          |
| 001-1027-413-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$180.00               |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$180.00</b>        |
| 001-1027-413-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$270.00               |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$270.00</b>        |
|                          | <b>Employee Services Total</b>          | <b>\$16,540.00</b>    | <b>\$16,590.00</b>     |

| <i>Internal Services</i>           |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|---------------------------------|-----------------------|------------------------|
| 001-1027-413-4539                  | PEMHCA                          | \$0.00                | \$1,656.00             |
| Subtotal                           |                                 | <b>\$0.00</b>         | <b>\$1,656.00</b>      |
| <b>Internal Services Total</b>     |                                 | <b>\$0.00</b>         | <b>\$1,656.00</b>      |
| <i>Services and Supplies</i>       |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1027-413-4254                  | PLANNING COMMISSIONER INSTITUTE | \$2,700.00            | \$2,700.00             |
| Subtotal                           |                                 | <b>\$2,700.00</b>     | <b>\$2,700.00</b>      |
| <b>Services and Supplies Total</b> |                                 | <b>\$2,700.00</b>     | <b>\$2,700.00</b>      |
| <b>PLANNING COMMISSION Total</b>   |                                 | <b>\$19,240.00</b>    | <b>\$20,946.00</b>     |

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COUNCIL/BOARD - YOUTH ADVISORY COMMITTEE      Account: 001-1028-413      GENERAL FUND

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| <i>Services and Supplies</i>          |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---------------------------------------|--|-----------------------|------------------------|
| 001-1028-413-4241                     | COPY EXPENSE -- YOUTH ADVISORY COMMITTEE | \$20.00               | \$20.00                |
| Subtotal                              |  | <b>\$20.00</b>        | <b>\$20.00</b>         |
| 001-1028-413-4242                     | POSTAGE EXPENSE                          | \$200.00              | \$200.00               |
| Subtotal                              |  | <b>\$200.00</b>       | <b>\$200.00</b>        |
| 001-1028-413-4243                     | MISCELLANEOUS SUPPLIES                   | \$1,250.00            | \$1,250.00             |
| Subtotal                              |  | <b>\$1,250.00</b>     | <b>\$1,250.00</b>      |
| 001-1028-413-4251                     | CONTRACTUAL SERVICES                     | \$1,000.00            | \$1,000.00             |
| Subtotal                              |  | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
| 001-1028-413-4254                     | TRAVEL AND TRAINING                      | \$940.00              | \$940.00               |
| Subtotal                              |  | <b>\$940.00</b>       | <b>\$940.00</b>        |
| <b>Services and Supplies Total</b>    |  | <b>\$3,410.00</b>     | <b>\$3,410.00</b>      |
| <b>YOUTH ADVISORY COMMITTEE Total</b> |  | <b>\$3,410.00</b>     | <b>\$3,410.00</b>      |

COUNCIL/BOARD - COMMUNITY PROMOTION

Account: 001-1030-413

GENERAL FUND

| <i>Services and Supplies</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 001-1030-413-4243            | COMMUNITY & SPORTS WALL OF FAME NAME PLATES   | \$300.00              | \$300.00               |
|                              | Subtotal                                      | <b>\$300.00</b>       | <b>\$300.00</b>        |
| 001-1030-413-4251            | FOURTH OF JULY ADDITIONAL SERVICES            | \$25,000.00           | \$25,000.00            |
| 001-1030-413-4251            | FOURTH OF JULY FIREWORKS                      | \$20,000.00           | \$20,000.00            |
|                              | Subtotal                                      | <b>\$45,000.00</b>    | <b>\$45,000.00</b>     |
| 001-1030-413-4260            | N/P -- BAYBASI                                | \$0.00                | \$3,700.00             |
| 001-1030-413-4260            | N/P -- CALL PRIMROSE CENTER                   | \$1,200.00            | \$1,900.00             |
| 001-1030-413-4260            | N/P -- FOSTER CITY VILLAGE                    | \$15,000.00           | \$15,000.00            |
| 001-1030-413-4260            | N/P -- HILLBARN THEATRE                       | \$7,500.00            | \$7,500.00             |
| 001-1030-413-4260            | N/P -- LIFEMOVES (FORMERLY IVSN)              | \$3,000.00            | \$3,000.00             |
| 001-1030-413-4260            | N/P -- MISSION HOSPICE AND HOME CARE          | \$1,000.00            | \$1,000.00             |
| 001-1030-413-4260            | N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY | \$2,500.00            | \$2,500.00             |
| 001-1030-413-4260            | N/P -- PARCA                                  | \$2,000.00            | \$2,200.00             |
| 001-1030-413-4260            | N/P -- PENINSULA CONFLICT RESOLUTION CENTER   | \$1,000.00            | \$1,000.00             |
| 001-1030-413-4260            | N/P -- PENINSULA TELEVISION                   | \$2,500.00            | \$2,500.00             |
| 001-1030-413-4260            | N/P -- SAMARITAN HOUSE                        | \$12,000.00           | \$12,000.00            |
| 001-1030-413-4260            | N/P -- SAN MATEO COUNTY JOBS FOR YOUTH        | \$3,000.00            | \$3,000.00             |
| 001-1030-413-4260            | N/P -- STARVISTA                              | \$1,500.00            | \$1,700.00             |
| 001-1030-413-4260            | N/P -- SUSTAINABLE SAN MATEO COUNTY           | \$2,500.00            | \$2,500.00             |
|                              | Subtotal                                      | <b>\$54,700.00</b>    | <b>\$59,500.00</b>     |
|                              | <b>Services and Supplies Total</b>            | <b>\$100,000.00</b>   | <b>\$104,800.00</b>    |
|                              | <b>COMMUNITY PROMOTION Total</b>              | <b>\$100,000.00</b>   | <b>\$104,800.00</b>    |

COUNCIL/BOARD –  
 INNOVATION AND TECHNOLOGY ADVISORY COMMITTEE  
 Account: 001-1031-413

GENERAL FUND

| <i>Services and Supplies</i>                              |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|--|-----------------------|------------------------|
| 001-1031-413-4241   | COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE | \$20.00               | \$20.00                |
|   | Subtotal   | <b>\$20.00</b>        | <b>\$20.00</b>         |
| 001-1031-413-4242   | POSTAGE EXPENSE                                  | \$20.00               | \$20.00                |
|   | Subtotal   | <b>\$20.00</b>        | <b>\$20.00</b>         |
| 001-1031-413-4243   | GENERAL OFFICE SUPPLIES                          | \$100.00              | \$100.00               |
|   | Subtotal   | <b>\$100.00</b>       | <b>\$100.00</b>        |
|   | <b>Services and Supplies Total</b>               | <b>\$140.00</b>       | <b>\$140.00</b>        |
| <b>INNOVATION AND TECHNOLOGY ADVISORY COMMITTEE Total</b> |  | <b>\$140.00</b>       | <b>\$140.00</b>        |

## Council/Board Fund Comparisons - Council/Board (001-1010)

| Account | Description                            | Approved          |           | Requested      |           | Increase<br>(Decrease) | Notes |
|---------|--|-------------------|-----------|----------------|-----------|------------------------|-------|
|         |  | FY 2018-2019      |           | FY 2019-2020   |           |                        |       |
| 4115    | Councilmember Compensation             | \$ 34,260         | \$        | 34,260         | \$        | -                      | 1     |
| 4120    | Benefits                               | \$ 108,500        | \$        | -              | \$        | (108,500)              | 2     |
| 4121    | Employee Benefits/PERS retirement      | \$ -              | \$        | 3,600          | \$        | 3,600                  | 2     |
| 4135    | Employee Benefits/Flex Allowance       | \$ -              | \$        | 114,800        | \$        | 114,800                | 2     |
| 4136    | Employee Services/Workers Compensation | \$ -              | \$        | 410            | \$        | 410                    | 2     |
| 4139    | Employee Benefits - Other Benefits     | \$ -              | \$        | 1,300          | \$        | 1,300                  | 2     |
| 4556    | Equipment Replacement                  | \$ 782            | \$        | 756            | \$        | (26)                   | 3     |
| 4569    | Building Maintenance                   | \$ 102,889        | \$        | 142,450        | \$        | 39,561                 | 4     |
| 4241    | Copies                                 | \$ 200            | \$        | 150            | \$        | (50)                   | 5     |
| 4242    | Postage                                | \$ 200            | \$        | 150            | \$        | (50)                   | 6     |
| 4243    | Office Supplies                        | \$ 9,180          | \$        | 7,800          | \$        | (1,380)                | 7     |
| 4251    | Consulting and Contracting             | \$ 104,527        | \$        | 104,689        | \$        | 162                    | 8     |
| 4253    | Memberships and Dues                   | \$ 42,502         | \$        | 43,795         | \$        | 1,293                  | 9     |
| 4254    | Travel, Conferences, and Meetings      | \$ 14,550         | \$        | 14,550         | \$        | -                      | 10    |
| 4255    | Training                               | \$ 3,750          | \$        | 2,000          | \$        | (1,750)                | 11    |
| 4463    | Indirect Cost Allocation               | \$ (74,637)       | \$        | (127,030)      | \$        | (52,393)               | 12    |
| 4498    | Reallocation to Gas Tax Funds          | \$ (94,527)       | \$        | (94,689)       | \$        | (162)                  | 13    |
|         |  | <u>\$ 252,176</u> | <u>\$</u> | <u>248,991</u> | <u>\$</u> | <u>(3,185)</u>         |       |

### Detailed Analysis:

- Note 1 No change.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance and Workers Comp). Other Employee Benefits include Medicare, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 Adjustment based on 3 Year Expenditures Review.
- Note 6 Adjustment based on 3 Year Expenditures Review.
- Note 7 Adjustment based on 3 Year Expenditures Review.
- Note 8 Increase due to program fee increases.
- Note 9 Increase due to various changes in local/county/state membership dues.
- Note 10 No change.
- Note 11 Adjustment based on 3 Year Expenditures Review.
- Note 12 Based on annual update of Cost Allocation Plan.
- Note 13 Change from C/CAG assessment.

**Council/Board Fund Comparisons - Audit Committee (001-1022)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4243           | Office Supplies    | 500                              | 300                               | (200)                          | 1            |
|                |                    | <u>500</u>                       | <u>300</u>                        | <u>(200)</u>                   |              |

**Detailed Analysis:**

Note 1      Adjustment based on 3 Year Expenditures Review.

**Council/Board Fund Comparisons - Parks & Rec. Committee (001-1026)**

| <b>Account</b> | <b>Description</b>                | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4242           | Postage                           | -                                | -                                 | -                              | 1            |
| 4243           | Office Supplies                   | 1,160                            | 1,160                             | -                              | 2            |
| 4251           | Consulting and Contracting        | 500                              | 500                               | -                              | 3            |
| 4253           | Memberships and Dues              | -                                | -                                 | -                              | 4            |
| 4254           | Travel, Conferences, and Meetings | 600                              | 600                               | -                              | 5            |
|                |                                   | <u>2,260</u>                     | <u>2,260</u>                      | -                              |              |

**Detailed Analysis:**

- Note 1      No change.
- Note 2      No change.
- Note 3      No change.
- Note 4      No change.
- Note 5      No change.

**Council/Board Fund Comparisons - Planning Commission (001-1027)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4115           | Employee Services                         | 16,140                           | 16,140                            | -                              | 1            |
| 4120           | Benefits                                  | 400                              | -                                 | (400)                          | 2            |
| 4136           | Employee Benefits - Worker's Compensation | -                                | 180                               | 180                            | 2            |
| 4139           | Employee Benefits - Other Fringe Benefits | -                                | 270                               | 270                            | 2            |
| 4539           | PEMHCA                                    | -                                | 1,656                             | 1,656                          | 3            |
| 4254           | Travel, Conferences, and Meetings         | 2,700                            | 2,700                             | -                              | 4            |
|                |   | <u>19,240</u>                    | <u>20,946</u>                     | <u>1,706</u>                   |              |

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Detail benefits to categories (Flex Allowance and Workers Comp) and changes based on contractual adjustments.
- Note 3 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 4 No change.



**Council/Board Fund Comparisons - Youth Advisory Committee (001-1028)**

| <b>Account</b> | <b>Description</b>                | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4241           | Copies                            | 20                               | 20                                | -                              | 1            |
| 4242           | Postage                           | 200                              | 200                               | -                              | 2            |
| 4243           | Office Supplies                   | 1,250                            | 1,250                             | -                              | 3            |
| 4251           | Consulting and Contracting        | 1,000                            | 1,000                             | -                              | 4            |
| 4254           | Travel, Conferences, and Meetings | 940                              | 940                               | -                              | 5            |
|                |                                   | <u>3,410</u>                     | <u>3,410</u>                      | -                              |              |

**Detailed Analysis:**

- Note 1      No change.
- Note 2      No change.
- Note 3      No change.
- Note 4      No change.
- Note 5      No change.

**Council/Board Fund Comparisons - Community Promotion (001-1030)**

| <b>Account</b> | <b>Description</b>         | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4243           | Office Supplies            | 300                              | 300                               | -                              | 1            |
| 4251           | Consulting and Contracting | 45,000                           | 45,000                            | -                              | 2            |
| 4260           | Non-Profit                 | 54,700                           | 59,500                            | 4,800                          | 3            |
|                |                            | <u>100,000</u>                   | <u>104,800</u>                    | <u>4,800</u>                   |              |

**Detailed Analysis:**

- Note 1     No change.
- Note 2     No change.
- Note 3     Per Council Meeting 6/3/2019.

**Council/Board Fund Comparisons -  
Innovation and Technology Advisory Committee (001-1031)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4241           | Copies             | 20                               | 20                                | -                              | 1            |
| 4242           | Postage            | 20                               | 20                                | -                              | 2            |
| 4243           | Office Supplies    | 100                              | 100                               | -                              | 3            |
|                |                    | <u>140</u>                       | <u>140</u>                        | <u>-</u>                       |              |

**Detailed Analysis:**

- Note 1      No change.
- Note 2      No change.
- Note 3      No change.

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# City Manager

## DEPARTMENT DESCRIPTION

The City Manager Department provides administrative and legislative/policy support to the City Council, general oversight of all City operations and specific City-wide oversight in the areas of Budget, Economic Development, Environmental Sustainability, Information Technology, Animal Control, Transportation, and Capital Projects.

## DEPARTMENT PERSONNEL SUMMARY

| Position                                 | 17-18      | 18-19      | 19-20      |
|--|------------|------------|------------|
| <b>Full-Time Employees</b>               |            |            |            |
| CITY MANAGER                             | 1.0        | 1.0        | 1.0        |
| ASSISTANT CITY MANAGER                   | 1.0        | 1.0        | 1.0        |
| MANAGEMENT ASSISTANT TO THE CITY MANAGER | 1.0        | 0.0        | 0.0        |
| PRINCIPAL MANAGEMENT ANALYST             | 0.0        | 0.0        | 1.0        |
| MANAGEMENT ANALYST                       | 1.0        | 2.0        | 1.0        |
| IT MANAGER                               | 1.0        | 1.0        | 1.0        |
| SR. SYSTEMS ANALYST                      | 1.0        | 1.0        | 2.0        |
| TECHNOLOGY ANALYST II                    | 2.0        | 2.0        | 1.0        |
| Total Full-Time Employees                | 8.0        | 8.0        | 8.0        |
| <b>Part-Time w/o benefits Employees</b>  |            |            |            |
| OFFICE ASSISTANT II (P/T)                | 0.5        | 0.5        | 0.0        |
| SUSTAINABILITY INTERN (P/T)              | 0.0        | 0.5        | 0.5        |
| Total Part-Time Employees                | 1.0        | 1.0        | 0.5        |
| <b>TOTAL EMPLOYEES</b>                   | <b>9.0</b> | <b>9.0</b> | <b>8.5</b> |

## MISSION STATEMENT

The mission of the City Manager's Department is to assist the City Council in achieving its vision for the community, to manage the City's resources in a fiscally responsible manner, to ensure the continuous delivery of high quality services that promote the health, safety, welfare and vitality of the community during normal operations and emergency situations and, as a strategic partner to the City's operating departments, advocate, support and maintain the necessary technology to achieve the mission of the organization.

## STRATEGIC PLAN

### ❖ Administration

- Implement a sustainable General Fund budget that matches revenues and expenditures without use of reserves.
- Develop strategies to help the organization and the City adapt to changing community leadership.
- Facilitate healthy and positive working relationships between City Council and Staff.
- Attract and retain high quality employees to provide high quality services.
- Develop a more informed community that is effectively engaged in civic affairs.

- Develop a comprehensive plan for infrastructure maintenance and replacement.
- Manage City Transportation programs.
- Celebrate the successes that meet the ultimate goals of the organization.

❖ **Economic Development**

- Implement strategies to achieve the City Council's Economic Development vision for Foster City.
- Actively engage with the business community to create an open and direct dialog with the City.

❖ **Environmental Sustainability**

- Reduce carbon footprint and encourage sustainable practices in internal operations and community-wide.
- Implement the strategies in the Climate Action Plan.
- Provide strategies to successfully transition from a rapidly-developing community to a built-out/redeveloping community through the implementation of a Community Visioning Process.

❖ **Information Technology**

- Proactively work with departments to understand their evolving and ongoing business needs
- Enhance the use of technology by departments and empower end users to be productive in the use of technology tools.
- Proactively stay current on technology trends that impact municipal use of technology to support the community and operating departments needs

- Develop and enhance the knowledge and skills in current and developing technology tools and trends on a recurring basis.
- Demonstrate and identify more cost-effective uses of technology.
- Create a positive user experience by timely and effectively responding to user requests.
- Maintain and support the infrastructure to ensure end users have access to the City's network to meet the City's business requirements.
- Manage timelines and priorities to meet City goals and objectives.

***KEY INITIATIVES COMPLETED IN FY 2018-2019***

- Continued to bring initiatives from the Economic Development Strategic Plan to the City Council, including the Commercial Façade Improvement Program, which aims to assist neighborhood shopping center owners in upgrading the appearance and condition of the centers to help foster a positive retail environment and stimulate economic development.
- Signed an agreement with EVGo to install high capacity electric vehicle chargers at the library / community center / police station parking lot.
- Conducted over 50 business visitations to grow and enhance outreach efforts.
- Established the 92 Corridor Alliance — a public private partnership working on ways to improve congestion related to Highway 92 traffic.

- The second year of Foster City Access / SeeClickFix, a citizen reporting tool that allows for ease of communication with the City, was a success which in 2018, has had over 569 non-emergency issues successfully resolved.
- The City Manager's Office took the lead in engaging the Community in the first of its kind Community Dialogue Series. The four sessions were highly attended and gave the community a chance to weigh in on and learn about topics ranging from land use, workforce housing in Fiscal Year 2017-2018 and transportation and mobility and commercial retail in Fiscal Year 2018-2019.
- The City of Foster City was once again awarded a Beacon Award in 2018 from the Institute for Local Government for outstanding achievement in greenhouse gas reductions.

### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020***

The City Manager Department is responsible for managing the overall operation of the City and also takes specific responsibility for legislative advocacy, public information and outreach, response to City Council special requests, Information Technology services, animal control contract management, and transportation system advocacy and management.

In addition to the regular duties, the City Manager Department will also be prioritizing the following strategic

initiatives in order to advance the City Council's policy calendar for FY 2019-2020:

#### ***Budget Preparation and Management***

- Manage expenses within adopted FY 2019-2020 budget and prepare FY 2020-2021 budget and related five-year financial plan
  - Performance Measure: Ensure that expenditures remain within budget on a total budget basis
  - Performance Measure: Complete preparation of the FY 2020-2021 budget and related five year financial plan for adoption no later than June 30, 2020.

#### ***Economic Development and Sustainability***

- Support the City Council's Economic Development Initiatives
  - Performance Measure: Support the work of the Sustainability (formerly the Economic Development) Subcommittee
  - Coordinate Economic Development activities identified by the Sustainability Subcommittee, City Council and Sustainable Foster City Plan.
  - Actively develop and nurture one-on-one relationships with business leaders throughout the Foster City community.
- Support the City Council's Environmental Sustainability Initiatives

- Performance Measure: Actively implement items from the FY 2019-2020 to FY 2021-2022 Sustainable Foster City Plan
- Performance Measure: Actively collaborate with Peninsula Clean Energy (PCE) to increase community participation in PCE's ECO 100 – 100% Renewable Energy product.
- With the Communication/City Clerk Department, support the City Council's Community Outreach Initiatives
  - Performance Measure: Ensure that the City's major projects and programs are thoughtfully presented to both general and targeted residents and businesses as appropriate

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The City Manager Department has set some ambitious strategic goals and initiatives for FY 2019-2020 in addition to overseeing the daily operations of the City and managing special projects and requests. Overall, the Administration Division budget is proposed to increase \$96,089 (9.49%), after allocations, and the Insurance Division is proposed to increase by \$79,892 (63.3%) for the following reasons:

### Administration Division

- Increase to the San Mateo County Animal Control contract by 30.76% as part of a 5-year Peninsula

Humane Society Contract to construct a new County Shelter.

- Assistant City Manager position will be paid 5% above non-safety department heads and will be directly responsible for the Community Development Department.
- Reclassify one (1) Management Analyst position to a Principal Management Analyst and eliminate a part-time Office Assistant II position. Principal Analyst will be working with other analysts to improve efficiency and processes.
- Continue funding a Sustainability Intern to support Economic Development and Environmental Sustainability initiatives.
- Increases in personnel costs approved by the City Council through the Compensation and Benefits Agreement with the Management Group.

### Insurance Division

- Increase in the Premium costs for the City's Self Insurance program.

### Community Benefit Fund

- Carryover program expenditures to be determined by policy direction of the City Council from monies



received in FY 2015-2016 from Biomed Realty for Community Benefits Program for the City.

#### Employee Rental Assistance Program

- The Rental Assistance, which helps to attract and retain City workforce talent, would provide City employees interested in renting a home, apartment or condominium in Foster City up to \$10,000 in assistance with the payment of the first, last and security deposit for the unit. This assistance would be provided in the form of a loan that would be forgiven if the employee continues to work and live in the City for three years.

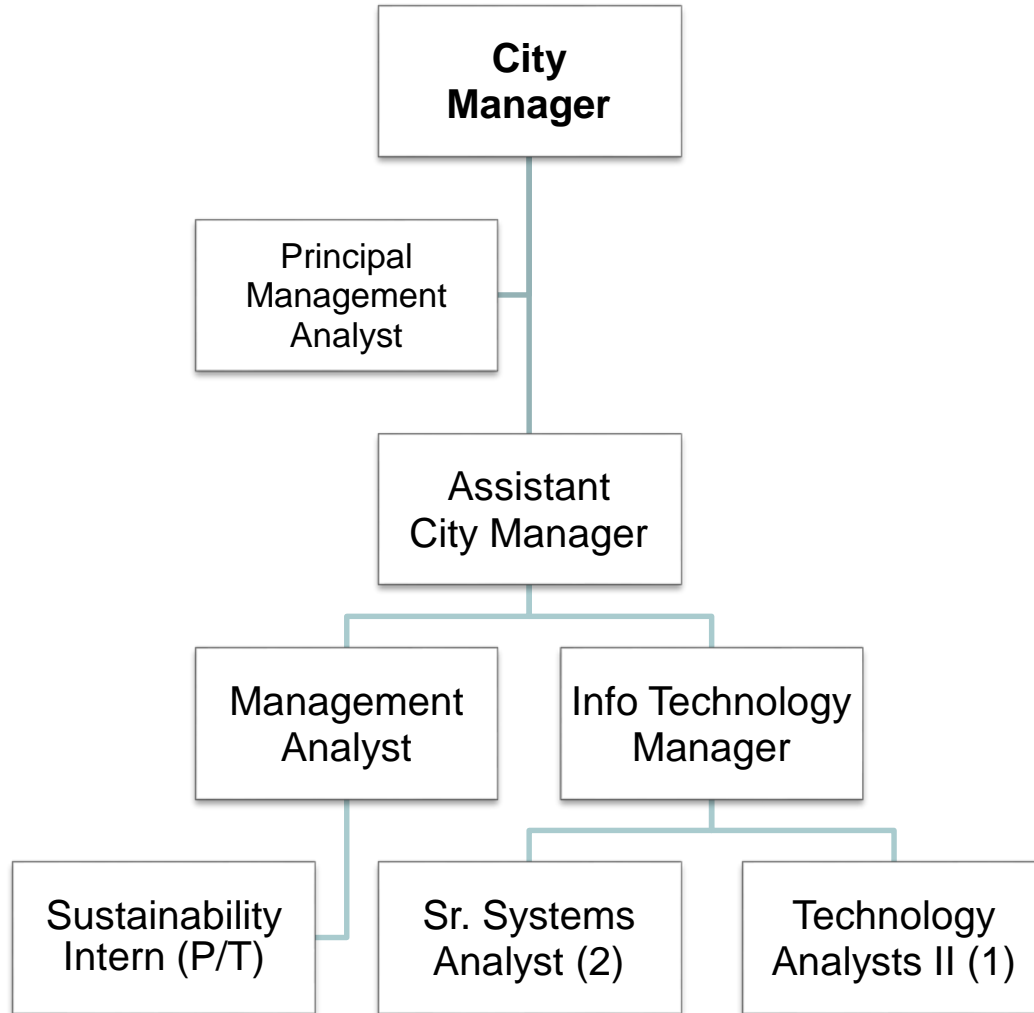
#### Sustainable Foster City Fund

- The Sustainable Foster City Fund provides funding for all programs and initiatives related Sustainable Foster City, which includes Economic Development, Environmental Sustainability, and Social Equity and Engagement. Previously those programs and initiatives were captured under the Economic Development Strategic Plan and the Climate Action Plan, but will in Fiscal Year 2019-2020 will become part of the Sustainable Foster City Plan. To fund the Sustainable Foster City Plan, staff recommends several new and existing funding sources, including;
  - \$80,000 carry-over from the completion of the KIVA Micro-loan Program. The program will end in December of 2019 and the remaining fund will be returned to the

Sustainable Foster City Fund for reallocation.

- \$50,000 from the Solar Rebate Program, as interest in this program has slowed in recent years.
- Annual monies received from the Rule 20A swap for cash agreement with Half Moon Bay.
- \$50,000 from available from Demolition and Construction Fund.
- Annual Small Cell Site License Fee Revenue – while not currently realized funding, the City recently approved a Master Agreement with communication carriers for no less than \$270 per site/per pole. It is recommended that revenue from this program be used to fund Sustainable Foster City programs and initiatives.

# City Manager's Office



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
 CITY / DISTRICT MANAGER  
 GENERAL FUND  
 Annual Budget Appropriation for Fiscal Year

|  | 2018-2019           |                     | 2019-2020           |
|--|---------------------|---------------------|---------------------|
|  | APPROVED            | REVISED             | REQUESTED           |
| ADMINISTRATION                           | \$ 1,012,843        | \$ 1,012,843        | \$ 1,108,932        |
| INSURANCE & RISK MANAGEMENT              | \$ 126,184          | \$ 126,184          | \$ 206,076          |
| COMMUNITY BENEFITS PROGRAM FUND          | \$ 1,836,200        | \$ 1,836,200        | \$ 1,323,200        |
| EMPLOYEE RENTAL ASSISTANCE PROGRAM       | \$ 60,000           | \$ 60,000           | \$ 60,000           |
| <b>TOTAL FOR CITY / DISTRICT MANAGER</b> | <b>\$ 3,035,227</b> | <b>\$ 3,035,227</b> | <b>\$ 2,698,208</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**CITY / DISTRICT MANAGER**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 1,142,050        | \$ 1,142,050        | \$ 1,210,100        |
| SERVICES AND SUPPLIES                                     | \$ 2,065,297        | \$ 2,065,297        | \$ 1,592,956        |
| CAPITAL OUTLAY  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 3,207,347        | \$ 3,207,347        | \$ 2,803,056        |
| INTERNAL SERVICES   | \$ 271,474          | \$ 271,474          | \$ 402,220          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 3,478,821        | \$ 3,478,821        | \$ 3,205,276        |
| REALLOCATIONS   | \$ (443,594)        | \$ (443,594)        | \$ (507,068)        |
| <b>TOTAL FOR CITY / DISTRICT MANAGER</b>                  | <b>\$ 3,035,227</b> | <b>\$ 3,035,227</b> | <b>\$ 2,698,208</b> |

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

| <i>Employee Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|--|-----------------------|------------------------|
| 001-0110-413-4110        | PERMANENT SALARIES                         | \$711,900.00          | \$760,000.00           |
|                          | Subtotal                                   | <b>\$711,900.00</b>   | <b>\$760,000.00</b>    |
| 001-0110-413-4111        | PART TIME OFFICE ASSISTANT                 | \$35,000.00           | \$0.00                 |
| 001-0110-413-4111        | SUSTAINABILITY INTERN                      | \$29,970.00           | \$31,200.00            |
|                          | Subtotal                                   | <b>\$64,970.00</b>    | <b>\$31,200.00</b>     |
| 001-0110-413-4120        | FRINGE BENEFITS                            | \$361,300.00          | \$0.00                 |
| 001-0110-413-4120        | PART TIME OFFICE ASSISTANT BENEFITS        | \$2,100.00            | \$0.00                 |
| 001-0110-413-4120        | SUSTAINABILITY INTERN FRING BENEFITS       | \$1,780.00            | \$0.00                 |
|                          | Subtotal                                   | <b>\$365,180.00</b>   | <b>\$0.00</b>          |
| 001-0110-413-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT          | \$0.00                | \$261,100.00           |
|                          | Subtotal                                   | <b>\$0.00</b>         | <b>\$261,100.00</b>    |
| 001-0110-413-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE           | \$0.00                | \$94,100.00            |
|                          | Subtotal                                   | <b>\$0.00</b>         | <b>\$94,100.00</b>     |
| 001-0110-413-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION     | \$0.00                | \$6,400.00             |
| 001-0110-413-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT  | \$0.00                | \$1,200.00             |
|                          | Subtotal                                   | <b>\$0.00</b>         | <b>\$7,600.00</b>      |
| 001-0110-413-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS    | \$0.00                | \$55,300.00            |
| 001-0110-413-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS PT | \$0.00                | \$800.00               |
|                          | Subtotal                                   | <b>\$0.00</b>         | <b>\$56,100.00</b>     |
|                          | <b>Employee Services Total</b>             | <b>\$1,142,050.00</b> | <b>\$1,210,100.00</b>  |
| <i>Internal Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0110-413-4520        | COMPENSATED ABSENCES                       | \$15,650.00           | \$17,659.00            |

|                   |                                 |                                |                     |                     |
|-------------------|---------------------------------|--------------------------------|---------------------|---------------------|
|                   |                                 | Subtotal                       | <b>\$15,650.00</b>  | <b>\$17,659.00</b>  |
| 001-0110-413-4539 | PEMHCA                          |                                | \$0.00              | \$6,624.00          |
|                   |                                 | Subtotal                       | <b>\$0.00</b>       | <b>\$6,624.00</b>   |
| 001-0110-413-4544 | VEHICLE REPLACEMENT             |                                | \$13,364.00         | \$17,204.00         |
|                   |                                 | Subtotal                       | <b>\$13,364.00</b>  | <b>\$17,204.00</b>  |
| 001-0110-413-4557 | INFORMATION TECHNOLOGY SERVICES |                                | \$53,953.00         | \$66,660.00         |
|                   |                                 | Subtotal                       | <b>\$53,953.00</b>  | <b>\$66,660.00</b>  |
| 001-0110-413-4569 | BUILDING MAINTENANCE            |                                | \$62,323.00         | \$87,997.00         |
|                   |                                 | Subtotal                       | <b>\$62,323.00</b>  | <b>\$87,997.00</b>  |
|                   |                                 | <b>Internal Services Total</b> | <b>\$145,290.00</b> | <b>\$196,144.00</b> |

***Services and Supplies***

|                   |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|--|-----------------------|------------------------|
| 001-0110-413-4241 | COPY EXPENSE                             | \$3,000.00            | \$3,000.00             |
|                   |  | Subtotal              | <b>\$3,000.00</b>      |
| 001-0110-413-4242 | POSTAGE                                  | \$150.00              | \$150.00               |
|                   |  | Subtotal              | <b>\$150.00</b>        |
| 001-0110-413-4243 | COMCAST DIGITAL RECEIVER BOXES           | \$4,000.00            | \$4,000.00             |
| 001-0110-413-4243 | GENERAL OFFICE SUPPLIES                  | \$3,500.00            | \$3,500.00             |
|                   |  | Subtotal              | <b>\$7,500.00</b>      |
| 001-0110-413-4251 | ANIMAL CONTROL CONTRACT W/COUNTY         | \$132,197.00          | \$172,856.00           |
| 001-0110-413-4251 | CONTRACTUAL, PROF., & SPEC. SVC.         | \$1,500.00            | \$1,500.00             |
| 001-0110-413-4251 | SAMCAT JPA MEMBERSHIP                    | \$1,000.00            | \$1,000.00             |
| 001-0110-413-4251 | TRANSPORTATION SYSTEM MGMT PROGRAM       | \$1,000.00            | \$1,000.00             |
|                   |  | Subtotal              | <b>\$135,697.00</b>    |
| 001-0110-413-4253 | ICMA MEMBERSHIP DUES (2)                 | \$2,800.00            | \$2,800.00             |
| 001-0110-413-4253 | MISCELLANEOUS                            | \$100.00              | \$100.00               |
| 001-0110-413-4253 | MMANC MEMBERSHIP DUES (2)                | \$150.00              | \$150.00               |
| 001-0110-413-4253 | NEWSPAPER SUBSCRIPTIONS (2)              | \$800.00              | \$800.00               |
| 001-0110-413-4253 | SAN MATEO CO. CITY MANAGERS' ASSOCIATION | \$250.00              | \$250.00               |

|                     |   |                       |                        |
|---------------------|---|-----------------------|------------------------|
|                     | Subtotal  | <b>\$4,100.00</b>     | <b>\$4,100.00</b>      |
| 001-0110-413-4254   | ICMA CONFERENCE (1)                               | \$2,600.00            | \$2,600.00             |
| 001-0110-413-4254   | LOCC ANNUAL CONFERENCE (1)                        | \$4,000.00            | \$4,000.00             |
| 001-0110-413-4254   | LOCC CM DEPARTMENT MEETING (1)                    | \$2,000.00            | \$2,000.00             |
| 001-0110-413-4254   | LOCC MAYORS & COUNCILMEMBERS EXECUTIVE FORUM      | \$650.00              | \$650.00               |
| 001-0110-413-4254   | MISCELLANEOUS CONFERENCES & MEETINGS              | \$1,500.00            | \$1,500.00             |
| 001-0110-413-4254   | MMANC ANNUAL CONFERENCE (2)                       | \$2,500.00            | \$2,500.00             |
| 001-0110-413-4254   | NATIONAL LEAGUE OF CITIES                         | \$2,500.00            | \$2,500.00             |
| 001-0110-413-4254   | NEW MAYORS & COUNCILMEMBERS CONF.                 | \$1,200.00            | \$1,200.00             |
| 001-0110-413-4254   | PROGRESS SEMINAR                                  | \$1,500.00            | \$1,500.00             |
| 001-0110-413-4254   | SAN MATEO CO. CITY MANAGERS' ASSOCIATION LUNCHEON | \$200.00              | \$200.00               |
|                     | Subtotal  | <b>\$18,650.00</b>    | <b>\$18,650.00</b>     |
|                     | <b>Services and Supplies Total</b>                | <b>\$169,097.00</b>   | <b>\$209,756.00</b>    |
| <b>Reallocation</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0110-413-4463   | INDIRECT COST ALLOCATION                          | (\$443,594.00)        | (\$507,068.00)         |
|                     | Subtotal  | <b>(\$443,594.00)</b> | <b>(\$507,068.00)</b>  |
|                     | <b>Reallocation Total</b>                         | <b>(\$443,594.00)</b> | <b>(\$507,068.00)</b>  |
|                     | <b>ADMINISTRATION Total</b>                       | <b>\$1,012,843.00</b> | <b>\$1,108,932.00</b>  |

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CITY/DISTRICT MANAGER - SELF-INSURANCE FUND      Account: 001-0170-415      GENERAL FUND

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|                          |                                  |                       |                        |
|--------------------------|----------------------------------|-----------------------|------------------------|
| <b>Internal Services</b> |                                  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0170-415-4562        | SELF INSURANCE                   | \$126,184.00          | \$206,076.00           |
|                          | Subtotal                         | <b>\$126,184.00</b>   | <b>\$206,076.00</b>    |
|                          | <b>Internal Services Total</b>   | <b>\$126,184.00</b>   | <b>\$206,076.00</b>    |
|                          | <b>SELF-INSURANCE FUND Total</b> | <b>\$126,184.00</b>   | <b>\$206,076.00</b>    |

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 005-0110-413

COMMUNITY BENEFITS PROGRAM FUND

| <i>Services and Supplies</i>                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 005-0110-413-4251 CARRYOVER COMMUNITY BENEFITS PROGRAM FUND | \$1,836,200.00        | \$1,323,200.00         |
| Subtotal  | <b>\$1,836,200.00</b> | <b>\$1,323,200.00</b>  |
| <b>Services and Supplies Total</b>                          | <b>\$1,836,200.00</b> | <b>\$1,323,200.00</b>  |
| <b>ADMINISTRATION Total</b>                                 | <b>\$1,836,200.00</b> | <b>\$1,323,200.00</b>  |

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 008-0110-413

EMPLOYEE RENTAL ASSISTANCE PROGRAM

| <i>Services and Supplies</i>                             | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 008-0110-413-4291 CARRYOVER EE RENTAL ASSISTANCE PROGRAM | \$60,000.00           | \$60,000.00            |
| Subtotal   | <b>\$60,000.00</b>    | <b>\$60,000.00</b>     |
| <b>Services and Supplies Total</b>                       | <b>\$60,000.00</b>    | <b>\$60,000.00</b>     |
| <b>ADMINISTRATION Total</b>                              | <b>\$60,000.00</b>    | <b>\$60,000.00</b>     |



**City Manager Department Budget Comparisons - Administration (001-0110)**

| Account | Description                         | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|-------------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                            | \$ 711,900               | \$ 760,000                | \$ 48,100              | 1     |
| 4111    | Part-Time Salaries                  | \$ 64,970                | \$ 31,200                 | \$ (33,770)            | 1     |
| 4120    | Benefits                            | \$ 365,180               | \$ -                      | \$ (365,180)           | 2     |
| 4121    | Employee Benefits - PERS Retirement | \$ -                     | \$ 261,100                | \$ 261,100             | 2     |
| 4135    | Employee Benefits - Flex Allowance  | \$ -                     | \$ 94,100                 | \$ 94,100              | 2     |
| 4136    | Employee Benefits - Workers Comp    | \$ -                     | \$ 7,600                  | \$ 7,600               | 2     |
| 4139    | Employee Benefits - Other Benefits  | \$ -                     | \$ 56,100                 | \$ 56,100              | 2     |
| 4520    | Compensated Absences                | \$ 15,650                | \$ 17,659                 | \$ 2,009               | 3     |
| 4539    | PEMCHA                              | \$ -                     | \$ 6,624                  | \$ 6,624               | 4     |
| 4544    | Vehicle Maintenance                 | \$ 13,364                | \$ 17,204                 | \$ 3,840               | 5     |
| 4557    | Information Technology              | \$ 53,953                | \$ 66,660                 | \$ 12,707              | 5     |
| 4569    | Building Maintenance                | \$ 62,323                | \$ 87,997                 | \$ 25,674              | 5     |
| 4247    | Copies                              | \$ 3,000                 | \$ 3,000                  | \$ -                   | 6     |
| 4242    | Postages                            | \$ 150                   | \$ 150                    | \$ -                   | 6     |
| 4243    | Office Supplies                     | \$ 7,500                 | \$ 7,500                  | \$ -                   | 6     |
| 4251    | Contractual Supplies                | \$ 135,697               | \$ 176,356                | \$ 40,659              | 7     |
| 4253    | Memberships and Dues                | \$ 4,100                 | \$ 4,100                  | \$ -                   | 8     |
| 4254    | Travel, Conferences, and Meetings   | \$ 18,650                | \$ 18,650                 | \$ -                   | 8     |
| 4463    | Indirect Cost Allocation            | \$ (443,594)             | \$ (507,068)              | \$ (63,474)            | 9     |
|         |                                     | <u>\$ 1,012,843</u>      | <u>\$ 1,108,932</u>       | <u>\$ 96,089</u>       |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase. Management Analyst changed to Principal Management Analyst and elimination of Office Assistant; 5% increase to Assistant City Manager Salary, now directly responsible for the Community Development Department. Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 No change.
- Note 7 Animal Control Contract increase from FY 2018-2019 of \$132,197 to FY 2019-2020 of \$172,856.
- Note 8 No change.
- Note 9 Based on annual update of Cost Allocation Plan.

**City Manager Department Budget Comparisons -  
Insurance and Risk Management (001-0170)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4562           | Self Insurance     | \$ 126,184                       | \$ 206,076                        | \$ 79,892                      | 1            |
|                |                    | <u>\$ 126,184</u>                | <u>\$ 206,076</u>                 | <u>\$ 79,892</u>               |              |

**Detailed Analysis:**

Note 1      Costs associated with Self-Insurance Fund discussed in Self-Insurance budget.

**City Manager Department Budget Comparisons -  
Community Benefits Program Fund (005-0110)**

| <b>Account</b> | <b>Description</b>              | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Community Benefits Program Fund | \$ 1,836,200                     | \$ 1,323,200                      | \$ (513,000)                   | 1            |
|                |                                 | <u>\$ 1,836,200</u>              | <u>\$ 1,323,200</u>               | <u>\$ (513,000)</u>            |              |

**Detailed Analysis:**

Note 1      Carryover program expenditures to be determined by policy direction of the City Council from monies received in FY 2015-2016 from Biomed Realty for Community Benefits Program for the City.

**City Manager Department Budget Comparisons -  
Employee Rental Assistance Program Fund (008-0110)**

| <b>Account</b> | <b>Description</b>           | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | EE RENTAL ASSISTANCE PROGRAM | \$ 60,000                        | \$ 60,000                         | \$ -                           | 1            |
|                |                              | <u>\$ 60,000</u>                 | <u>\$ 60,000</u>                  | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1 Carryover \$60,000 for the rental assistance program as part of the FY 2019-2020 budget.

# Communications/City Clerk

## ***DEPARTMENT DESCRIPTION***

The Communications/City Clerk Department is comprised of two divisions: City Clerk and Communications.

The City Clerk Division is responsible for the following functions:

- Legislative administration;
- Managing city records; and
- Administering local elections and acting as the Elections Official for the City.

### Legislative Administration

Manage the preparation and distribution of the City Council agenda and packets, prepare minutes, ensure legislative actions and recordings meet Brown Act requirements, and maintain on-demand video streaming of City Council meetings.

### Managing City Records

Accurately record, maintain and preserve City/District records; oversee the City's records management program, and ensure transparency through a Public Records Act management system.

### Administering Local Elections and Acting as the Elections Official for the City

Administer free and open municipal elections in full accordance with the law in collaboration with the San Mateo County Elections Office, and serve as the filing

officer for Campaign Expenditure Statements required for candidates in municipal elections.

The Communications Division is responsible for the following functions:

- External communication;
- Video services/FCTV; and
- Social media

### External Communication

Ensure the dissemination of timely and accurate public information of City operations, projects, policies, Council action, services, and programs through traditional media, social media and the internet.

### Video Services/FCTV

Produce and manage engaging original programming (videos and FCTV) that provides timely and easy to understand information.

Manage Foster City Television (FCTV), Foster City's Government Access Cable Television Channel, which has

provided local information to Foster City since 1986. FCTV can be viewed on Comcast Channel 27, AT&T Channel 99 and [YouTube](#).

**Social Media**

Engage the community and increase transparency through the use of multiple social media platforms and online communication tools that promote accessible and convenient information.

**DEPARTMENT PERSONNEL SUMMARY**

| Position                                 | 17-18 | 18-19 | 19-20 |
|--|-------|-------|-------|
| <b>Full-Time Employees</b>               |       |       |       |
| Communications Director/City Clerk       | 1.00  | 1.00  | 1.00  |
| Deputy City Clerk                        | 1.00  | 1.00  | 1.00  |
| Communications Manager                   | -     | 1.00  | 1.00  |
| Total Full-Time Employees                | 2.00  | 3.00  | 3.00  |
| <b>Part-Time with Benefits Employees</b> |       |       |       |
| Communications Coordinator/CC Manager    | 0.75  | -     | -     |
| Office Assistant I/II                    | 0.75  | 0.75  | 0.75  |
| Social Media & Communications Assistant  | 0.75  | 0.75  | 0.75  |
| <b>Part-Time w/o Benefits Employees</b>  |       |       |       |
| Videographer                             | 0.50  | 0.50  | 0.50  |
| Total Part-Time Employees                | 2.75  | 2.00  | 2.00  |
| <b>TOTAL EMPLOYEES</b>                   | 4.75  | 5.00  | 5.00  |

**MISSION STATEMENT**

The mission of the Communications / City Clerk Department is to promote the free exchange of public information to engage residents in City policies and decision making processes. The City Clerk Division

manages and provides access to city records, and administers and records elections and legislative functions. The Communications Division promotes inclusive public engagement and positive community relations through effective and transparent communications strategies.

**STRATEGIC PLAN**

The Department has prepared a comprehensive strategic plan with the following components:

City Clerk Division

- Records Management – Continue to implement the Citywide records management program, including imaging of vital records; conduct Citywide Department Records Management Assessment for Generally Accepted Recordkeeping Principles (GARP) compliance; develop Records Management Training Program through Records Coordinator Users Group; coordinate Free the Files Day; and develop training and reference materials on agreement approval and execution
- Legislative Administration – Ensure legislative actions and recordings meet Brown Act requirements; manage video technician agreement and maintain on-demand video streaming; upgrade Council Chambers equipment as needed to maintain efficient and high quality recording of meetings; ensure efficient Council agenda management and staff report review processes; continue to respond to Public Records Act (PRA) requests in a timely manner and implement a PRA

management system to increase transparency to the public

- Administering Elections – Serve as the Elections Official and coordinate with San Mateo County to ensure free, fair, and functional elections; encourage resident engagement via timely and accurate election information; maintain transparent information related to campaign and election filings; explore avenues to increase voter registration and participation

#### Communications Division

- External Communication – Maintain effective communication with community members, staff and Council to increase the understanding of and support for City programs, policies and projects and to develop positive relations through impactful outreach; stay informed of current communications trends and knowledge; provide support to all City staff in the arena of communications
- Social Media – Gather and share information to support and encourage open, participatory government and an informed community. Explore and test new social media strategies
- Video Services / FCTV – Continue successful implementation of signature Foster City videos and explore new video series that will enhance the City's outreach efforts

#### **VALUES**

- Fiscal Responsibility – Efficient use of government funds

- Integrity – Adhere to ethical practices
- Transparency – Enhance access to public records through new technology
- Engagement – Enhance dialogue between community and City
- Service – Commit to service and community

#### **KEY INITIATIVES COMPLETED**

Key initiatives and service levels accomplished in FY 2018-2019 included the following:

- Records Management
  - Completed semi-annual “Free the Files” day (December)
  - Updated the City's Records Retention Schedule to comply with legal requirements
  - Completed the Citywide Department Records Management Assessment for GARP compliance
  - Developed Records Management Training Program through Records Coordinator Users Group
  - Improved processes in the use of Docuphase, the City's records management system, to increase records processing efficiency
- Transparent Communications
  - Continued to provide updated information on the City's website
  - Maintained a digital display board in the City Council Chambers that displays public notices and informational flyers and graphics
  - Reviewed Public Records Act (PRA) request management systems and selected a vendor
- Administering Elections

- Administered the November 6, 2018 election in collaboration with the San Mateo County Elections Office; including Measure TT (an increase in the Transient Occupancy Tax), and the election of two councilmembers
- Maintained election transparency through the timely filing and posting of Fair Political Practices Commission (FPPC) campaign statement forms
- Installed newly elected Councilmembers and conducted the annual Council reorganization
- Improved efforts to increase voter registration by providing continuous registration reminders and information about changes in laws pertaining to Conditional Voter Registration on the City's website, social media, and other avenues
- Public Engagement
  - Continued monthly distribution and management of the Foster City Current, the first Foster City e-newsletter with almost 9,000 subscribers
  - Worked with City departments to develop and release the City's third Annual Report for FY 17-18
  - Provided outreach support to departments for major projects by creating outreach plans, updating webpages, developing marketing materials, producing videos and providing staff support at events. Projects included the: Levee Improvement Project, New Website, Community Dialogue Series, TOT Ballot Measure, November 2018 Election, Traffic Relief Pilot Program and community events (City Finances 101 and Town Hall Meeting)
  - Researched and analyzed different options for a social media archiving program and implemented an effective program
- Used videos as an outreach element to inform and educate the community about programs, services, and projects. Completed videos included:
  - Quick Spot: LimeBike Comes to Foster City!
  - Foster City | 2018 Summer Concert Series
  - Foster City | A Day in the Life: Code Enforcement
  - Foster City | 2018 Peninsula Firefighters Burn Relay
  - Foster City | Beautification Project
  - Foster City | City Council Candidates Forum 2018
  - Foster City | Local Business Spotlight Program Overview
  - Quick Spot | Foster City | Halloween 2018
  - Foster City | State of the City 2018
  - Quick Spot | Foster City | Tree Lighting Ceremony
  - Foster City | Holiday Wishes 2018
  - Foster City | Highlight Reel 2018
  - Foster City | Local Business Spotlight – Zoox
  - Foster City | A Day in the Life of a Management Analyst
- Continued to use Nextdoor to provide information and engage with verified residents. Increased social media presence on Facebook, Twitter and Instagram by keeping the posts engaging and interesting, while experimenting with various new communications features such as Instagram Stories, gifs, emojis, and videos in newsletters
- Continued to maintain a social media planner to review, track and manage all social media posts on all platforms



- Genuine Dialogue
  - Monitored social media accounts, e-newsletter, videos, etc and engaged in a 2-way dialogue with residents directly on different platforms to build trust and branding

**INITIATIVES & SERVICE LEVEL  
EXPECTATIONS FOR FY 2019-2020**

Key initiatives and service levels planned for FY 2019-2020 include the following:

- City Clerk - Records Management
  - Continue to implement Citywide records management program
  - Coordinate Shred Events with Free the Files Day – Records Management Program; continue to host semi-annual free the files day
  - Continue to manage off/on-site records inventory and update records retention schedule
  - Continue to image agreements and other vital records
  - Continue conducting Citywide Department Records Management Assessment for GARP compliance
  - Develop training and reference materials on agreement approval and execution; collaborate with other departments to ensure materials are clear and easy to use
  - Evaluate necessary staffing levels and resources; and continue to implement the intern/volunteer program
- City Clerk - Legislative Administration

- Oversee recruitment and administration of Boards and Commissions
- Provide training materials for Committees and staff liaisons relating to the Brown Act, legal requirements, etc.
- Oversee administration of CivicClerk agenda management system
- Maintain on-demand video streaming and explore livestreaming options
- Attend the relevant trainings and conferences to stay updated on new laws and best practices
- City Clerk - Administering Elections
  - Complete required FPPC filing for officeholders and campaign committees
  - Remain informed of County elections that may impact Foster City residents in FY 2019-2020
  - Conduct a Foster City voter turnout analysis to better understand voting trends in the City
- Communications - External Communications
  - Use Communications platforms / develop marketing materials to effectively promote City information
  - For the e-newsletter, prepare a 6-month content plan; increase subscribers by marketing on social media, Nextdoor, and to new residents
  - Work with departments to update project web pages; use videos to inform the public about City services and programs; create postcard/flyer with “how to reach us” info; prepare Annual Report; and utilize tools such as the City Manager’s blog to inform the public about City news
  - Provide training to all departments (project managers, admin staff) on tools, outreach plans,

- effective engagement, and follow up through PECT and guides, as needed
- Develop and execute outreach and communication strategies for Citizen Advisory Committee Recruitment
- Enhance current communications platforms and/or explore new opportunities to foster 2-way dialogue with the community
- Explore a Twitter (or other platform) Q&A session between City staff and residents
- Communications - Social Media
  - Create social media planner to organize all posts in one place; explore boosted/sponsored posts
  - Post on social media platforms regularly and consistently
  - Explore use of video features or platforms (such as live video streaming)
  - Stay abreast of new communication tools through research and trainings
  - Attend relevant trainings and conferences to stay updated on new communications trends
  - Continue successful implementation of an archiving program
- Communications – Video Services / FCTV
  - Produce video initiatives including: “Local Business Spotlights,” “A Day in the Life,” Community Annual Report and State of the City, and Community Dialogue Series
  - Create and implement a video strategic plan for FY 2019 – 2020
  - Develop a reel showcasing videos that are released in 2019

- Review the FCTV slide deck and more effectively use the platform to promote City information
- Research and analyze different options for closed captioning and video transcription programs; and implement effective programs

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### City Clerk

- There is an increase in salaries based on contractual adjustment (\$8,500). The increase is based on merit (step) increase, an assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees
- Benefits increased due to the benefits formula (\$30,600).
- Equipment Replacement decreased due to the transfer of equipment asset from City Clerk to Finance in FY 2019-2020 (-\$1,084).
- Information Technology Services increased due to the FY 2019-2020 Internal Service Fund budget (\$7,274).
- Building Maintenance Services increased due to the FY 2019-2020 Internal Service Fund budget (\$16,523).
- Copy Expense decreased based on 3 Year Expenditures Review (-\$2,700).
- Postage decreased based on 3 Year Expenditures Review (-\$500).
- Legal Advertising increased due increased due to historic usage analysis (\$500).

- Consulting and Contracting decreased due to lower actual cost of Public Records Act management system (-\$6,000).
- Travel, Conferences, and Meetings decreased based on 3 Year Expenditures Review (-\$200).
- Training decreased based on 3 Year Expenditures Review (-\$500).

- Membership and dues decreased due to cost saving 3-year budget exercise (-\$400).
- Training decreased based on 3 Year Expenditures Review (-\$1,000).

### Communications

- There is an increase in salaries based on contractual adjustment (\$5,100). The increase is based on merit (step) increase, an assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees
- Benefits increased due to the benefits formula (\$23,100).
- Equipment Replacement decreased due to the transfer of equipment asset from Communications/City Clerk to Finance in FY 2019-2020 (-\$1,032).
- Building Maintenance Services increased due to the FY 2019-2020 Internal Service Fund budget (\$4,008).
- Copies decreased based on 3 Year Expenditures Review (-\$500).
- Postage decreased based on 3 Year Expenditures Review (-\$150).
- Consulting and contracting increased due to addition of closed captioning services to be implemented for FY 2019-2020 (\$16,300).

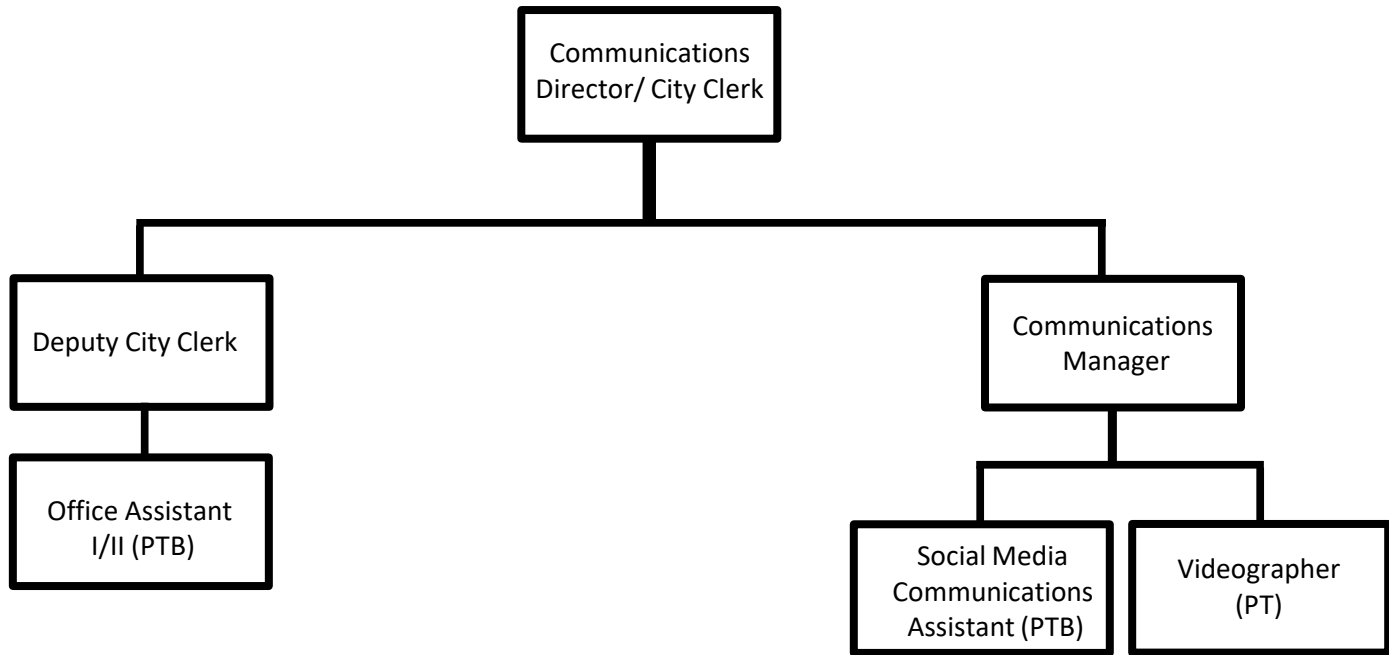
**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNICATIONS/CITY CLERK**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|  | 2018-2019         |                   | 2019-2020         |
|--|-------------------|-------------------|-------------------|
|  | APPROVED          | REVISED           | REQUESTED         |
| ADMINISTRATION                             | \$ 558,188        | \$ 558,188        | \$ 614,543        |
| MUNICIPAL ELECTIONS                        | \$ 62,450         | \$ 62,450         | \$ -              |
| COMMUNICATIONS                             | \$ 257,277        | \$ 257,277        | \$ 226,320        |
| <b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b> | <b>\$ 877,915</b> | <b>\$ 877,915</b> | <b>\$ 840,863</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNICATIONS/CITY CLERK**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 777,200        | \$ 777,200        | \$ 844,500        |
| SERVICES AND SUPPLIES                                     | \$ 162,306        | \$ 162,306        | \$ 104,730        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 939,506        | \$ 939,506        | \$ 949,230        |
| INTERNAL SERVICES   | \$ 116,295        | \$ 116,295        | \$ 146,240        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 1,055,801      | \$ 1,055,801      | \$ 1,095,470      |
| REALLOCATIONS   | \$ (177,886)      | \$ (177,886)      | \$ (254,607)      |
| <b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>                | <b>\$ 877,915</b> | <b>\$ 877,915</b> | <b>\$ 840,863</b> |

# Communications/City Clerk Department



## DETAIL LINE ITEM REPORT

COMMUNICATIONS/CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

| <i>Employee Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|--|-----------------------|------------------------|
| 001-0210-411-4110        | PERMANENT SALARIES                             | \$293,300.00          | \$293,600.00           |
|                          | Subtotal                                       | <b>\$293,300.00</b>   | <b>\$293,600.00</b>    |
| 001-0210-411-4111        | OFFICE ASSISTANT PB (FTE .75)                  | \$45,300.00           | \$53,500.00            |
|                          | Subtotal                                       | <b>\$45,300.00</b>    | <b>\$53,500.00</b>     |
| 001-0210-411-4120        | FRINGE BENEFITS                                | \$152,000.00          | \$0.00                 |
| 001-0210-411-4120        | FRINGE-OA I/II (FTE .75)                       | \$16,500.00           | \$0.00                 |
|                          | Subtotal                                       | <b>\$168,500.00</b>   | <b>\$0.00</b>          |
| 001-0210-411-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT              | \$0.00                | \$96,300.00            |
| 001-0210-411-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT PB (FTE .75) | \$0.00                | \$18,000.00            |
|                          | Subtotal                                       | <b>\$0.00</b>         | <b>\$114,300.00</b>    |
| 001-0210-411-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE               | \$0.00                | \$42,200.00            |
| 001-0210-411-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE PB (FTE .75)  | \$0.00                | \$15,700.00            |
|                          | Subtotal                                       | <b>\$0.00</b>         | <b>\$57,900.00</b>     |
| 001-0210-411-4136        | EMPLOYEE BENEFITS-WORKERS COMP PB (FTE .75)    | \$0.00                | \$460.00               |
| 001-0210-411-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION         | \$0.00                | \$2,500.00             |
|                          | Subtotal                                       | <b>\$0.00</b>         | <b>\$2,960.00</b>      |
| 001-0210-411-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS        | \$0.00                | \$22,400.00            |
| 001-0210-411-4139        | EMPLOYEE BENEFITS-OTHER FRINGE PB (FTE.75)     | \$0.00                | \$1,540.00             |
|                          | Subtotal                                       | <b>\$0.00</b>         | <b>\$23,940.00</b>     |
|                          | <b>Employee Services Total</b>                 | <b>\$507,100.00</b>   | <b>\$546,200.00</b>    |
| <i>Internal Services</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0210-411-4520        | COMPENSATED ABSENCES                           | \$6,447.00            | \$7,148.00             |

|                   |                                 |                                |                    |                     |
|-------------------|---------------------------------|--------------------------------|--------------------|---------------------|
|                   |                                 | Subtotal                       | \$6,447.00         | \$7,148.00          |
| 001-0210-411-4539 | PEMHCA                          |                                | \$0.00             | \$3,312.00          |
|                   |                                 | Subtotal                       | \$0.00             | \$3,312.00          |
| 001-0210-411-4556 | EQUIPMENT REPLACEMENT           |                                | \$1,084.00         | \$0.00              |
|                   |                                 | Subtotal                       | \$1,084.00         | \$0.00              |
| 001-0210-411-4557 | INFORMATION TECHNOLOGY SERVICES |                                | \$42,738.00        | \$50,012.00         |
|                   |                                 | Subtotal                       | \$42,738.00        | \$50,012.00         |
| 001-0210-411-4569 | BUILDING MAINTENANCE            |                                | \$42,975.00        | \$59,498.00         |
|                   |                                 | Subtotal                       | \$42,975.00        | \$59,498.00         |
|                   |                                 | <b>Internal Services Total</b> | <b>\$93,244.00</b> | <b>\$119,970.00</b> |

***Services and Supplies***

|                   |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---|-----------------------|------------------------|
| 001-0210-411-4241 | CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS         | \$6,700.00            | \$4,000.00             |
|                   |   | Subtotal              | \$6,700.00             |
| 001-0210-411-4242 | POSTAGE EXPENSE                                   | \$1,000.00            | \$500.00               |
|                   |   | Subtotal              | \$1,000.00             |
| 001-0210-411-4243 | GENERAL OFFICE SUPPLIES                           | \$3,500.00            | \$3,500.00             |
|                   |   | Subtotal              | \$3,500.00             |
| 001-0210-411-4249 | LEGAL ADVERTISING                                 | \$1,000.00            | \$1,500.00             |
|                   |   | Subtotal              | \$1,000.00             |
| 001-0210-411-4251 | CARRYOVER BUDGET - PUBLIC RECORDS ACT MGT SYSTEM  | \$13,000.00           | \$7,000.00             |
| 001-0210-411-4251 | FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE   | \$2,400.00            | \$2,400.00             |
| 001-0210-411-4251 | OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT       | \$2,000.00            | \$2,000.00             |
|                   |   | Subtotal              | \$17,400.00            |
| 001-0210-411-4253 | CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2) | \$195.00              | \$195.00               |
| 001-0210-411-4253 | IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)   | \$331.00              | \$345.00               |
| 001-0210-411-4253 | NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)  | \$200.00              | \$210.00               |
|                   |   | Subtotal              | \$726.00               |
| 001-0210-411-4254 | IIMC CONFERENCE/CCAC                              | \$2,200.00            | \$2,000.00             |



|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
|                     | Subtotal                                     | <b>\$2,200.00</b>     | <b>\$2,000.00</b>      |
| 001-0210-411-4255   | ARMA & OTHER CITY CLERK/USERS GROUP TRAINING | \$500.00              | \$300.00               |
| 001-0210-411-4255   | CLERK TRAINING                               | \$1,500.00            | \$1,200.00             |
|                     | Subtotal                                     | <b>\$2,000.00</b>     | <b>\$1,500.00</b>      |
|                     | <b>Services and Supplies Total</b>           | <b>\$34,526.00</b>    | <b>\$25,150.00</b>     |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0210-411-4463   | INDIRECT COST ALLOCATION                     | (\$76,682.00)         | (\$76,777.00)          |
|                     | Subtotal                                     | <b>(\$76,682.00)</b>  | <b>(\$76,777.00)</b>   |
|                     | <b>Reallocation Total</b>                    | <b>(\$76,682.00)</b>  | <b>(\$76,777.00)</b>   |
|                     | <b>ADMINISTRATION Total</b>                  | <b>\$558,188.00</b>   | <b>\$614,543.00</b>    |

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COMMUNICATIONS/CITY CLERK - MUNICIPAL ELECTIONS      Account: 001-0220-414      GENERAL FUND

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| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-0220-414-4241            | MUNICIPAL ELECTIONS - COPY EXPENSE                 | \$150.00              | \$0.00                 |
|                              | Subtotal   | <b>\$150.00</b>       | <b>\$0.00</b>          |
| 001-0220-414-4242            | POSTAGE EXPENSE                                    | \$250.00              | \$0.00                 |
|                              | Subtotal   | <b>\$250.00</b>       | <b>\$0.00</b>          |
| 001-0220-414-4243            | GENERAL OFFICE SUPPLIES                            | \$350.00              | \$0.00                 |
|                              | Subtotal   | <b>\$350.00</b>       | <b>\$0.00</b>          |
| 001-0220-414-4249            | LEGAL ADVERTISING                                  | \$2,600.00            | \$0.00                 |
|                              | Subtotal   | <b>\$2,600.00</b>     | <b>\$0.00</b>          |
| 001-0220-414-4251            | CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES   | \$600.00              | \$0.00                 |
| 001-0220-414-4251            | COUNTY ELECTION SERVICES - 2 COUNCIL & ONE MEASURE | \$57,000.00           | \$0.00                 |
|                              | Subtotal   | <b>\$57,600.00</b>    | <b>\$0.00</b>          |

|                   |                                    |                    |               |
|-------------------|------------------------------------|--------------------|---------------|
| 001-0220-414-4254 | NEW LAW SEMINAR                    | \$1,500.00         | \$0.00        |
|                   | Subtotal                           | <b>\$1,500.00</b>  | <b>\$0.00</b> |
|                   | <b>Services and Supplies Total</b> | <b>\$62,450.00</b> | <b>\$0.00</b> |
|                   | <b>MUNICIPAL ELECTIONS Total</b>   | <b>\$62,450.00</b> | <b>\$0.00</b> |

COMMUNICATIONS/CITY CLERK - COMMUNICATIONS      Account: 001-0230-411      GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0230-411-4110        | PERMANENT SALARIES-COMM COORD/MGR                 | \$101,400.00          | \$101,500.00           |
|                          | Subtotal  | <b>\$101,400.00</b>   | <b>\$101,500.00</b>    |
| 001-0230-411-4111        | SOCIAL MEDIA & COMMUNICATIONS ASSIST PB (FTE .75) | \$60,900.00           | \$65,200.00            |
| 001-0230-411-4111        | VIDEOGRAPHER (FTE .50)                            | \$31,200.00           | \$31,900.00            |
|                          | Subtotal  | <b>\$92,100.00</b>    | <b>\$97,100.00</b>     |
| 001-0230-411-4120        | FRINGE BENEFITS-COMM COORD/MGR (FY18-19 FTE 1.0)  | \$52,600.00           | \$0.00                 |
| 001-0230-411-4120        | FRINGE BENEFITS-SOCIAL MEDIA & COMM ASST(FTE .75) | \$22,100.00           | \$0.00                 |
| 001-0230-411-4120        | FRINGE BENEFITS-VIDEOGRAPHER (FTE .50)            | \$1,900.00            | \$0.00                 |
|                          | Subtotal  | <b>\$76,600.00</b>    | <b>\$0.00</b>          |
| 001-0230-411-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT                 | \$0.00                | \$33,200.00            |
| 001-0230-411-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT PB (FTE .75)    | \$0.00                | \$21,900.00            |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$55,100.00</b>     |
| 001-0230-411-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE                  | \$0.00                | \$20,900.00            |
| 001-0230-411-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE PB (FTE .75)     | \$0.00                | \$11,450.00            |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$32,350.00</b>     |
| 001-0230-411-4136        | EMPLOYEE BENEFITS-WORKERS COMP PB (FTE .75)       | \$0.00                | \$560.00               |
| 001-0230-411-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION            | \$0.00                | \$900.00               |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$1,460.00</b>      |

|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
| 001-0230-411-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS            | \$0.00              | \$7,000.00          |
| 001-0230-411-4139 | EMPLOYEE BENEFITS-OTHER FRINGE PB (FTE.75)         | \$0.00              | \$1,890.00          |
| 001-0230-411-4139 | EMPLOYEE BENEFITS-OTHER FRINGE VIDEOGRHR (FTE .50) | \$0.00              | \$1,900.00          |
|                   | Subtotal   | <b>\$0.00</b>       | <b>\$10,790.00</b>  |
|                   | <b>Employee Services Total</b>                     | <b>\$270,100.00</b> | <b>\$298,300.00</b> |

***Internal Services***

|                   |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|--|-----------------------|------------------------|
| 001-0230-411-4520 | COMPENSATED ABSENCES                     | \$2,228.00            | \$2,471.00             |
|                   | Subtotal                                 | <b>\$2,228.00</b>     | <b>\$2,471.00</b>      |
| 001-0230-411-4556 | EQUIPMENT REPLACEMENT                    | \$10,400.00           | \$9,368.00             |
|                   | Subtotal                                 | <b>\$10,400.00</b>    | <b>\$9,368.00</b>      |
| 001-0230-411-4569 | BUILDING MAINTENANCE (13% Cncl Chambers) | \$10,423.00           | \$14,431.00            |
|                   | Subtotal                                 | <b>\$10,423.00</b>    | <b>\$14,431.00</b>     |
|                   | <b>Internal Services Total</b>           | <b>\$23,051.00</b>    | <b>\$26,270.00</b>     |

***Services and Supplies***

|                   |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---|-----------------------|------------------------|
| 001-0230-411-4241 | COMMUNICATIONS ADMIN - COPY EXPENSE     | \$1,000.00            | \$500.00               |
|                   | Subtotal                                | <b>\$1,000.00</b>     | <b>\$500.00</b>        |
| 001-0230-411-4242 | POSTAGE EXPENSE                         | \$200.00              | \$50.00                |
|                   | Subtotal                                | <b>\$200.00</b>       | <b>\$50.00</b>         |
| 001-0230-411-4243 | GENERAL OFFICE SUPPLIES                 | \$1,500.00            | \$1,500.00             |
| 001-0230-411-4243 | SUPPLIES FOR FCTV CHANNEL 27            | \$250.00              | \$250.00               |
|                   | Subtotal                                | <b>\$1,750.00</b>     | <b>\$1,750.00</b>      |
| 001-0230-411-4245 | VIDEO/PHOTOGRAPHY EQUIPMENT             | \$1,000.00            | \$1,000.00             |
|                   | Subtotal                                | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
| 001-0230-411-4246 | MEETING/BROADCAST EQUIPMENT MAINTENANCE | \$10,000.00           | \$10,000.00            |
|                   | Subtotal                                | <b>\$10,000.00</b>    | <b>\$10,000.00</b>     |
| 001-0230-411-4251 | CLOSED CAPTIONING SERVICE               | \$0.00                | \$15,000.00            |
| 001-0230-411-4251 | PUBLIC ENGAGEMENT PROGRAM               | \$12,350.00           | \$12,350.00            |

|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
| 001-0230-411-4251   | SOCIAL MEDIA ARCHIVAL SYSTEM                       | \$3,500.00            | \$4,800.00             |
| 001-0230-411-4251   | VIDEO TECHNICIAN CONTRACT                          | \$28,500.00           | \$28,500.00            |
|                     | Subtotal   | <b>\$44,350.00</b>    | <b>\$60,650.00</b>     |
| 001-0230-411-4253   | CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP | \$250.00              | \$250.00               |
| 001-0230-411-4253   | ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP       | \$30.00               | \$30.00                |
| 001-0230-411-4253   | FCTV PROGRAM LICENSING                             | \$400.00              | \$0.00                 |
| 001-0230-411-4253   | GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP    | \$200.00              | \$200.00               |
| 001-0230-411-4253   | GRAPHIC DESIGN SUBSCRIPTION/ONLINE SERVICES        | \$150.00              | \$150.00               |
| 001-0230-411-4253   | MUSIC SUBSCRIPTION SERVICE                         | \$250.00              | \$250.00               |
| 001-0230-411-4253   | ONLINE VIDEO HOST / WEB SOLUTIONS                  | \$750.00              | \$750.00               |
|                     | Subtotal   | <b>\$2,030.00</b>     | <b>\$1,630.00</b>      |
| 001-0230-411-4254   | CONFERENCE/EXPO                                    | \$2,000.00            | \$2,000.00             |
|                     | Subtotal   | <b>\$2,000.00</b>     | <b>\$2,000.00</b>      |
| 001-0230-411-4255   | FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING  | \$3,000.00            | \$2,000.00             |
|                     | Subtotal   | <b>\$3,000.00</b>     | <b>\$2,000.00</b>      |
|                     | <b>Services and Supplies Total</b>                 | <b>\$65,330.00</b>    | <b>\$79,580.00</b>     |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0230-411-4463   | INDIRECT COST ALLOCATION                           | (\$101,204.00)        | (\$177,830.00)         |
|                     | Subtotal   | <b>(\$101,204.00)</b> | <b>(\$177,830.00)</b>  |
|                     | <b>Reallocation Total</b>                          | <b>(\$101,204.00)</b> | <b>(\$177,830.00)</b>  |
|                     | <b>COMMUNICATIONS Total</b>                        | <b>\$257,277.00</b>   | <b>\$226,320.00</b>    |

**Communications/City Clerk Department Fund Comparisons - City Clerk (001-0210)**

| Account | Description                             | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                | \$ 293,300               | \$ 293,600                | \$ 300                 | 1     |
| 4111    | Salaries - P/T                          | \$ 45,300                | \$ 53,500                 | \$ 8,200               | 1     |
| 4120    | Benefits                                | \$ 168,500               | \$ -                      | \$ (168,500)           | 2     |
| 4121    | Employee Services/PERS retirement       | \$ -                     | \$ 114,300                | \$ 114,300             | 2     |
| 4135    | Employee Services/Flex Allowance        | \$ -                     | \$ 57,900                 | \$ 57,900              | 2     |
| 4146    | Employee Services/Worker's Compensation | \$ -                     | \$ 2,960                  | \$ 2,960               | 2     |
| 4139    | Employee Services/Other Fringe Benefits | \$ -                     | \$ 23,940                 | \$ 23,940              | 2     |
| 4520    | Compensated Absences                    | \$ 6,447                 | \$ 7,148                  | \$ 701                 | 3     |
| 4539    | PEMCHA                                  | \$ -                     | \$ 3,312                  | \$ 3,312               | 4     |
| 4556    | Equipment Replacement                   | \$ 1,084                 | \$ -                      | \$ (1,084)             | 5     |
| 4557    | Information Technology Services         | \$ 42,738                | \$ 50,012                 | \$ 7,274               | 5     |
| 4569    | Building Maintenance                    | \$ 42,975                | \$ 59,498                 | \$ 16,523              | 5     |
| 4241    | Copies                                  | \$ 6,700                 | \$ 4,000                  | \$ (2,700)             | 6     |
| 4242    | Postage                                 | \$ 1,000                 | \$ 500                    | \$ (500)               | 6     |
| 4243    | Office Supplies                         | \$ 3,500                 | \$ 3,500                  | \$ -                   | 7     |
| 4245    | Tools and Equipment                     | \$ -                     | \$ -                      | \$ -                   | 7     |
| 4249    | Legal Advertising                       | \$ 1,000                 | \$ 1,500                  | \$ 500                 | 8     |
| 4251    | Consulting and Contracting              | \$ 17,400                | \$ 11,400                 | \$ (6,000)             | 9     |
| 4253    | Memberships and Dues                    | \$ 726                   | \$ 750                    | \$ 24                  | 10    |
| 4254    | Travel, Conferences, and Meetings       | \$ 2,200                 | \$ 2,000                  | \$ (200)               | 11    |
| 4255    | Training                                | \$ 2,000                 | \$ 1,500                  | \$ (500)               | 11    |
| 4463    | Indirect Cost Allocation                | \$ (76,682)              | \$ (76,777)               | \$ (95)                | 12    |
|         |   | <u>\$ 558,188</u>        | <u>\$ 614,543</u>         | <u>\$ 56,355</u>       |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustments based on 3 Year Expenditures Review.
- Note 7 No change.
- Note 8 Increase due to historic usage analysis.
- Note 9 Decrease due to lower actual cost of Public Records Act management system.
- Note 10 Increase in annual memberships and dues.
- Note 11 Adjustments based on 3 Year Expenditures Review.
- Note 12 Based on annual update of Cost Allocation Plan.

**Communications/City Clerk Department Fund Comparisons - Elections (001-0220)**

| <b>Account</b> | <b>Description</b>                | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4241           | Copies                            | \$ 150                           | \$ -                              | \$ (150)                       | 1            |
| 4242           | Postage                           | \$ 250                           | \$ -                              | \$ (250)                       | 1            |
| 4243           | Office Supplies                   | \$ 350                           | \$ -                              | \$ (350)                       | 1            |
| 4249           | Legal Advertising                 | \$ 2,600                         | \$ -                              | \$ (2,600)                     | 1            |
| 4251           | Consulting and Contracting        | \$ 57,600                        | \$ -                              | \$ (57,600)                    | 1            |
| 4254           | Travel, Conferences, and Meetings | \$ 1,500                         | \$ -                              | \$ (1,500)                     | 1            |
|                |                                   | <u>\$ 62,450</u>                 | <u>\$ -</u>                       | <u>\$ (62,450)</u>             |              |

**Detailed Analysis:**

Note 1 No election activity in FY 2019-2020.

**Communications/City Clerk Department Fund Comparisons - Communications (001-0230)**

| Account | Description                             | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                | \$ 101,400               | \$ 101,500                | \$ 100                 | 1     |
| 4111    | Salaries - P/T                          | \$ 92,100                | \$ 97,100                 | \$ 5,000               | 1     |
| 4120    | Benefits                                | \$ 76,600                | \$ -                      | \$ (76,600)            | 2     |
| 4121    | Employee Services/PERS retirement       | \$ -                     | \$ 55,100                 | \$ 55,100              | 2     |
| 4135    | Employee Services/Flex Allowance        | \$ -                     | \$ 32,350                 | \$ 32,350              | 2     |
| 4136    | Employee Services/Worker's Compensation | \$ -                     | \$ 1,460                  | \$ 1,460               | 2     |
| 4139    | Employee Services/Other Fringe Benefits | \$ -                     | \$ 10,790                 | \$ 10,790              | 2     |
| 4520    | Compensated Absences                    | \$ 2,228                 | \$ 2,471                  | \$ 243                 | 3     |
| 4556    | Equipment Replacement                   | \$ 10,400                | \$ 9,368                  | \$ (1,032)             | 3     |
| 4569    | Building Maintenance                    | \$ 10,423                | \$ 14,431                 | \$ 4,008               | 3     |
| 4241    | Copies                                  | \$ 1,000                 | \$ 500                    | \$ (500)               | 4     |
| 4242    | Postage                                 | \$ 200                   | \$ 50                     | \$ (150)               | 4     |
| 4243    | Office Supplies                         | \$ 1,750                 | \$ 1,750                  | \$ -                   | 5     |
| 4245    | Tools and Equipment                     | \$ 1,000                 | \$ 1,000                  | \$ -                   | 5     |
| 4246    | Maintenance                             | \$ 10,000                | \$ 10,000                 | \$ -                   | 5     |
| 4251    | Consulting and Contracting              | \$ 44,350                | \$ 60,650                 | \$ 16,300              | 6     |
| 4253    | Memberships and Dues                    | \$ 2,030                 | \$ 1,630                  | \$ (400)               | 7     |
| 4254    | Travel, Conferences, and Meetings       | \$ 2,000                 | \$ 2,000                  | \$ -                   | 8     |
| 4255    | Training                                | \$ 3,000                 | \$ 2,000                  | \$ (1,000)             | 9     |
| 4463    | Indirect Cost Allocation                | \$ (101,204)             | \$ (177,830)              | \$ (76,626)            | 10    |
|         |   | <u>\$ 257,277</u>        | <u>\$ 226,320</u>         | <u>\$ (30,957)</u>     |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Adjustments based on 3 Year Expenditures Review.
- Note 5 No change.
- Note 6 Increase due to addition of closed captioning services to be implemented for FY 2019-2020.
- Note 7 Adjustments based on 3 Year Expenditures Review.
- Note 8 No change.
- Note 9 Adjustments based on 3 Year Expenditures Review.
- Note 10 Based on annual update of Cost Allocation Plan.

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# City Attorney

## **DEPARTMENT DESCRIPTION**

The City Attorney Department is tasked with planning/organizing/directing legal services to minimize the City/EMID's liability risks, ensuring that the policies and procedures employed by all departments are legally compliant and ensuring that the City Council receives information and advice needed to make well informed decisions.

Core activities for the City Attorney Department include responding to requests for legal advice from Council and staff, drafting/reviewing staff reports, resolutions, ordinances, contracts and other legal documents, prosecuting violations of the Municipal Code, representing the City/EMID in administrative/legal actions, and attending City Council and Planning Commission meetings, as requested.

## **MISSION STATEMENT**

The mission of the City Attorney is to provide timely, accurate and proactive legal advice to the City Council/EMID Board of Directors and staff on all legal matters pertaining to City/EMID's business.

## **KEY INITIATIVES FY 2019-2020**

During FY 2019-2020, the services of the City Attorney Department will continue to be in high demand. Some major areas requiring attorney involvement include: providing legal advice and support to Council and staff on major development projects, participating as a member of the City team for the Levee Improvements project and Wastewater Treatment Plant expansion project, providing advice and counsel to staff on a routine basis for ongoing projects and initiatives, state mandated training for employees, code enforcement, and drafting ordinance revisions and supporting documentation.

## **INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020**

The budget estimate takes into account known upcoming projects, cases and the on-going nature of items in the City Attorney's current caseload. However, due to the reactive nature of the City Attorney's work, increases are not always predictable. That is particularly true as the City/EMID move forward with both the levee improvement project and Wastewater Treatment Plant expansion.

## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

The City Attorney's budget has been increase by 10% for the FY 2019-2020 in order to reflect the fact that additional legal support will be required this year on the Levee Improvements project. Given the unique nature of this project, it is difficult to predict with accuracy whether or not this increase will provide sufficient funds to staff all of the City's legal work during the FY 2019-2020. The City Attorney will also continue to train and provide support to the Human Resources Department in the City's risk management function until the vacant Human Resources Analyst position is filled. The City Manager's Department will closely track the City Attorney's billings with the support of the Finance Department and present a budget augmentation request if required.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY ATTORNEY  
GENERAL FUND  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 523,403        | \$ 523,403        | \$ 573,615        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 523,403        | \$ 523,403        | \$ 573,615        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 523,403        | \$ 523,403        | \$ 573,615        |
| REALLOCATIONS   | \$ (37,893)       | \$ (37,893)       | \$ (37,773)       |
| <b>TOTAL FOR CITY ATTORNEY</b>                            | <b>\$ 485,510</b> | <b>\$ 485,510</b> | <b>\$ 535,842</b> |

## DETAIL LINE ITEM REPORT

CITY ATTORNEY - CITY ATTORNEY      Account: 001-0310-412

GENERAL FUND

| <i>Services and Supplies</i>                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 001-0310-412-4251    CITY ATTORNEY CONTRACTUAL SERVICES      | \$382,653.00          | \$432,865.00           |
| 001-0310-412-4251*    LEGAL SERVICES - MUNICIPAL CODE UPDATE | \$50,000.00           | \$50,000.00            |
| 001-0310-412-4251    OTHER ATTORNEY SERVICES                 | \$90,000.00           | \$90,000.00            |
| Subtotal   | <b>\$522,653.00</b>   | <b>\$572,865.00</b>    |
| 001-0310-412-4254    LEAGUE OF CALIFORNIA CITIES MEETINGS    | \$750.00              | \$750.00               |
| Subtotal   | <b>\$750.00</b>       | <b>\$750.00</b>        |
| <b>Services and Supplies Total</b>                           | <b>\$523,403.00</b>   | <b>\$573,615.00</b>    |
| <i>Reallocation</i>  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0310-412-4463    INDIRECT COST ALLOCATION                | (\$37,893.00)         | (\$37,773.00)          |
| Subtotal   | <b>(\$37,893.00)</b>  | <b>(\$37,773.00)</b>   |
| <b>Reallocation Total</b>                                    | <b>(\$37,893.00)</b>  | <b>(\$37,773.00)</b>   |
| <b>CITY ATTORNEY Total</b>                                   | <b>\$485,510.00</b>   | <b>\$535,842.00</b>    |

**City Attorney Department Budget Comparisons (001-0310)**

| <b>Account</b> | <b>Description</b>       | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Contractual Services     | \$ 522,653                       | \$ 572,865                        | \$ 50,212                      | 1            |
| 4254           | Meetings                 | \$ 750                           | \$ 750                            | \$ -                           | 2            |
| 4463           | Indirect Cost Allocation | \$ (37,893)                      | \$ (37,773)                       | \$ 120                         | 3            |
|                |                          | <u>\$ 485,510</u>                | <u>\$ 535,842</u>                 | <u>\$ 50,332</u>               |              |

**Detailed Analysis:**

- Note 1 Increase due to Levee Improvement Project and Wastewater Treatment Plan expansion.
- Note 2 No change.
- Note 3 Based on annual update of Cost Allocation Plan.

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# Human Resources

## **DEPARTMENT DESCRIPTION**

The Human Resources Department is a dedicated, customer-oriented adviser that provides reliable, respectful, and honest counsel, striving to identify and implement the most comprehensive strategic solutions that balance the short- and long- term interests of the City's employees, operations, and community. The Department's overall objective is to provide quality service to employees in a collaborative, knowledgeable, friendly, and ethical manner.

The Human Resources Department is responsible for recruiting, retaining, and developing the "human capital" of the City. The Department manages the City's recruitment and selection process, workers' compensation, classification, compensation and benefits programs, labor relations and negotiations. Additionally, the Department ensures that the City complies with State and Federal employment laws and regulations. The Department provides training and other professional and organizational development programs, and helps build and maintain positive relationships with its employees and labor organizations. The Department is also responsible for providing consultation and advice regarding employee discipline and employment liability issues and overseeing the Employee Assistance Program (EAP), participating on the wellness committee,

and working with other Departments on succession planning programs.

## **DEPARTMENT PERSONNEL SUMMARY**

| <b>Position</b>                          | <b>17-18</b> | <b>18-19</b> | <b>19-20</b> |
|--|--------------|--------------|--------------|
| <b>Full-Time Employees</b>               |              |              |              |
| Human Resources Director                 | 1.00         | 1.00         | 1.00         |
| Human Resources Manager                  | 1.00         | 0.00         | 0.00         |
| Human Resources Technician               | 1.00         | 0.00         | 0.00         |
| Sr. Human Resources Analyst              | 1.00         | 0.00         | 1.00         |
| Human Resources Analyst                  | 1.00         | 3.00         | 2.00         |
| <b>Total Full-Time Employees</b>         | <b>5.00</b>  | <b>4.00</b>  | <b>4.00</b>  |
| <b>Part-Time with Benefits Employees</b> |              |              |              |
| Office Assistance II (BAERS & CALOPPS)   | 0.00         | 0.00         | 0.75         |
| <b>Part-Time w/o Benefits Employees</b>  |              |              |              |
| Office Assistant II (CALOPPS)            | 0.00         | 0.50         | 0.00         |
| Human Resources Analyst (BAERS)          | 0.90         | 0.90         | 0.25         |
| <b>Total Part-Time Employees</b>         | <b>0.90</b>  | <b>1.40</b>  | <b>1.00</b>  |
| <b>TOTAL EMPLOYEES</b>                   | <b>5.90</b>  | <b>5.40</b>  | <b>5.00</b>  |

## **MISSION STATEMENT**

The Human Resources Department provides the following quality services to Foster City employees: recruitment and retention of qualified employees; training, development and education to promote individual and team success and increase overall value to the City; a safe and healthy working environment; inspiration and encouragement for a high level of employee morale through recognition, effective communication and feedback; resources for administering benefits, policies and procedures; and positive employee relations.

## **KEY INITIATIVES COMPLETED FY 2018-2019**

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2018-2019. Some examples of the key services provided include:

### **CALOPPS**

- Continued oversight and improvements to CalOpps.org, the redesigned recruitment and applicant-tracking website hosted by Foster City. Two hundred agencies and over 1 million job seekers use and benefit from the user-friendly applications, added security, all platform accessibility, and streamlined management of the recruitment process.

### **BAERS**

- Continued oversight and improvements to BAERS (Bay Area Employee Relations Service), the local

government compensation and classification database. Twenty-nine member agencies utilize the database to run classification and compensation surveys.

### **Training and Development**

- Continued implementation of the City's Succession Planning process. A comprehensive training, mentoring and education program is being developed.
- Continued to actively provide administrative support for employee training offered through the San Mateo County Regional Training and Development Consortium for Public Agencies, Liebert Cassidy Whitmore, CalPERS, VALIC and ABAG.
- Provided legally required and essential training to the Management Team and staff to ensure a highly informed and well-rounded workforce Supported the Analyst Cohort, a mid-management employee development group of 25 "up and coming" employees, by providing training, networking opportunities and mentorship.

### **Benefits**

- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans are met. Distributed the annual VALIC fee disclosure statements to participants and partnered with VALIC to conduct a participant satisfaction survey. Conducted a yearlong review and analysis of



the plans' target date funds with a final recommendation that no changes be made.

- Working with IT, generated and distributed the annual employee benefits letter.
- Ensured continued compliance with the Affordable Care Act and partnered with the Finance Department to issue Form 1095-C to all full-time employees.
- Hosted an employee wellness fair which included medical, dental and vision insurance information as well as general health, wellness and financial information.
- Continued to oversee the FISH Committee's planning and organization of the two annual employee events.
- Distributed a quarterly newsletter including employee milestones and highlights of employee accomplishments.

### ***Labor Relations***

- Successfully worked with the San Mateo Consolidated Fire JPA to develop a master MOU for firefighters, line personnel and fire managers; received pension formula approval from CalPERS for the JPA; and successfully transitioned all Foster City Fire Personnel to the JPA.
- Successfully concluded labor negotiations with AFSCME and FCPOA and implemented new Memoranda of Understanding (MOU). Also concluded Management Group discussions and implemented a new Compensation and Benefits Plan.

### ***Workers' Compensation***

- Managed the workers' compensation program and worked to resolve outstanding claims. Worked with The Cities Group to provide relevant monthly City-wide safety training classes.
- Passed the annual safety audit with no major hazards identified.
- Facilitated the respiratory exam and fit testing process for Public Works and Parks Maintenance staff.

### ***Recruitment and Selection***

- Successfully conducted 18 recruitments during FY 2018-2019. The City promoted eight employees to fill vacant positions and welcomed 12 new employees to the workforce.
- Departments hosted four internships for college students.

### ***Classification and Compensation***

- Ensured continued compliance with the Affordable Care Act, EEO and the mandated monitoring and measuring process.
- Monitored California's sick leave law mandating paid sick leave for part-time employees.
- Assisted Department Heads on classification issues and analysis of staffing levels for the following departments: Finance, Community Development, City Clerk, Parks and Recreation, and Police.

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020**

Key initiatives and service levels planned for FY 2019-2020 include the following:

- Lead the City's on-going succession planning process and work with individual departments and employees.
- Continue the successful collaborative and comprehensive training program with the San Mateo County Regional Training and Development Consortium and continue to offer in-house training that supports organizational and employee development.
- Continue to support the Analyst Cohort by hosting monthly meetings and offering training, networking, mentoring and other development opportunities.
- Conduct effective on-boarding and separation interviews
- Revitalize Employee Recognition Programs for staff.
- Continue to review and revise HR policies to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets regularly to review claims and maintain accountability for correcting identified hazards.
- Apprise Department Heads periodically to review their department's open workers' compensation cases.
- Work with departments to continue to update City job specifications and revise core competencies as needed.
- Implement a City-wide coaching model for performance feedback. Lead and support the continued development and implementation of a new performance management system based on the core competencies for each job classification. The resulting performance evaluations will give employees specific feedback directly related to their job performance, address performance issues constructively, and identify training and development objectives for the next year.
- Vacancies will occur throughout the organization due to the number of employees eligible for retirement. Continue recruitment and promotional processes that utilize a robust, behavior-based assessment center system that closely links the knowledge, skills and abilities to the classifications based on the core competencies for the positions. Recruit and promote the best-qualified candidates. Support new and recently promoted employees to help ensure successful transitions.
- Assist the Police Department in the promotional testing process.
- Support department reorganizations and classification studies including recreation center staffing prior to, during and after the construction of the new recreation center.
- Manage existing workers' compensation claims with the insurance pool to reduce exposure and work expeditiously to return employees to work.

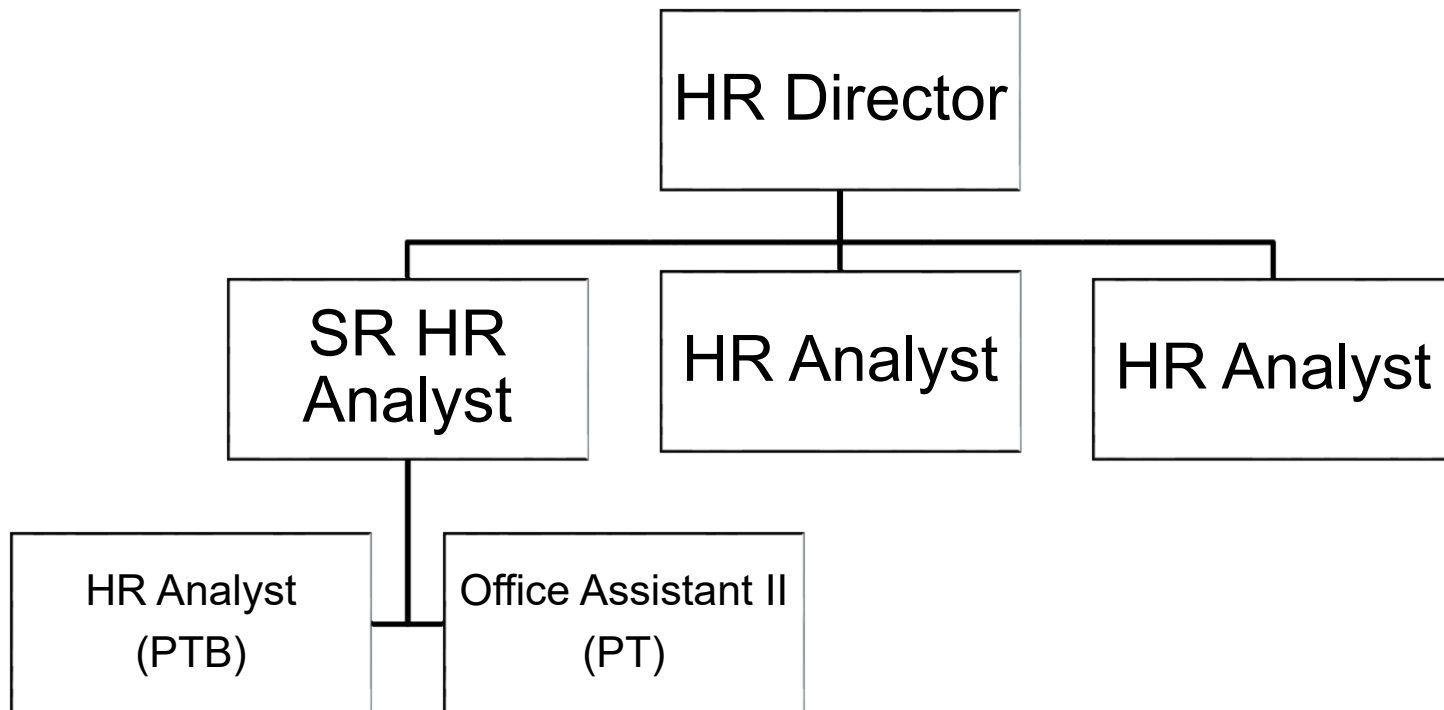
- Assist the Pension Subcommittee with its task of addressing the City's unfunded pension liability.
- Continue to refine options for more cost effective employee benefits and monitor existing benefits for effectiveness.
- Conduct a Fair Labor Standards Act (FLSA) audit to ensure compliance for various work schedules.
- Conduct a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan.

these shared services provide partial funding of the 5.0 FTE human resources personnel.

### ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

There are no personnel changes for FY 2019-2020. In FY 2018-2019, a 30 hour per week Office Assistant II position was approved and filled to replace two part-time staff who departed. The classification of Senior Human Resources replaced one of the Human Resources Analyst positions. The Senior HR Analyst position was needed to oversee and coordinate administrative process, procedures and programs, and to provide complex staff assistance to the Human Resources Director. The Human Resources Department manages two Special Revenue Fund programs that provide Human Resources services to over 200 government agencies through the City developed and managed recruitment website and applicant tracking/processing tool, CalOpps.org, and the local government compensation and classification database BAERS (Bay Area Employee Relations Service). The revenue generated through

# Human Resources Department



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 617,700        | \$ 617,700        | \$ 651,700        |
| SERVICES AND SUPPLIES                                     | \$ 198,000        | \$ 198,000        | \$ 188,000        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 815,700        | \$ 815,700        | \$ 839,700        |
| INTERNAL SERVICES   | \$ 84,341         | \$ 84,341         | \$ 125,345        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 900,041        | \$ 900,041        | \$ 965,045        |
| REALLOCATIONS   | \$ (200,893)      | \$ (200,893)      | \$ (353,896)      |
| <b>TOTAL FOR HUMAN RESOURCES</b>                          | <b>\$ 699,148</b> | <b>\$ 699,148</b> | <b>\$ 611,149</b> |

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415

GENERAL FUND

| <i>Employee Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------|---|-----------------------|------------------------|
| 001-1210-415-4110              | PERMANENT SALARIES                      | \$400,100.00          | \$417,900.00           |
| Subtotal                       |   | <b>\$400,100.00</b>   | <b>\$417,900.00</b>    |
| 001-1210-415-4120              | FRINGE BENEFITS                         | \$217,600.00          | \$0.00                 |
| Subtotal                       |   | <b>\$217,600.00</b>   | <b>\$0.00</b>          |
| 001-1210-415-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$136,900.00           |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$136,900.00</b>    |
| 001-1210-415-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$61,400.00            |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$61,400.00</b>     |
| 001-1210-415-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$3,500.00             |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$3,500.00</b>      |
| 001-1210-415-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$32,000.00            |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$32,000.00</b>     |
| <b>Employee Services Total</b> |   | <b>\$617,700.00</b>   | <b>\$651,700.00</b>    |
| <i>Internal Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1210-415-4520              | COMPENSATED ABSENCES                    | \$8,795.00            | \$10,173.00            |
| Subtotal                       |   | <b>\$8,795.00</b>     | <b>\$10,173.00</b>     |
| 001-1210-415-4539              | PEMHCA                                  | \$0.00                | \$3,312.00             |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$3,312.00</b>      |
| 001-1210-415-4556              | EQUIPMENT REPLACEMENT                   | \$1,700.00            | \$1,700.00             |
| Subtotal                       |   | <b>\$1,700.00</b>     | <b>\$1,700.00</b>      |
| 001-1210-415-4557              | INFORMATION TECHNOLOGY SERVICES         | \$35,720.00           | \$42,046.00            |
| Subtotal                       |   | <b>\$35,720.00</b>    | <b>\$42,046.00</b>     |

|                   |                                |                    |                     |
|-------------------|--------------------------------|--------------------|---------------------|
| 001-1210-415-4569 | BUILDING MAINTENANCE           | \$38,126.00        | \$68,114.00         |
|                   | Subtotal                       | <b>\$38,126.00</b> | <b>\$68,114.00</b>  |
|                   | <b>Internal Services Total</b> | <b>\$84,341.00</b> | <b>\$125,345.00</b> |

***Services and Supplies***

|                   |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---|-----------------------|------------------------|
| 001-1210-415-4240 | EMPLOYEE EVENTS                                     | \$2,500.00            | \$2,500.00             |
| 001-1210-415-4240 | EMPLOYEE RECOGNITION PROGRAMS                       | \$250.00              | \$250.00               |
| 001-1210-415-4240 | GYM MAINTENANCE                                     | \$500.00              | \$500.00               |
| 001-1210-415-4240 | SERVICE (PINS) AWARD PROGRAM                        | \$3,700.00            | \$3,700.00             |
| 001-1210-415-4240 | WELLNESS / HEALTH SCREENINGS                        | \$2,500.00            | \$2,500.00             |
|                   | Subtotal  | <b>\$9,450.00</b>     | <b>\$9,450.00</b>      |
| 001-1210-415-4241 | COPIES FOR H.R. - RECRUITMENT,BENEFITS,TRAINING,ETC | \$5,000.00            | \$5,000.00             |
|                   | Subtotal  | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| 001-1210-415-4242 | POSTAGE FOR HUMAN RESOURCES MAILINGS                | \$2,000.00            | \$2,000.00             |
|                   | Subtotal  | <b>\$2,000.00</b>     | <b>\$2,000.00</b>      |
| 001-1210-415-4243 | OFFICE SUPPLIES AND MATERIALS                       | \$1,750.00            | \$1,750.00             |
|                   | Subtotal  | <b>\$1,750.00</b>     | <b>\$1,750.00</b>      |
| 001-1210-415-4249 | INTERVIEWING/ASSESSMENT CENTER EXPENSES             | \$6,000.00            | \$6,000.00             |
| 001-1210-415-4249 | POLICE PROMOTIONAL TESTING PROCESS                  | \$20,000.00           | \$20,000.00            |
| 001-1210-415-4249 | RECRUITMENT ADVERTISING                             | \$500.00              | \$500.00               |
| 001-1210-415-4249 | RECRUITMENT EXPENSES                                | \$500.00              | \$500.00               |
| 001-1210-415-4249 | STATE DOJ FINGERPRINTING SERVICES                   | \$2,500.00            | \$2,500.00             |
| 001-1210-415-4249 | WRITTEN EXAMS/JOINT TESTING EXPENSES                | \$500.00              | \$500.00               |
|                   | Subtotal  | <b>\$30,000.00</b>    | <b>\$30,000.00</b>     |
| 001-1210-415-4251 | CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS   | \$4,000.00            | \$4,000.00             |
| 001-1210-415-4251 | D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE      | \$8,000.00            | \$8,000.00             |
| 001-1210-415-4251 | LEGAL SERVICES                                      | \$20,000.00           | \$20,000.00            |
| 001-1210-415-4251 | OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE           | \$3,500.00            | \$3,500.00             |
| 001-1210-415-4251 | SPECIALIZED MEDICAL EXAMS (FFD, ETC.)               | \$23,500.00           | \$13,500.00            |

|                     |   |                       |                        |
|---------------------|---|-----------------------|------------------------|
|                     | Subtotal  | <b>\$59,000.00</b>    | <b>\$49,000.00</b>     |
| 001-1210-415-4253   | CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)     | \$300.00              | \$300.00               |
| 001-1210-415-4253   | HR PROFESSIONAL MEMBERSHIP DUES                   | \$500.00              | \$500.00               |
| 001-1210-415-4253   | NCC-IPMA MEMBERSHIP                               | \$500.00              | \$500.00               |
|                     | Subtotal  | <b>\$1,300.00</b>     | <b>\$1,300.00</b>      |
| 001-1210-415-4254   | CONSORTIUM & REGIONAL MEETINGS                    | \$1,000.00            | \$1,000.00             |
| 001-1210-415-4254   | LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF | \$750.00              | \$750.00               |
| 001-1210-415-4254   | MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS   | \$250.00              | \$250.00               |
| 001-1210-415-4254   | NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE           | \$1,000.00            | \$1,000.00             |
|                     | Subtotal  | <b>\$3,000.00</b>     | <b>\$3,000.00</b>      |
| 001-1210-415-4255   | CITYWIDE TRAINING & STAFF DEVELOPMENT             | \$54,000.00           | \$54,000.00            |
| 001-1210-415-4255   | SAFETY TRAINING                                   | \$1,500.00            | \$1,500.00             |
| 001-1210-415-4255   | SUCCESSION PLANNING EMPLOYEE DEVELOPMENT          | \$30,000.00           | \$30,000.00            |
|                     | Subtotal  | <b>\$85,500.00</b>    | <b>\$85,500.00</b>     |
| 001-1210-415-4256   | Home Loan Program                                 | \$1,000.00            | \$1,000.00             |
|                     | Subtotal  | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
|                     | <b>Services and Supplies Total</b>                | <b>\$198,000.00</b>   | <b>\$188,000.00</b>    |
| <b>Reallocation</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1210-415-4463   | INDIRECT COST ALLOCATION                          | (\$200,893.00)        | (\$353,896.00)         |
|                     | Subtotal  | <b>(\$200,893.00)</b> | <b>(\$353,896.00)</b>  |
|                     | <b>Reallocation Total</b>                         | <b>(\$200,893.00)</b> | <b>(\$353,896.00)</b>  |
|                     | <b>ADMINISTRATION Total</b>                       | <b>\$699,148.00</b>   | <b>\$611,149.00</b>    |



**HUMAN RESOURCES - Administration Budget Comparisons (001-1210)**

| <b>Account</b> | <b>Description</b>                      | <b>Approved<br/>FY2018-2019</b> | <b>Requested<br/>FY2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|---------------------------------|----------------------------------|--------------------------------|--------------|
| 4110           | Permanent Salaries                      | \$ 400,100                      | \$ 417,900                       | \$ 17,800                      | 1            |
| 4120           | Fringe Benefits                         | \$ 217,600                      | \$ -                             | \$ (217,600)                   | 2            |
| 4121           | Employee Benefits-PERS Retirement       | \$ -                            | \$ 136,900                       | \$ 136,900                     | 2            |
| 4135           | Employee Benefits-Flex Allowance        | \$ -                            | \$ 61,400                        | \$ 61,400                      | 2            |
| 4136           | Employee Benefits-Worker's Compensation | \$ -                            | \$ 3,500                         | \$ 3,500                       | 2            |
| 4139           | Employee Benefits-Other Fringe Benefits | \$ -                            | \$ 32,000                        | \$ 32,000                      | 2            |
| 4520           | Compensated Absences                    | \$ 8,795                        | \$ 10,173                        | \$ 1,378                       | 3            |
| 4539           | PEMHCA                                  | \$ -                            | \$ 3,312                         | \$ 3,312                       | 4            |
| 4556           | Equipment Replacement                   | \$ 1,700                        | \$ 1,700                         | \$ -                           | 5            |
| 4557           | Information Technology                  | \$ 35,720                       | \$ 42,046                        | \$ 6,326                       | 5            |
| 4569           | Building Maintenance                    | \$ 38,126                       | \$ 68,114                        | \$ 29,988                      | 5            |
| 4240           | Department Special Supplies             | \$ 9,450                        | \$ 9,450                         | \$ -                           | 6            |
| 4241           | Copies                                  | \$ 5,000                        | \$ 5,000                         | \$ -                           | 6            |
| 4242           | Postage                                 | \$ 2,000                        | \$ 2,000                         | \$ -                           | 6            |
| 4243           | Office Supplies                         | \$ 1,750                        | \$ 1,750                         | \$ -                           | 6            |
| 4249           | Advertising                             | \$ 30,000                       | \$ 30,000                        | \$ -                           | 6            |
| 4251           | Consulting and Contracting              | \$ 59,000                       | \$ 49,000                        | \$ (10,000)                    | 7            |
| 4253           | Memberships and Dues                    | \$ 1,300                        | \$ 1,300                         | \$ -                           | 8            |
| 4254           | Travel, Conferences, and Meetings       | \$ 3,000                        | \$ 3,000                         | \$ -                           | 8            |
| 4255           | Training                                | \$ 85,500                       | \$ 85,500                        | \$ -                           | 8            |
| 4256           | Rental Assistance Program legal         | \$ 1,000                        | \$ 1,000                         | \$ -                           | 8            |
| 4463           | Indirect Cost Allocation                | \$ (200,893)                    | \$ (353,896)                     | \$ (153,003)                   | 9            |
|                | <b>Total</b>                            | <b>\$ 699,148</b>               | <b>\$ 611,149</b>                | <b>\$ (87,999)</b>             |              |

**Detailed Analysis:**

- Note 1 One personnel change (Replace HR Analyst with Sr HR Analyst). Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 No change.
- Note 7 Adjustment based on 3 Year Expenditures Review.
- Note 8 No change.
- Note 9 Based on annual update of Cost Allocation Plan.

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# Financial Services/City Treasurer

## DEPARTMENT DESCRIPTION

The Financial Services/City Treasurer Department is responsible to provide timely and accurate financial information and reports and provide high quality services to the community and all operating departments. The Department is responsible for the control of all financial activities of the City/District and the Successor Agency of the former Community Development Agency, including the disbursement of financial resources and ensuring that adequate resources are available.

- The Administration Division oversees cash, debt, and investment management, budgeting, financial reporting, design, and evaluates internal controls, and the formulation of financial policies for the City/District and the Successor Agency of the former Community Development Agency.
- The General Accounting Division is responsible for general ledger, cashing, capital assets, accounts payable, payroll, annual audits, and preparation of the Comprehensive Annual Financial Report (CAFR), Annual State Controller's reports, Annual Government Compensation in California Report (GCC), and other external and internal financial reports.

- The Utility Accounting Division is responsible for water/wastewater billing, collection, and works in conjunction with Public Works Maintenance for integration of meter reading data.
- The Taxes and Licenses Division is responsible for processing business license applications and collecting business license taxes; processes accounts receivable billing; and performs collections on delinquent accounts.

## DEPARTMENT PERSONNEL SUMMARY

| Position                        | 17-18 | 18-19 | 19-20 |
|---------------------------------|-------|-------|-------|
| <b>Full-Time Employees</b>      |       |       |       |
| Finance Director/City Treasurer | 1.0   | 1.0   | 1.0   |
| Assistant Finance Director      | 1.0   | 1.0   | 1.0   |
| Accounting Manager              | 1.0   | 1.0   | 1.0   |
| Senior Accountant               | 1.0   | 1.0   | 1.0   |
| Accountant I/II                 | 1.0   | 1.0   | 1.0   |
| Payroll Technician              | 1.0   | 1.0   | 1.0   |
| Sr Acct Spec/Acct Spec          | 3.0   | 3.0   | 3.0   |
| Office Assistant II             | 1.0   | 1.0   | 1.0   |
| Total Full-Time Employees       | 10.0  | 10.0  | 10.0  |
| <b>TOTAL EMPLOYEES</b>          | 10.0  | 10.0  | 10.0  |

## **MISSION STATEMENT**

The mission of the Financial Services/City Treasurer Department is to manage the City/District's financial resources responsibly, responsively and effectively.

## **STRATEGIC PLAN**

### **Administration**

- Collaborate with all City Departments in the preparation of the annual budget and 5-Year Financial Plan, and evaluation of the 10-Year Capital Improvement Program.
- Collaborate with the City Manager's Office in the review and assessment of the San Mateo Consolidated Fire JPA's annual budget and apportionment to Foster City.
- Assist Public Works Department in Water and Wastewater rate setting and analysis.
- Coordinate with City Departments in annual update of City's Master Fee and Service Charges Schedule.
- Prepare quarterly financial updates for the City Council.
- Monitor the City/District investments to ensure compliance with State Investment Codes and City/District's Investment Policy; issue monthly investment reports to the City Council.
- Manage the City/District's cash flow.
- Administer issuance of General Obligation (GO) Bonds for the Levee Protection Planning and Improvement Project (CIP 301-657).

- Coordinate with the City of San Mateo on next tranche of San Mateo-Foster City Public Financing Authority debt financing for the Wastewater Enterprise's Wastewater Treatment Plant Master Improvement Project (CIP 455-652).
- Monitor and collect City/District's revenues.
- Prepare Foster City Successor Agency's Recognized Obligation Payment Schedule (ROPS).

### **General Accounting**

- Prepare Comprehensive Annual Financial Report (CAFR) and State Controller's Reports.
- Maintain governmental accounting system.
- Review and process payroll and accounts payable for proper authorization.
- Monitor and prepare accounting for City's housing program financial activities.
- Assist independent auditors during annual audits.
- Prepare accurate and timely financial reports.
- Staff and administer Audit Committee meetings
- Compile and transmit Continuing Disclosure Annual Report to Dissemination Agent/ Municipal Securities Rulemaking Board (MSRB) in connection with the issuance of municipal bonds.

### **Utility**

- Assist the Public Works Department in monitoring water purchases, sales, and conservation.
- Introduce and promote customer online bill pay to enhance efficiency.

- Assist customers in accessing consumption history online.

### **Taxes and Licenses**

- Continue enforcement on business license taxes collections.
- Process accurate and timely billing for special services provided to the community.

### **KEY INITIATIVES COMPLETED**

The Financial Services/City Treasurer Department continued to provide high quality services during FY 2018-2019.

#### **Administration**

- Prepared the City/District's FY 2019-2020 budget and five-year financial plan in collaboration with all City Departments.
- Prepared and presented quarterly financial updates for the City Council.
- Provided financial analytical support for City Departments.
- Provided fiscal impact analysis in support of labor negotiations headed up by the Human Resources Department.
- Updated annual cost allocation plan and City's Master Fee and Service Charges Schedule.
- Filed Mandated Cost Recovery (SB90) claims to recover administrative costs incurred to comply with State mandates.

- Provided annual Financial Services Department policies and procedures training to City staff.
- Assessed the budgetary impacts to Foster City of implementing San Mateo Consolidated Fire JPA.
- Coordinated with the City of San Mateo to issue \$270 million in San Mateo-Foster City Public Financing Authority 2019 Wastewater Revenue Bonds (Clean Water Project) in June 2019. The District's share of joint financing's net proceeds totaled \$40,131,009.45 (\$33,820,000 par amount plus \$6,579,286.35 of bond premium less \$268,276.90 for issuance cost and underwriter fees).
- Assisted the Public Works Department in Water and Wastewater rate setting and analysis.
- Assisted the Human Resources Department in the assessment of fiscal impacts of an extension of labor contracts with the AFSCME, POA, and management units.
- Implemented credit card convenience fees for utilities, business license, planning and building permits, thereby saving the City/District on credit card merchant fees.
- Evaluated pension sustainability strategies with the Human Resources Department and presented alternatives to the City Council Pension Subcommittee. These discussions resulted in the City Council's authorization of a \$3,481,339.65 additional discretionary payment (ADP) to CalPERS on June 13, 2019 to partially reduce the City's unfunded accrued liability (UAL).

## **General Accounting**

- Completed the preparation of City/District Comprehensive Annual Financial Report.
- Received Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2017-2018 CAFR from the Government Finance Officers Association (GFOA). This was the 26<sup>th</sup> consecutive year that the City has received this award.
- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Prepared, issued, and filed annual 1099 and W-2 forms.
- Prepared, issued, and filed annual Affordable Care Act forms (Forms 1094-C and 1095-C).
- Completed bi-annual actuarial update of the City's Longevity and Other Post Employment Benefit (OPEB) plans.

## **Utility**

- Completed and updated rate study of water and wastewater rates for FY 2019-2020 and implemented a conservation-based water rate model for residential and irrigation customers.
- Assisted Public Works Department in implementing customer consumption portal. The portal allows customer to view daily, weekly and monthly usage.
- Billed irrigation accounts for landscape over-usage.
- Assisted Public Works Department in the analysis of water purchases and sales.

## **Taxes and Licenses**

- Assisted Public Works Department in reviewing waste discharge permit listing and incorporated waste discharge permit application as part of the business license process.

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020***

The key initiatives planned for FY 2019-2020 include the following.

- Continue to provide leadership training opportunities for succession plan.
- Provide internal cross-training for backup and support.
- Prepare the City/District's FY 2020-2021 budget and five-year financial plan in collaboration with all City departments.
- Prepare and present quarterly financial updates to the City Council.
- Update the annual Cost Allocation Plan.
- File Mandated Cost Recovery (SB90) claims to recover administrative costs incurred to comply with State mandates.
- Provide annual Financial Services Department policies and procedures training to City staff.
- Prepare the City/District's Comprehensive Annual Financial Report (CAFR).
- Complete annual financial audit.
- Submit application for Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2018-2019 CAFR to the

Government Finance Officers Association (GFOA). The City/District has received this award for 26 consecutive years.

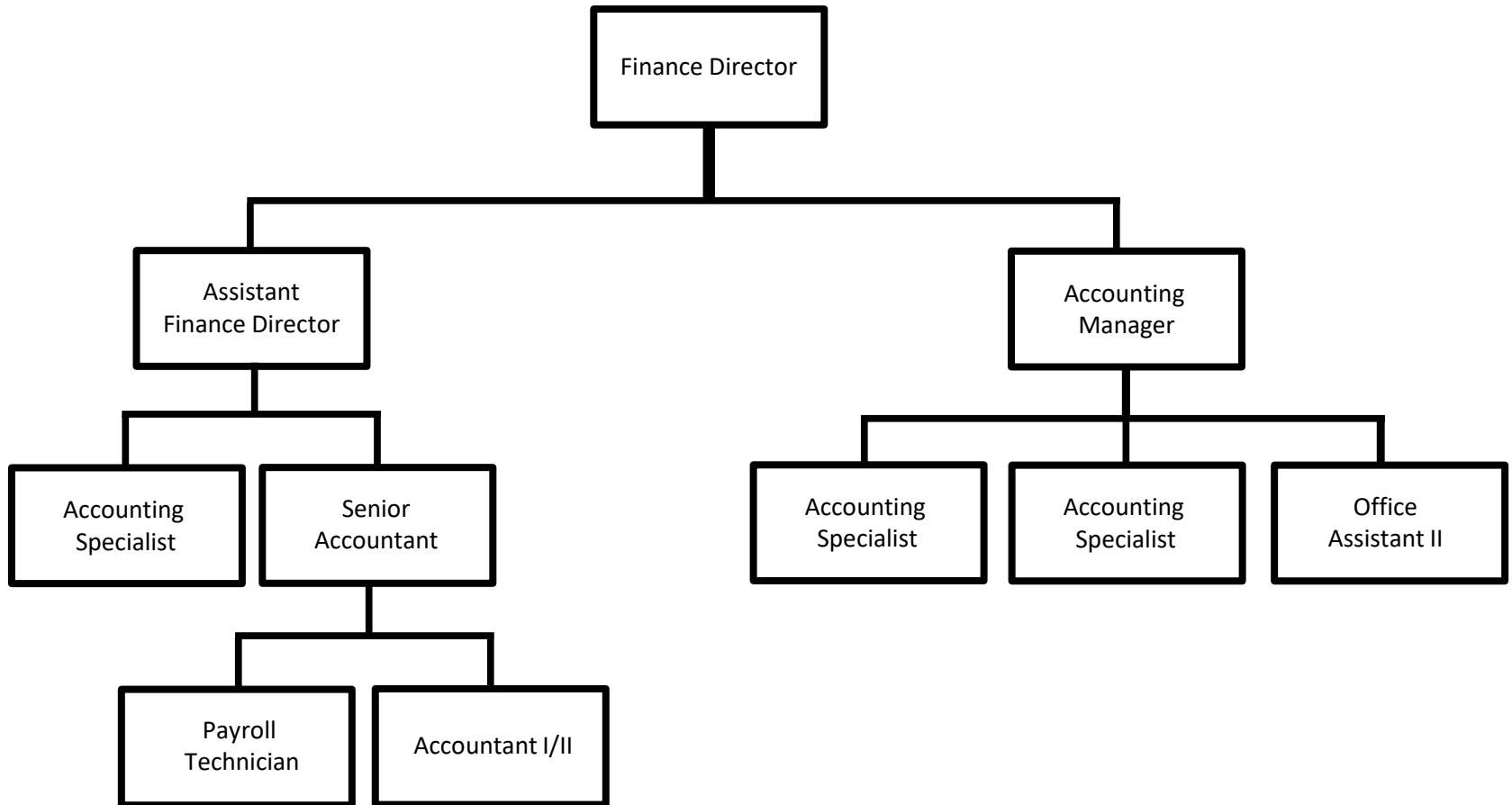
- Provide financial analytical support to City Departments.
- Administer issuance of General Obligation (GO) Bonds for the Levee Protection Planning and Improvement Project (CIP 301-657).
- Provide fiscal impact analysis in support of labor negotiations headed up by the Human Resources Department.
- Collaborate with Human Resources Department and Pension Subcommittee in development of pension sustainability strategies to reduce the City Unfunded Accrued Liability and improve the City's funded status with CalPERS.
- Implement OpenGov budgeting and financial reporting software.

- Internal Services charges are based on assessments from the Compensated Absences, Information Technology, Building Maintenance, Longevity Recognition Benefits, and PEMHCA Benefits Internal Services Funds. The aggregate charges for FY 2019-2020 is \$269,043, an increase of \$67,347 from prior fiscal year.
- Aggregate Service and Supplies expenditures for FY 2019-2020 are budgeted for \$168,585, a reduction of \$35,450 from prior fiscal year due to a reduction of credit cards fees.
- Reallocation of expenses to other Departments which serves to reduce overall Department expenses is decreasing by \$56,496 to \$1,159,004 due to a lower FY 2019-2020 Finance Department expenditure budget.

## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

- Employee services (wages and fringe benefits) costs have been adjusted upward based on merit (step) increases, general wage adjustments as negotiated in labor agreements, and benefit formula changes (e.g. increase in CalPERS employer rate/unfunded accrued liability charges, medical premium changes, etc.). Total FY 2019-2020 employee services expenditures for the Department are \$1,808,100, an increase of \$79,000 from prior fiscal year.

# Financial Services/City Treasurer Department





**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES/CITY TREASURER**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|  | 2018-2019           |                     | 2019-2020           |
|--|---------------------|---------------------|---------------------|
|  | APPROVED            | REVISED             | REQUESTED           |
| ADMINISTRATION                                     | \$ 368,349          | \$ 368,349          | \$ 294,637          |
| GENERAL ACCOUNTING                                 | \$ 580,211          | \$ 580,211          | \$ 680,270          |
| TAXES & LICENSES                                   | \$ 83,763           | \$ 83,763           | \$ 111,817          |
| UTILITY ACCOUNTING                                 | \$ -                | \$ -                | \$ -                |
| <b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b> | <b>\$ 1,032,323</b> | <b>\$ 1,032,323</b> | <b>\$ 1,086,724</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES/CITY TREASURER**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 1,729,100        | \$ 1,729,100        | \$ 1,808,100        |
| SERVICES AND SUPPLIES                                     | \$ 204,035          | \$ 204,035          | \$ 168,585          |
| CAPITAL OUTLAY  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 1,933,135        | \$ 1,933,135        | \$ 1,976,685        |
| INTERNAL SERVICES   | \$ 201,696          | \$ 201,696          | \$ 269,043          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 2,134,831        | \$ 2,134,831        | \$ 2,245,728        |
| REALLOCATIONS   | \$ (1,102,508)      | \$ (1,102,508)      | \$ (1,159,004)      |
| <b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>        | <b>\$ 1,032,323</b> | <b>\$ 1,032,323</b> | <b>\$ 1,086,724</b> |

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER –  
ADMINISTRATION Account: 001-1110-415

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-1110-415-4110        | PERMANENT SALARIES                      | \$296,600.00          | \$318,500.00           |
|                          | Subtotal                                | <b>\$296,600.00</b>   | <b>\$318,500.00</b>    |
| 001-1110-415-4120        | FRINGE BENEFITS                         | \$161,400.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$161,400.00</b>   | <b>\$0.00</b>          |
| 001-1110-415-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$102,000.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$102,000.00</b>    |
| 001-1110-415-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$38,900.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$38,900.00</b>     |
| 001-1110-415-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$2,700.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$2,700.00</b>      |
| 001-1110-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$28,300.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$28,300.00</b>     |
|                          | <b>Employee Services Total</b>          | <b>\$458,000.00</b>   | <b>\$490,400.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1110-415-4520        | COMPENSATED ABSENCES                    | \$6,534.00            | \$7,584.00             |
|                          | Subtotal                                | <b>\$6,534.00</b>     | <b>\$7,584.00</b>      |
| 001-1110-415-4539        | PEMHCA                                  | \$0.00                | \$6,624.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$6,624.00</b>      |
| 001-1110-415-4540        | LONGEVITY                               | \$0.00                | \$3,900.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$3,900.00</b>      |
| 001-1110-415-4556        | EQUIPMENT REPLACEMENT                   | \$0.00                | \$1,084.00             |

|                   |                                 |                    |                    |
|-------------------|---------------------------------|--------------------|--------------------|
|                   | Subtotal                        | \$0.00             | \$1,084.00         |
| 001-1110-415-4557 | INFORMATION TECHNOLOGY SERVICES | \$24,071.00        | \$29,318.00        |
|                   | Subtotal                        | \$24,071.00        | \$29,318.00        |
| 001-1110-415-4569 | BUILDING MAINTENANCE            | \$11,319.00        | \$15,671.00        |
|                   | Subtotal                        | \$11,319.00        | \$15,671.00        |
|                   | <b>Internal Services Total</b>  | <b>\$41,924.00</b> | <b>\$64,181.00</b> |

| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-1110-415-4241            | COPIES FOR CORRESPONDENCE. AGENDAS, ETC.           | \$500.00              | \$500.00               |
| 001-1110-415-4241            | PRINTING OF PRELIMINARY AND FINAL BUDGET           | \$2,000.00            | \$2,300.00             |
|                              | Subtotal   | \$2,500.00            | \$2,800.00             |
| 001-1110-415-4242            | POSTAGE FOR LETTERS, PACKAGES, ETC.                | \$500.00              | \$200.00               |
|                              | Subtotal   | \$500.00              | \$200.00               |
| 001-1110-415-4243            | OFFICE SUPPLIES                                    | \$1,500.00            | \$1,500.00             |
|                              | Subtotal   | \$1,500.00            | \$1,500.00             |
| 001-1110-415-4249            | NEWSPAPER NOTICES                                  | \$300.00              | \$300.00               |
|                              | Subtotal   | \$300.00              | \$300.00               |
| 001-1110-415-4251            | AUDIT FEES   | \$60,500.00           | \$60,500.00            |
| 001-1110-415-4251            | BUDGET CARRYOVER-MUNICIPAL FINANCIAL ADVISORY SVCS | \$13,000.00           | \$0.00                 |
| 001-1110-415-4251            | GFOA CAFR AWARD APPLICATION FEE                    | \$505.00              | \$505.00               |
| 001-1110-415-4251            | MANDATED COST ALLOCATION SB90 CLAIMS               | \$5,000.00            | \$3,000.00             |
| 001-1110-415-4251            | PENSION SOFTWARE ANNUAL LICENSING/CONSULTING FEE   | \$0.00                | \$15,000.00            |
| 001-1110-415-4251            | PRINTING OF CAFR REPORT                            | \$1,500.00            | \$1,500.00             |
| 001-1110-415-4251            | TEMPORARY HELP                                     | \$1,995.00            | \$1,995.00             |
|                              | Subtotal   | \$82,500.00           | \$82,500.00            |
| 001-1110-415-4253            | ASSOCIATION OF GOV'T ACCOUNTANTS                   | \$110.00              | \$110.00               |
| 001-1110-415-4253            | CALIFORNIA MUNICIPAL TREASURER ASSN                | \$155.00              | \$155.00               |
| 001-1110-415-4253            | CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS   | \$120.00              | \$120.00               |
| 001-1110-415-4253            | COST ALLOCATION PLAN SUBSCRIPTION                  | \$5,000.00            | \$5,000.00             |

|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
| 001-1110-415-4253   | FIXED ASSET PORTAL SUBSCRIPTION                  | \$3,000.00            | \$3,000.00             |
| 001-1110-415-4253   | GASB SUBSCRIPTIONS                               | \$215.00              | \$215.00               |
| 001-1110-415-4253   | GOVERNMENT FINANCE OFFICERS ASSOCIATION          | \$400.00              | \$400.00               |
|                     | Subtotal   | <b>\$9,000.00</b>     | <b>\$9,000.00</b>      |
| 001-1110-415-4254   | CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE    | \$800.00              | \$800.00               |
| 001-1110-415-4254   | CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS | \$1,200.00            | \$1,200.00             |
| 001-1110-415-4254   | GFOA ANNUAL CONFERENCE                           | \$1,800.00            | \$1,800.00             |
| 001-1110-415-4254   | LEAGUE OF CALIFORNIA CITIES                      | \$1,000.00            | \$1,000.00             |
| 001-1110-415-4254   | MISCELLANEOUS MEETINGS                           | \$150.00              | \$150.00               |
|                     | Subtotal   | <b>\$4,950.00</b>     | <b>\$4,950.00</b>      |
| 001-1110-415-4255   | GFOA TRAINING                                    | \$1,000.00            | \$1,000.00             |
|                     | Subtotal   | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
|                     | <b>Services and Supplies Total</b>               | <b>\$102,250.00</b>   | <b>\$102,250.00</b>    |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1110-415-4463   | INDIRECT COST ALLOCATION                         | (\$233,825.00)        | (\$362,194.00)         |
|                     | Subtotal   | <b>(\$233,825.00)</b> | <b>(\$362,194.00)</b>  |
|                     | <b>Reallocation Total</b>                        | <b>(\$233,825.00)</b> | <b>(\$362,194.00)</b>  |
|                     | <b>ADMINISTRATION Total</b>                      | <b>\$368,349.00</b>   | <b>\$294,637.00</b>    |

FINANCIAL SERVICES/CITY TREASURER –  
GENERAL ACCOUNTING Account: 001-1120-415

GENERAL FUND

|                          |                    |                       |                        |
|--------------------------|--------------------|-----------------------|------------------------|
| <b>Employee Services</b> |                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1120-415-4110        | PERMANENT SALARIES | \$567,700.00          | \$580,300.00           |
|                          | Subtotal           | <b>\$567,700.00</b>   | <b>\$580,300.00</b>    |

|                   |   |                     |                     |
|-------------------|---|---------------------|---------------------|
| 001-1120-415-4120 | FRINGE BENEFITS                         | \$309,400.00        | \$0.00              |
|                   | Subtotal                                | <b>\$309,400.00</b> | <b>\$0.00</b>       |
| 001-1120-415-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00              | \$191,000.00        |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$191,000.00</b> |
| 001-1120-415-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00              | \$112,600.00        |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$112,600.00</b> |
| 001-1120-415-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00              | \$4,900.00          |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$4,900.00</b>   |
| 001-1120-415-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00              | \$46,000.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$46,000.00</b>  |
|                   | <b>Employee Services Total</b>          | <b>\$877,100.00</b> | <b>\$934,800.00</b> |

### *Internal Services*

|                   |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---------------------------------|-----------------------|------------------------|
| 001-1120-415-4520 | COMPENSATED ABSENCES            | \$12,526.00           | \$14,061.00            |
|                   | Subtotal                        | <b>\$12,526.00</b>    | <b>\$14,061.00</b>     |
| 001-1120-415-4539 | PEMHCA                          | \$0.00                | \$3,312.00             |
|                   | Subtotal                        | <b>\$0.00</b>         | <b>\$3,312.00</b>      |
| 001-1120-415-4557 | INFORMATION TECHNOLOGY SERVICES | \$48,141.00           | \$58,635.00            |
|                   | Subtotal                        | <b>\$48,141.00</b>    | <b>\$58,635.00</b>     |
| 001-1120-415-4569 | BUILDING MAINTENANCE            | \$22,638.00           | \$31,342.00            |
|                   | Subtotal                        | <b>\$22,638.00</b>    | <b>\$31,342.00</b>     |
|                   | <b>Internal Services Total</b>  | <b>\$83,305.00</b>    | <b>\$107,350.00</b>    |

### *Services and Supplies*

|                   |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---|-----------------------|------------------------|
| 001-1120-415-4241 | COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC. | \$3,000.00            | \$1,000.00             |
|                   | Subtotal  | <b>\$3,000.00</b>     | <b>\$1,000.00</b>      |
| 001-1120-415-4242 | POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL  | \$2,650.00            | \$2,650.00             |
|                   | Subtotal  | <b>\$2,650.00</b>     | <b>\$2,650.00</b>      |
| 001-1120-415-4243 | ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES       | \$650.00              | \$650.00               |

|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
| 001-1120-415-4243   | AP SIGNATURE CARD                                  | \$800.00              | \$800.00               |
| 001-1120-415-4243   | CALCULATORS (2)                                    | \$200.00              | \$200.00               |
| 001-1120-415-4243   | MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.) | \$800.00              | \$800.00               |
| 001-1120-415-4243   | P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099             | \$2,250.00            | \$2,250.00             |
| 001-1120-415-4243   | PAYROLL CHECKS & W2                                | \$1,000.00            | \$1,000.00             |
| 001-1120-415-4243   | PAYROLL WINDOW ENVELOPES                           | \$300.00              | \$300.00               |
|                     | Subtotal   | <b>\$6,000.00</b>     | <b>\$6,000.00</b>      |
| 001-1120-415-4246   | BURSTING MACHINE & TIME CLOCK & LETTER OPENER      | \$650.00              | \$350.00               |
| 001-1120-415-4246   | WHEELWRITER  | \$150.00              | \$150.00               |
|                     | Subtotal   | <b>\$800.00</b>       | <b>\$500.00</b>        |
| 001-1120-415-4253   | ASSOCIATION OF GOV'T ACCOUNTANTS                   | \$110.00              | \$110.00               |
| 001-1120-415-4253   | MEMBERSHIP FOR CSMFO                               | \$120.00              | \$120.00               |
|                     | Subtotal   | <b>\$230.00</b>       | <b>\$230.00</b>        |
| 001-1120-415-4254   | CSMFO/LEAGUE OF CALIFORNIA CITIES                  | \$1,200.00            | \$1,200.00             |
| 001-1120-415-4254   | MISCELLANEOUS MEETING                              | \$180.00              | \$180.00               |
|                     | Subtotal   | <b>\$1,380.00</b>     | <b>\$1,380.00</b>      |
| 001-1120-415-4255   | GFOA ANNUAL GAAP UPDATE                            | \$175.00              | \$175.00               |
| 001-1120-415-4255   | GOVERNMENT TAX SEMINAR                             | \$1,000.00            | \$1,000.00             |
| 001-1120-415-4255   | TECHNICAL ACCOUNTING / FINANCE TRAINING            | \$2,000.00            | \$2,000.00             |
|                     | Subtotal   | <b>\$3,175.00</b>     | <b>\$3,175.00</b>      |
|                     | <b>Services and Supplies Total</b>                 | <b>\$17,235.00</b>    | <b>\$14,935.00</b>     |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1120-415-4463   | INDIRECT COST ALLOCATION                           | (\$397,429.00)        | (\$376,815.00)         |
|                     | Subtotal   | <b>(\$397,429.00)</b> | <b>(\$376,815.00)</b>  |
|                     | <b>Reallocation Total</b>                          | <b>(\$397,429.00)</b> | <b>(\$376,815.00)</b>  |
|                     | <b>GENERAL ACCOUNTING Total</b>                    | <b>\$580,211.00</b>   | <b>\$680,270.00</b>    |

FINANCIAL SERVICES/CITY TREASURER –  
 UTILITY ACCOUNTING Account: 001-1130-415

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-1130-415-4110        | PERMANENT SALARIES                      | \$144,300.00          | \$120,000.00           |
|                          | Subtotal                                | <b>\$144,300.00</b>   | <b>\$120,000.00</b>    |
| 001-1130-415-4120        | FRINGE BENEFITS                         | \$79,900.00           | \$0.00                 |
|                          | Subtotal                                | <b>\$79,900.00</b>    | <b>\$0.00</b>          |
| 001-1130-415-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$44,000.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$44,000.00</b>     |
| 001-1130-415-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$30,300.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$30,300.00</b>     |
| 001-1130-415-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$1,100.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,100.00</b>      |
| 001-1130-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$6,000.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$6,000.00</b>      |
|                          | <b>Employee Services Total</b>          | <b>\$224,200.00</b>   | <b>\$201,400.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1130-415-4520        | COMPENSATED ABSENCES                    | \$3,232.00            | \$2,988.00             |
|                          | Subtotal                                | <b>\$3,232.00</b>     | <b>\$2,988.00</b>      |
| 001-1130-415-4557        | INFORMATION TECHNOLOGY SERVICES         | \$36,106.00           | \$43,977.00            |
|                          | Subtotal                                | <b>\$36,106.00</b>    | <b>\$43,977.00</b>     |
| 001-1130-415-4569        | BUILDING MAINTENANCE                    | \$16,978.00           | \$23,506.00            |
|                          | Subtotal                                | <b>\$16,978.00</b>    | <b>\$23,506.00</b>     |
|                          | <b>Internal Services Total</b>          | <b>\$56,316.00</b>    | <b>\$70,471.00</b>     |



| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-1130-415-4241            | COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM | \$500.00              | \$500.00               |
|                              | Subtotal   | <b>\$500.00</b>       | <b>\$500.00</b>        |
| 001-1130-415-4242            | POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE     | \$500.00              | \$400.00               |
|                              | Subtotal   | <b>\$500.00</b>       | <b>\$400.00</b>        |
| 001-1130-415-4243            | DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES     | \$500.00              | \$500.00               |
| 001-1130-415-4243            | MAILING AND RETURN ENVELOPES                       | \$200.00              | \$200.00               |
| 001-1130-415-4243            | OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC) | \$500.00              | \$500.00               |
|                              | Subtotal   | <b>\$1,200.00</b>     | <b>\$1,200.00</b>      |
| 001-1130-415-4251            | BANK DRAFT FEES                                    | \$4,500.00            | \$4,800.00             |
| 001-1130-415-4251            | BANK FEES & CREDIT CARD FEES                       | \$400.00              | \$0.00                 |
| 001-1130-415-4251            | ONLINE ACH TRANSACTION FEES                        | \$29,000.00           | \$5,400.00             |
| 001-1130-415-4251            | ONLINE UTILITY BILL AND EBPP PRINT SERVICES        | \$35,000.00           | \$30,000.00            |
|                              | Subtotal   | <b>\$68,900.00</b>    | <b>\$40,200.00</b>     |
| 001-1130-415-4255            | TECHNICAL ACCOUNTING / FINANCE TRAINING            | \$1,500.00            | \$1,500.00             |
|                              | Subtotal   | <b>\$1,500.00</b>     | <b>\$1,500.00</b>      |
|                              | <b>Services and Supplies Total</b>                 | <b>\$72,600.00</b>    | <b>\$43,800.00</b>     |
| <i>Reallocation</i>          |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1130-415-4463            | INDIRECT COST ALLOCATION                           | (\$548,834.00)        | (\$406,883.00)         |
| 001-1130-415-4463            | INDIRECT COST ALLOCATION - 2nd Round               | \$195,718.00          | \$91,212.00            |
|                              | Subtotal   | <b>(\$353,116.00)</b> | <b>(\$315,671.00)</b>  |
|                              | <b>Reallocation Total</b>                          | <b>(\$353,116.00)</b> | <b>(\$315,671.00)</b>  |
|                              | <b>UTILITY ACCOUNTING Total</b>                    | <b>\$0.00</b>         | <b>\$0.00</b>          |

FINANCIAL SERVICES/CITY TREASURER –  
TAXES & LICENSES Account: 001-1140-415

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-1140-415-4110        | PERMANENT SALARIES                      | \$109,100.00          | \$116,100.00           |
|                          | Subtotal                                | <b>\$109,100.00</b>   | <b>\$116,100.00</b>    |
| 001-1140-415-4120        | FRINGE BENEFITS                         | \$60,700.00           | \$0.00                 |
|                          | Subtotal                                | <b>\$60,700.00</b>    | <b>\$0.00</b>          |
| 001-1140-415-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$38,900.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$38,900.00</b>     |
| 001-1140-415-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$19,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$19,700.00</b>     |
| 001-1140-415-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$1,000.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,000.00</b>      |
| 001-1140-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$5,800.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$5,800.00</b>      |
|                          | <b>Employee Services Total</b>          | <b>\$169,800.00</b>   | <b>\$181,500.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1140-415-4520        | COMPENSATED ABSENCES                    | \$2,457.00            | \$2,891.00             |
|                          | Subtotal                                | <b>\$2,457.00</b>     | <b>\$2,891.00</b>      |
| 001-1140-415-4539        | PEMHCA                                  | \$0.00                | \$1,656.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,656.00</b>      |
| 001-1140-415-4557        | INFORMATION TECHNOLOGY SERVICES         | \$12,035.00           | \$14,659.00            |
|                          | Subtotal                                | <b>\$12,035.00</b>    | <b>\$14,659.00</b>     |
| 001-1140-415-4569        | BUILDING MAINTENANCE                    | \$5,659.00            | \$7,835.00             |
|                          | Subtotal                                | <b>\$5,659.00</b>     | <b>\$7,835.00</b>      |

|                                    |  | Internal Services Total | \$20,151.00           | \$27,041.00            |
|------------------------------------|--|-------------------------|-----------------------|------------------------|
| <b>Services and Supplies</b>       |  |                         | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1140-415-4241                  | COPIES FOR LETTERS, BUSINESS LICENSES, ETC.        |                         | \$300.00              | \$300.00               |
|                                    | Subtotal   |                         | <b>\$300.00</b>       | <b>\$300.00</b>        |
| 001-1140-415-4242                  | POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.       |                         | \$3,000.00            | \$2,000.00             |
|                                    | Subtotal   |                         | <b>\$3,000.00</b>     | <b>\$2,000.00</b>      |
| 001-1140-415-4243                  | BUSINESS LICENSE APPLICATION FORMS                 |                         | \$500.00              | \$500.00               |
| 001-1140-415-4243                  | BUSINESS LICENSE CERTIFICATES ENVELOPES            |                         | \$1,500.00            | \$1,000.00             |
| 001-1140-415-4243                  | BUSINESS LICENSE RELATED INFORMATION               |                         | \$300.00              | \$300.00               |
| 001-1140-415-4243                  | BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV |                         | \$1,000.00            | \$500.00               |
| 001-1140-415-4243                  | OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)       |                         | \$200.00              | \$200.00               |
|                                    | Subtotal   |                         | <b>\$3,500.00</b>     | <b>\$2,500.00</b>      |
| 001-1140-415-4251                  | BANK FEES & CREDIT CARD FEES                       |                         | \$3,000.00            | \$1,000.00             |
| 001-1140-415-4251                  | MRC SALES TAX AUDIT                                |                         | \$1,500.00            | \$1,500.00             |
|                                    | Subtotal   |                         | <b>\$4,500.00</b>     | <b>\$2,500.00</b>      |
| 001-1140-415-4254                  | MISCELLANEOUS MEETINGS                             |                         | \$150.00              | \$0.00                 |
|                                    | Subtotal   |                         | <b>\$150.00</b>       | <b>\$0.00</b>          |
| 001-1140-415-4255                  | TECHNICAL ACCOUNTING / FINANCE TRAINING            |                         | \$500.00              | \$300.00               |
|                                    | Subtotal   |                         | <b>\$500.00</b>       | <b>\$300.00</b>        |
| <b>Services and Supplies Total</b> |  |                         | <b>\$11,950.00</b>    | <b>\$7,600.00</b>      |
| <b>Reallocation</b>                |  |                         | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-1140-415-4463                  | INDIRECT COST ALLOCATION                           |                         | (\$118,138.00)        | (\$104,324.00)         |
|                                    | Subtotal   |                         | <b>(\$118,138.00)</b> | <b>(\$104,324.00)</b>  |
| <b>Reallocation Total</b>          |  |                         | <b>(\$118,138.00)</b> | <b>(\$104,324.00)</b>  |
| <b>TAXES &amp; LICENSES Total</b>  |  |                         | <b>\$83,763.00</b>    | <b>\$111,817.00</b>    |

**Financial Services Department Budget Comparisons - Administration (001-1110)**

| Account | Description                             | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Permanent Salaries                      | \$ 296,600               | \$ 318,500                | \$ 21,900              | 1     |
| 4120    | Fringe Benefits                         | \$ 161,400               | \$ -                      | \$ (161,400)           | 2     |
| 4121    | Employee Services/PERS retirement       | \$ -                     | \$ 102,000                | \$ 102,000             | 2     |
| 4135    | Employee Services/Flex Allowance        | \$ -                     | \$ 38,900                 | \$ 38,900              | 2     |
| 4136    | Employee Services/Worker's Compensation | \$ -                     | \$ 2,700                  | \$ 2,700               | 2     |
| 4139    | Employee Services/Other Fringe Benefits | \$ -                     | \$ 28,300                 | \$ 28,300              | 2     |
| 4520    | Compensated Absences                    | \$ 6,534                 | \$ 7,584                  | \$ 1,050               | 3     |
| 4539    | PEMHCA                                  | \$ -                     | \$ 6,624                  | \$ 6,624               | 4     |
| 4540    | Longevity                               | \$ -                     | \$ 3,900                  | \$ 3,900               | 5     |
| 4556    | Equipment Replacement                   | \$ -                     | \$ 1,084                  | \$ 1,084               | 6     |
| 4557    | Information Technology                  | \$ 24,071                | \$ 29,318                 | \$ 5,247               | 6     |
| 4569    | Building Maintenance                    | \$ 11,319                | \$ 15,671                 | \$ 4,352               | 6     |
| 4241    | Copies                                  | \$ 2,500                 | \$ 2,800                  | \$ 300                 | 7     |
| 4242    | Postage                                 | \$ 500                   | \$ 200                    | \$ (300)               | 8     |
| 4243    | Office supplies                         | \$ 1,500                 | \$ 1,500                  | \$ -                   | 9     |
| 4249    | Newspaper notices                       | \$ 300                   | \$ 300                    | \$ -                   | 10    |
| 4251    | Consulting and Contracting              | \$ 82,500                | \$ 82,500                 | \$ -                   | 11    |
| 4253    | Memberships and Dues                    | \$ 9,000                 | \$ 9,000                  | \$ -                   | 12    |
| 4254    | Travel, Conferences, and Meetings       | \$ 4,950                 | \$ 4,950                  | \$ -                   | 13    |
| 4255    | Training                                | \$ 1,000                 | \$ 1,000                  | \$ -                   | 14    |
| 4463    | Indirect Cost Allocation                | \$ (233,825)             | \$ (362,194)              | \$ (128,369)           | 15    |
|         |   | <u>\$ 368,349</u>        | <u>\$ 294,637</u>         | <u>\$ (73,712)</u>     |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Adjustment based on FY 2018-2019 expense.
- Note 8 Adjustment based on FY 2018-2019 expense.
- Note 9 No change.
- Note 10 No change.
- Note 11 No change.
- Note 12 No change.
- Note 13 No change.
- Note 14 No change.
- Note 15 Based on annual update of Cost Allocation Plan.

**Financial Services Department Budget Comparisons - General Accounting (001-1120)**

| <b>Account</b> | <b>Description</b>                      | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Permanent Salaries                      | \$ 567,700                       | \$ 580,300                        | \$ 12,600                      | 1            |
| 4120           | Fringe Benefits                         | \$ 309,400                       | \$ -                              | \$ (309,400)                   | 2            |
| 4121           | Employee Services/PERS retirement       | \$ -                             | \$ 191,000                        | \$ 191,000                     | 2            |
| 4135           | Employee Services/Flex Allowance        | \$ -                             | \$ 112,600                        | \$ 112,600                     | 2            |
| 4136           | Employee Services/Worker's Compensation | \$ -                             | \$ 4,900                          | \$ 4,900                       | 2            |
| 4139           | Employee Services/Other Fringe Benefits | \$ -                             | \$ 46,000                         | \$ 46,000                      | 2            |
| 4520           | Compensated Absences                    | \$ 12,526                        | \$ 14,061                         | \$ 1,535                       | 3            |
| 4539           | PEMHCA                                  | \$ -                             | \$ 3,312                          | \$ 3,312                       | 4            |
| 4557           | Information Technology                  | \$ 48,141                        | \$ 58,635                         | \$ 10,494                      | 5            |
| 4569           | Building Maintenance                    | \$ 22,638                        | \$ 31,342                         | \$ 8,704                       | 5            |
| 4241           | Copies                                  | \$ 3,000                         | \$ 1,000                          | \$ (2,000)                     | 6            |
| 4242           | Postage                                 | \$ 2,650                         | \$ 2,650                          | \$ -                           | 7            |
| 4243           | Office supplies                         | \$ 6,000                         | \$ 6,000                          | \$ -                           | 8            |
| 4246           | Maint-Facility & Equip                  | \$ 800                           | \$ 500                            | \$ (300)                       | 9            |
| 4253           | Memberships and Dues                    | \$ 230                           | \$ 230                            | \$ -                           | 10           |
| 4254           | Travel, Conferences, and Meetings       | \$ 1,380                         | \$ 1,380                          | \$ -                           | 11           |
| 4255           | Training                                | \$ 3,175                         | \$ 3,175                          | \$ -                           | 12           |
| 4463           | Indirect Cost Allocation                | \$ (397,429)                     | \$ (376,815)                      | \$ 20,614                      | 13           |
|                | <b>Total Reallocation</b>               | <b>\$ 580,211</b>                | <b>\$ 680,270</b>                 | <b>\$ 100,059</b>              |              |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustments based on 3 Year Expenditures Review.
- Note 7 No change.
- Note 8 No change.
- Note 9 Adjustments based on 3 Year Expenditures Review.
- Note 10 No change.
- Note 11 No change.
- Note 12 No change.
- Note 13 Based on annual update of Cost Allocation Plan.

**Financial Services Department Budget Comparisons - Utility (001-1130)**

| <b>Account</b> | <b>Description</b>                      | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Permanent Salaries                      | \$ 144,300                       | \$ 120,000                        | \$ (24,300)                    | 1            |
| 4120           | Fringe Benefits                         | \$ 79,900                        | \$ -                              | \$ (79,900)                    | 2            |
| 4121           | Employee Services/PERS retirement       | \$ -                             | \$ 44,000                         | \$ 44,000                      | 2            |
| 4135           | Employee Services/Flex Allowance        | \$ -                             | \$ 30,300                         | \$ 30,300                      | 2            |
| 4136           | Employee Services/Worker's Compensation | \$ -                             | \$ 1,100                          | \$ 1,100                       | 2            |
| 4139           | Employee Services/Other Fringe Benefits | \$ -                             | \$ 6,000                          | \$ 6,000                       | 2            |
| 4520           | Compensated Absences                    | \$ 3,232                         | \$ 2,988                          | \$ (244)                       | 3            |
| 4557           | Information Technology                  | \$ 36,106                        | \$ 43,977                         | \$ 7,871                       | 3            |
| 4569           | Building Maintenance                    | \$ 16,978                        | \$ 23,506                         | \$ 6,528                       | 3            |
| 4241           | Copies                                  | \$ 500                           | \$ 500                            | \$ -                           | 4            |
| 4242           | Postage                                 | \$ 500                           | \$ 400                            | \$ (100)                       | 5            |
| 4243           | Office supplies                         | \$ 1,200                         | \$ 1,200                          | \$ -                           | 6            |
| 4251           | Consulting and Contracting              | \$ 68,900                        | \$ 40,200                         | \$ (28,700)                    | 7            |
| 4255           | Training                                | \$ 1,500                         | \$ 1,500                          | \$ -                           | 8            |
| 4463           | Indirect Cost Allocation                | \$ (353,116)                     | \$ (315,671)                      | \$ 37,445                      | 9            |
|                |   | <u>\$ -</u>                      | <u>\$ -</u>                       | <u>\$ -</u>                    |              |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Adjustments based on 3 Year Expenditures Review.
- Note 6 No change.
- Note 7 Savings in credit card fees due to utilization of 3rd party processor and their direct assessment of "convenience fees" to cardholders in lieu of the City incurring the merchant fees.
- Note 8 No change
- Note 9 Based on annual update of Cost Allocation Plan.

**Financial Services Department Budget Comparisons - Taxes & Licenses (001-1140)**

| Account | Description                             | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Permanent Salaries                      | \$ 109,100               | \$ 116,100                | \$ 7,000               | 1     |
| 4120    | Fringe Benefits                         | \$ 60,700                | \$ -                      | \$ (60,700)            | 2     |
| 4121    | Employee Services/PERS retirement       | \$ -                     | \$ 38,900                 | \$ 38,900              | 2     |
| 4135    | Employee Services/Flex Allowance        | \$ -                     | \$ 19,700                 | \$ 19,700              | 2     |
| 4136    | Employee Services/Worker's Compensation | \$ -                     | \$ 1,000                  | \$ 1,000               | 2     |
| 4139    | Employee Services/Other Fringe Benefits | \$ -                     | \$ 5,800                  | \$ 5,800               | 2     |
| 4520    | Compensated Absences                    | \$ 2,457                 | \$ 2,891                  | \$ 434                 | 3     |
| 4539    | PEMCHA                                  | \$ -                     | \$ 1,656                  | \$ 1,656               | 4     |
| 4557    | Information Technology                  | \$ 12,035                | \$ 14,659                 | \$ 2,624               | 5     |
| 4569    | Building Maintenance                    | \$ 5,659                 | \$ 7,835                  | \$ 2,176               | 5     |
| 4241    | Copies                                  | \$ 300                   | \$ 300                    | \$ -                   | 6     |
| 4242    | Postage                                 | \$ 3,000                 | \$ 2,000                  | \$ (1,000)             | 7     |
| 4243    | Office supplies                         | \$ 3,500                 | \$ 2,500                  | \$ (1,000)             | 7     |
| 4251    | Consulting and Contracting              | \$ 4,500                 | \$ 2,500                  | \$ (2,000)             | 7     |
| 4254    | Travel, Conferences, and Meetings       | \$ 150                   | \$ -                      | \$ (150)               | 7     |
| 4255    | Training                                | \$ 500                   | \$ 300                    | \$ (200)               | 7     |
| 4463    | Indirect Cost Allocation                | \$ (118,138)             | \$ (104,324)              | \$ 13,814              | 8     |
|         |   | <u>\$ 83,763</u>         | <u>\$ 111,817</u>         | <u>\$ 28,054</u>       |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 No change.
- Note 7 Adjustments based on 3 Year Expenditures Review.
- Note 8 Based on annual update of Cost Allocation Plan.

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# Parks and Recreation

## ***DEPARTMENT DESCRIPTION***

The Parks and Recreation Department consists of four different divisions: Parks; Recreation; Building Maintenance; and Vehicle Maintenance. The Department exists to build and create community through people, parks, and programs.

Foster City residents are passionate about their parks system. They have come to expect a high level service and want that service to continue. As the City grows older and the social landscape evolves, Foster City's parks and recreation needs are growing and becoming more diverse. Parks and recreational needs are progressing.

- Foster City has a parks and recreation system of which we are rightfully proud. Our Strategic Plan is our vision to protect our heritage and provide guidance in making parks and recreation services that are available to all, and our plan perhaps leaves a legacy for our children that is better than our inheritance.
- The parks system is built upon a legacy of leadership and public support from the past. Each generation has had to recommit its own share of energy and resources to keep our park system growing and responsive to emerging needs.

- Foster City's parks, public spaces, facilities, and recreational space give life and beauty to the City and enhance residents' lives. These essential assets connect people to place, self, and others. Foster City's residents will treasure and care for this legacy, building on the past to provide for future generations.



## DEPARTMENT PERSONNEL SUMMARY

| Position  | 17-18         | 18-19         | 19-20         |
|---|---------------|---------------|---------------|
| <b>Full-Time Employees</b>                          |               |               |               |
| Parks & Recreation Director                         | 1.000         | 1.000         | 1.000         |
| Parks Manager                                       | 2.000         | 2.000         | 2.000         |
| Recreation Manager                                  | 1.000         | 1.000         | 1.000         |
| Building/Vehicle Manager                            | 1.000         | 1.000         | 1.000         |
| Recreation Coordinator I/II                         | 5.000         | 5.000         | 5.000         |
| Mechanic I  | 1.000         | 1.000         | 1.000         |
| Equipment Maintenance Worker                        | 1.000         | 1.000         | 1.000         |
| Parks Maintenance Lead Worker                       | 4.000         | 4.000         | 4.000         |
| Parks Maintenance Worker I/II                       | 11.000        | 11.000        | 11.000        |
| Sr. Management Analyst                              | 0.500         | 0.500         | 0.500         |
| Management Assistant                                | -             | -             | -             |
| Management Coordinator                              | 1.000         | 1.000         | 1.000         |
| Office Assistant II / Administration Secretary I/II | 3.000         | 3.000         | 3.000         |
| Facility Maintenance Worker / II                    | 4.000         | -             | -             |
| Building Maintenance Worker I/II                    | -             | 3.000         | 3.000         |
| Building Maintenance Lead Worker                    | -             | 1.000         | 1.000         |
| Building Services Coordinator                       | 1.000         | 1.000         | 1.000         |
| Total Full-time Employees                           | 36.500        | 36.500        | 36.500        |
| <b>Part-Time with Benefits Employees</b>            |               |               |               |
| Recreation Leader III                               | 0.750         | 0.750         | 0.750         |
| Office Assistant I/II                               | 0.750         | 0.750         | 1.125         |
| Building Services Coordinator Assistant             | 0.750         | 0.750         | 0.750         |
| <b>Part-Time w/o Benefits Employees</b>             |               |               |               |
| Recreation Leader III (7)                           | 3.250         | 3.250         | 3.250         |
| Recreation Leader II (14)                           | 7.000         | 7.000         | 7.000         |
| Recreation Leader I (14)                            | 7.200         | 7.200         | 7.200         |
| Office Assistant I/II                               | 0.500         | 0.500         | -             |
| Building Services Assistant (10)                    | 6.000         | 6.000         | 6.000         |
| Parks Maintenance Worker (3)                        | 1.000         | 2.000         | 2.000         |
| Total Part-time Employees                           | 27.200        | 28.200        | 28.075        |
| <b>TOTAL EMPLOYEES</b>                              | <b>63.700</b> | <b>64.700</b> | <b>64.575</b> |

## MISSION STATEMENT

*Foster City Parks and Recreation is committed to providing excellent service, exciting programs, and exceptional places, to enhance our community's quality of life.*

The Department fulfills its mission by carrying out six key functions where we will:

- Provide high-quality parks and recreation facilities
- Provide high-quality recreational programs
- Manage all City buildings and facilities
- Provide a safe and efficient vehicle fleet
- Create and maintain effective organizational processes
- Recruit, support, retain, and challenge great employees

The vision that guides our Department is partnering with the community to provide innovative services that promote and engage enriching lifestyles, foster social interaction, and encourage environmental stewardship, which contributes to our healthy community.

## STRATEGIC PLAN

The Department has prepared a comprehensive strategic plan with the following components:

- Parks Division – provide safe, clean, and attractive parks throughout the community
- Recreation Division – offer high quality recreation

programs using a variety of different delivery modes for all age groups and all interests

- Building Maintenance Division – Provide safe, secure, and clean places for Foster City employees and the community
- Vehicle Maintenance Division – provide a safe and efficient City vehicle fleet
- Organization – create a dynamic organization committed to an ongoing process of innovation

## **VALUES**

*The core values of our mission and vision are: excellence; integrity; creativity; service; and leadership.*

Our Department is focused on achieving the following community outcomes:

- Strengthen community image and sense of place
- Support economic development
- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Brand Foster City as a great place to live, work, and play
- Protect environmental resources
- Facilitate community problem solving
- Provide recreational experiences
- Demonstrate fiscal responsibility

The Department Mission, Vision, and Core Values have been developed using these guiding principles.

- Essential Element
- Inclusive and Accessible
- Stewardship
- Excellence
- Beauty and Innovation
- Future Needs
- Civic Involvement

## **KEY INITIATIVES COMPLETED FY 2018-2019**

### **Parks**

- Playground replacement at: Erckenbrack, Port Royal, Turnstone
- 2 Grant funded shade structures installed at Shorebird Park
- Farragut Park: removal and replacement of 29 diseased trees
- New landscaping/foundation to Stilt Walkers statue at Recreation Center
- CIP 672 completed: Court Resurfacing: 8 Tennis Courts at Boothbay and Edgewater Parks and the Recreation Center; 6 Basketball Courts at Port Royal, Boothbay, Ketch, Sunfish, Shad, and Turnstone Parks
- CIP 673 completed: Dog Park Refurbishment
- CIP 674 completed: Edgewater Concrete Walkway Replacement Project
- Staff completed annual Defensive Training
- Staff completed First Responders Awareness Training

## **Recreation**

- Fully funded Summer Concert Series, total sponsorships received in 2018 approximately \$17,963
- Expanded Family Overnighter event to more than double the amount of participants compared to 2017, at 249 attendees
- First annual Foster City Summer Days event approved for FY 2019-2020
- Return of Adult Softball program

## **Buildings**

- Community Center stairway remodel
- Community Center copy room remodel
- Renovations completed to Wind Room and Patio
- Completed over 400 service requests

## **Vehicles**

- Conducted over 169 regularly scheduled vehicle services
- Supported approximately four (4) projects spanning multiple Department and Divisions

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020***

### ***Initiatives***

- Parks Division
  1. Maintain park safety
  2. Implement Environmental Conservation Methods
  3. Management and evaluation of 5-15 year CIP program
  4. Respond to unique park requests (ex. drones) and SeeClickFix management and response
  5. ADA compliance and upgrades
  6. Park System Master Plan Study
- Recreation Division
  1. Increase recreation service utilization
  2. Develop self-sustaining programs
  3. Develop marketing plan and consistent evaluation process
  4. Support ongoing cultural activities
  5. Foster advocacy of Parks and Recreation services
- Building Division
  1. Keep building elements fully operational and functional
  2. Regularly audit buildings and building use in order to eliminate potential safety issues and inefficiencies

3. Implement building sustainability procedures and mechanisms where possible

- Vehicle Division

1. Enhance ability to perform mechanical repairs through mechanics training, acquiring specialty tools, and updating the shop's diagnostic tools
2. Realize fuel savings for the City through alternative fuel vehicles, 7 hybrids and 1 electric vehicle
3. Enhance City operations through reduced turnaround time for equipment servicing

- Organization

1. Facilitate staff engagement through succession planning opportunities and provide safety and technical training
2. Community outreach and engagement through social media, website, etc.
3. Streamline process and develop performance measures for the Strategic Plan

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### ***Recreation Division***

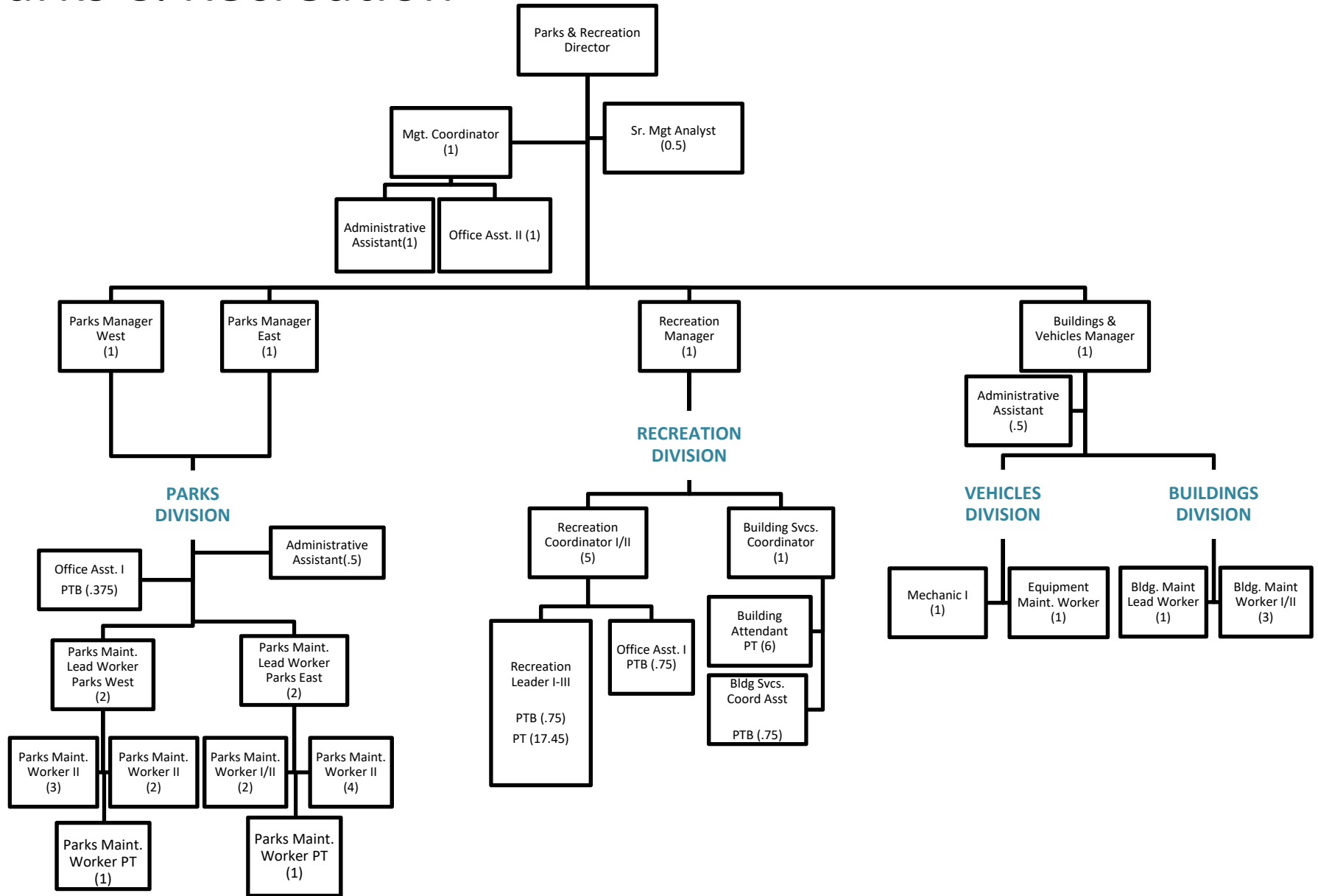
- Youth Contractual Services: Requesting a 1% increase budget by 1% due to the expansion of a popular youth basketball program.

### ***Parks Division***

- Parks Division personnel change in full-time employees (FTE) from 0.5 FTE without benefits to 0.375 FTE with benefits (½ of 30 Hrs./Week shared with Public Works)

# Parks & Recreation

FY 2019-2020



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| PARKS MAINTENANCE                       | \$ 5,185,323        | \$ 5,185,323        | \$ 5,546,274        |
| REC ADMINISTRATION                      | \$ 1,813,842        | \$ 1,813,842        | \$ 2,104,461        |
| Subtotal - City General Fund Divisions  | \$ 6,999,165        | \$ 6,999,165        | \$ 7,650,735        |
| ADULT CONTRACTS                         | \$ 187,301          | \$ 187,301          | \$ 189,780          |
| ADULT SPORTS                            | \$ 45,000           | \$ 45,000           | \$ 45,000           |
| ADVERTISING                             | \$ 52,420           | \$ 52,420           | \$ 51,277           |
| FACILITY OPERATIONS                     | \$ 588,529          | \$ 588,529          | \$ 597,949          |
| SENIORS / VOLUNTEERS                    | \$ 222,314          | \$ 222,314          | \$ 212,349          |
| SPECIAL EVENTS                          | \$ 45,027           | \$ 45,027           | \$ 41,071           |
| TEEN PROGRAMS                           | \$ 325,089          | \$ 325,089          | \$ 358,568          |
| YOUTH CAMPS                             | \$ 383,674          | \$ 383,674          | \$ 412,517          |
| YOUTH CONTRACT CLASSES                  | \$ 291,695          | \$ 291,695          | \$ 297,663          |
| Subtotal - Special Recreation Fund      | \$ 2,141,049        | \$ 2,141,049        | \$ 2,206,174        |
| <b>TOTAL FOR PARKS &amp; RECREATION</b> | <b>\$ 9,140,214</b> | <b>\$ 9,140,214</b> | <b>\$ 9,856,909</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 4,910,424        | \$ 4,910,424        | \$ 5,135,350        |
| SERVICES AND SUPPLIES                                     | \$ 2,653,416        | \$ 2,653,416        | \$ 2,568,079        |
| CAPITAL OUTLAY  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 7,563,840        | \$ 7,563,840        | \$ 7,703,429        |
| INTERNAL SERVICES   | \$ 1,882,749        | \$ 1,882,749        | \$ 2,500,792        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 9,446,589        | \$ 9,446,589        | \$ 10,204,221       |
| REALLOCATIONS   | \$ (306,375)        | \$ (306,375)        | \$ (347,312)        |
|   | <b>\$ 9,140,214</b> | <b>\$ 9,140,214</b> | <b>\$ 9,856,909</b> |



## DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 001-0510-451

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0510-451-4110        | PERMANENT SALARIES                      | \$590,000.00          | \$603,800.00           |
|                          | Subtotal                                | <b>\$590,000.00</b>   | <b>\$603,800.00</b>    |
| 001-0510-451-4120        | FRINGE BENEFITS                         | \$343,700.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$343,700.00</b>   | <b>\$0.00</b>          |
| 001-0510-451-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$194,900.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$194,900.00</b>    |
| 001-0510-451-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$76,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$76,700.00</b>     |
| 001-0510-451-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$12,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$12,700.00</b>     |
| 001-0510-451-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$36,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$36,700.00</b>     |
|                          | <b>Employee Services Total</b>          | <b>\$933,700.00</b>   | <b>\$924,800.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0510-451-4520        | COMPENSATED ABSENCES                    | \$13,063.00           | \$16,266.00            |
|                          | Subtotal                                | <b>\$13,063.00</b>    | <b>\$16,266.00</b>     |
| 001-0510-451-4539        | PEMHCA                                  | \$0.00                | \$1,656.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,656.00</b>      |
| 001-0510-451-4540        | LONGEVITY                               | \$0.00                | \$5,550.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$5,550.00</b>      |
| 001-0510-451-4544        | VEHICLE REPLACEMENT - 4 Vehicles        | \$47,803.00           | \$56,984.00            |
|                          | Subtotal                                | <b>\$47,803.00</b>    | <b>\$56,984.00</b>     |

|                   |  |                       |                       |
|-------------------|--|-----------------------|-----------------------|
| 001-0510-451-4556 | EQUIPMENT REPLACEMENT                  | \$31,722.00           | \$30,468.00           |
|                   | Subtotal                               | <b>\$31,722.00</b>    | <b>\$30,468.00</b>    |
| 001-0510-451-4557 | INFORMATION TECHNOLOGY SERVICES        | \$113,744.00          | \$133,916.00          |
|                   | Subtotal                               | <b>\$113,744.00</b>   | <b>\$133,916.00</b>   |
| 001-0510-452-4569 | BUILDING MAINTENANCE -- RC, Sr, TC, CC | \$927,960.00          | \$1,230,627.00        |
|                   | Subtotal                               | <b>\$927,960.00</b>   | <b>\$1,230,627.00</b> |
|                   | <b>Internal Services Total</b>         | <b>\$1,134,292.00</b> | <b>\$1,475,467.00</b> |

***Services and Supplies***

|                    |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------|--|-----------------------|------------------------|
| 001-0510-451-4241* | COPY - LETTERS AND STAFF REPORTS                 | \$505.00              | \$255.00               |
|                    | Subtotal   | <b>\$505.00</b>       | <b>\$255.00</b>        |
| 001-0510-451-4242  | POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS | \$1,515.00            | \$1,515.00             |
|                    | Subtotal   | <b>\$1,515.00</b>     | <b>\$1,515.00</b>      |
| 001-0510-451-4243  | GENERAL OFFICE SUPPLIES                          | \$16,832.00           | \$16,832.00            |
|                    | Subtotal   | <b>\$16,832.00</b>    | <b>\$16,832.00</b>     |
| 001-0510-451-4246  | SUPPLIES & EQUIPMENT                             | \$6,818.00            | \$6,818.00             |
| 001-0510-451-4246  | YOUTH SUMMIT / YOUTH LEADERSHIP                  | \$3,535.00            | \$3,535.00             |
|                    | Subtotal   | <b>\$10,353.00</b>    | <b>\$10,353.00</b>     |
| 001-0510-451-4249  | PUBLICITY/ADVERTISING                            | \$5,959.00            | \$5,500.00             |
|                    | Subtotal   | <b>\$5,959.00</b>     | <b>\$5,500.00</b>      |
| 001-0510-451-4251  | MANDATED FINGERPRINTING                          | \$1,010.00            | \$1,000.00             |
|                    | Subtotal   | <b>\$1,010.00</b>     | <b>\$1,000.00</b>      |
| 001-0510-451-4253  | CALIF. PARKS & RECREATION SOCIETY - AGENCY       | \$612.00              | \$612.00               |
| 001-0510-451-4253  | CPRS STAFF MEMBERSHIP                            | \$1,276.00            | \$1,276.00             |
| 001-0510-451-4253  | LERN MEMBERSHIP                                  | \$358.00              | \$358.00               |
| 001-0510-451-4253  | NATIONAL LEGISLATIVE BULLETIN                    | \$154.00              | \$154.00               |
| 001-0510-451-4253  | NATIONAL RECREATION & PARKS SOCIETY - AGENCY     | \$786.00              | \$786.00               |
| 001-0510-451-4253  | NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS       | \$510.00              | \$510.00               |
| 001-0510-451-4253  | NRPA NET   | \$52.00               | \$52.00                |

|                     |   |                                    |                       |                        |
|---------------------|---|------------------------------------|-----------------------|------------------------|
|                     |   | Subtotal                           | <b>\$3,748.00</b>     | <b>\$3,748.00</b>      |
| 001-0510-451-4254   | ANNUAL DEPARTMENT RETREAT - JANUARY               |                                    | \$1,224.00            | \$1,224.00             |
| 001-0510-451-4254   | CA PARKS & REC TRAINING - MANAGER (1)             |                                    | \$1,530.00            | \$1,530.00             |
| 001-0510-451-4254   | CPRS REGIONAL - REC COORDINATORS (5)              |                                    | \$5,111.00            | \$5,111.00             |
| 001-0510-451-4254   | NRPA - DIRECTOR                                   |                                    | \$2,550.00            | \$2,550.00             |
| 001-0510-451-4254   | PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR |                                    | \$1,174.00            | \$1,174.00             |
|                     |   | Subtotal                           | <b>\$11,589.00</b>    | <b>\$11,589.00</b>     |
| 001-0510-451-4255   | DEPT. REGIONAL TRAINING - STAFF                   |                                    | \$510.00              | \$510.00               |
| 001-0510-451-4255   | SECRETARY'S TRAINING                              |                                    | \$204.00              | \$204.00               |
|                     |   | Subtotal                           | <b>\$714.00</b>       | <b>\$714.00</b>        |
|                     |   | <b>Services and Supplies Total</b> | <b>\$52,225.00</b>    | <b>\$51,506.00</b>     |
| <b>Reallocation</b> |   |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0510-451-4463   | INDIRECT COST ALLOCATION                          |                                    | (\$306,375.00)        | (\$347,312.00)         |
|                     |   | Subtotal                           | <b>(\$306,375.00)</b> | <b>(\$347,312.00)</b>  |
|                     |   | <b>Reallocation Total</b>          | <b>(\$306,375.00)</b> | <b>(\$347,312.00)</b>  |
|                     |   | <b>REC ADMINISTRATION Total</b>    | <b>\$1,813,842.00</b> | <b>\$2,104,461.00</b>  |

**PARKS & RECREATION - PARKS MAINTENANCE**

Account: 001-0520-452

GENERAL FUND

|                          |                                     |                       |                        |
|--------------------------|-------------------------------------|-----------------------|------------------------|
| <b>Employee Services</b> |                                     | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0520-452-4110*       | ON-CALL AND OTHER STAND-BY PAYS     | \$5,000.00            | \$5,000.00             |
| 001-0520-452-4110        | PERMANENT SALARIES                  | \$1,535,200.00        | \$1,582,500.00         |
|                          |                                     | Subtotal              | <b>\$1,540,200.00</b>  |
| 001-0520-452-4111        | PART TIME SALARIES                  | \$0.00                | \$48,600.00            |
| 001-0520-452-4111*       | PART TIME SALARIES OA PB - FTE .375 | \$72,900.00           | \$24,300.00            |

|                                |  |                       |                       |
|--------------------------------|--|-----------------------|-----------------------|
|                                | Subtotal   | <b>\$72,900.00</b>    | <b>\$72,900.00</b>    |
| 001-0520-452-4112              | OVERTIME   | \$51,250.00           | \$51,250.00           |
| 001-0520-452-4112*             | SPECIAL EVENTS OVERTIME                            | \$3,300.00            | \$10,100.00           |
|                                | Subtotal   | <b>\$54,550.00</b>    | <b>\$61,350.00</b>    |
| 001-0520-452-4120              | FRINGE BENEFITS                                    | \$907,500.00          | \$0.00                |
| 001-0520-452-4120              | FRINGE BENEFITS (P/T SALARIES)                     | \$23,000.00           | \$0.00                |
|                                | Subtotal   | <b>\$930,500.00</b>   | <b>\$0.00</b>         |
| 001-0520-452-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT                  | \$0.00                | \$526,100.00          |
| 001-0520-452-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT OA PB (FTE .375) | \$0.00                | \$8,160.00            |
|                                | Subtotal   | <b>\$0.00</b>         | <b>\$534,260.00</b>   |
| 001-0520-452-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE                   | \$0.00                | \$353,500.00          |
| 001-0520-452-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE OA PB (FTE .375)  | \$0.00                | \$5,720.00            |
|                                | Subtotal   | <b>\$0.00</b>         | <b>\$359,220.00</b>   |
| 001-0520-452-4136              | EMPLOYEE BENEFITS-WORKERS COMP OA PB (FTE .375)    | \$0.00                | \$910.00              |
| 001-0520-452-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION             | \$0.00                | \$55,900.00           |
| 001-0520-452-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT          | \$0.00                | \$1,800.00            |
|                                | Subtotal   | <b>\$0.00</b>         | <b>\$58,610.00</b>    |
| 001-0520-452-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS            | \$0.00                | \$67,400.00           |
| 001-0520-452-4139              | EMPLOYEE BENEFITS-OTHER FRINGE OA PB (FTE .375)    | \$0.00                | \$510.00              |
| 001-0520-452-4139              | EMPLOYEE BENEFITS-OTHER FRINGE PT                  | \$0.00                | \$1,100.00            |
|                                | Subtotal   | <b>\$0.00</b>         | <b>\$69,010.00</b>    |
| <b>Employee Services Total</b> |  | <b>\$2,598,150.00</b> | <b>\$2,742,850.00</b> |

***Internal Services***

|                   |                      | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|----------------------|-----------------------|------------------------|
| 001-0520-452-4520 | COMPENSATED ABSENCES | \$34,499.00           | \$38,990.00            |
|                   | Subtotal             | <b>\$34,499.00</b>    | <b>\$38,990.00</b>     |
| 001-0520-452-4539 | PEMHCA               | \$0.00                | \$13,248.00            |
|                   | Subtotal             | <b>\$0.00</b>         | <b>\$13,248.00</b>     |
| 001-0520-452-4540 | LONGEVITY            | \$0.00                | \$750.00               |

|                   |                                  |                     |                     |
|-------------------|----------------------------------|---------------------|---------------------|
|                   | Subtotal                         | \$0.00              | \$750.00            |
| 001-0520-452-4544 | VEHICLE REPLACEMENT              | \$275,177.00        | \$336,869.00        |
|                   | Subtotal                         | \$275,177.00        | \$336,869.00        |
| 001-0520-452-4556 | EQUIPMENT REPLACEMENT            | \$234,682.00        | \$359,683.00        |
|                   | Subtotal                         | \$234,682.00        | \$359,683.00        |
| 001-0520-452-4569 | BUILDING MAINTENANCE (Corp Yard) | \$176,365.00        | \$247,834.00        |
|                   | Subtotal                         | \$176,365.00        | \$247,834.00        |
|                   | <b>Internal Services Total</b>   | <b>\$720,723.00</b> | <b>\$997,374.00</b> |

***Services and Supplies***

|                    |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------|--|-----------------------|------------------------|
| 001-0520-452-4240* | SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS      | \$6,800.00            | \$6,800.00             |
|                    | Subtotal                                       | \$6,800.00            | \$6,800.00             |
| 001-0520-452-4241* | COPY EXPENSE                                   | \$300.00              | \$100.00               |
|                    | Subtotal                                       | \$300.00              | \$100.00               |
| 001-0520-452-4242  | POSTAGE EXPENSE                                | \$200.00              | \$200.00               |
|                    | Subtotal                                       | \$200.00              | \$200.00               |
| 001-0520-452-4243* | OFFICE SUPPLIES, MISCELLANEOUS                 | \$7,500.00            | \$7,000.00             |
|                    | Subtotal                                       | \$7,500.00            | \$7,000.00             |
| 001-0520-452-4245* | TOOLS AND EQUIPMENT, MISCELLANEOUS             | \$13,000.00           | \$13,000.00            |
| 001-0520-452-4245* | TOOLS, WORK PROGRAM                            | \$3,100.00            | \$3,100.00             |
|                    | Subtotal                                       | \$16,100.00           | \$16,100.00            |
| 001-0520-452-4246* | AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS | \$63,000.00           | \$63,000.00            |
| 001-0520-452-4246* | DOG BAGS/ SUPPLIES                             | \$6,900.00            | \$6,900.00             |
| 001-0520-452-4246* | ELECTRICAL SUPPLIES & REPAIRS                  | \$5,550.00            | \$5,550.00             |
| 001-0520-452-4246* | FENCING  | \$12,200.00           | \$12,200.00            |
| 001-0520-452-4246* | HARDWARE & MISC. MATERIALS INCL. SIGNS         | \$15,900.00           | \$15,900.00            |
| 001-0520-452-4246  | HOLIDAY DECORATIONS                            | \$3,100.00            | \$3,100.00             |
| 001-0520-452-4246* | IRRIGATION SUPPLIES & REPAIRS                  | \$27,300.00           | \$27,300.00            |
| 001-0520-452-4246* | JANITORIAL SUPPLIES FOR PARK RESTROOMS         | \$50,800.00           | \$50,800.00            |

|                    |  |                     |                     |
|--------------------|--|---------------------|---------------------|
| 001-0520-452-4246* | LEVEE MAINTENANCE (Repairs, Erosion Control)       | \$13,000.00         | \$13,000.00         |
| 001-0520-452-4246* | PAINT & CHALK - LINING FIELDS                      | \$3,700.00          | \$3,700.00          |
| 001-0520-452-4246* | PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS       | \$20,300.00         | \$20,300.00         |
| 001-0520-452-4246* | PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS | \$12,200.00         | \$12,200.00         |
| 001-0520-452-4246* | PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS   | \$6,100.00          | \$6,100.00          |
| 001-0520-452-4246* | SAFETY EQUIPMENT - (Gloves, Coverings, etc.)       | \$10,600.00         | \$10,600.00         |
| 001-0520-452-4246  | SEA CLOUD PARK MAINTENANCE SUPPLIES                | \$15,500.00         | \$15,500.00         |
| 001-0520-452-4246* | SOIL/CONCRETE/BARK/PLAYGROUND                      | \$51,800.00         | \$51,800.00         |
| 001-0520-452-4246* | TENNIS & BALLFIELD WINDSCREENS                     | \$3,100.00          | \$3,100.00          |
| 001-0520-452-4246* | TRASH CONTAINERS                                   | \$3,100.00          | \$3,100.00          |
| 001-0520-452-4246* | VANDALISM REPAIR                                   | \$15,100.00         | \$15,100.00         |
|                    | Subtotal   | <b>\$339,250.00</b> | <b>\$339,250.00</b> |
| 001-0520-452-4247* | RENTAL OF SPECIAL EQUIPMENT                        | \$2,500.00          | \$2,500.00          |
|                    | Subtotal   | <b>\$2,500.00</b>   | <b>\$2,500.00</b>   |
| 001-0520-452-4248* | COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)   | \$1,500.00          | \$1,500.00          |
| 001-0520-452-4248* | ELECTRICITY  | \$55,000.00         | \$52,000.00         |
| 001-0520-452-4248* | METERS/WATER/WASTEWATER                            | \$812,000.00        | \$771,500.00        |
|                    | Subtotal   | <b>\$868,500.00</b> | <b>\$825,000.00</b> |
| 001-0520-452-4251* | CANADIAN GEESE CONTROL - PARKS                     | \$26,000.00         | \$26,000.00         |
| 001-0520-452-4251* | ELECTRICAL SERVICES & LIGHTS MAINTENANCE           | \$24,000.00         | \$24,000.00         |
| 001-0520-452-4251* | FENCE MAINTENANCE CONTRACT                         | \$4,100.00          | \$4,100.00          |
| 001-0520-452-4251* | IRRIGATION & PLUMBING SERVICES                     | \$10,200.00         | \$10,200.00         |
| 001-0520-452-4251* | MEDIAN & CUL-DE-SAC MAINTENANCE CONTRACT           | \$203,100.00        | \$207,000.00        |
| 001-0520-452-4251* | PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS          | \$15,100.00         | \$15,100.00         |
| 001-0520-452-4251* | PARKS LIGHTING - LED                               | \$20,200.00         | \$15,000.00         |
| 001-0520-452-4251  | PARKS MAINTENANCE CONTRACTUAL SERVICES             | \$111,000.00        | \$101,100.00        |
| 001-0520-452-4251* | PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS | \$16,500.00         | \$16,500.00         |
| 001-0520-452-4251  | PLAYGROUND FENCING                                 | \$48,000.00         | \$48,000.00         |
| 001-0520-452-4251* | PORT-O-LET RENTAL SERVICES                         | \$5,000.00          | \$0.00              |

|                    |  |                       |                       |
|--------------------|--|-----------------------|-----------------------|
| 001-0520-452-4251* | SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE            | \$31,000.00           | \$31,000.00           |
| 001-0520-452-4251* | TREE MAINTENANCE - DISEASE PREVENTION              | \$26,000.00           | \$26,000.00           |
| 001-0520-452-4251* | TREE MAINTENANCE - MEDIANS & CUL-DE-SACS           | \$36,000.00           | \$36,000.00           |
| 001-0520-452-4251* | TREE MAINTENANCE - PARKS                           | \$40,000.00           | \$40,000.00           |
|                    | Subtotal   | <b>\$616,200.00</b>   | <b>\$600,000.00</b>   |
| 001-0520-452-4253  | PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS  | \$600.00              | \$600.00              |
|                    | Subtotal   | <b>\$600.00</b>       | <b>\$600.00</b>       |
| 001-0520-452-4254* | DIVISION RETREAT                                   | \$1,000.00            | \$1,000.00            |
|                    | Subtotal   | <b>\$1,000.00</b>     | <b>\$1,000.00</b>     |
| 001-0520-452-4255  | CERT/TRAIN/RENEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW | \$3,000.00            | \$3,000.00            |
| 001-0520-452-4255  | MAINTENANCE WORKERS TRAINING                       | \$2,000.00            | \$2,000.00            |
| 001-0520-452-4255  | PARK MANAGER PROFESSIONAL TRAINING                 | \$2,500.00            | \$2,500.00            |
|                    | Subtotal   | <b>\$7,500.00</b>     | <b>\$7,500.00</b>     |
|                    | <b>Services and Supplies Total</b>                 | <b>\$1,866,450.00</b> | <b>\$1,806,050.00</b> |
|                    | <b>PARKS MAINTENANCE Total</b>                     | <b>\$5,185,323.00</b> | <b>\$5,546,274.00</b> |

**PARKS & RECREATION - FACILITY OPERATIONS**

Account: 003-0525-451

SPECIAL RECREATION

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 003-0525-451-4110        | PERMANENT SALARIES                                | \$173,700.00          | \$173,800.00           |
|                          | Subtotal  | <b>\$173,700.00</b>   | <b>\$173,800.00</b>    |
| 003-0525-451-4111        | BUILDING SERVICES COORDINATOR ASSISTANT (FTE .75) | \$25,766.50           | \$27,500.00            |
| 003-0525-451-4111        | OFFICE ASSISTANCT PB (FTE .75)                    | \$0.00                | \$46,200.00            |
| 003-0525-451-4111        | PART TIME SALARIES                                | \$129,066.50          | \$102,250.00           |
|                          | Subtotal  | <b>\$154,833.00</b>   | <b>\$175,950.00</b>    |
| 003-0525-451-4112        | OVERTIME  | \$3,131.00            | \$3,200.00             |
|                          | Subtotal  | <b>\$3,131.00</b>     | <b>\$3,200.00</b>      |

|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
| 003-0525-451-4120 | FRINGE BENEFITS (F/T Salaries)                 | \$103,100.00        | \$0.00              |
| 003-0525-451-4120 | PART TIME STAFF BENEFITS                       | \$42,420.00         | \$0.00              |
|                   | Subtotal                                       | <b>\$145,520.00</b> | <b>\$0.00</b>       |
| 003-0525-451-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT              | \$0.00              | \$57,200.00         |
| 003-0525-451-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT PB (FTE 1.5) | \$0.00              | \$24,800.00         |
|                   | Subtotal                                       | <b>\$0.00</b>       | <b>\$82,000.00</b>  |
| 003-0525-451-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE               | \$0.00              | \$29,400.00         |
| 003-0525-451-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE PB (FTE 1.5)  | \$0.00              | \$22,900.00         |
|                   | Subtotal                                       | <b>\$0.00</b>       | <b>\$52,300.00</b>  |
| 003-0525-451-4136 | EMPLOYEE BENEFITS-WORKERS COMP PB (FTE 1.5)    | \$0.00              | \$1,040.00          |
| 003-0525-451-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION         | \$0.00              | \$3,700.00          |
| 003-0525-451-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT      | \$0.00              | \$3,900.00          |
|                   | Subtotal                                       | <b>\$0.00</b>       | <b>\$8,640.00</b>   |
| 003-0525-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS        | \$0.00              | \$5,600.00          |
| 003-0525-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE PB (FTE 1.5)    | \$0.00              | \$3,360.00          |
| 003-0525-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE PT              | \$0.00              | \$1,400.00          |
|                   | Subtotal                                       | <b>\$0.00</b>       | <b>\$10,360.00</b>  |
|                   | <b>Employee Services Total</b>                 | <b>\$477,184.00</b> | <b>\$506,250.00</b> |

| <b>Internal Services</b> |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|--------------------------------|-----------------------|------------------------|
| 003-0525-451-4520        | COMPENSATED ABSENCES           | \$3,919.00            | \$4,252.00             |
|                          | Subtotal                       | <b>\$3,919.00</b>     | <b>\$4,252.00</b>      |
| 003-0525-451-4556        | EQUIPMENT REPLACEMENT          | \$15,561.00           | \$14,102.00            |
|                          | Subtotal                       | <b>\$15,561.00</b>    | <b>\$14,102.00</b>     |
|                          | <b>Internal Services Total</b> | <b>\$19,480.00</b>    | <b>\$18,354.00</b>     |

| <b>Services and Supplies</b> |          | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|----------|-----------------------|------------------------|
| 003-0525-451-4242            | POSTAGE  | \$200.00              | \$100.00               |
|                              | Subtotal | <b>\$200.00</b>       | <b>\$100.00</b>        |



|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
| 003-0525-451-4243 | Additional Surveillance Cameras                    | \$6,900.00          | \$0.00              |
| 003-0525-451-4243 | Outdoor BBQ Grill Island at Community Center Patio | \$5,000.00          | \$0.00              |
| 003-0525-451-4243 | Portable Wall Partitions (2)                       | \$1,600.00          | \$0.00              |
| 003-0525-451-4243 | SUPPLIES   | \$12,120.00         | \$12,000.00         |
|                   | Subtotal   | <b>\$25,620.00</b>  | <b>\$12,000.00</b>  |
| 003-0525-451-4246 | SM/FC SCHOOL JOINT-USE FACILITIES                  | \$60,045.00         | \$60,045.00         |
|                   | Subtotal   | <b>\$60,045.00</b>  | <b>\$60,045.00</b>  |
| 003-0525-451-4265 | PAYMENT PROCESSING FEES                            | \$6,000.00          | \$1,200.00          |
|                   | Subtotal   | <b>\$6,000.00</b>   | <b>\$1,200.00</b>   |
|                   | <b>Services and Supplies Total</b>                 | <b>\$91,865.00</b>  | <b>\$73,345.00</b>  |
|                   | <b>FACILITY OPERATIONS Total</b>                   | <b>\$588,529.00</b> | <b>\$597,949.00</b> |

**PARKS & RECREATION - ADULT SPORTS** Account: 003-0530-451

**SPECIAL RECREATION**

| <i>Services and Supplies</i>  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 003-0530-451-4243 Expansion of Pickleball and Bocce, Adult Softball | \$45,000.00           | \$45,000.00            |
| Subtotal  | <b>\$45,000.00</b>    | <b>\$45,000.00</b>     |
| <b>Services and Supplies Total</b>                                  | <b>\$45,000.00</b>    | <b>\$45,000.00</b>     |
| <b>ADULT SPORTS Total</b>   | <b>\$45,000.00</b>    | <b>\$45,000.00</b>     |

**PARKS & RECREATION - YOUTH CAMPS**

Account: 003-0534-451

**SPECIAL RECREATION**

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 003-0534-451-4110        | PERMANENT SALARIES                        | \$87,000.00           | \$82,900.00            |
|                          | Subtotal                                  | <b>\$87,000.00</b>    | <b>\$82,900.00</b>     |
| 003-0534-451-4111        | PART TIME SALARIES                        | \$98,669.00           | \$120,650.00           |
| 003-0534-451-4111        | PART TIME STAFF AFTERSCHOOL PROGRAM       | \$32,794.00           | \$47,800.00            |
|                          | Subtotal                                  | <b>\$131,463.00</b>   | <b>\$168,450.00</b>    |
| 003-0534-451-4112        | OVERTIME                                  | \$2,071.00            | \$2,080.00             |
|                          | Subtotal                                  | <b>\$2,071.00</b>     | <b>\$2,080.00</b>      |
| 003-0534-451-4120        | FRINGE BENEFITS (F/T Salaries)            | \$51,700.00           | \$0.00                 |
| 003-0534-451-4120        | FRINGE BENEFITS (P/T Salaries)            | \$13,160.00           | \$0.00                 |
|                          | Subtotal                                  | <b>\$64,860.00</b>    | <b>\$0.00</b>          |
| 003-0534-451-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT         | \$0.00                | \$28,100.00            |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$28,100.00</b>     |
| 003-0534-451-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE          | \$0.00                | \$14,700.00            |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$14,700.00</b>     |
| 003-0534-451-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION    | \$0.00                | \$3,110.00             |
| 003-0534-451-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT | \$0.00                | \$6,400.00             |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$9,510.00</b>      |
| 003-0534-451-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS   | \$0.00                | \$3,390.00             |
| 003-0534-451-4139        | EMPLOYEE BENEFITS-OTHER FRINGE PT         | \$0.00                | \$3,710.00             |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$7,100.00</b>      |
|                          | <b>Employee Services Total</b>            | <b>\$285,394.00</b>   | <b>\$312,840.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |

|                              |                                    |                       |                        |
|------------------------------|------------------------------------|-----------------------|------------------------|
| 003-0534-451-4520            | COMPENSATED ABSENCES               | \$1,963.00            | \$2,399.00             |
|                              | Subtotal                           | <b>\$1,963.00</b>     | <b>\$2,399.00</b>      |
|                              | <b>Internal Services Total</b>     | <b>\$1,963.00</b>     | <b>\$2,399.00</b>      |
| <b>Services and Supplies</b> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0534-451-4242            | POSTAGE                            | \$250.00              | \$250.00               |
|                              | Subtotal                           | <b>\$250.00</b>       | <b>\$250.00</b>        |
| 003-0534-451-4243            | SUPPLIES                           | \$10,711.00           | \$10,818.00            |
|                              | Subtotal                           | <b>\$10,711.00</b>    | <b>\$10,818.00</b>     |
| 003-0534-451-4251            | CONTRACTUAL SERVICES               | \$85,356.00           | \$86,210.00            |
|                              | Subtotal                           | <b>\$85,356.00</b>    | <b>\$86,210.00</b>     |
|                              | <b>Services and Supplies Total</b> | <b>\$96,317.00</b>    | <b>\$97,278.00</b>     |
|                              | <b>YOUTH CAMPS Total</b>           | <b>\$383,674.00</b>   | <b>\$412,517.00</b>    |

**PARKS & RECREATION - ADULT CONTRACTS**

Account: 003-0535-451

SPECIAL RECREATION

|                          |                                |                       |                        |
|--------------------------|--------------------------------|-----------------------|------------------------|
| <b>Employee Services</b> |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0535-451-4110        | PERMANENT SALARIES             | \$48,000.00           | \$48,000.00            |
|                          | Subtotal                       | <b>\$48,000.00</b>    | <b>\$48,000.00</b>     |
| 003-0535-451-4111        | EMPLOYEE SERVICES / PART-TIME  | \$2,142.00            | \$2,500.00             |
|                          | Subtotal                       | <b>\$2,142.00</b>     | <b>\$2,500.00</b>      |
| 003-0535-451-4112        | OVERTIME                       | \$505.00              | \$520.00               |
|                          | Subtotal                       | <b>\$505.00</b>       | <b>\$520.00</b>        |
| 003-0535-451-4120        | FRINGE BENEFITS (F/T SALARIES) | \$28,500.00           | \$0.00                 |
| 003-0535-451-4120        | FRINGE BENEFITS (P/T Salaries) | \$214.00              | \$0.00                 |
|                          | Subtotal                       | <b>\$28,714.00</b>    | <b>\$0.00</b>          |

|                              |   |                                    |                       |                        |
|------------------------------|---|------------------------------------|-----------------------|------------------------|
| 003-0535-451-4121            | EMPLOYEE BENEFITS-PERS RETIREMENT             |                                    | \$0.00                | \$16,100.00            |
|                              |   | Subtotal                           | <b>\$0.00</b>         | <b>\$16,100.00</b>     |
| 003-0535-451-4135            | EMPLOYEE BENEFITS-FLEX ALLOWANCE              |                                    | \$0.00                | \$12,700.00            |
|                              |   | Subtotal                           | <b>\$0.00</b>         | <b>\$12,700.00</b>     |
| 003-0535-451-4136            | EMPLOYEE BENEFITS-WORKERS COMPENSATION        |                                    | \$0.00                | \$1,800.00             |
| 003-0535-451-4136            | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT     |                                    | \$0.00                | \$100.00               |
|                              |   | Subtotal                           | <b>\$0.00</b>         | <b>\$1,900.00</b>      |
| 003-0535-451-4139            | EMPLOYEE BENEFITS-OTHER FRINGE (PT)           |                                    | \$0.00                | \$50.00                |
| 003-0535-451-4139            | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS       |                                    | \$0.00                | \$1,600.00             |
|                              |   | Subtotal                           | <b>\$0.00</b>         | <b>\$1,650.00</b>      |
|                              |   | <b>Employee Services Total</b>     | <b>\$79,361.00</b>    | <b>\$83,370.00</b>     |
| <b>Internal Services</b>     |   |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0535-451-4520            | COMPENSATED ABSENCES                          |                                    | \$1,082.00            | \$1,200.00             |
|                              |   | Subtotal                           | <b>\$1,082.00</b>     | <b>\$1,200.00</b>      |
|                              |   | <b>Internal Services Total</b>     | <b>\$1,082.00</b>     | <b>\$1,200.00</b>      |
| <b>Services and Supplies</b> |   |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0535-451-4243            | SUPPLIES                                      |                                    | \$1,616.00            | \$2,200.00             |
| 003-0535-451-4243            | SUPPLIES FOR REGIONAL SPORTS                  |                                    | \$1,616.00            | \$0.00                 |
|                              |   | Subtotal                           | <b>\$3,232.00</b>     | <b>\$2,200.00</b>      |
| 003-0535-451-4246            | MAINTENANCE                                   |                                    | \$1,010.00            | \$1,010.00             |
|                              |   | Subtotal                           | <b>\$1,010.00</b>     | <b>\$1,010.00</b>      |
| 003-0535-451-4251            | CONTRACTUAL SERVICES                          |                                    | \$101,000.00          | \$102,000.00           |
| 003-0535-451-4251            | PARTNERSHIP CONTRIBUTIONS FOR REGIONAL SPORTS |                                    | \$1,616.00            | \$0.00                 |
|                              |   | Subtotal                           | <b>\$102,616.00</b>   | <b>\$102,000.00</b>    |
|                              |   | <b>Services and Supplies Total</b> | <b>\$106,858.00</b>   | <b>\$105,210.00</b>    |
|                              |   | <b>ADULT CONTRACTS Total</b>       | <b>\$187,301.00</b>   | <b>\$189,780.00</b>    |

PARKS & RECREATION - SPECIAL EVENTS

Account: 003-0537-451

SPECIAL RECREATION

| <i>Employee Services</i>     |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 003-0537-451-4111            | PART TIME SALARIES                         | \$3,162.00            | \$3,200.00             |
|                              | Subtotal                                   | <b>\$3,162.00</b>     | <b>\$3,200.00</b>      |
| 003-0537-451-4120            | FRINGE BENEFITS (P/T Salaries)             | \$316.00              | \$0.00                 |
|                              | Subtotal                                   | <b>\$316.00</b>       | <b>\$0.00</b>          |
| 003-0537-451-4136            | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT  | \$0.00                | \$100.00               |
|                              | Subtotal                                   | <b>\$0.00</b>         | <b>\$100.00</b>        |
| 003-0537-451-4139            | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS PT | \$0.00                | \$100.00               |
|                              | Subtotal                                   | <b>\$0.00</b>         | <b>\$100.00</b>        |
|                              | <b>Employee Services Total</b>             | <b>\$3,478.00</b>     | <b>\$3,400.00</b>      |
| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0537-451-4242            | POSTAGE                                    | \$450.00              | \$100.00               |
|                              | Subtotal                                   | <b>\$450.00</b>       | <b>\$100.00</b>        |
| 003-0537-451-4243            | SUPPLIES                                   | \$7,957.00            | \$7,957.00             |
|                              | Subtotal                                   | <b>\$7,957.00</b>     | <b>\$7,957.00</b>      |
| 003-0537-451-4249            | PUBLICITY                                  | \$3,673.00            | \$2,000.00             |
|                              | Subtotal                                   | <b>\$3,673.00</b>     | <b>\$2,000.00</b>      |
| 003-0537-451-4251            | CONTRACTUAL SERVICES                       | \$27,169.00           | \$27,314.00            |
| 003-0537-451-4251            | Summer Concert Contractual Services        | \$1,800.00            | \$0.00                 |
|                              | Subtotal                                   | <b>\$28,969.00</b>    | <b>\$27,314.00</b>     |
| 003-0537-451-4265            | ART GALLERY - MISC                         | \$500.00              | \$300.00               |
|                              | Subtotal                                   | <b>\$500.00</b>       | <b>\$300.00</b>        |

|                             |                    |                    |
|-----------------------------|--------------------|--------------------|
| Services and Supplies Total | \$41,549.00        | \$37,671.00        |
| <b>SPECIAL EVENTS Total</b> | <b>\$45,027.00</b> | <b>\$41,071.00</b> |

PARKS & RECREATION - YOUTH CONTRACT CLASSES    Account: 003-0538-451    SPECIAL RECREATION

|                              |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| <b>Employee Services</b>     |   |                       |                        |
| 003-0538-451-4110            | PERMANENT SALARIES                      | \$48,000.00           | \$48,000.00            |
|                              | Subtotal                                | <b>\$48,000.00</b>    | <b>\$48,000.00</b>     |
| 003-0538-451-4120            | FRINGE BENEFITS (F/T SALARIES)          | \$28,500.00           | \$0.00                 |
|                              | Subtotal                                | <b>\$28,500.00</b>    | <b>\$0.00</b>          |
| 003-0538-451-4121            | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$16,100.00            |
|                              | Subtotal                                | <b>\$0.00</b>         | <b>\$16,100.00</b>     |
| 003-0538-451-4135            | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$12,700.00            |
|                              | Subtotal                                | <b>\$0.00</b>         | <b>\$12,700.00</b>     |
| 003-0538-451-4136            | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$1,800.00             |
|                              | Subtotal                                | <b>\$0.00</b>         | <b>\$1,800.00</b>      |
| 003-0538-451-4139            | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$1,600.00             |
|                              | Subtotal                                | <b>\$0.00</b>         | <b>\$1,600.00</b>      |
|                              | <b>Employee Services Total</b>          | <b>\$76,500.00</b>    | <b>\$80,200.00</b>     |
| <b>Internal Services</b>     |   |                       |                        |
| 003-0538-451-4520            | COMPENSATED ABSENCES                    | \$1,082.00            | \$1,200.00             |
|                              | Subtotal                                | <b>\$1,082.00</b>     | <b>\$1,200.00</b>      |
|                              | <b>Internal Services Total</b>          | <b>\$1,082.00</b>     | <b>\$1,200.00</b>      |
| <b>Services and Supplies</b> |   |                       |                        |
|                              |   | Approved<br>2018-2019 | Requested<br>2019-2020 |

|                   |                      |                                     |                     |                     |
|-------------------|----------------------|-------------------------------------|---------------------|---------------------|
| 003-0538-451-4243 | SUPPLIES             |                                     | \$1,263.00          | \$1,263.00          |
|                   |                      | Subtotal                            | <b>\$1,263.00</b>   | <b>\$1,263.00</b>   |
| 003-0538-451-4251 | CONTRACTUAL SERVICES |                                     | \$212,850.00        | \$215,000.00        |
|                   |                      | Subtotal                            | <b>\$212,850.00</b> | <b>\$215,000.00</b> |
|                   |                      | <b>Services and Supplies Total</b>  | <b>\$214,113.00</b> | <b>\$216,263.00</b> |
|                   |                      | <b>YOUTH CONTRACT CLASSES Total</b> | <b>\$291,695.00</b> | <b>\$297,663.00</b> |

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**PARKS & RECREATION - ADVERTISING**      Account: 003-0539-451      **SPECIAL RECREATION**

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| <i>Services and Supplies</i> |  | Approved<br>2018-2019              | Requested<br>2019-2020 |
|------------------------------|--|------------------------------------|------------------------|
| 003-0539-451-4242            | POSTAGE  | \$11,388.00                        | \$11,388.00            |
|                              |  | Subtotal                           | <b>\$11,388.00</b>     |
| 003-0539-451-4243            | Budget Carryover- Professional Graphic Artist    | \$0.00                             | \$3,000.00             |
| 003-0539-451-4243            | iMAC Desktop or MacBook                          | \$1,500.00                         | \$0.00                 |
| 003-0539-451-4243            | Professional Graphic Artist Contractual Services | \$3,000.00                         | \$0.00                 |
| 003-0539-451-4243            | SUPPLIES   | \$828.00                           | \$828.00               |
|                              |  | Subtotal                           | <b>\$5,328.00</b>      |
| 003-0539-451-4251            | CONTRACTUAL SERVICES                             | \$35,704.00                        | \$36,061.00            |
|                              |  | Subtotal                           | <b>\$35,704.00</b>     |
|                              |  | <b>Services and Supplies Total</b> | <b>\$52,420.00</b>     |
|                              |  | <b>ADVERTISING Total</b>           | <b>\$52,420.00</b>     |

**PARKS & RECREATION - SENIORS / VOLUNTEERS**

Account: 003-0540-451

**SPECIAL RECREATION**

| <i>Employee Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------|---|-----------------------|------------------------|
| 003-0540-451-4110              | PERMANENT SALARIES                            | \$95,900.00           | \$96,000.00            |
|                                | Subtotal                                      | <b>\$95,900.00</b>    | <b>\$96,000.00</b>     |
| 003-0540-451-4111              | PART TIME SALARIES                            | \$22,328.00           | \$22,600.00            |
|                                | Subtotal                                      | <b>\$22,328.00</b>    | <b>\$22,600.00</b>     |
| 003-0540-451-4112              | OVERTIME                                      | \$707.00              | \$750.00               |
|                                | Subtotal                                      | <b>\$707.00</b>       | <b>\$750.00</b>        |
| 003-0540-451-4120              | FRINGE BENEFITS (F/T Salaries)                | \$57,000.00           | \$0.00                 |
| 003-0540-451-4120              | FRINGE BENEFITS (P/T Salaries)                | \$2,233.00            | \$0.00                 |
|                                | Subtotal                                      | <b>\$59,233.00</b>    | <b>\$0.00</b>          |
| 003-0540-451-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT             | \$0.00                | \$32,300.00            |
|                                | Subtotal                                      | <b>\$0.00</b>         | <b>\$32,300.00</b>     |
| 003-0540-451-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE              | \$0.00                | \$9,900.00             |
|                                | Subtotal                                      | <b>\$0.00</b>         | <b>\$9,900.00</b>      |
| 003-0540-451-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION        | \$0.00                | \$3,600.00             |
| 003-0540-451-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT     | \$0.00                | \$900.00               |
|                                | Subtotal                                      | <b>\$0.00</b>         | <b>\$4,500.00</b>      |
| 003-0540-451-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS       | \$0.00                | \$3,200.00             |
| 003-0540-451-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS - P/T | \$0.00                | \$600.00               |
|                                | Subtotal                                      | <b>\$0.00</b>         | <b>\$3,800.00</b>      |
| <b>Employee Services Total</b> |   | <b>\$178,168.00</b>   | <b>\$169,850.00</b>    |
| <i>Internal Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0540-451-4520              | COMPENSATED ABSENCES                          | \$2,164.00            | \$2,399.00             |



|                              |   | Subtotal                           | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|------------------------------------|-----------------------|------------------------|
|                              |   |                                    | <b>\$2,164.00</b>     | <b>\$2,399.00</b>      |
|                              |   | <b>Internal Services Total</b>     | <b>\$2,164.00</b>     | <b>\$2,399.00</b>      |
| <b>Services and Supplies</b> |   |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 003-0540-451-4242            | POSTAGE                                 |                                    | \$500.00              | \$300.00               |
|                              |   | Subtotal                           | <b>\$500.00</b>       | <b>\$300.00</b>        |
| 003-0540-451-4243            | SENIOR PROGRAMS TRIPS & TOURS           |                                    | \$16,589.00           | \$15,799.00            |
| 003-0540-451-4243            | SUPPLIES                                |                                    | \$2,691.00            | \$1,901.00             |
|                              |   | Subtotal                           | <b>\$19,280.00</b>    | <b>\$17,700.00</b>     |
| 003-0540-451-4249            | PUBLICITY                               |                                    | \$202.00              | \$100.00               |
|                              |   | Subtotal                           | <b>\$202.00</b>       | <b>\$100.00</b>        |
| 003-0540-451-4251            | SENIOR TRIPS AND PROGRAM TRANSPORTATION |                                    | \$22,000.00           | \$22,000.00            |
|                              |   | Subtotal                           | <b>\$22,000.00</b>    | <b>\$22,000.00</b>     |
|                              |   | <b>Services and Supplies Total</b> | <b>\$41,982.00</b>    | <b>\$40,100.00</b>     |
|                              |   | <b>SENIORS / VOLUNTEERS Total</b>  | <b>\$222,314.00</b>   | <b>\$212,349.00</b>    |

**PARKS & RECREATION - TEEN PROGRAMS**  
Account: 003-0541-451

**SPECIAL RECREATION**

|                          |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| <b>Employee Services</b> |   |                       |                        |
| 003-0541-451-4110        | PERMANENT SALARIES-RECREATION COORDINATOR | \$87,000.00           | \$96,000.00            |
|                          |   | Subtotal              | <b>\$87,000.00</b>     |
| 003-0541-451-4111        | PART TIME SALARIES                        | \$98,435.00           | \$86,520.00            |
| 003-0541-451-4111        | RECREATION LEADER PB (FTE .75)            | \$0.00                | \$28,600.00            |
| 003-0541-451-4111        | VIBE RENTAL PROGRAM - PART-TIME STAFF     | \$6,673.00            | \$12,700.00            |
|                          |   | Subtotal              | <b>\$105,108.00</b>    |

|                   |  |                                |                     |                     |
|-------------------|--|--------------------------------|---------------------|---------------------|
| 003-0541-451-4112 | OVERTIME                                       |                                | \$1,262.00          | \$1,270.00          |
|                   |  | Subtotal                       | <b>\$1,262.00</b>   | <b>\$1,270.00</b>   |
| 003-0541-451-4120 | FRINGE BENEFITS (F/T SALARIES)                 |                                | \$51,700.00         | \$0.00              |
| 003-0541-451-4120 | FRINGE BENEFITS (P/T SALARIES)                 |                                | \$33,419.00         | \$0.00              |
|                   |  | Subtotal                       | <b>\$85,119.00</b>  | <b>\$0.00</b>       |
| 003-0541-451-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT              |                                | \$0.00              | \$32,300.00         |
| 003-0541-451-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT PB (FTE .75) |                                | \$0.00              | \$9,600.00          |
|                   |  | Subtotal                       | <b>\$0.00</b>       | <b>\$41,900.00</b>  |
| 003-0541-451-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE               |                                | \$0.00              | \$14,700.00         |
| 003-0541-451-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE PB (FTE .75)  |                                | \$0.00              | \$15,710.00         |
|                   |  | Subtotal                       | <b>\$0.00</b>       | <b>\$30,410.00</b>  |
| 003-0541-451-4136 | EMPLOYEE BENEFITS-WORKERS COMP PB (FTE .75)    |                                | \$0.00              | \$1,070.00          |
| 003-0541-451-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION         |                                | \$0.00              | \$3,600.00          |
| 003-0541-451-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION PT      |                                | \$0.00              | \$3,800.00          |
|                   |  | Subtotal                       | <b>\$0.00</b>       | <b>\$8,470.00</b>   |
| 003-0541-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS        |                                | \$0.00              | \$3,000.00          |
| 003-0541-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE PB (FTE .75)    |                                | \$0.00              | \$720.00            |
| 003-0541-451-4139 | EMPLOYEE BENEFITS-OTHER FRINGE PT              |                                | \$0.00              | \$2,200.00          |
|                   |  | Subtotal                       | <b>\$0.00</b>       | <b>\$5,920.00</b>   |
|                   |  | <b>Employee Services Total</b> | <b>\$278,489.00</b> | <b>\$311,790.00</b> |

### *Internal Services*

|                   |                      | Approved<br>2018-2019          | Requested<br>2019-2020 |
|-------------------|----------------------|--------------------------------|------------------------|
| 003-0541-451-4520 | COMPENSATED ABSENCES | \$1,963.00                     | \$2,399.00             |
|                   |                      | Subtotal                       | <b>\$1,963.00</b>      |
|                   |                      | <b>Internal Services Total</b> | <b>\$1,963.00</b>      |

### *Services and Supplies*

|                   |         | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---------|-----------------------|------------------------|
| 003-0541-451-4242 | POSTAGE | \$550.00              | \$100.00               |
|                   |         | Subtotal              | <b>\$550.00</b>        |

|                   |                                  |                                    |                     |                     |
|-------------------|----------------------------------|------------------------------------|---------------------|---------------------|
| 003-0541-451-4243 | SUPPLIES                         |                                    | \$6,906.00          | \$6,975.00          |
|                   |                                  | Subtotal                           | <b>\$6,906.00</b>   | <b>\$6,975.00</b>   |
| 003-0541-451-4249 | PUBLICITY                        |                                    | \$253.00            | \$253.00            |
|                   |                                  | Subtotal                           | <b>\$253.00</b>     | <b>\$253.00</b>     |
| 003-0541-451-4251 | BUS TRANSPORTATION - SUMMER CAMP |                                    | \$32,928.00         | \$33,051.00         |
| 003-0541-451-4251 | MIDDLE SCHOOL DANCES             |                                    | \$2,000.00          | \$2,000.00          |
| 003-0541-451-4251 | TEEN PROGRAMS                    |                                    | \$2,000.00          | \$2,000.00          |
|                   |                                  | Subtotal                           | <b>\$36,928.00</b>  | <b>\$37,051.00</b>  |
|                   |                                  | <b>Services and Supplies Total</b> | <b>\$44,637.00</b>  | <b>\$44,379.00</b>  |
|                   |                                  | <b>TEEN PROGRAMS Total</b>         | <b>\$325,089.00</b> | <b>\$358,568.00</b> |

**Parks and Recreation Department Budget Comparisons -  
Recreation Administration (001-0510)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4388    | Capital Outlay                            | \$ -                     | \$ -                      | \$ -                   | 1     |
| 4110    | Salaries                                  | \$ 590,000               | \$ 603,800                | \$ 13,800              | 2     |
| 4112    | Overtime                                  | \$ -                     | \$ -                      | \$ -                   | 3     |
| 4120    | Benefits                                  | \$ 343,700               | \$ -                      | \$ (343,700)           | 4     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 194,900                | \$ 194,900             | 4     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 76,700                 | \$ 76,700              | 4     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 12,700                 | \$ 12,700              | 4     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 36,700                 | \$ 36,700              | 4     |
| 4520    | Compensated Absences                      | \$ 13,063                | \$ 16,266                 | \$ 3,203               | 5     |
| 4539    | PEMCHA                                    | \$ -                     | \$ 1,656                  | \$ 1,656               | 6     |
| 4540    | Longevity                                 | \$ -                     | \$ 5,550                  | \$ 5,550               | 7     |
| 4544    | Vehicle Replacement                       | \$ 47,803                | \$ 56,984                 | \$ 9,181               | 8     |
| 4556    | Equipment Replacement                     | \$ 31,722                | \$ 30,468                 | \$ (1,254)             | 8     |
| 4557    | IT Services                               | \$ 113,744               | \$ 133,916                | \$ 20,172              | 8     |
| 4569    | Building Maintenance                      | \$ 927,960               | \$ 1,230,627              | \$ 302,667             | 8     |
| 4241    | Copies                                    | \$ 505                   | \$ 255                    | \$ (250)               | 9     |
| 4242    | Postage                                   | \$ 1,515                 | \$ 1,515                  | \$ -                   | 10    |
| 4243    | Office Supplies                           | \$ 16,832                | \$ 16,832                 | \$ -                   | 10    |
| 4246    | Supplies and Equipment                    | \$ 10,353                | \$ 10,353                 | \$ -                   | 10    |
| 4249    | Publicity / Advertising                   | \$ 5,959                 | \$ 5,500                  | \$ (459)               | 11    |
| 4251    | Contracts and Fingerprinting              | \$ 1,010                 | \$ 1,000                  | \$ (10)                | 12    |
| 4253    | Memberships and Dues                      | \$ 3,748                 | \$ 3,748                  | \$ -                   | 13    |
| 4254    | Travel, Conferences, and Meetings         | \$ 11,589                | \$ 11,589                 | \$ -                   | 13    |
| 4255    | Training                                  | \$ 714                   | \$ 714                    | \$ -                   | 13    |
| 4463    | Indirect Cost Allocation                  | \$ (306,375)             | \$ (347,312)              | \$ (40,937)            | 14    |
|         |   | <u>\$ 1,813,842</u>      | <u>\$ 2,104,461</u>       | <u>\$ 290,619</u>      |       |

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 3 No change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 7 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Adjustment based on 3 Year Expenditures Review.
- Note 10 No change.
- Note 11 Adjustment based on 3 Year Expenditures Review.
- Note 12 Adjustment based on 3 Year Expenditures Review.
- Note 13 No change.
- Note 14 Based on annual update of Cost Allocation Plan.

**Parks and Recreation Department Budget Comparisons - Parks Maintenance (001-0520)**

| Account | Description                                     | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4388    | Capital Outlay                                  | \$ -                     | \$ -                      | \$ -                   | 1     |
| 4110    | Permanent Salaries                              | \$ 1,540,200             | \$ 1,587,500              | \$ 47,300              | 2     |
| 4111    | Part-time staff Salaries                        | \$ 72,900                | \$ 72,900                 | \$ -                   | 3     |
| 4112    | 4th of July Overtime; Overtime                  | \$ 54,550                | \$ 61,350                 | \$ 6,800               | 4     |
| 4120    | Fringe Benefits (Permanent)/ PT salaries        | \$ 930,500               | \$ -                      | \$ (930,500)           | 5     |
| 4121    | Employee Benefits - PERS Retirement             | \$ -                     | \$ 534,260                | \$ 534,260             | 5     |
| 4135    | Employee Benefits - Flex Allowance              | \$ -                     | \$ 359,220                | \$ 359,220             | 5     |
| 4136    | Employee Benefits - Workers Compensation        | \$ -                     | \$ 58,610                 | \$ 58,610              | 5     |
| 4139    | Employee Benefits - Other Fringe Benefits       | \$ -                     | \$ 69,010                 | \$ 69,010              | 5     |
| 4520    | Compensated Absences                            | \$ 34,499                | \$ 38,990                 | \$ 4,491               | 6     |
| 4539    | PEMCHA  | \$ -                     | \$ 13,248                 | \$ 13,248              | 7     |
| 4540    | Longevity                                       | \$ -                     | \$ 750                    | \$ 750                 | 8     |
| 4544    | Vehicle Replacement                             | \$ 275,177               | \$ 336,869                | \$ 61,692              | 9     |
| 4556    | Equipment Replacement                           | \$ 234,682               | \$ 359,683                | \$ 125,001             | 9     |
| 4569    | Building Maintenance                            | \$ 176,365               | \$ 247,834                | \$ 71,469              | 9     |
| 4240    | Special Supplies/Boots/Uniforms                 | \$ 6,800                 | \$ 6,800                  | \$ -                   | 10    |
| 4241    | Copy Expense                                    | \$ 300                   | \$ 100                    | \$ (200)               | 11    |
| 4242    | Postage Expense                                 | \$ 200                   | \$ 200                    | \$ -                   | 12    |
| 4243    | Office Supplies/Misc.                           | \$ 7,500                 | \$ 7,000                  | \$ (500)               | 13    |
| 4245    | Tools and Equipment/Misc/ Work Program          | \$ 16,100                | \$ 16,100                 | \$ -                   | 14    |
| 4246    | Supplies and Repairs                            | \$ 339,250               | \$ 339,250                | \$ -                   | 14    |
| 4247    | Rental/Special Equipment                        | \$ 2,500                 | \$ 2,500                  | \$ -                   | 14    |
| 4248    | Communication Equip; Electricity; Meters/ Water | \$ 868,500               | \$ 825,000                | \$ (43,500)            | 15    |
| 4251    | Light, Tree, Fence Maintenance                  | \$ 616,200               | \$ 600,000                | \$ (16,200)            | 15    |
| 4253    | Dues & Membership                               | \$ 600                   | \$ 600                    | \$ -                   | 16    |
| 4254    | Division Retreat                                | \$ 1,000                 | \$ 1,000                  | \$ -                   | 16    |
| 4255    | Retreat and Training                            | \$ 7,500                 | \$ 7,500                  | \$ -                   | 16    |
|         |   | <u>\$ 5,185,323</u>      | <u>\$ 5,546,274</u>       | <u>\$ 360,951</u>      |       |

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 3 No change.
- Note 4 2% COLA increase and support for Hometown Days.
- Note 5 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 8 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 9 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 10 No change.
- Note 11 Adjustment based on 3 Year Expenditures Review.
- Note 12 No change.
- Note 13 Adjustment based on 3 Year Expenditures Review.
- Note 14 No change.
- Note 15 Adjustment based on 3 Year Expenditures Review.
- Note 16 No change.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Facility Operations (003-0525)**

| Account | Description                               | Approved          |                   | Requested         |                   | Increase<br>(Decrease) | Notes |
|---------|---|-------------------|-------------------|-------------------|-------------------|------------------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | FY 2018-2019      | FY 2019-2020      |                        |       |
| 4110    | Salaries                                  | \$ 173,700        | \$ 173,800        | \$ 173,700        | \$ 173,800        | \$ 100                 | 1     |
| 4111    | Part-time staff Salaries                  | \$ 154,833        | \$ 175,950        | \$ 154,833        | \$ 175,950        | \$ 21,117              | 2     |
| 4112    | Overtime                                  | \$ 3,131          | \$ 3,200          | \$ 3,131          | \$ 3,200          | \$ 69                  | 3     |
| 4120    | Benefits                                  | \$ 145,520        | \$ -              | \$ 145,520        | \$ -              | \$ (145,520)           | 4     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 82,000         | \$ -              | \$ 82,000         | \$ 82,000              | 4     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 52,300         | \$ -              | \$ 52,300         | \$ 52,300              | 4     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 8,640          | \$ -              | \$ 8,640          | \$ 8,640               | 4     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 10,360         | \$ -              | \$ 10,360         | \$ 10,360              | 4     |
| 4520    | Compensated Absences                      | \$ 3,919          | \$ 4,252          | \$ 3,919          | \$ 4,252          | \$ 333                 | 5     |
| 4556    | Equipment Replacement                     | \$ 15,561         | \$ 14,102         | \$ 15,561         | \$ 14,102         | \$ (1,459)             | 5     |
| 4242    | Postage                                   | \$ 200            | \$ 100            | \$ 200            | \$ 100            | \$ (100)               | 6     |
| 4243    | Office Supplies                           | \$ 25,620         | \$ 12,000         | \$ 25,620         | \$ 12,000         | \$ (13,620)            | 7     |
| 4246    | Maintenance                               | \$ 60,045         | \$ 60,045         | \$ 60,045         | \$ 60,045         | \$ -                   | 8     |
| 4265    | Payment Processing                        | \$ 6,000          | \$ 1,200          | \$ 6,000          | \$ 1,200          | \$ (4,800)             | 9     |
|         |   | <u>\$ 588,529</u> | <u>\$ 597,949</u> | <u>\$ 588,529</u> | <u>\$ 597,949</u> | <u>\$ 9,420</u>        |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Increase due to Pay Plan Amendment effective January 1, 2019.
- Note 3 No significant change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustment based on 3 Year Expenditures Review.
- Note 7 Reduction due to one time expenditures in FY 2018-2019 of \$13,500 (Surveillance Cameras, BBQ Grill and Portable Wall Partitions).
- Note 8 No change.
- Note 9 Savings in credit card fees due to complete utilization of 3rd party processor and their direct assessment of "convenience fees" to cardholders in lieu of the City incurring the merchant fees.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Adult Sports (003-0530)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4243           | Office Supplies    | \$ 45,000                        | \$ 45,000                         | \$ -                           | 1            |
|                |                    | <u>\$ 45,000</u>                 | <u>\$ 45,000</u>                  | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1      No change.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Youth Camps (003-0534)**

| Account | Description                               | Approved          | Requested         | Increase         | Notes |
|---------|---|-------------------|-------------------|------------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | (Decrease)       |       |
| 4110    | Salaries                                  | \$ 87,000         | \$ 82,900         | \$ (4,100)       | 1     |
| 4111    | Part-time staff Salaries                  | \$ 131,463        | \$ 168,450        | \$ 36,987        | 2     |
| 4112    | Overtime                                  | \$ 2,071          | \$ 2,080          | \$ 9             | 3     |
| 4120    | Benefits                                  | \$ 64,860         | \$ -              | \$ (64,860)      | 4     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 28,100         | \$ 28,100        | 4     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 14,700         | \$ 14,700        | 4     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 9,510          | \$ 9,510         | 4     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 7,100          | \$ 7,100         | 4     |
| 4520    | Compensated Absences                      | \$ 1,963          | \$ 2,399          | \$ 436           | 5     |
| 4242    | Postage                                   | \$ 250            | \$ 250            | \$ -             | 6     |
| 4243    | Office Supplies                           | \$ 10,711         | \$ 10,818         | \$ 107           | 7     |
| 4251    | Contractual Services                      | \$ 85,356         | \$ 86,210         | \$ 854           | 8     |
|         |   | <u>\$ 383,674</u> | <u>\$ 412,517</u> | <u>\$ 28,843</u> |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Increase due to Pay Plan Amendment effective January 1, 2019.
- Note 3 No significant change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 No change.
- Note 7 Slight increase due to expanded after school care program.
- Note 8 Slight increase due to expanded after school care program.



**Parks and Recreation Department Budget Comparisons -  
Special Rec Adult Contracts( 003-0535)**

| Account | Description                               | Approved          | Requested         | Increase        | Notes |
|---------|---|-------------------|-------------------|-----------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | (Decrease)      |       |
| 4110    | Salaries                                  | \$ 48,000         | \$ 48,000         | \$ -            | 1     |
| 4111    | Part-time staff Salaries                  | \$ 2,142          | \$ 2,500          | \$ 358          | 2     |
| 4112    | Overtime                                  | \$ 505            | \$ 520            | \$ 15           | 3     |
| 4120    | Benefits                                  | \$ 28,714         | \$ -              | \$ (28,714)     | 4     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 16,100         | \$ 16,100       | 4     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 12,700         | \$ 12,700       | 4     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 1,900          | \$ 1,900        | 4     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 1,650          | \$ 1,650        | 4     |
| 4520    | Compensated Absences                      | \$ 1,082          | \$ 1,200          | \$ 118          | 5     |
| 4243    | Office Supplies                           | \$ 3,232          | \$ 2,200          | \$ (1,032)      | 6     |
| 4246    | Maintenance                               | \$ 1,010          | \$ 1,010          | \$ -            | 7     |
| 4251    | Contractual Services                      | \$ 102,616        | \$ 102,000        | \$ (616)        | 8     |
|         |   | <u>\$ 187,301</u> | <u>\$ 189,780</u> | <u>\$ 2,479</u> |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No significant change.
- Note 3 No significant change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustment based on 3 Year Expenditures Review.
- Note 7 No change.
- Note 8 Adjustment based on 3 Year Expenditures Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Special Events (003-0537)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4111           | Part-time staff Salaries                  | \$ 3,162                         | \$ 3,200                          | \$ 38                          | 1            |
| 4120           | Benefits                                  | \$ 316                           | \$ -                              | \$ (316)                       | 1            |
| 4136           | Employee Benefits - Workers Compensation  | \$ -                             | \$ 100                            | \$ 100                         | 1            |
| 4139           | Employee Benefits - Other Fringe Benefits | \$ -                             | \$ 100                            | \$ 100                         | 1            |
| 4242           | Postage                                   | \$ 450                           | \$ 100                            | \$ (350)                       | 2            |
| 4243           | Office Supplies                           | \$ 7,957                         | \$ 7,957                          | \$ 0                           | 3            |
| 4249           | Publicity                                 | \$ 3,673                         | \$ 2,000                          | \$ (1,673)                     | 4            |
| 4251           | Contractual Services                      | \$ 28,969                        | \$ 27,314                         | \$ (1,655)                     | 5            |
| 4265           | Misc                                      | \$ 500                           | \$ 300                            | \$ (200)                       | 6            |
|                |   | <u>\$ 45,027</u>                 | <u>\$ 41,071</u>                  | <u>\$ (3,956)</u>              |              |

**Detailed Analysis:**

- Note 1 No significant change.
- Note 2 Adjustment based on 3 Year Expenditures Review.
- Note 3 No change.
- Note 4 Adjustment based on 3 Year Expenditures Review.
- Note 5 Adjustment based on 3 Year Expenditures Review.
- Note 6 Adjustment based on 3 Year Expenditures Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Youth Contract (003-0538)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Salaries                                  | \$ 48,000                        | \$ 48,000                         | \$ -                           | 1            |
| 4120           | Benefits                                  | \$ 28,500                        | \$ -                              | \$ (28,500)                    | 2            |
| 4121           | Employee Benefits - PERS Retirement       | \$ -                             | \$ 16,100                         | \$ 16,100                      | 2            |
| 4135           | Employee Benefits - Flex Allowance        | \$ -                             | \$ 12,700                         | \$ 12,700                      | 2            |
| 4136           | Employee Benefits - Workers Compensation  | \$ -                             | \$ 1,800                          | \$ 1,800                       | 2            |
| 4139           | Employee Benefits - Other Fringe Benefits | \$ -                             | \$ 1,600                          | \$ 1,600                       | 2            |
| 4520           | Compensated Absences                      | \$ 1,082                         | \$ 1,200                          | \$ 118                         | 3            |
| 4243           | Office Supplies                           | \$ 1,263                         | \$ 1,263                          | \$ -                           | 4            |
| 4251           | Contractual Services                      | \$ 212,850                       | \$ 215,000                        | \$ 2,150                       | 5            |
|                |   | <u>\$ 291,695</u>                | <u>\$ 297,663</u>                 | <u>\$ 5,968</u>                |              |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to expansion of youth basketball program.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Advertising (003-0539)**

| <b>Account</b> | <b>Description</b>   | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|----------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4242           | Postage              | \$ 11,388                        | \$ 11,388                         | \$ -                           | 1            |
| 4243           | Office Supplies      | \$ 5,328                         | \$ 3,828                          | \$ (1,500)                     | 2            |
| 4251           | Contractual Services | \$ 35,704                        | \$ 36,061                         | \$ 357                         | 3            |
|                |                      | <u>\$ 52,420</u>                 | <u>\$ 51,277</u>                  | <u>\$ (1,143)</u>              |              |

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Reduction due to one time expenditure of \$1,500 (laptop/computer).
- Note 3 No significant change.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Senior/Volunteer (003-0540)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Salaries                                  | \$ 95,900                        | \$ 96,000                         | \$ 100                         | 1            |
| 4111           | Part-time staff Salaries                  | \$ 22,328                        | \$ 22,600                         | \$ 272                         | 2            |
| 4112           | Overtime                                  | \$ 707                           | \$ 750                            | \$ 43                          | 3            |
| 4120           | Benefits                                  | \$ 59,233                        | \$ -                              | \$ (59,233)                    | 4            |
| 4121           | Employee Benefits - PERS Retirement       | \$ -                             | \$ 32,300                         | \$ 32,300                      | 4            |
| 4135           | Employee Benefits - Flex Allowance        | \$ -                             | \$ 9,900                          | \$ 9,900                       | 4            |
| 4136           | Employee Benefits - Workers Compensation  | \$ -                             | \$ 4,500                          | \$ 4,500                       | 4            |
| 4139           | Employee Benefits - Other Fringe Benefits | \$ -                             | \$ 3,800                          | \$ 3,800                       | 4            |
| 4520           | Compensated Absences                      | \$ 2,164                         | \$ 2,399                          | \$ 235                         | 5            |
| 4242           | Postage                                   | \$ 500                           | \$ 300                            | \$ (200)                       | 6            |
| 4243           | Office Supplies                           | \$ 19,280                        | \$ 17,700                         | \$ (1,580)                     | 6            |
| 4249           | Publicity                                 | \$ 202                           | \$ 100                            | \$ (102)                       | 6            |
| 4251           | Contractual Services                      | \$ 22,000                        | \$ 22,000                         | \$ -                           | 7            |
|                |   | <u>\$ 222,314</u>                | <u>\$ 212,349</u>                 | <u>\$ (9,965)</u>              |              |

**Detailed Analysis:**

- Note 1 Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No significant change.
- Note 3 No significant change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustment based on 3 Year Expenditures Review.
- Note 7 No change

**Parks and Recreation Department Budget Comparisons -  
Special Rec Teens (003-0541)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Salaries                                  | \$ 87,000                        | \$ 96,000                         | \$ 9,000                       | 1            |
| 4111           | Part-time staff Salaries                  | \$ 105,108                       | \$ 127,820                        | \$ 22,712                      | 2            |
| 4112           | Overtime                                  | \$ 1,263                         | \$ 1,270                          | \$ 7                           | 3            |
| 4120           | Benefits                                  | \$ 85,118                        | \$ -                              | \$ (85,118)                    | 4            |
| 4121           | Employee Benefits - PERS Retirement       | \$ -                             | \$ 41,900                         | \$ 41,900                      | 4            |
| 4135           | Employee Benefits - Flex Allowance        | \$ -                             | \$ 30,410                         | \$ 30,410                      | 4            |
| 4136           | Employee Benefits - Workers Compensation  | \$ -                             | \$ 8,470                          | \$ 8,470                       | 4            |
| 4139           | Employee Benefits - Other Fringe Benefits | \$ -                             | \$ 5,920                          | \$ 5,920                       | 4            |
| 4520           | Compensated Absences                      | \$ 1,963                         | \$ 2,399                          | \$ 436                         | 5            |
| 4242           | Postage                                   | \$ 550                           | \$ 100                            | \$ (450)                       | 6            |
| 4243           | Office Supplies                           | \$ 6,906                         | \$ 6,975                          | \$ 69                          | 7            |
| 4249           | Publicity                                 | \$ 253                           | \$ 253                            | \$ -                           | 8            |
| 4251           | Contractual Services                      | \$ 36,928                        | \$ 37,051                         | \$ 123                         | 9            |
|                |   | <u>\$ 325,089</u>                | <u>\$ 358,568</u>                 | <u>\$ 33,479</u>               |              |

**Detailed Analysis:**

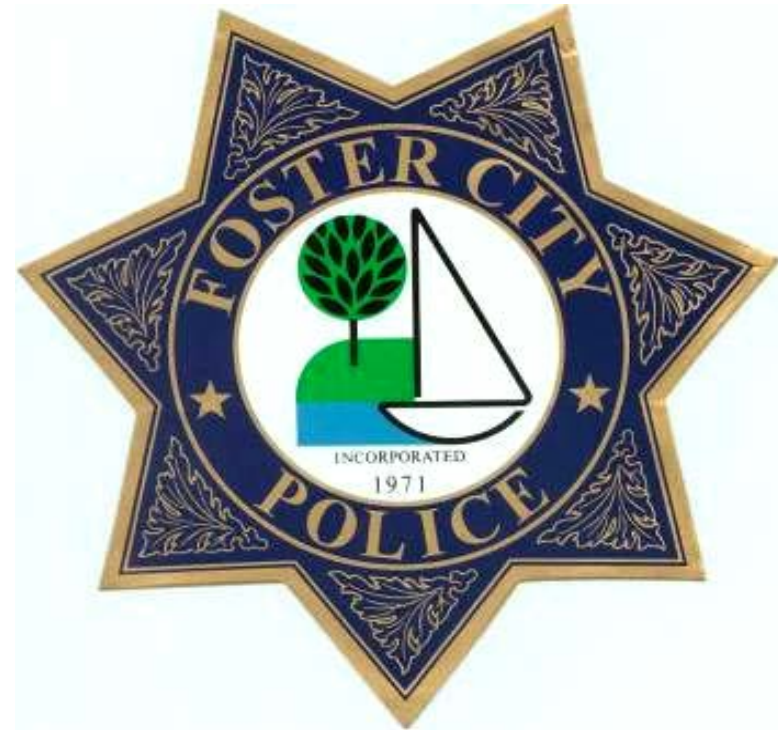
- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Increase due to Pay Plan Amendment effective January 1, 2019.
- Note 3 No significant change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Adjustment based on 3 Year Expenditures Review.
- Note 7 1% COLA increase.
- Note 8 No change.
- Note 9 No significant change.

# POLICE DEPARTMENT

## DEPARTMENT DESCRIPTION

The Police Department is comprised of two primary divisions working together in support of our mission of maintaining the highest quality of life for those who live, work and play in Foster City.

- The **Field Operations Division** includes all uniformed personnel who patrol the streets and respond to crimes and the wide variety of calls for service we receive. Included are Patrol, Traffic, S.W.A.T., Parking Enforcement, Community Service Officers and Reserve Officers.
- The **Administrative Services Division** is comprised of the Detective Bureau, Youth Services Bureau, Recruitment, Crime Prevention, Property & Evidence, Dispatch, and Records Bureau personnel. It also includes the Department's Emergency Service Volunteers and Police Explorers.



*Excellent Service – Every Call – Every Contact- Every Day*

## MISSION STATEMENT

We, the members of the Foster City Police Department, are dedicated to providing the highest level of professional service to the public, ensuring personal safety and the protection of property, with the continuous goal of enhancing the quality of life in our community.

## DEPARTMENT PERSONNEL SUMMARY

| DEPARTMENT PERSONNEL SUMMARY (by year) |           |           |           |
|--|-----------|-----------|-----------|
| Position                               | 17-18     | 18-19     | 19-20     |
| Police Chief                           | 1         | 1         | 1         |
| Police Captain                         | 2         | 2         | 2         |
| Police Lieutenant                      | 2         | 2         | 2         |
| Police Sergeant                        | 7         | 7         | 7         |
| Police Corporal                        | 6         | 6         | 6         |
| Police Officer                         | 21        | 21        | 21        |
| Sr. Community Services Officer         | 4         | 4         | 4         |
| Communications Supervisor              | 1         | 1         | 1         |
| Records Supervisor                     | 1         | 1         | 1         |
| Lead Dispatcher                        | 1         | 1         | 1         |
| Police Dispatcher                      | 5         | 5         | 5         |
| Police Records Specialist              | 2         | 2         | 2         |
| Management Analyst                     | 0         | 1         | 1         |
| <b>TOTAL EMPLOYEES</b>                 | <b>53</b> | <b>54</b> | <b>54</b> |

In FY 2019-2020, we will maintain our current staffing levels. FCPD staff handled 1224 additional calls for service in 2018 than in 2017, a 7.9% increase. This is the fifth consecutive year in which calls for service increased, and a cumulative increase of 49% since 2013. Officers made 91 more arrests in 2018 than in 2017, an 18% increase; 53 more felony arrests

were made over the previous year, an 84% increase. Consequently, 97 more reports were written than in 2017, a 4.5% increase.

The increase in activity can be partly attributed to several factors: Higher population of probationers and parolees that have returned to California's communities, an increase in population regionally, and officers proactively conducting enforcement activities. Also attributable are new ways calls for service can be generated. Current technologies allow for service calls not only to be generated by phone, but also electronically through mobile applications and via email or texting. At our current staffing levels, we are confident that we can continue to provide **Excellent Service, Every Call, Every Contact, Every Day, and Then Some!**





## DEPARTMENT VALUES

**Integrity** – Our society has entrusted us with tremendous authority and expects that we do what is right in matters of personal and professional integrity. This means we have the courage to uphold these principles even in the face of adversity.

**Community Service** – We recognize that to be an effective law enforcement agency we must have the confidence, support, and trust of our community. Therefore, we seek and welcome active partnerships that help identify and resolve issues that affect personal safety, security of property and the quality of life within our community.

**Professionalism** – Our community demands that we possess the skills, competence and character expected of highly trained professionals. We will foster internal relationships with an emphasis on effective communication; and are committed to promoting the professional development of our personnel through quality hiring, education, and training.

## STRATEGIC PLANNING

For over a decade, the Police Department has been using Strategic Planning to help focus our efforts on a daily basis and to ensure the continuity of our long-term goals and objectives. The plan contains mid-term initiatives and deliverables that are designed to incrementally help us realize the larger vision. We are in the second year of the current Strategic Plan that encompasses overarching, ongoing goals, while allowing for flexibility in achieving the goals or adjusting

them as needed to meet the needs of our community. Notably, our Strategic Plan is a living document and will sometimes change as priorities shift throughout the year. The following are the goals in our FY 2018-2019 Strategic Plan.

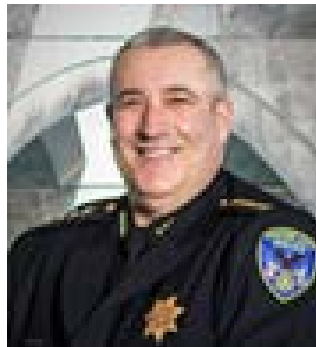
- 1. Maintain the Quality of Life in Our Community by Emphasizing a “Community Caretaker” Role that Contributes to the Overall Safety of Our Community via the Use of Crime Prevention Strategies, Traffic Enforcement and Education Practices, and Policing in a Manner Congruent with the Needs of The Community. This Goal Mandates Our Need to Focus Daily on Providing Excellent Service, Every Call, Every Contact, Every Day, and Then Some!**
- 2. Continue Enhancement of Our Level of Professionalism Through Ongoing Professional Development and Active Succession Planning, as Well as Enhancing Organizational Pride and Morale.**
- 3. We Will Work on the Development of our Current Employees to Maintain a Staff of Experienced and Skilled Workers. Concurrently, We Will Continue to Recruit Employees who Fit Our Organization’s Values, and Who Inherently Have a Strong Orientation Towards Service. This Blend of Staff Will Assist Us in Accomplishing Our Mission Now and in the Future!**
- 4. Enhance Engagement with Our Community Members Through Continued Incorporation by Our Staff of Community Policing Strategies in Their Daily Activities that Support Maintaining a High Quality of Life and Further Strengthens our Role as a**

**Transparent Partner with the Community. Moreover, Seek Opportunities to participate in Activities that Contribute to the Betterment of Society Both Locally and Regionally.**

**5. Foster and Encourage Staff's Participation in Activities that Contribute to the Efforts of the Criminal Justice and First Responders' Community within San Mateo County and Regionally.**

**2018 KEY INITIATIVES COMPLETED**

Some of our accomplishments during the past year include:



- 2018 was Chief Pierucci's third year as Chief.
- FCPD staff handled 31,295 incidents that included

16,577 calls for service, 14,718 incidents initiated, and 598 arrests made.

- Crime statistics led to Foster City being ranked as the 12th safest city in California of cities with similar population and currently in the top 100 safest cities in the nation as #98.
- FCPD concurrently worked towards being adequately staffed and mitigating the effects of a higher population of probationers and parolees that have returned to California's communities.

- In 2018, Foster City saw the following: a 32% decrease in graffiti; thefts of items from inside vehicles decreased by 17.6%; a 25% increase in general thefts of items; and a 16% decrease in stolen vehicles.
- In 2018, traffic collisions increased to 229 from 195 in 2017, a 17.4% increase; there was one traffic-related fatality.
- Education and enforcement were employed to address pedestrian and bicycle safety issues, which remained low at seven collisions involving a pedestrian and four collisions involving a bicycle for the entire year.
- Continued participation in various levels (line level, supervisory, and management) within the San Mateo County North Central Regional SWAT Team, the Countywide Gang Task Force, County Saturation Traffic Enforcement Program (STEP) operations, County Investigation Team, and Threat Assessment Group.
- FCPD assisted allied agencies in providing police services in support of regional emergencies such as the Northern California wildfires.
- For the 27<sup>th</sup> consecutive year, the Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to students in our middle and elementary schools. In the past year, approximately 900 students in the 4<sup>th</sup> and 6<sup>th</sup> graders completed the program.
- Body-worn-cameras continue to be regularly used in the field by officers.
- The Department's Explorer Program is active and consists of young adults who are learning about the law enforcement profession and providing a service to their community.

- The Department participated in regional traffic safety and alcohol-impaired driver enforcement efforts targeting DUI, distracted drivers, and pedestrian safety.
- The Department participated in the City's annual open house community event.
- Members of the Department organized and participated in several events targeted at engaging with community members: the Citizen Commendation program continued by issuing awards; the Coffee-with-a-Cop Program continued with three successful events; and three community members participated in three separate Cop-for-A-Day events.
- The Community Police Academy was reinitiated and one, eight week academy was delivered.
- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- Department employees attended professional development courses such as the Supervisory Leadership Institute, Inner Perspectives, the Public Sector Supervisor Academy, and the Belmont, Foster City, San Mateo, Hillsborough joint *Leadership* program.
- In 2018, education levels within the Department are as follows: 73.5% (39) of staff have a college degree; 84.6% (33) of the Department's Police Officers have an A.A. Degree, BS/BA Degree, or MA/MS/JD.
- Continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via Lexipol.

- Many employees sought out new leadership positions and challenges within the Department. One officer was promoted to the new rank of corporal, and one officer started a new position as the Youth Services Detective.



## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FY 2019-2020**

The police department's management team entered into its third year and continues to be motivated and excited to be working together to ensure the department delivers the highest level of service. We continue to face several significant challenges as we head into the next Fiscal Year. Because crime violators continue to be cited and released instead of being booked into the county jail due to Propositions 47 and 57, we will continue to actively mitigate repeat offenses by these subjects by monitoring and ensuring compliance with release conditions in an effort to curtail future criminal activities. Further, Law Enforcement agencies throughout San Mateo County will continue collaborating and committing resources to the increased population of probationers and parolees regionally, as well as other issues, resulting from the Public Safety Realignment legislation.

Locally, we continue to see an increase in our population, new building developments, and traffic issues while also facing challenges with maintaining a fully staffed department. Despite these challenges, we will strive to continue to provide public safety services at the high level our community has come to expect from the Foster City Police Department.

The services provided by the Police Department for the coming year will continue to include, at a minimum:

- Response to all emergency calls for service within current response time averages.

- Focus on traffic safety with an emphasis on school zones and pedestrian safety. The deployment of traffic officers will continue through this fiscal year.
- Juvenile intervention through involvement in schools and programs will continue.
- The G.R.E.A.T. program will continue to be taught in our public schools.
- Ongoing involvement in the County Gang Task Force operations, regional SWAT team, and regional traffic safety programs.
- Abandoned vehicle abatement will continue.
- Maintain services related to requests for records, criminal report processing, and State mandated reporting.
- Maintain drug and vehicle theft investigative resources through participation in the Countywide Narcotics and Vehicle Theft Task Forces.
- Attending to non-emergency calls for service will maintain current response time expectations.
- Proactive community outreach by our Crime Prevention/Community Outreach Officer.
- Support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Improved utilization of social media to communicate effectively with our community by providing pertinent information, crime prevention resources, and Department transparency.
- Continue to work closely with other City Departments and community organizations to maintain the quality of life and ensure a "Sustainable Foster City."
- Continue providing personnel training for de-escalation and crisis intervention as the law requires.
- Continued use of body-worn-cameras in the field.

## CHANGES IN RESOURCES/FUNDING

Our current staffing levels are proportionate to the increase in calls for service, increase in City population, the increase of traffic on our roadways, and the increase of criminal activity and reintegrated offenders. Consequently, the Department's staffing level will be maintained at 39 Police Officers, four Senior Community Service Officers, and seven Dispatchers. At the same time, we will be prudent about considering future staffing levels related to continued population increases, increased calls for service, and reasonable response times, to maintain our expected high level of service.

Foster City continues to have the densest population of cities within the central San Mateo County area, and has the third most dense population in the County (information sourced from [www.worldpopulationreview.com](http://www.worldpopulationreview.com)). Over a five year period, the Police Department's calls for service increased 49% to 16,577 in 2018 from 11,114 in 2013. The advent of the technology that allows for calls for service to be generated via various media platforms and mobile applications will continue contributing to the amount of incidents handled by the Police Department.

By maintaining our current staffing level, the department can continue providing daily school safety patrols, community engagement services, and provide excellent service overall. Programs will continue to be active, allowing us to continue fostering the bond between the community and its police department. For example, in 2019, The Community Police Academy will continue, Coffee-with-a-Cop events will be held, and the G.R.E.A.T. Program will continue to be taught in the schools. Further, we will be able to conduct proactive traffic

education and enforcement activities as well as proactive crime mitigation activities.





Two budget items that have traditionally been funded by the state, and are anticipated to again be funded this FY are the COPS Grant and Booking Fees.

### **Employee Services**

- SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. To be conservative in our budgeting, we continue to exclude this funding in our budget nor is it reflected in our personnel allocations. The City is projecting to receive this State funding of \$100,000 for FY 2019-2020.

### **Services and Supplies**

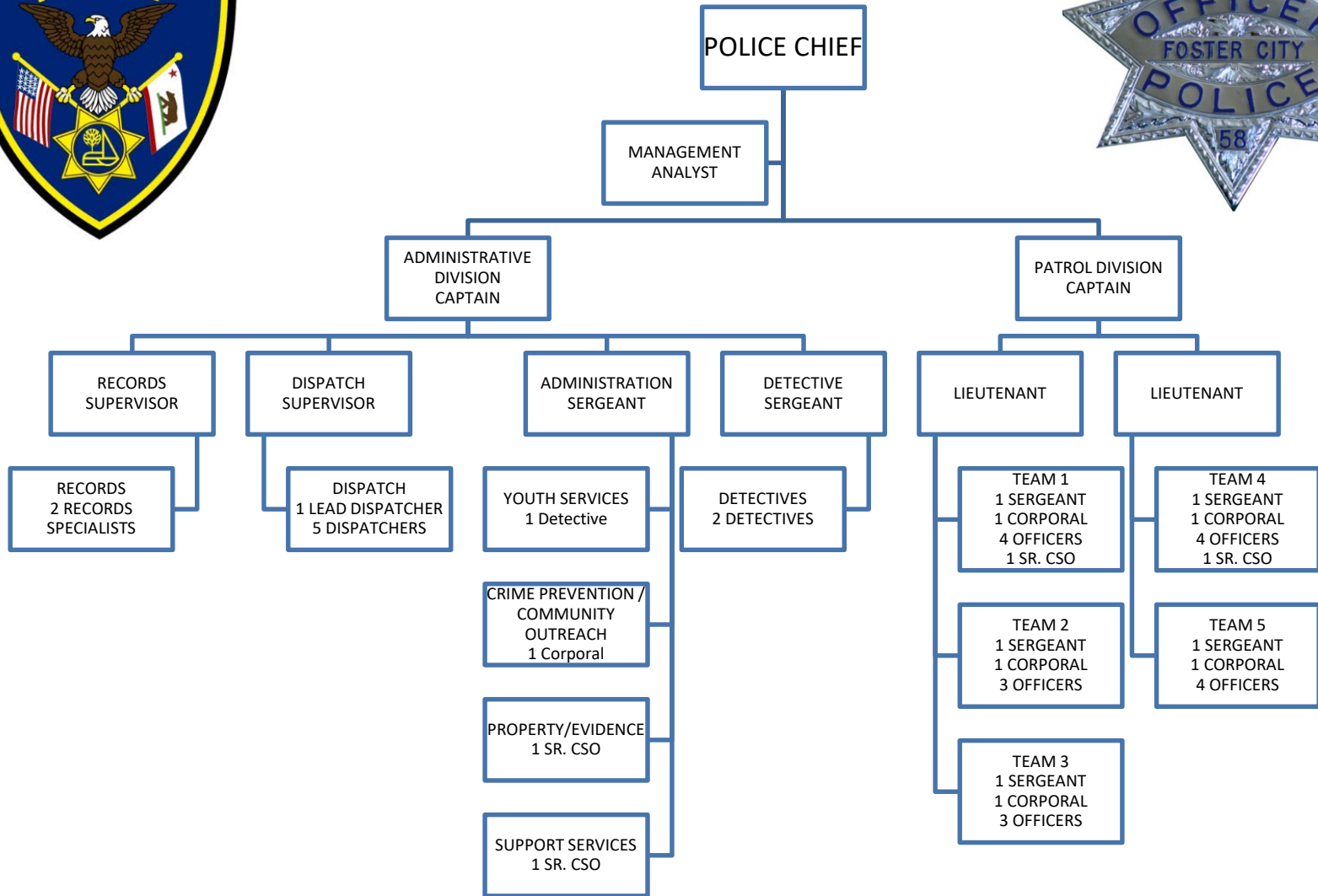
- Booking Fees—most charges for booking suspects into County jail are billed by the County directly to the State. Bookings that are ineligible for State funding may be charged back to the City. We anticipate receiving this State funding, and with Prop 47 reducing the number of crimes that qualify for booking at county jail, we have not allotted any funds for booking fees in FY 2019-2020. If the current billing for booking offenders at the County Jail is reinstated, we will need to request funding to continue any bookings that may be required. Further, we reduced the funding of certain services and supplies in our budget. Similar to booking fees, if additional funds are needed in those areas, we will need to request them to fulfill any obligation related to these items. To accomplish meeting the goals of providing traffic enforcement and education, we increased the amount to purchase equipment for one additional motorcycle officer. Additionally, because the costs of using range training facilities increased, we

increased the amount allocated to ensure that we can meet training requirements.





# Police Department



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**POLICE**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|  | 2018-2019            |                      | 2019-2020            |
|--|----------------------|----------------------|----------------------|
|  | APPROVED             | REVISED              | REQUESTED            |
| CHIEF'S OFFICE                         | \$ 620,009           | \$ 620,009           | \$ 694,177           |
| FIELD OPERATIONS                       | \$ 7,759,233         | \$ 7,759,233         | \$ 8,428,817         |
| ADMINISTRATIVE BUREAU                  | \$ 4,973,649         | \$ 4,973,649         | \$ 5,384,134         |
| CROSSING GUARDS                        | \$ 21,600            | \$ 21,600            | \$ 21,600            |
| POST TRAINING                          | \$ 50,000            | \$ 50,000            | \$ 40,000            |
| BSCAA Prop 47 Grant                    | \$ 30,175            | \$ 30,175            | \$ 25,308            |
| DRUG ABUSE RESISTANCE EDUCATION (DARE) | \$ 600               | \$ 600               | \$ 600               |
| ASSET SEIZURE                          | \$ 22,175            | \$ 22,175            | \$ 22,175            |
| <b>TOTAL FOR POLICE</b>                | <b>\$ 13,477,441</b> | <b>\$ 13,477,441</b> | <b>\$ 14,616,811</b> |



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**POLICE**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019            |                      | 2019-2020            |
|---|----------------------|----------------------|----------------------|
|   | APPROVED             | REVISED              | REQUESTED            |
| EMPLOYEE SERVICES   | \$ 11,808,120        | \$ 11,808,120        | \$ 12,594,342        |
| SERVICES AND SUPPLIES                                     | \$ 405,016           | \$ 405,016           | \$ 396,650           |
| CAPITAL OUTLAY  | \$ -                 | \$ -                 | \$ -                 |
| Subtotal (Total Department-Controlled Expenses)           | \$ 12,213,136        | \$ 12,213,136        | \$ 12,990,992        |
| INTERNAL SERVICES   | \$ 1,264,305         | \$ 1,264,305         | \$ 1,625,819         |
| Subtotal (Total Department Expenses before Reallocations) | \$ 13,477,441        | \$ 13,477,441        | \$ 14,616,811        |
| REALLOCATIONS   | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL FOR POLICE</b>                                   | <b>\$ 13,477,441</b> | <b>\$ 13,477,441</b> | <b>\$ 14,616,811</b> |

## DETAIL LINE ITEM REPORT

POLICE - CHIEF'S OFFICE    Account: 001-0610-421

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0610-421-4110        | PERMANENT SALARIES                      | \$336,700.00          | \$348,100.00           |
|                          | Subtotal                                | <b>\$336,700.00</b>   | <b>\$348,100.00</b>    |
| 001-0610-421-4120        | EMPLOYEE SERVICESFRINGE BENEFITS        | \$236,300.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$236,300.00</b>   | <b>\$0.00</b>          |
| 001-0610-421-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$184,000.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$184,000.00</b>    |
| 001-0610-421-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$33,100.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$33,100.00</b>     |
| 001-0610-421-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$30,900.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$30,900.00</b>     |
| 001-0610-421-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$24,500.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$24,500.00</b>     |
|                          | <b>Employee Services Total</b>          | <b>\$573,000.00</b>   | <b>\$620,600.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0610-421-4520        | COMPENSATED ABSENCES                    | \$7,402.00            | \$8,474.00             |
|                          | Subtotal                                | <b>\$7,402.00</b>     | <b>\$8,474.00</b>      |
| 001-0610-421-4539        | PEMHCA                                  | \$0.00                | \$6,624.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$6,624.00</b>      |
| 001-0610-421-4540        | LONGEVITY                               | \$0.00                | \$14,220.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$14,220.00</b>     |
| 001-0610-421-4544        | VEHICLE REPLACEMENT                     | \$15,802.00           | \$19,779.00            |
|                          | Subtotal                                | <b>\$15,802.00</b>    | <b>\$19,779.00</b>     |

|                                    |   | <b>Internal Services Total</b> | <b>\$23,204.00</b>    | <b>\$49,097.00</b>     |
|------------------------------------|---|--------------------------------|-----------------------|------------------------|
| <b>Services and Supplies</b>       |   |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0610-421-4243                  | GENERAL OFFICE SUPPLIES                       |                                | \$750.00              | \$1,000.00             |
|                                    | Subtotal                                      |                                | <b>\$750.00</b>       | <b>\$1,000.00</b>      |
| 001-0610-421-4251*                 | LEGAL SERVICES                                |                                | \$4,000.00            | \$4,000.00             |
| 001-0610-421-4251*                 | PRE-EMPLOYMENT EXAMS                          |                                | \$15,000.00           | \$15,000.00            |
|                                    | Subtotal                                      |                                | <b>\$19,000.00</b>    | <b>\$19,000.00</b>     |
| 001-0610-421-4253                  | CALIFORNIA POLICE CHIEFS' ASSOCIATION         |                                | \$440.00              | \$440.00               |
| 001-0610-421-4253                  | CALIFORNIA POLICE OFFICERS' ASSOCIATION       |                                | \$125.00              | \$125.00               |
| 001-0610-421-4253                  | INTERNATIONAL POLICE CHIEFS' ASSOCIATION      |                                | \$165.00              | \$190.00               |
| 001-0610-421-4253                  | SAN MATEO COUNTY CHIEFS OF POLICE             |                                | \$600.00              | \$1,000.00             |
|                                    | Subtotal                                      |                                | <b>\$1,330.00</b>     | <b>\$1,755.00</b>      |
| 001-0610-421-4254                  | LOCAL MEETINGS AND TOLLS                      |                                | \$625.00              | \$625.00               |
| 001-0610-421-4254                  | SAN MATEO COUNTY POLICE CHIEFS' SEMINAR       |                                | \$600.00              | \$600.00               |
|                                    | Subtotal                                      |                                | <b>\$1,225.00</b>     | <b>\$1,225.00</b>      |
| 001-0610-421-4255                  | CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE |                                | \$1,500.00            | \$1,500.00             |
|                                    | Subtotal                                      |                                | <b>\$1,500.00</b>     | <b>\$1,500.00</b>      |
| <b>Services and Supplies Total</b> |   |                                | <b>\$23,805.00</b>    | <b>\$24,480.00</b>     |
| <b>CHIEF'S OFFICE Total</b>        |   |                                | <b>\$620,009.00</b>   | <b>\$694,177.00</b>    |

POLICE - FIELD OPERATIONS

Account: 001-0620-421

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0620-421-4110        | PERMANENT SALARIES                      | \$4,153,800.00        | \$4,250,500.00         |
| 001-0620-421-4110        | REALLOCATION TO SLESF/COPS GRANT        | (\$100,000.00)        | (\$100,000.00)         |
|                          | Subtotal                                | <b>\$4,053,800.00</b> | <b>\$4,150,500.00</b>  |
| 001-0620-421-4112        | FOURTH OF JULY OVERTIME                 | \$8,320.00            | \$8,486.00             |
| 001-0620-421-4112        | OVERTIME                                | \$145,600.00          | \$148,512.00           |
|                          | Subtotal                                | <b>\$153,920.00</b>   | <b>\$156,998.00</b>    |
| 001-0620-421-4117        | HOLIDAY IN-LIEU PAY                     | \$200,800.00          | \$209,100.00           |
|                          | Subtotal                                | <b>\$200,800.00</b>   | <b>\$209,100.00</b>    |
| 001-0620-421-4120        | FRINGE BENEFITS                         | \$2,852,000.00        | \$0.00                 |
|                          | Subtotal                                | <b>\$2,852,000.00</b> | <b>\$0.00</b>          |
| 001-0620-421-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$1,858,000.00         |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,858,000.00</b>  |
| 001-0620-421-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$592,400.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$592,400.00</b>    |
| 001-0620-421-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$562,700.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$562,700.00</b>    |
| 001-0620-421-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$279,000.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$279,000.00</b>    |
|                          | <b>Employee Services Total</b>          | <b>\$7,260,520.00</b> | <b>\$7,808,698.00</b>  |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0620-421-4520        | COMPENSATED ABSENCES                    | \$93,420.00           | \$105,448.00           |
|                          | Subtotal                                | <b>\$93,420.00</b>    | <b>\$105,448.00</b>    |
| 001-0620-421-4539        | PEMHCA                                  | \$0.00                | \$23,184.00            |

|                   |                       |                                |                     |                     |
|-------------------|-----------------------|--------------------------------|---------------------|---------------------|
|                   |                       | Subtotal                       | \$0.00              | \$23,184.00         |
| 001-0620-421-4540 | LONGEVITY             |                                | \$0.00              | \$72,420.00         |
|                   |                       | Subtotal                       | \$0.00              | \$72,420.00         |
| 001-0620-421-4544 | VEHICLE REPLACEMENT   |                                | \$298,449.00        | \$317,156.00        |
|                   |                       | Subtotal                       | \$298,449.00        | \$317,156.00        |
| 001-0620-421-4556 | EQUIPMENT REPLACEMENT |                                | \$35,850.00         | \$37,192.00         |
|                   |                       | Subtotal                       | \$35,850.00         | \$37,192.00         |
|                   |                       | <b>Internal Services Total</b> | <b>\$427,719.00</b> | <b>\$555,400.00</b> |

***Services and Supplies***

|                    |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------|--|-----------------------|------------------------|
| 001-0620-421-4240  | BADGE REFURBISHING                                 | \$400.00              | \$600.00               |
| 001-0620-421-4240  | EVIDENCE SUPPLIES                                  | \$3,200.00            | \$3,200.00             |
| 001-0620-421-4240  | FIRST AID KIT SUPPLIES                             | \$100.00              | \$100.00               |
| 001-0620-421-4240  | FLARES   | \$500.00              | \$500.00               |
| 001-0620-421-4240* | FLASHLIGHT EQUIPMENT                               | \$1,000.00            | \$1,000.00             |
| 001-0620-421-4240* | LEATHER AND SAFETY EQUIPMENT                       | \$2,500.00            | \$2,500.00             |
| 001-0620-421-4240* | MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS      | \$1,000.00            | \$1,000.00             |
| 001-0620-421-4240  | MOTOR OFFICER EQUIPMENT                            | \$2,500.00            | \$5,000.00             |
| 001-0620-421-4240  | RANGE/FIREARM PROGRAM                              | \$10,295.00           | \$10,295.00            |
|                    | Subtotal   | \$21,495.00           | \$24,195.00            |
| 001-0620-421-4246  | RADAR/PAS DEVICE REPAIR                            | \$850.00              | \$850.00               |
|                    | Subtotal   | \$850.00              | \$850.00               |
| 001-0620-421-4251* | BOOKING FEES-                                      | \$10,000.00           | \$0.00                 |
| 001-0620-421-4251  | COMMUNITY OVERCOMING RELATIONSHIP ABUSE            | \$6,084.00            | \$6,084.00             |
| 001-0620-421-4251* | CRITICAL REACH SUPPORT FEE                         | \$450.00              | \$450.00               |
| 001-0620-421-4251  | RANGE FEES   | \$3,000.00            | \$4,000.00             |
| 001-0620-421-4251  | STAR VISTA/FIRST CHANCE FACILITY                   | \$23,140.00           | \$23,140.00            |
|                    | Subtotal   | \$42,674.00           | \$33,674.00            |
| 001-0620-421-4253  | CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT) | \$375.00              | \$375.00               |

|                    |  |                       |                       |
|--------------------|--|-----------------------|-----------------------|
| 001-0620-421-4253  | CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER | \$145.00              | \$145.00              |
| 001-0620-421-4253  | CALIFORNIA TACTICAL OFFICERS ASSOCIATION         | \$30.00               | \$30.00               |
| 001-0620-421-4253  | SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION  | \$100.00              | \$125.00              |
|                    | Subtotal   | <b>\$650.00</b>       | <b>\$675.00</b>       |
| 001-0620-421-4254* | LOCAL MEETINGS AND TOLLS                         | \$825.00              | \$825.00              |
|                    | Subtotal   | <b>\$825.00</b>       | <b>\$825.00</b>       |
| 001-0620-421-4255* | ARPOC RESERVE TRAINING CONFERENCE                | \$3,000.00            | \$3,000.00            |
| 001-0620-421-4255* | CPCA TRAINING CONFERENCE - CAPTAIN               | \$1,500.00            | \$1,500.00            |
|                    | Subtotal   | <b>\$4,500.00</b>     | <b>\$4,500.00</b>     |
|                    | <b>Services and Supplies Total</b>               | <b>\$70,994.00</b>    | <b>\$64,719.00</b>    |
|                    | <b>FIELD OPERATIONS Total</b>                    | <b>\$7,759,233.00</b> | <b>\$8,428,817.00</b> |

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

| <i>Employee Services</i> |                                     | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|-------------------------------------|-----------------------|------------------------|
| 001-0630-421-4110        | INVESTIGATOR ON-CALL PAY            | \$26,000.00           | \$26,520.00            |
| 001-0630-421-4110        | PERMANENT SALARIES                  | \$2,157,000.00        | \$2,180,800.00         |
|                          | Subtotal                            | <b>\$2,183,000.00</b> | <b>\$2,207,320.00</b>  |
| 001-0630-421-4111        | HOURLY AND PART TIME SALARY         | \$22,000.00           | \$22,440.00            |
|                          | Subtotal                            | <b>\$22,000.00</b>    | <b>\$22,440.00</b>     |
| 001-0630-421-4112        | FOURTH OF JULY OVERTIME             | \$2,600.00            | \$2,654.00             |
| 001-0630-421-4112        | OVERTIME                            | \$61,500.00           | \$62,730.00            |
|                          | Subtotal                            | <b>\$64,100.00</b>    | <b>\$65,384.00</b>     |
| 001-0630-421-4117        | HOLIDAY IN-LIEU PAY SWORN PERSONNEL | \$41,900.00           | \$42,800.00            |
| 001-0630-421-4117        | HOLIDAY PREMIUM PAY DISPATCH        | \$22,600.00           | \$23,100.00            |
|                          | Subtotal                            | <b>\$64,500.00</b>    | <b>\$65,900.00</b>     |
| 001-0630-421-4120        | FRINGE BENEFITS                     | \$1,641,000.00        | \$0.00                 |

|                          |   |                       |                        |
|--------------------------|---|-----------------------|------------------------|
|                          | Subtotal                                      | <b>\$1,641,000.00</b> | <b>\$0.00</b>          |
| 001-0630-421-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT             | \$0.00                | \$920,700.00           |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$920,700.00</b>    |
| 001-0630-421-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE              | \$0.00                | \$399,600.00           |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$399,600.00</b>    |
| 001-0630-421-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION        | \$0.00                | \$288,400.00           |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$288,400.00</b>    |
| 001-0630-421-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS       | \$0.00                | \$195,300.00           |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$195,300.00</b>    |
|                          | <b>Employee Services Total</b>                | <b>\$3,974,600.00</b> | <b>\$4,165,044.00</b>  |
| <b>Internal Services</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0630-421-4520        | COMPENSATED ABSENCES                          | \$31,185.00           | \$34,262.00            |
| 001-0630-421-4520        | COMPENSATED ABSENCES-PUBLIC SAFETY DISPATCHER | \$17,317.00           | \$19,782.00            |
|                          | Subtotal                                      | <b>\$48,502.00</b>    | <b>\$54,044.00</b>     |
| 001-0630-421-4539        | PEMHCA  | \$0.00                | \$13,248.00            |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$13,248.00</b>     |
| 001-0630-421-4540        | LONGEVITY                                     | \$0.00                | \$23,820.00            |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$23,820.00</b>     |
| 001-0630-421-4544        | VEHICLE REPLACEMENT                           | \$75,412.00           | \$95,478.00            |
|                          | Subtotal                                      | <b>\$75,412.00</b>    | <b>\$95,478.00</b>     |
| 001-0630-421-4556        | EQUIPMENT REPLACEMENT                         | \$25,174.00           | \$25,174.00            |
|                          | Subtotal                                      | <b>\$25,174.00</b>    | <b>\$25,174.00</b>     |
| 001-0630-421-4557        | INFORMATION TECHNOLOGY SERVICES               | \$425,444.00          | \$512,066.00           |
|                          | Subtotal                                      | <b>\$425,444.00</b>   | <b>\$512,066.00</b>    |
| 001-0630-421-4569        | BUILDING MAINTENANCE                          | \$238,850.00          | \$297,492.00           |
|                          | Subtotal                                      | <b>\$238,850.00</b>   | <b>\$297,492.00</b>    |
|                          | <b>Internal Services Total</b>                | <b>\$813,382.00</b>   | <b>\$1,021,322.00</b>  |

| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-0630-421-4240            | BALLISTIC VEST REPLACEMENT                     | \$7,000.00            | \$7,000.00             |
| 001-0630-421-4240*           | FILM/PHOTO PROCESSING                          | \$200.00              | \$200.00               |
| 001-0630-421-4240*           | PENAL CODES/PUBLICATIONS                       | \$800.00              | \$800.00               |
|                              | Subtotal                                       | <b>\$8,000.00</b>     | <b>\$8,000.00</b>      |
| 001-0630-421-4242            | POSTAGE  | \$2,200.00            | \$2,200.00             |
|                              | Subtotal                                       | <b>\$2,200.00</b>     | <b>\$2,200.00</b>      |
| 001-0630-421-4243*           | CITATIONS                                      | \$1,500.00            | \$1,500.00             |
| 001-0630-421-4243*           | OFFICE SUPPLIES                                | \$15,000.00           | \$15,000.00            |
| 001-0630-421-4243            | PRINTING                                       | \$2,000.00            | \$2,000.00             |
|                              | Subtotal                                       | <b>\$18,500.00</b>    | <b>\$18,500.00</b>     |
| 001-0630-421-4246            | COMMUNICATIONS CENTER EQUIPMENT                | \$1,000.00            | \$1,000.00             |
| 001-0630-421-4246            | FIXED RADIO EQUIP (TEA)                        | \$22,752.00           | \$22,752.00            |
| 001-0630-421-4246            | HAINES CROSS DIRECTORY                         | \$770.00              | \$0.00                 |
| 001-0630-421-4246            | MOBILE RADIO REPAIR                            | \$1,100.00            | \$1,100.00             |
| 001-0630-421-4246            | PLAIN PAPER COPIERS (6765 AND 6632)            | \$2,000.00            | \$1,500.00             |
| 001-0630-421-4246            | SHREDDER AND FAX                               | \$500.00              | \$500.00               |
| 001-0630-421-4246            | UPS (BEST POWER INC.)                          | \$1,000.00            | \$1,000.00             |
| 001-0630-421-4246            | VEHICLE EQUIPMENT MAINTENANCE                  | \$2,000.00            | \$2,000.00             |
|                              | Subtotal                                       | <b>\$31,122.00</b>    | <b>\$29,852.00</b>     |
| 001-0630-421-4249            | ADVERTISING                                    | \$200.00              | \$200.00               |
| 001-0630-421-4249            | COMMUNITY OUTREACH                             | \$3,500.00            | \$3,500.00             |
|                              | Subtotal                                       | <b>\$3,700.00</b>     | <b>\$3,700.00</b>      |
| 001-0630-421-4251            | COPWARE/LEXIPOL (SOFTWARE UPDATES)             | \$8,900.00            | \$9,400.00             |
| 001-0630-421-4251            | SAN MATEO COUNTY CRIME LAB FEES                | \$27,000.00           | \$27,000.00            |
| 001-0630-421-4251            | SAN MATEO COUNTY INFORMATION SERVICES DIVISION | \$25,000.00           | \$25,000.00            |
| 001-0630-421-4251*           | SAN MATEO COUNTY NARCOTICS TASK FORCE          | \$45,000.00           | \$47,000.00            |
| 001-0630-421-4251            | VOIANCE INTERPRETATION SERVICES LINE           | \$500.00              | \$1,200.00             |



|                   |   |                                    |                       |                       |
|-------------------|---|------------------------------------|-----------------------|-----------------------|
| 001-0630-421-4251 | WEB ANALYTICS (CLEAR PLUS)                        |                                    | \$3,550.00            | \$3,721.00            |
|                   |   | Subtotal                           | <b>\$109,950.00</b>   | <b>\$113,321.00</b>   |
| 001-0630-421-4253 | ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS    |                                    | \$120.00              | \$120.00              |
| 001-0630-421-4253 | CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.         |                                    | \$75.00               | \$75.00               |
| 001-0630-421-4253 | CA LAW ENF. ASSN. OF RECORDS SUPERVISORS          |                                    | \$50.00               | \$50.00               |
| 001-0630-421-4253 | CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER           |                                    | \$145.00              | \$145.00              |
| 001-0630-421-4253 | CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS   |                                    | \$50.00               | \$50.00               |
| 001-0630-421-4253 | CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S |                                    | \$205.00              | \$205.00              |
| 001-0630-421-4253 | SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC       |                                    | \$100.00              | \$100.00              |
|                   |   | Subtotal                           | <b>\$745.00</b>       | <b>\$745.00</b>       |
| 001-0630-421-4254 | LOCAL MEETINGS AND TOLLS                          |                                    | \$1,350.00            | \$1,350.00            |
|                   |   | Subtotal                           | <b>\$1,350.00</b>     | <b>\$1,350.00</b>     |
| 001-0630-421-4255 | CAPE/CCUG TRAINING                                |                                    | \$1,100.00            | \$1,100.00            |
| 001-0630-421-4255 | CPOA TRAINING SYMPOSIUM (1 Capt)                  |                                    | \$1,500.00            | \$1,500.00            |
| 001-0630-421-4255 | RIMS USERS GROUP CONFERENCE (3 ATTENDEES)         |                                    | \$5,000.00            | \$5,000.00            |
| 001-0630-421-4255 | TRAINING NON-POST                                 |                                    | \$0.00                | \$10,000.00           |
|                   |   | Subtotal                           | <b>\$7,600.00</b>     | <b>\$17,600.00</b>    |
| 001-0630-421-4265 | ADMINISTRATIVE INVESTIGATIVE FUND                 |                                    | \$2,500.00            | \$2,500.00            |
|                   |   | Subtotal                           | <b>\$2,500.00</b>     | <b>\$2,500.00</b>     |
|                   |   | <b>Services and Supplies Total</b> | <b>\$185,667.00</b>   | <b>\$197,768.00</b>   |
|                   |   | <b>ADMINISTRATIVE BUREAU Total</b> | <b>\$4,973,649.00</b> | <b>\$5,384,134.00</b> |

POLICE - CROSSING GUARDS Account: 001-0650-421 GENERAL FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 001-0650-421-4251 CROSSING GUARDS  | \$21,600.00           | \$21,600.00            |
| Subtotal                           | <b>\$21,600.00</b>    | <b>\$21,600.00</b>     |
| <b>Services and Supplies Total</b> | <b>\$21,600.00</b>    | <b>\$21,600.00</b>     |
| <b>CROSSING GUARDS Total</b>       | <b>\$21,600.00</b>    | <b>\$21,600.00</b>     |

POLICE - POST TRAINING Account: 001-0670-421 GENERAL FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 001-0670-421-4255 POST             | \$50,000.00           | \$40,000.00            |
| Subtotal                           | <b>\$50,000.00</b>    | <b>\$40,000.00</b>     |
| <b>Services and Supplies Total</b> | <b>\$50,000.00</b>    | <b>\$40,000.00</b>     |
| <b>POST TRAINING Total</b>         | <b>\$50,000.00</b>    | <b>\$40,000.00</b>     |

POLICE – BSCAA PROP 47 GRANT Account: 001-0680-421 GENERAL FUND

| <i>Services and Supplies</i>                             | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 001-0680-421-4255 BSCAA PROP 47 GRANT                    | \$30,175.00           | \$0.00                 |
| 001-0680-421-4255 BUDGET CARRYOVER - BSCAA PROP 47 GRANT | \$0.00                | \$25,308.00            |
| Subtotal   | <b>\$30,175.00</b>    | <b>\$25,308.00</b>     |
| <b>Services and Supplies Total</b>                       | <b>\$30,175.00</b>    | <b>\$25,308.00</b>     |
| <b>Total</b>   | <b>\$30,175.00</b>    | <b>\$25,308.00</b>     |

POLICE - CHIEF'S OFFICE Account: 006-0610-421

DRUG ABUSE RESISTANCE EDUCATION (DARE)

| <i>Services and Supplies</i>              | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 006-0610-421-4251 BUDGET CARRYOVER - DARE | \$600.00              | \$600.00               |
| Subtotal                                  | <b>\$600.00</b>       | <b>\$600.00</b>        |
| <b>Services and Supplies Total</b>        | <b>\$600.00</b>       | <b>\$600.00</b>        |
| <b>CHIEF'S OFFICE Total</b>               | <b>\$600.00</b>       | <b>\$600.00</b>        |

POLICE - CHIEF'S OFFICE Account: 009-0610-421

ASSET SEIZURE

| <i>Services and Supplies</i>                       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 009-0610-421-4251 ASSET SEIZURE                    | \$22,175.00           | \$0.00                 |
| 009-0610-421-4251 BUDGET CARRYOVER - ASSET SEIZURE | \$0.00                | \$22,175.00            |
| Subtotal   | <b>\$22,175.00</b>    | <b>\$22,175.00</b>     |
| <b>Services and Supplies Total</b>                 | <b>\$22,175.00</b>    | <b>\$22,175.00</b>     |
| <b>CHIEF'S OFFICE Total</b>                        | <b>\$22,175.00</b>    | <b>\$22,175.00</b>     |

**Police Department Budget Comparisons - Chief (001-0610)**

| <b>Account</b> | <b>Description</b>                  | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-------------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Salaries                            | \$ 336,700                       | \$ 348,100                        | \$ 11,400                      | 1            |
| 4120           | Benefits                            | \$ 236,300                       | \$ -                              | \$ (236,300)                   | 2            |
| 4121           | Employee Benefits - PERS Retirement | \$ -                             | \$ 184,000                        | \$ 184,000                     | 2            |
| 4135           | Employee Benefits - Flex Allowance  | \$ -                             | \$ 33,100                         | \$ 33,100                      | 2            |
| 4136           | Employee Benefits - Workers Comp    | \$ -                             | \$ 30,900                         | \$ 30,900                      | 2            |
| 4139           | Employee Benefits - Other Benefits  | \$ -                             | \$ 24,500                         | \$ 24,500                      | 2            |
| 4520           | Compensated Absences                | \$ 7,402                         | \$ 8,474                          | \$ 1,072                       | 3            |
| 4539           | PEMCHA                              | \$ -                             | \$ 6,624                          | \$ 6,624                       | 4            |
| 4540           | Longevity                           | \$ -                             | \$ 14,220                         | \$ 14,220                      | 5            |
| 4544           | Vehicle Replacement                 | \$ 15,802                        | \$ 19,779                         | \$ 3,977                       | 6            |
| 4243           | Office Supplies                     | \$ 750                           | \$ 1,000                          | \$ 250                         | 7            |
| 4251           | Consulting and Contracting          | \$ 19,000                        | \$ 19,000                         | \$ -                           | 8            |
| 4253           | Membership and Dues                 | \$ 1,330                         | \$ 1,755                          | \$ 425                         | 9            |
| 4254           | Travel, Conferences, Meetings       | \$ 1,225                         | \$ 1,225                          | \$ -                           | 10           |
| 4255           | Training                            | \$ 1,500                         | \$ 1,500                          | \$ -                           | 11           |
|                | <b>Total</b>                        | <b>\$ 620,009</b>                | <b>\$ 694,177</b>                 | <b>\$ 74,168</b>               |              |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Increase for projected need of supplies during leadership change.
- Note 8 No change.
- Note 9 Increase of the dues for the State and County Police Chiefs Association.
- Note 10 No change.
- Note 11 No change.

**Police Department Budget Comparisons - Field Operations (001-0620)**

| Account | Description                         | Approved     |              | Requested    |                | Increase<br>(Decrease) | Notes |
|---------|-------------------------------------|--------------|--------------|--------------|----------------|------------------------|-------|
|         |                                     | FY 2018-2019 | FY 2019-2020 | FY 2019-2020 | FY 2019-2020   |                        |       |
| 4110    | Salaries                            | \$ 4,053,800 | \$ 4,150,500 | \$           | \$ 96,700      |                        | 1     |
| 4112    | Overtime/Fourth of July Overtime    | \$ 153,920   | \$ 156,998   | \$           | \$ 3,078       |                        | 1     |
| 4117    | Holiday Pay                         | \$ 200,800   | \$ 209,100   | \$           | \$ 8,300       |                        | 1     |
| 4120    | Benefits                            | \$ 2,852,000 | \$ -         | \$           | \$ (2,852,000) |                        | 2     |
| 4121    | Employee Benefits - PERS Retirement | \$ -         | \$ 1,858,000 | \$           | \$ 1,858,000   |                        | 2     |
| 4135    | Employee Benefits - Flex Allowance  | \$ -         | \$ 592,400   | \$           | \$ 592,400     |                        | 2     |
| 4136    | Employee Benefits - Workers Comp    | \$ -         | \$ 562,700   | \$           | \$ 562,700     |                        | 2     |
| 4139    | Employee Benefits - Other Benefits  | \$ -         | \$ 279,000   | \$           | \$ 279,000     |                        | 2     |
| 4520    | Compensated Absences                | \$ 93,420    | \$ 105,448   | \$           | \$ 12,028      |                        | 3     |
| 4539    | PEMHCA                              | \$ -         | \$ 23,184    | \$           | \$ 23,184      |                        | 4     |
| 4540    | Longevity                           | \$ -         | \$ 72,420    | \$           | \$ 72,420      |                        | 5     |
| 4544    | Vehicle Replacement                 | \$ 298,449   | \$ 317,156   | \$           | \$ 18,707      |                        | 6     |
| 4556    | Equipment Replacement               | \$ 35,850    | \$ 37,192    | \$           | \$ 1,342       |                        | 7     |
| 4240    | Tools/Equipment                     | \$ 21,495    | \$ 24,195    | \$           | \$ 2,700       |                        | 8     |
| 4246    | Maintenance                         | \$ 850       | \$ 850       | \$           | \$ -           |                        | 9     |
| 4251    | Consulting and Contracting          | \$ 42,674    | \$ 33,674    | \$           | \$ (9,000)     |                        | 10    |
| 4253    | Membership and Dues                 | \$ 650       | \$ 675       | \$           | \$ 25          |                        | 11    |
| 4254    | Travel, Conferences, Meetings       | \$ 825       | \$ 825       | \$           | \$ -           |                        | 12    |
| 4255    | Training                            | \$ 4,500     | \$ 4,500     | \$           | \$ -           |                        | 13    |
|         | Total                               | \$ 7,759,233 | \$ 8,428,817 | \$           | \$ 669,584     |                        |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 8 Increase for equipment needed because of the addition of one motor officer.
- Note 9 No change.
- Note 10 Decrease due to Booking Fees not being funded.
- Note 11 Increase in SMC Training Mangers Association Fees.
- Note 12 No change.
- Note 13 No change.

**Police Department Budget Comparisons - Admin (001-0630)**

| Account | Description                         | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|-------------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                            | \$ 2,183,000             | \$ 2,207,320              | \$ 24,320              | 1     |
| 4111    | Admin Hourly/Part Time Salaries     | \$ 22,000                | \$ 22,440                 | \$ 440                 | 1     |
| 4112    | Overtime/Fourth of July Overtime    | \$ 64,100                | \$ 65,384                 | \$ 1,284               | 1     |
| 4117    | Holiday Pay                         | \$ 64,500                | \$ 65,900                 | \$ 1,400               | 1     |
| 4120    | Benefits                            | \$ 1,641,000             | \$ -                      | \$ (1,641,000)         | 2     |
| 4121    | Employee Benefits - PERS Retirement | \$ -                     | \$ 920,700                | \$ 920,700             | 2     |
| 4135    | Employee Benefits - Flex Allowance  | \$ -                     | \$ 399,600                | \$ 399,600             | 2     |
| 4136    | Employee Benefits - Workers Comp    | \$ -                     | \$ 288,400                | \$ 288,400             | 2     |
| 4139    | Employee Benefits - Other Benefits  | \$ -                     | \$ 195,300                | \$ 195,300             | 2     |
| 4520    | Compensated Absences                | \$ 48,502                | \$ 54,044                 | \$ 5,542               | 3     |
| 4539    | PEMHCA                              | \$ -                     | \$ 13,248                 | \$ 13,248              | 4     |
| 4540    | Longevity                           | \$ -                     | \$ 23,820                 | \$ 23,820              | 5     |
| 4544    | Vehicle Replacement                 | \$ 75,412                | \$ 95,478                 | \$ 20,066              | 6     |
| 4556    | Equipment Replacement               | \$ 25,174                | \$ 25,174                 | \$ -                   | 7     |
| 4557    | Information Technology Services     | \$ 425,444               | \$ 512,066                | \$ 86,622              | 8     |
| 4569    | Building Maintenance                | \$ 238,850               | \$ 297,492                | \$ 58,642              | 9     |
| 4240    | Tools/Equipment                     | \$ 8,000                 | \$ 8,000                  | \$ -                   | 10    |
| 4242    | Postage                             | \$ 2,200                 | \$ 2,200                  | \$ -                   | 11    |
| 4243    | Office Supplies                     | \$ 18,500                | \$ 18,500                 | \$ -                   | 12    |
| 4246    | Maintenance                         | \$ 31,122                | \$ 29,852                 | \$ (1,270)             | 13    |
| 4249    | Advertising                         | \$ 3,700                 | \$ 3,700                  | \$ -                   | 14    |
| 4251    | Consulting and Contracting          | \$ 109,950               | \$ 113,321                | \$ 3,371               | 15    |
| 4253    | Membership and Dues                 | \$ 745                   | \$ 745                    | \$ -                   | 16    |
| 4254    | Travel, Conferences, Meetings       | \$ 1,350                 | \$ 1,350                  | \$ -                   | 17    |
| 4255    | Training                            | \$ 7,600                 | \$ 17,600                 | \$ 10,000              | 18    |
| 4265    | Admin Investigation Fund            | \$ 2,500                 | \$ 2,500                  | \$ -                   | 19    |
|         | Total                               | <u>\$ 4,973,649</u>      | <u>\$ 5,384,134</u>       | <u>\$ 410,485</u>      |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 No change.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 10 No change.
- Note 11 No change.
- Note 12 No change.
- Note 13 Adjustment based on 3 Year Expenditures Review.
- Note 14 No change.
- Note 15 Increase in San Mateo County Narcotics Task Force dues and software contract increases.
- Note 16 No change.
- Note 17 No change.
- Note 18 10K allocated from POST (006-670) to non-POST training (630-421-4255)
- Note 19 No change.

**Police Department Budget Comparisons - Crossing Guard (001-0650)**

| <b>Account</b> | <b>Description</b>         | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Consulting and Contracting | \$ 21,600                        | \$ 21,600                         | \$ -                           | 1            |
|                | Total                      | <u>\$ 21,600</u>                 | <u>\$ 21,600</u>                  | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1          No change.

**Police Department Budget Comparisons - POST (001-0670)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Training           | \$ 50,000                        | \$ 40,000                         | \$ (10,000)                    | 1            |
|                | Total              | \$ 50,000                        | \$ 40,000                         | \$ (10,000)                    |              |

**Detailed Analysis:**

Note 1 10k reallocated to Non-POST (630-421-4255) training from POST (006-670).



**Police Department Budget Comparisons - BSCAA Prop 47 Grant (001-0680)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Training           | \$ 30,175                        | \$ 25,308                         | \$ (4,867)                     | 1            |
|                | Total              | <u>\$ 30,175</u>                 | <u>\$ 25,308</u>                  | <u>\$ (4,867)</u>              |              |

**Detailed Analysis:**

Note 1      Budget Carryover from FY 2018-2019.

**Police Department Budget Comparisons -  
Drug Abuse Resistance Education (DARE) (006-0610)**

| <b>Account</b> | <b>Description</b>         | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Consulting and Contracting | \$ 600                           | \$ 600                            | \$ -                           | 1            |
|                | Total                      | <u>\$ 600</u>                    | <u>\$ 600</u>                     | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1          Budget Carryover from FY 2018-2019.

**Police Department Budget Comparisons - Asset Seizure (009-0610)**

| <b>Account</b> | <b>Description</b>    | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Services and Supplies | \$ 22,175                        | \$ 22,175                         | \$ -                           | 1            |
|                | Total                 | <u>\$ 22,175</u>                 | <u>\$ 22,175</u>                  | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1      Budget Carryover from FY 2018-2019.

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# San Mateo Consolidated Fire Department



## DEPARTMENT DESCRIPTION

The Fire Departments in the Cities of Belmont, Foster City, and San Mateo have joined together as the San Mateo Consolidated (SMC) Fire Department, a Joint Powers Authority (JPA) as of January 13<sup>th</sup>, 2019. The new department will continue to provide integrated and comprehensive emergency response services to all three communities in a more cost-effective way, while maintaining and improving the existing level of fire suppression and emergency medical services within each community. SMC Fire consists of three divisions: Administration, Community Risk Reduction (CRR), and Operations.

The **Administration Division**, which includes the Office of the Fire Chief, provides program direction to all divisions and budget oversight. The **CRR Division** works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness & planning, including the City's emergency operations center (EOC), issuing permits, checking plans, inspecting for fire code compliance, and

developing and recommending new or modified codes to the City Council. The **Operations Division** personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials, and citizen assist calls for service.



## **DEPARTMENT PERSONNEL SUMMARY**

| <b>Position</b>                    | <b>FY 2019-2020</b> |
|------------------------------------|---------------------|
| Administrative Assistant           | 4                   |
| Administrative Technician          | 1                   |
| Business Manager                   | 1                   |
| Captains                           | 36                  |
| Deputy Fire Chief                  | 2                   |
| Deputy Fire Marshal                | 1                   |
| Emergency Preparedness Coordinator | 1                   |
| EMS Clinical Education Specialist  | 1                   |
| Fire Battalion Chief/40            | 4                   |
| Fire Battalion Chief/56            | 3                   |
| Fire Chief                         | 1                   |
| Fire Marshal                       | 1                   |
| Fire Prevention Inspector          | 6                   |
| Firefighters                       | 87                  |
| Fleet & Facilities Manager         | 1                   |
| Management Analyst                 | 1                   |
| Management Coordinator             | 1                   |
| Office Assistant                   | 2                   |
| <b>Total Full Time Employees</b>   | <b>154</b>          |

| <b>Position</b>                  | <b>FY 2019-2020</b> |
|----------------------------------|---------------------|
| Office Assistant                 | 0.5                 |
| OES Student Intern               | 0.5                 |
| Central Services Mail Courier    | 0.5                 |
| Systems Network Manager          | 0.5                 |
| Prevention Office Assistant      | 0.5                 |
| Prevention Fire Inspector        | 1.5                 |
| Prevention Management Analyst    | 0.5                 |
| <b>Total Part Time Employees</b> | <b>4.5</b>          |

## **MISSION STATEMENT**

Enhancing the quality of life for our community through professionalism, collaboration, and public trust.

## **CORE VALUES**

- **Respect**
- **Compassion**
- **Integrity**
- **Dedication**
- **innovation**

## **SMC FIRE DEPARTMENT STRATEGIC PLAN**

The SMC Fire Department will continue to pursue cost saving opportunities with our neighboring cities while still maintaining local control. In Fiscal Year 2019-2020, the SMC Fire Department will focus on the following initiatives:

### **Emergency Preparedness**

**SMC Fire Department personnel will continue to provide emergency preparedness education to the community, businesses, and City employees.**

- Activate the Emergency Operations Center (EOC) for smaller events or drills and include Line Staff to increase their knowledge and skills.
- Continue to address the needs of our diverse population in regard to Community Emergency Preparedness.

- Continue to execute goals described in the 2-year Emergency Preparedness Work Plan which will include Citywide Incident Command System (ICS) Training.
- Participate in the implementation of mitigation strategies identified in the 2016 Local Hazard Mitigation Plan (LHMP) Safety Element.
- Revise the Continuity of Operations Plan (COOP).
- Standardize EOC operations within the Shared Services model.
- Continue to collaborate with the San Mateo County Emergency Managers Association on a standardized countywide template for an Emergency Operations Plan based on the County Office of Emergency Services (OES) Emergency Operations Plan (EOP).
- Maintain relationships with the San Mateo County Office of Emergency Services when needed on major or significant events.
- Evaluate and implement appropriate emergency management and geographic information service (GIS) technologies for use in all four phases of the emergency management cycle.

### **Community Emergency Response Team (CERT)**

**The City of Foster City's CERT program is one of the most dynamic and sustainable programs in the County. With over 900 community members trained and over 250 active members, Foster City CERT will continue to be a leader on the Peninsula in emergency preparedness and training.**

- Recruit and train 50 citizens per year with a goal of 400 active CERT members.
- Develop and expand opportunities for local businesses to participate in a "business CERT" program.

- Establish joint CERT training exercises with San Mateo and Belmont CERT Teams.
- Develop a program for advanced CERT Members.
- Work with County OES to standardize CERT program and interests where practical.
- Continue the development of existing and new CERT Trainers.

### **Leadership and Professional Development**

**The SMC Fire Department strives to seek opportunities for leadership and offer professional development, training, and guidance for its employees by exemplifying leadership at all levels of the organization.**

- Identify and create career paths to complement professional development efforts.
- Maintain active eligibility and promotional lists for all appropriate positions.
- Evaluate and modify all department job descriptions for accuracy and appropriateness and conduct job audits at all levels.
- Evaluate expectations for all "acting" positions (Captain and BC) and consistently encourage and mentor those currently in the programs.
- Encourage and train all probationary employees.
- Promote and model ethical behavior and exceptional internal and external customer service.
- Create opportunities for modern skill building in all divisions.
- Encourage and identify appropriate professional development opportunities for employees at all levels.

## **Training**

**The SMC Fire Department will develop or enhance current training that provides employees the opportunity to maintain the high level of service and commitment to the community.**

- Ensure all line staff is meeting the mandated state and federal training requirements.
- Continue the use of the “web-based” Training Programs offering interactive, individual training courses, through Target Solutions.
- Offer a tabletop training program for incident command for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- Standardize all training manuals across the Shared Services organization to provide consistent training and testing.
- Continue to participate in cadet program to provide training, mentoring and evaluation of cadets.
- Offer Fire Officer and Chief Officer Certification classes through collaboration with our Joint In-House Training Work Group.

## **Committed and Engaged**

**The SMC Fire Department will continue to create an environment that fosters participation, ethical behavior and department ownership.**

- Create an environment that encourages loyalty, ownership and participation.
- Continue to encourage attendance at our All Officer meetings (three times a year) for training and team building with shared services agencies to further build relationships.

- Standardize policies and procedures when applicable with our partner agencies.
- Encourage personnel to attend and participate in FACT (Fire Action Consensus Team)
- Maintain and evaluate all staff assignments currently held in the department to increase effectiveness and assure fiscal responsibility.
- Select and use a system to accurately track the progress of department projects.
- Look for opportunities in technology to provide better service, interact and communicate with our citizens and provide information in the event of an emergency.

## **Fire Operations**

**The Operations Division personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials, and citizen assist calls for service.**

- Meet or exceed the San Mateo County required 6 minute 59 second response times to 90% of all medical calls within our community.
- Meet or exceed NFPA 1710 for truck response times 90% of the time.
- Complete all required, daily, weekly and monthly equipment and apparatus checks focusing on attention to detail.
- Participate in regional fire service activities, training and actively participate in County operations group meetings.
- Continue to upgrade and evaluate modern technology to stay on the leading edge.
- Look for cooperative purchasing opportunities with other departments and agencies.



- Continue to provide safety equipment/practices to meet or exceed industry standards.
- Continue to seek cost saving opportunities.

### **Fire Administration**

**The Administration Division, which includes the Office of the Fire Chief, provides program direction to all divisions, budget oversight, and manages the city's emergency operations center (EOC) on behalf of the City Manager. Fire Administration also maintains all records and provides administrative support to the organization.**

- Provide exceptional customer service to internal and external stakeholders.
- Develop and promote a standard of excellence in administration based on the values of professionalism, integrity, personal responsibility, and service.
- Continue to seek cost saving opportunities.
- Promote a culture that clearly recognizes and values the role of administration staff as partners in the success of the department's core mission.
- Assist and prepare the annual budget, payroll, appropriate billing, and associated functions.
- Support our public education program and schedule tours and events.
- Maintain all public records in compliance with the City's records retention program.
- Assist staff with scheduling, staff reports, special studies, annual report development and other projects.

### **Community Risk Reduction (CRR)**

**The Community Risk Reduction Division works to reduce the factors which contribute to the cause and spread of**

**fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing permits, checking plans, and inspecting for fire code compliance.**

- Enhance and improve the scope to our electronic all risk pre-fire plan program and delivery system.
- Deliver fire prevention and outreach programs that provide citizens with information to reduce and prevent injury, maintain life safety in all buildings and reduce the occurrence of fires.
- Inspect buildings for life safety and fire code compliance.
- Inspect/test fire suppression and life safety systems.
- Represent Fire Prevention at meetings and comment on behalf of the Fire Department's interest.
- Provide detailed fire/life safety review of plans on all submitted projects.
- Maintain supportive and professional relationships with other departments.
- Provide technical support and information to fire suppression personnel.
- Recommend amendments and facilitate the adoption of the tri-annual California Fire Code adoption process.
- Explore full cost recovery for Fire Prevention services.
- Develop Fire Inspection video training program.

### ***KEY INITIATIVES COMPLETED IN FY 2018-2019***

- In 2018, Foster City responded to 2021 calls for service. The Fire Department continues to achieve a 98% San Mateo County Pre-Hospital Emergency Medical Services Group (JPA) compliance response rate for medical responses. This means that we

respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.

- SMC Fire Chief Officers continue to hold weekly command staff meetings to discuss and enhance day-to-day operations for all cities. Larger meetings consisting of 50+ Foster City, San Mateo, and Belmont Officers occur three times each year.
- The Foster City Fire Department personnel responded, as part of the California's Mutual Aid Response, to 12 separate fire incidents throughout the state.
- The Foster City Fire Department continues to organize and schedule ongoing Incident Command System (ICS) and National Incident Management System (NIMS) training to meet federal and state law for newly hired employees or promoted employees on an annual basis.
- The Foster City Fire Department continued to work with other departments to ensure mitigation strategies identified in the Foster City Local Hazard Mitigation Plan/Safety Element, adopted in November 2016, are implemented and that the plan is maintained according to annual maintenance requirements.
- OES created an Incident Action Plan (IAP) and led Foster City departments of Public Works, Parks and Recreation, Police, and Fire in the partial activation of the Foster City Emergency Operations Center (EOC) to support the City's annual Independence Day Celebration.
- OES and the Fire Prevention Bureau partnered with the American Red Cross Home Fire Preparedness

Campaign to deliver a successful smoke alarm installation event that resulted in the installation of 66 smoke detectors in 16 Foster City homes.

- The Foster City Fire and Police Departments opened their doors to the public at their annual Open House in October 2018. All residents were invited to come by for a fun-filled and informative trip through the Fire and Police stations. In addition to station tours and the chance to see the tools that are used by firefighters and police officers, there were many displays, demonstrations and information on fire safety and emergency preparedness. In addition, Paramedics performed free blood pressure checks.
- Every year, the Foster City & SMC Fire Department provides classes to Foster City residents. The "Get Ready" Program gives residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours.
- The Foster City & SMC Fire Department continues to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. The San Mateo Consolidated Fire Department will have trained over 900 CERT members who live or work in Foster City by the end of Fiscal Year 2018-2019, with over 250 members staying active in their community.

We built on the pilot Business Emergency Response Training (BERT) program with national pharmaceutical

leader, Gilead Sciences. BERT is designed to train local businesses in emergency preparedness and resiliency, while our community benefits from the additional trained CERT Members. The Foster City & SMC Fire Department has trained 64 Gilead Sciences employees. These trained CERT members will respond to Gilead first, if at work when the disaster strikes, or their home community and can also respond with the Foster City CERT Community, as part of Neighborhood 1.

- In June 2018, Foster City and San Mateo County Health Department partnered with other San Mateo County Fire Departments and utilized trained CERT members to participate in a Disaster Filed Exercise called Green Dawn. CERT Members assisted in running medical stations, conducting traffic control, risk management, on-scene triage, search and rescue and communications.



- The Foster City Fire Department administered the CERT continuing education program for Foster City

residents who have already completed the basic course. Continuing education for CERT includes: Incident Command, Fire Extinguisher, Terrorism and Weapons of Mass Destruction, Utilities, Search and Rescue, Triage, Disaster Medical, Disaster Psychology, and Disaster Preparedness. The Foster City Fire Department also provide expanded training classes that are not included in the Citizen Corp CERT curriculum. These include: Pet Preparedness, Ham Radio Communications, Family Radio Service (FRS)/General Mobile Radio Service (GMRS) Radio Communications, CERT Leadership, Moulage, Shelter Management, and Earthquake 101. The Foster City Fire Department also conducts large scale drills and exercises to keep our CERT's prepared.

- The Fire Prevention Division conducted plan reviews and construction approvals on several high-profile property development and redevelopment projects.
- The Foster City & SMC Fire Department is part of the Central San Mateo County Training Division. The Fire Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that are not available in a single agency. An added benefit to our organization as a member of this Training Group is that our personnel are eligible to compete for open Battalion Chief or Division Chief positions assigned to the training division.
- The Foster City Fire Department continues to successfully participate in the San Mateo County Pre-

Hospital Emergency Medical Services Group (JPA). Major components of the system are the provision of engine-based paramedic service to the community and the coordinated dispatch of all fire agencies in the County. Fire and medical responses are dispatched based upon the closest available engine, regardless of jurisdiction

### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS DURING FISCAL YEAR 2019-2020***

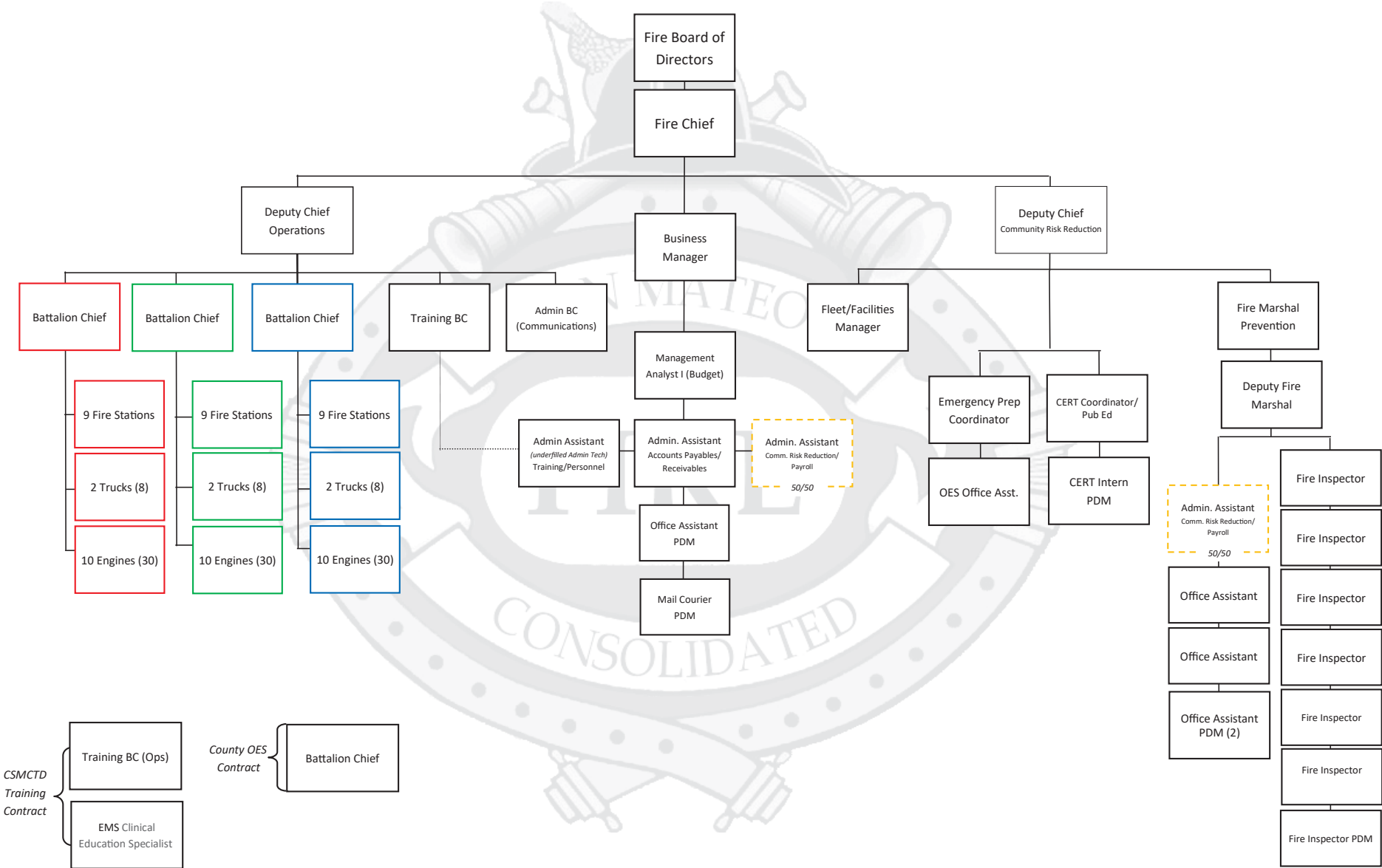
Service levels to the residents remained high and will continue to remain high in Fiscal Year 2019-2020.

- Maintain or improve service levels to the residents at an exceptional level.
- Incorporate new positions into our daily operations to function smoothly as an organization.
- Update our reserve apparatus fleet when new equipment is placed into service and salvage our current reserve equipment.

### ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

#### **Personnel**

Foster City pays 20% of SMC Fire's adopted annual budget.



2019 San Mateo Consolidated Fire Department Org Chart

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FIRE**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|                                   | 2018-2019           |                      | 2019-2020           |
|-----------------------------------|---------------------|----------------------|---------------------|
|                                   | APPROVED            | REVISED              | REQUESTED           |
| ADMINISTRATION                    | \$ 954,994          | \$ 601,040           | \$ 126,120          |
| TRAINING / OPERATIONS             | \$ 8,864,731        | \$ 5,756,175         | \$ -                |
| DISASTER PREPAREDNESS             | \$ 75,096           | \$ 75,096            | \$ 1,595            |
| JPA-SMC FIRE OPERATING COSTS      | \$ -                | \$ 3,462,510         | \$ 7,543,872        |
| LEGACY COSTS                      | \$ -                | \$ -                 | \$ 1,486,000        |
| GENERAL FUND 3 YEARS CONTRIBUTION | \$ -                | \$ 226,977           | \$ 226,977          |
| <b>TOTAL FOR FIRE</b>             | <b>\$ 9,894,821</b> | <b>\$ 10,121,798</b> | <b>\$ 9,384,564</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FIRE**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                      | 2019-2020           |
|---|---------------------|----------------------|---------------------|
|   | APPROVED            | REVISED              | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 8,325,895        | \$ 5,051,490         | \$ 1,486,000        |
| SERVICES AND SUPPLIES                                     | \$ 485,576          | \$ 3,986,958         | \$ 7,714,284        |
| CAPITAL OUTLAY  | \$ -                | \$ -                 | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 8,811,471        | \$ 9,038,448         | \$ 9,200,284        |
| INTERNAL SERVICES   | \$ 1,094,959        | \$ 1,094,959         | \$ 202,190          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 9,906,430        | \$ 10,133,407        | \$ 9,402,474        |
| REALLOCATIONS   | \$ (11,609)         | \$ (11,609)          | \$ (17,910)         |
| <b>TOTAL FOR FIRE</b>                                     | <b>\$ 9,894,821</b> | <b>\$ 10,121,798</b> | <b>\$ 9,384,564</b> |

## DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION

Account: 001-0710-422

GENERAL FUND

| <i>Employee Services</i>       |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------|---------------------------------|-----------------------|------------------------|
| 001-0710-422-4110              | PERMANENT SALARIES              | \$376,800.00          | \$0.00                 |
| Subtotal                       |                                 | <b>\$376,800.00</b>   | <b>\$0.00</b>          |
| 001-0710-422-4111*             | CLERICAL ASSISTANT              | \$25,055.00           | \$0.00                 |
| 001-0710-422-4111              | PART-TIME CERT INTERN           | \$29,970.00           | \$0.00                 |
| Subtotal                       |                                 | <b>\$55,025.00</b>    | <b>\$0.00</b>          |
| 001-0710-422-4120              | FRINGE BENEFITS                 | \$281,100.00          | \$0.00                 |
| Subtotal                       |                                 | <b>\$281,100.00</b>   | <b>\$0.00</b>          |
| <b>Employee Services Total</b> |                                 | <b>\$712,925.00</b>   | <b>\$0.00</b>          |
| <i>Internal Services</i>       |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0710-422-4520              | COMPENSATED ABSENCES            | \$8,297.00            | \$0.00                 |
| Subtotal                       |                                 | <b>\$8,297.00</b>     | <b>\$0.00</b>          |
| 001-0710-422-4539              | PEMHCA                          | \$0.00                | \$33,120.00            |
| Subtotal                       |                                 | <b>\$0.00</b>         | <b>\$33,120.00</b>     |
| 001-0710-422-4540              | LONGEVITY                       | \$0.00                | \$93,000.00            |
| Subtotal                       |                                 | <b>\$0.00</b>         | <b>\$93,000.00</b>     |
| 001-0710-422-4544              | VEHICLE REPLACEMENT             | \$49,074.00           | \$0.00                 |
| Subtotal                       |                                 | <b>\$49,074.00</b>    | <b>\$0.00</b>          |
| 001-0710-422-4557              | INFORMATION TECHNOLOGY SERVICES | \$112,306.00          | \$0.00                 |
| Subtotal                       |                                 | <b>\$112,306.00</b>   | <b>\$0.00</b>          |
| 001-0710-422-4569              | BUILDING MAINTENANCE            | \$13,542.00           | \$0.00                 |
| Subtotal                       |                                 | <b>\$13,542.00</b>    | <b>\$0.00</b>          |
| <b>Internal Services Total</b> |                                 | <b>\$183,219.00</b>   | <b>\$126,120.00</b>    |



| <i>Services and Supplies</i> |                                   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|-----------------------------------|-----------------------|------------------------|
| 001-0710-422-4240            | CERT BACKPACKS                    | \$4,000.00            | \$0.00                 |
| 001-0710-422-4240            | CERT MATERIALS                    | \$7,000.00            | \$0.00                 |
| 001-0710-422-4240            | OFFICE FURNITURE                  | \$1,000.00            | \$0.00                 |
| 001-0710-422-4240            | PROMOTIONAL MATERIALS             | \$1,500.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$13,500.00</b>    | <b>\$0.00</b>          |
| 001-0710-422-4241            | PAPER/COPY SUPPLIES               | \$3,000.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$3,000.00</b>     | <b>\$0.00</b>          |
| 001-0710-422-4242            | GENERAL POSTAGE                   | \$500.00              | \$0.00                 |
|                              | Subtotal                          | <b>\$500.00</b>       | <b>\$0.00</b>          |
| 001-0710-422-4243            | GENERAL OFFICE SUPPLIES           | \$4,000.00            | \$0.00                 |
| 001-0710-422-4243            | PREVENTION OFFICE SUPPLIES        | \$3,000.00            | \$0.00                 |
| 001-0710-422-4243            | SHARED SERVICES SUPPLIES          | \$4,000.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$11,000.00</b>    | <b>\$0.00</b>          |
| 001-0710-422-4246            | CERT RADIOS / BATTERIES           | \$500.00              | \$0.00                 |
| 001-0710-422-4246            | DASHBOARD FIREVIEW                | \$1,100.00            | \$0.00                 |
| 001-0710-422-4246            | FIRST ON SCENE                    | \$3,650.00            | \$0.00                 |
| 001-0710-422-4246            | OFFICE MACHINE MAINTENANCE        | \$1,000.00            | \$0.00                 |
| 001-0710-422-4246            | TELESTAFF                         | \$2,700.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$8,950.00</b>     | <b>\$0.00</b>          |
| 001-0710-422-4251            | BACKGROUND INVESTIGATIONS         | \$2,500.00            | \$0.00                 |
| 001-0710-422-4251            | LEGAL SERVICES                    | \$1,000.00            | \$0.00                 |
| 001-0710-422-4251            | SHARED STUDENT INTERN II POSITION | \$7,400.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$10,900.00</b>    | <b>\$0.00</b>          |
| 001-0710-422-4253            | FIRE CODE UPDATES                 | \$1,000.00            | \$0.00                 |
| 001-0710-422-4253            | SM COUNTY FIRE CHIEF ASSOC        | \$1,000.00            | \$0.00                 |
|                              | Subtotal                          | <b>\$2,000.00</b>     | <b>\$0.00</b>          |
| 001-0710-422-4254            | CONFERENCES AND MEETINGS          | \$1,000.00            | \$0.00                 |

|                   |                                    |                     |                     |
|-------------------|------------------------------------|---------------------|---------------------|
| 001-0710-422-4254 | MISCELLANEOUS                      | \$500.00            | \$0.00              |
|                   | Subtotal                           | <b>\$1,500.00</b>   | <b>\$0.00</b>       |
| 001-0710-422-4255 | SHARED SERVICES TRAINING           | \$5,000.00          | \$0.00              |
| 001-0710-422-4255 | TRAINING                           | \$2,500.00          | \$0.00              |
|                   | Subtotal                           | <b>\$7,500.00</b>   | <b>\$0.00</b>       |
|                   | <b>Services and Supplies Total</b> | <b>\$58,850.00</b>  | <b>\$0.00</b>       |
|                   | <b>ADMINISTRATION Total</b>        | <b>\$954,994.00</b> | <b>\$126,120.00</b> |

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**FIRE - TRAINING/OPERATIONS**      Account: 001-0730-422      **GENERAL FUND**

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| <i>Employee Services</i> |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|--------------------------------|-----------------------|------------------------|
| 001-0730-422-4110        | PERMANENT SALARIES             | \$3,699,800.00        | \$0.00                 |
|                          | Subtotal                       | <b>\$3,699,800.00</b> | <b>\$0.00</b>          |
| 001-0730-422-4112        | GENERAL OVERTIME               | \$360,370.00          | \$0.00                 |
|                          | Subtotal                       | <b>\$360,370.00</b>   | <b>\$0.00</b>          |
| 001-0730-422-4116        | FLSA                           | \$62,600.00           | \$0.00                 |
| 001-0730-422-4116        | TRAINING OVERTIME              | \$20,000.00           | \$0.00                 |
|                          | Subtotal                       | <b>\$82,600.00</b>    | <b>\$0.00</b>          |
| 001-0730-422-4117        | HOLIDAY PAY                    | \$191,300.00          | \$0.00                 |
|                          | Subtotal                       | <b>\$191,300.00</b>   | <b>\$0.00</b>          |
| 001-0730-422-4120        | FRINGE BENEFITS                | \$3,278,900.00        | \$0.00                 |
|                          | Subtotal                       | <b>\$3,278,900.00</b> | <b>\$0.00</b>          |
|                          | <b>Employee Services Total</b> | <b>\$7,612,970.00</b> | <b>\$0.00</b>          |
| <i>Internal Services</i> |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0730-422-4520        | COMPENSATED ABSENCES           | \$85,095.00           | \$0.00                 |

|                   |                       |                                |                     |               |
|-------------------|-----------------------|--------------------------------|---------------------|---------------|
|                   |                       | Subtotal                       | <b>\$85,095.00</b>  | <b>\$0.00</b> |
| 001-0730-422-4544 | VEHICLE REPLACEMENT   |                                | \$307,324.00        | \$0.00        |
|                   |                       | Subtotal                       | <b>\$307,324.00</b> | <b>\$0.00</b> |
| 001-0730-422-4556 | EQUIPMENT REPLACEMENT |                                | \$115,751.00        | \$0.00        |
|                   |                       | Subtotal                       | <b>\$115,751.00</b> | <b>\$0.00</b> |
| 001-0730-422-4569 | BUILDING MAINTENANCE  |                                | \$387,883.00        | \$0.00        |
|                   |                       | Subtotal                       | <b>\$387,883.00</b> | <b>\$0.00</b> |
|                   |                       | <b>Internal Services Total</b> | <b>\$896,053.00</b> | <b>\$0.00</b> |

***Services and Supplies***

|                   |                             | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|-----------------------------|-----------------------|------------------------|
| 001-0730-422-4240 | ALS ROLLING STOCK           | \$6,500.00            | \$0.00                 |
| 001-0730-422-4240 | BLS SUPPLIES                | \$3,000.00            | \$0.00                 |
| 001-0730-422-4240 | CPR MANUALS                 | \$2,000.00            | \$0.00                 |
| 001-0730-422-4240 | HOSE                        | \$6,000.00            | \$0.00                 |
| 001-0730-422-4240 | KITCHEN SUPPLIES            | \$1,000.00            | \$0.00                 |
| 001-0730-422-4240 | LINEN SUPPLIES              | \$1,000.00            | \$0.00                 |
| 001-0730-422-4240 | MATTRESSES & DAYROOM CHAIRS | \$1,500.00            | \$0.00                 |
| 001-0730-422-4240 | SAFETY TURNOUTS             | \$20,000.00           | \$0.00                 |
| 001-0730-422-4240 | SAFETY UNIFORMS             | \$26,220.00           | \$0.00                 |
| 001-0730-422-4240 | WILDLAND EQUIPMENT          | \$1,800.00            | \$0.00                 |
|                   |                             | Subtotal              | <b>\$69,020.00</b>     |
| 001-0730-422-4243 | MAPS                        | \$800.00              | \$0.00                 |
| 001-0730-422-4243 | MISCELLANEOUS               | \$1,500.00            | \$0.00                 |
| 001-0730-422-4243 | OFFICE SUPPLIES             | \$2,000.00            | \$0.00                 |
|                   |                             | Subtotal              | <b>\$4,300.00</b>      |
| 001-0730-422-4245 | ADAPTERS                    | \$200.00              | \$0.00                 |
| 001-0730-422-4245 | BATTERIES                   | \$500.00              | \$0.00                 |
| 001-0730-422-4245 | CHAINSaws                   | \$2,000.00            | \$0.00                 |
| 001-0730-422-4245 | CHAMOIS                     | \$100.00              | \$0.00                 |

|                    |                               |                    |               |
|--------------------|-------------------------------|--------------------|---------------|
| 001-0730-422-4245  | ELECTRICAL                    | \$100.00           | \$0.00        |
| 001-0730-422-4245  | FLASHLIGHTS                   | \$315.00           | \$0.00        |
| 001-0730-422-4245  | FOAM                          | \$1,500.00         | \$0.00        |
| 001-0730-422-4245  | HAZMAT SUPPLIES               | \$600.00           | \$0.00        |
| 001-0730-422-4245  | MISCELLANEOUS                 | \$1,500.00         | \$0.00        |
| 001-0730-422-4245  | SALVAGE COVERS                | \$200.00           | \$0.00        |
| 001-0730-422-4245  | SPECIAL OPERATIONS EQUIPMENT  | \$10,000.00        | \$0.00        |
|                    | Subtotal                      | <b>\$17,015.00</b> | <b>\$0.00</b> |
| 001-0730-422-4246* | AED                           | \$1,500.00         | \$0.00        |
| 001-0730-422-4246  | AIR CASCADE SYSTEM            | \$1,500.00         | \$0.00        |
| 001-0730-422-4246  | AIR TESTING                   | \$400.00           | \$0.00        |
| 001-0730-422-4246  | BOAT                          | \$3,000.00         | \$0.00        |
| 001-0730-422-4246  | BREATHING APPARATUS           | \$6,000.00         | \$0.00        |
| 001-0730-422-4246  | BUILDING MAINTENANCE          | \$2,000.00         | \$0.00        |
| 001-0730-422-4246  | CERT TRAILER MAINTENANCE      | \$500.00           | \$0.00        |
| 001-0730-422-4246  | EXTINGUISHERS                 | \$550.00           | \$0.00        |
| 001-0730-422-4246  | GAS MONITORING EQUIP. MAINT.  | \$1,000.00         | \$0.00        |
| 001-0730-422-4246  | HAND TOOLS                    | \$500.00           | \$0.00        |
| 001-0730-422-4246  | LADDER TESTING                | \$1,000.00         | \$0.00        |
| 001-0730-422-4246  | LADDERS                       | \$1,000.00         | \$0.00        |
| 001-0730-422-4246  | LIGHT EQUIPMENT               | \$100.00           | \$0.00        |
| 001-0730-422-4246  | NOZZLES/VALVES                | \$1,200.00         | \$0.00        |
| 001-0730-422-4246  | POWER TOOLS                   | \$300.00           | \$0.00        |
| 001-0730-422-4246  | RADIO MAINTENANCE             | \$5,500.00         | \$0.00        |
| 001-0730-422-4246  | RESCUE TOOLS                  | \$1,250.00         | \$0.00        |
| 001-0730-422-4246  | SAW BLADES                    | \$3,500.00         | \$0.00        |
| 001-0730-422-4246  | SCBA EQUIP CALIBRATION        | \$1,150.00         | \$0.00        |
| 001-0730-422-4246  | THERMAL IMAGING CAMERA MAINT. | \$3,000.00         | \$0.00        |
| 001-0730-422-4246  | TRAINING PROP                 | \$3,100.00         | \$0.00        |

|                   |                           |                                    |                       |               |
|-------------------|---------------------------|------------------------------------|-----------------------|---------------|
| 001-0730-422-4246 | TURNOUT CLEANING & MAINT  |                                    | \$8,000.00            | \$0.00        |
| 001-0730-422-4246 | VEHICLE MAINTENANCE       |                                    | \$5,450.00            | \$0.00        |
|                   |                           | Subtotal                           | <b>\$51,500.00</b>    | <b>\$0.00</b> |
| 001-0730-422-4251 | ALS CERTIFICATION         |                                    | \$3,000.00            | \$0.00        |
| 001-0730-422-4251 | EMT/DEFIB RECERTIFICATION |                                    | \$3,000.00            | \$0.00        |
| 001-0730-422-4251 | JPA CAD LINK              |                                    | \$3,700.00            | \$0.00        |
| 001-0730-422-4251 | JPA DATA LINK             |                                    | \$1,430.00            | \$0.00        |
| 001-0730-422-4251 | JPA TEA CONTRACT          |                                    | \$3,800.00            | \$0.00        |
| 001-0730-422-4251 | PSC CAD LICENSES          |                                    | \$500.00              | \$0.00        |
| 001-0730-422-4251 | SAN MATEO COUNTY PAGERS   |                                    | \$1,500.00            | \$0.00        |
| 001-0730-422-4251 | TB TESTING                |                                    | \$560.00              | \$0.00        |
|                   |                           | Subtotal                           | <b>\$17,490.00</b>    | <b>\$0.00</b> |
| 001-0730-422-4253 | SMCTO                     |                                    | \$375.00              | \$0.00        |
|                   |                           | Subtotal                           | <b>\$375.00</b>       | <b>\$0.00</b> |
| 001-0730-422-4254 | SHARED OPS MEETINGS       |                                    | \$2,000.00            | \$0.00        |
| 001-0730-422-4254 | TRAVEL & MEETINGS         |                                    | \$1,000.00            | \$0.00        |
|                   |                           | Subtotal                           | <b>\$3,000.00</b>     | <b>\$0.00</b> |
| 001-0730-422-4255 | CENTRAL COUNTY TRAINING   |                                    | \$166,008.00          | \$0.00        |
| 001-0730-422-4255 | MUTUAL AID WILDLAND       |                                    | \$1,500.00            | \$0.00        |
| 001-0730-422-4255 | OPERATIONAL TRAINING      |                                    | \$5,500.00            | \$0.00        |
| 001-0730-422-4255 | WELLNESS TESTING          |                                    | \$20,000.00           | \$0.00        |
|                   |                           | Subtotal                           | <b>\$193,008.00</b>   | <b>\$0.00</b> |
|                   |                           | <b>Services and Supplies Total</b> | <b>\$355,708.00</b>   | <b>\$0.00</b> |
|                   |                           | <b>TRAINING/OPERATIONS Total</b>   | <b>\$8,864,731.00</b> | <b>\$0.00</b> |

**FIRE - DISASTER PREPAREDNESS**

Account: 001-0740-422

GENERAL FUND

| <i>Internal Services</i>     |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|------------------------------------|-----------------------|------------------------|
| 001-0740-422-4544            | VEHICLE REPLACEMENT                | \$12,758.00           | \$16,576.00            |
|                              | Subtotal                           | <b>\$12,758.00</b>    | <b>\$16,576.00</b>     |
| 001-0740-422-4556            | EQUIPMENT REPLACEMENT              | \$2,929.00            | \$2,929.00             |
|                              | Subtotal                           | <b>\$2,929.00</b>     | <b>\$2,929.00</b>      |
|                              | <b>Internal Services Total</b>     | <b>\$15,687.00</b>    | <b>\$19,505.00</b>     |
| <i>Services and Supplies</i> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0740-422-4243            | OFFICE SUPPLIES                    | \$1,500.00            | \$0.00                 |
|                              | Subtotal                           | <b>\$1,500.00</b>     | <b>\$0.00</b>          |
| 001-0740-422-4251            | OES / EMERGENCY SERVICES JPA       | \$66,318.00           | \$0.00                 |
| 001-0740-422-4251            | OES / JPA Air Truck                | \$700.00              | \$0.00                 |
|                              | Subtotal                           | <b>\$67,018.00</b>    | <b>\$0.00</b>          |
| 001-0740-422-4255            | TRAINING                           | \$2,500.00            | \$0.00                 |
|                              | Subtotal                           | <b>\$2,500.00</b>     | <b>\$0.00</b>          |
|                              | <b>Services and Supplies Total</b> | <b>\$71,018.00</b>    | <b>\$0.00</b>          |
| <i>Reallocation</i>          |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0740-422-4463            | INDIRECT COST ALLOCATION           | (\$11,609.00)         | (\$17,910.00)          |
|                              | Subtotal                           | <b>(\$11,609.00)</b>  | <b>(\$17,910.00)</b>   |
|                              | <b>Reallocation Total</b>          | <b>(\$11,609.00)</b>  | <b>(\$17,910.00)</b>   |
|                              | <b>DISASTER PREPAREDNESS Total</b> | <b>\$75,096.00</b>    | <b>\$1,595.00</b>      |

**FIRE - JPA-SMC FIRE OPERATING COSTS**

Account: 001-0750-422

GENERAL FUND

| <i>Internal Services</i>     |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 001-0750-422-4557            | INFORMATION TECHNOLOGY SERVICES           | \$0.00                | \$15,310.00            |
|                              | Subtotal                                  | <b>\$0.00</b>         | <b>\$15,310.00</b>     |
| 001-0750-422-4569            | BUILDING MAINTENANCE                      | \$0.00                | \$41,255.00            |
|                              | Subtotal                                  | <b>\$0.00</b>         | <b>\$41,255.00</b>     |
|                              | <b>Internal Services Total</b>            | <b>\$0.00</b>         | <b>\$56,565.00</b>     |
| <i>Services and Supplies</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0750-422-4251            | SMC Fire Operating Cost                   | \$0.00                | \$7,487,307.00         |
|                              | Subtotal                                  | <b>\$0.00</b>         | <b>\$7,487,307.00</b>  |
|                              | <b>Services and Supplies Total</b>        | <b>\$0.00</b>         | <b>\$7,487,307.00</b>  |
|                              | <b>JPA-SMC FIRE OPERATING COSTS Total</b> | <b>\$0.00</b>         | <b>\$7,543,872.00</b>  |

**FIRE - FIRE DEPARTMENT LEGACY COSTS**

Account: 001-0760-422

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0760-422-4121        | Fire Department Legacy Cost               | \$0.00                | \$1,486,000.00         |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$1,486,000.00</b>  |
|                          | <b>Employee Services Total</b>            | <b>\$0.00</b>         | <b>\$1,486,000.00</b>  |
|                          | <b>FIRE DEPARTMENT LEGACY COSTS Total</b> | <b>\$0.00</b>         | <b>\$1,486,000.00</b>  |

**FIRE - 3 YEAR CONTRIBUTION TO SMCFIRE ISF**

Account: 001-0770-422

GENERAL FUND

| <i>Services and Supplies</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 001-0770-422-4292            | 3 YR CONTRIBUTION TO SMC                        | \$0.00                | \$226,977.00           |
|                              | Subtotal  | <b>\$0.00</b>         | <b>\$226,977.00</b>    |
|                              | <b>Services and Supplies Total</b>              | <b>\$0.00</b>         | <b>\$226,977.00</b>    |
|                              | <b>3 YEAR CONTRIBUTION TO SMCFIRE ISF Total</b> | <b>\$0.00</b>         | <b>\$226,977.00</b>    |



## Fire Department Budget Comparisons - Administration (001-0710)

| Account | Description                      | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|----------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4110    | Permanent Salaries               | \$ 376,800               | \$ -                      | \$ (376,800)           | 1     |
| 4111    | Part-Time Salaries               | \$ 55,025                | \$ -                      | \$ (55,025)            | 1     |
| 4120    | Fringe Benefits                  | \$ 281,100               | \$ -                      | \$ (281,100)           | 1     |
| 4520    | Compensated Absences             | \$ 8,297                 | \$ -                      | \$ (8,297)             | 1     |
| 4539    | PEMCHA                           | \$ -                     | \$ 33,120                 | \$ 33,120              | 2     |
| 4540    | Longevity                        | \$ -                     | \$ 93,000                 | \$ 93,000              | 3     |
| 4544    | Vehicle Replacement              | \$ 49,074                | \$ -                      | \$ (49,074)            | 4     |
| 4520    | Info Tech Services               | \$ 112,306               | \$ -                      | \$ (112,306)           | 4     |
| 4520    | Building Maintenance             | \$ 13,542                | \$ -                      | \$ (13,542)            | 4     |
| 4240    | Department Special Supplies      | \$ 13,500                | \$ -                      | \$ (13,500)            | 4     |
| 4241    | Copy Expense                     | \$ 3,000                 | \$ -                      | \$ (3,000)             | 4     |
| 4242    | Postage Expense                  | \$ 500                   | \$ -                      | \$ (500)               | 4     |
| 4243    | General Office Supplies          | \$ 11,000                | \$ -                      | \$ (11,000)            | 4     |
| 4246    | Maintenance                      | \$ 8,950                 | \$ -                      | \$ (8,950)             | 4     |
| 4251    | Contractual                      | \$ 10,900                | \$ -                      | \$ (10,900)            | 4     |
| 4253    | Memberships, Dues, Subscriptions | \$ 2,000                 | \$ -                      | \$ (2,000)             | 4     |
| 4254    | Travel & Meetings                | \$ 1,500                 | \$ -                      | \$ (1,500)             | 4     |
| 4255    | Training                         | \$ 7,500                 | \$ -                      | \$ (7,500)             | 4     |
|         | <b>Total</b>                     | <b>\$ 954,994</b>        | <b>\$ 126,120</b>         | <b>\$ (828,874)</b>    |       |

### Detailed Analysis:

- Note 1 Expenses recorded with Division 750 - JPA-SMC Fire Operating Costs.
- Note 2 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 3 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 4 Expenses recorded with Division 750 - JPA-SMC Fire Operating Costs.

## Fire Department Budget Comparisons - Operations (001-0730)

| Account | Description                      | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|----------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4110    | Permanent Salaries               | \$ 3,699,800             | \$ -                      | \$ (3,699,800)         | 1     |
| 4112    | Overtime                         | \$ 360,370               | \$ -                      | \$ (360,370)           | 1     |
| 4116    | FLSA Mandate / Training          | \$ 82,600                | \$ -                      | \$ (82,600)            | 1     |
| 4117    | Holiday Pay                      | \$ 191,300               | \$ -                      | \$ (191,300)           | 1     |
| 4120    | Fringe Benefits                  | \$ 3,278,900             | \$ -                      | \$ (3,278,900)         | 1     |
| 4520    | Compensated Absences             | \$ 85,095                | \$ -                      | \$ (85,095)            | 1     |
| 4544    | Vehicle Replacement              | \$ 307,324               | \$ -                      | \$ (307,324)           | 1     |
| 4557    | Info Tech Services               | \$ 115,751               | \$ -                      | \$ (115,751)           | 1     |
| 4569    | Building Maintenance             | \$ 387,883               | \$ -                      | \$ (387,883)           | 1     |
| 4240    | Department Special Supplies      | \$ 69,020                | \$ -                      | \$ (69,020)            | 1     |
| 4243    | General Office Supplies          | \$ 4,300                 | \$ -                      | \$ (4,300)             | 1     |
| 4245    | Tools & Equipment                | \$ 17,015                | \$ -                      | \$ (17,015)            | 1     |
| 4246    | Maintenance                      | \$ 51,500                | \$ -                      | \$ (51,500)            | 1     |
| 4251    | Contractual                      | \$ 17,490                | \$ -                      | \$ (17,490)            | 1     |
| 4253    | Memberships, Dues, Subscriptions | \$ 375                   | \$ -                      | \$ (375)               | 1     |
| 4254    | Travel & Meetings                | \$ 3,000                 | \$ -                      | \$ (3,000)             | 1     |
| 4255    | Training                         | \$ 193,008               | \$ -                      | \$ (193,008)           | 1     |
|         | Total                            | \$ 8,864,731             | \$ -                      | \$ (8,864,731)         |       |

### Detailed Analysis:

Note 1 Expenses recorded with Division 750 - JPA-SMC Fire Operating Costs.

## Fire Department Budget Comparisons -Emergency Preparedness (001-0740)

| Account | Description              | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|--------------------------|--------------------------|---------------------------|------------------------|-------|
| 4544    | Vehicle Replacement      | \$ 12,758                | \$ 16,576                 | \$ 3,818               | 1     |
| 4556    | Equipment Replacement    | \$ 2,929                 | \$ 2,929                  | \$ -                   | 2     |
| 4243    | Office Supplies          | \$ 1,500                 | \$ -                      | \$ (1,500)             | 3     |
| 4251    | Contractual              | \$ 67,018                | \$ -                      | \$ (67,018)            | 4     |
| 4255    | Training                 | \$ 2,500                 | \$ -                      | \$ (2,500)             | 5     |
| 4463    | Indirect Cost Allocation | \$ (11,609)              | \$ (17,910)               | \$ (6,301)             | 6     |
|         | <b>Total</b>             | <b>\$ 75,096</b>         | <b>\$ 1,595</b>           | <b>\$ (73,501)</b>     |       |

### Detailed Analysis:

- Note 1      Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 2      Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 3      No anticipate expense.
- Note 4      No anticipate expense.
- Note 5      No anticipate expense.
- Note 6      Based on annual update of Cost Allocation Plan.

**Fire Department Budget Comparisons -SMC Fire Department Operating Costs (001-0750)**

| <b>Account</b> | <b>Description</b>      | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4557           | Info Tech Services      | \$ -                             | \$ 15,310                         | \$ 15,310                      | 1            |
| 4569           | Building Maintenance    | \$ -                             | \$ 41,255                         | \$ 41,255                      | 2            |
| 4251           | SMC Fire Operating Cost | \$ -                             | \$ 7,487,307                      | \$ 7,487,307                   | 3            |
|                | <b>Total</b>            | <b>\$ -</b>                      | <b>\$ 7,543,872</b>               | <b>\$ 7,543,872</b>            |              |

**Detailed Analysis:**

- Note 1 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 2 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 3 San Mateo Consolidated Fire Department (SMC FD) annual operating cost.

**Fire Department Budget Comparisons -Legacy Costs (001-0760)**

| <b>Account</b> | <b>Description</b>          | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4121           | Fire Department Legacy Cost | \$ -                             | \$ 1,486,000                      | \$ 1,486,000                   | 1            |
|                | Total                       | <u>\$ -</u>                      | <u>\$ 1,486,000</u>               | <u>\$ 1,486,000</u>            |              |

**Detailed Analysis:**

Note 1      Unfunded accrued liability payment to CALPERS for former Foster City Fire Department employees.

**Fire Department Budget Comparisons -General Fund 3 Years Contribution (001-0770)**

| <b>Account</b> | <b>Description</b>       | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4292           | 3 YR CONTRIBUTION TO SMC | \$ -                             | \$ 226,977                        | \$ 226,977                     | 1            |
|                | Total                    | \$ -                             | \$ 226,977                        | \$ 226,977                     |              |

**Detailed Analysis:**

Note 1      2nd of 3rd year payment to SMC FD for additional Internal Service Fund contribution authorized by Council Reso 2018-96.

# Community Development Department

## DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.
- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

## DEPARTMENT PERSONNEL SUMMARY

| Position                       | 17-18       | 18-19       | 19-20       |
|--------------------------------|-------------|-------------|-------------|
| <b>Full-Time Employees</b>     |             |             |             |
| Community Development Director | 1.0         | 1.0         | 1.0         |
| Planning Manager               | 1.0         | 1.0         | 1.0         |
| Senior Planner                 | 1.0         | 1.0         | 1.0         |
| Assistant/Associate Planner    | 1.0         | 1.0         | 1.0         |
| Management Analyst             | 1.0         | 1.0         | 1.0         |
| Management Assistant           | 1.0         | 1.0         | 1.0         |
| Office Assistant I/II          | 1.0         | 1.0         | 1.0         |
| Chief Building Official        | 1.0         | 1.0         | 1.0         |
| Principal Building Inspector   | 0.0         | 0.0         | 1.0         |
| Senior Building Inspector      | 1.0         | 1.0         | 1.0         |
| Building Inspector             | 3.0         | 4.0         | 2.0         |
| Bldg. Permit Technician        | 1.0         | 1.0         | 1.0         |
| Code Enforcement Officer       | 1.0         | 1.0         | 1.0         |
| <b>Total Employees</b>         | <b>14.0</b> | <b>15.0</b> | <b>14.0</b> |

## MISSION STATEMENT

The Community Development Department is committed to planning, maintaining and improving the quality of life and public safety of Foster City in keeping with the vision of the City Council in the General Plan and other measures that reflect the City’s heritage as a Master Planned community.

## STRATEGIC PLAN

- Continue updating the General Plan and ensure that the Plan is relevant and reflects current values of the community
- Implement Land Use and Circulation Element Goals and Policies
- Implement Climate Action Plan
- Implement Housing Element initiatives
- Provide inspection services in a timely manner
- Ensure that building inspectors and plan checkers are trained and equipped to review all building types and tenant improvements in conformance with applicable codes and regulations
- Maintain the unique character of Foster City’s commercial and residential areas

## KEY INITIATIVES COMPLETED FY 2018-2019

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2018-2019.

The Department has accomplished many significant objectives during FY 2018-2019 including the following major items:

- **Code Updates**

- An amendment to Title 17, Zoning of the Foster City Municipal Code to add Chapter 8.10, Cannabis Regulations was adopted by the City Council on December 3, 2018.
- An amendment to Chapter 17.61, Commercial Wireless Communications Facilities of Title 17, Zoning of the Foster City Municipal Code was adopted by the City Council on March 4, 2019.
- An amendment to Chapter 17.58, Architectural Control and Supervision, Section 17.58.020, Improvements subject to Architectural Review was adopted by the City Council on February 19, 2019.

- **Development Plan Process**

- Construction continued at Foster Square, (the 15 acres site).
  - Lennar Homes consists of 200 for-sale senior housing units. 64 of the 200 units were completed in 2018. The remainder of the units are expected to be completed in the Spring of 2020.
  - Tenant improvement permits have been issued for several retail businesses with ongoing construction through to the end of 2019.
- Review of the Environmental Review, Rezoning and Development Agreement applications for Pilgrim Triton Phase C that includes 70 townhouses and 22 workforce housing units were approved in late 2018. Use Permit and Tentative Map

applications were submitted in late 2018 and expected to conclude in 2019.

- Construction of a six-story, ± 231,000 square foot laboratory building at 357 Lakeside Drive (NB357) on the Gilead Campus is expected to be completed in 2019.
  - Construction of the four-story ± 357,222 square foot laboratory/office building at 324 Lakeside Drive (NB324) is expected to be completed in 2019.
  - The building permits for the 20-unit townhomes for Waverly Cove of Pilgrim Triton was issued on February 5, 2019; construction is underway and is expected to be completed in 2020.
  - The Use Permit, Rezoning and General Development Plan applications for the Family Dental Office Expansion project at 551 & 581 Foster City Boulevard was approved in October 2018
  - A new six-level parking garage (PG324) with 519 parking spaces and 54 at-grade parking spaces located at 324 Lakeside Drive on the Gilead Campus is underway and is expected to be completed in 2019.
  - An application for Façade Improvements and Master Sign Program for the Beach Park Plaza Shopping Center was approved in January 2019.
  - The proposed redevelopment of the Costco Site located at 1001 Metro Center Boulevard was reviewed by the City Council and Planning Commission in May and June 2018.
  - Issued demolition permits for the new elementary school proposed at Charter Square Site.
- **Staff Training** – The Community Development Director attended the National APA Planning



Conference. The Chief Building Official attended the California Building Officials annual conference. The Chief Building Official and Building Inspectors attended approximately 40 continuing education seminars, 60 local code group meetings annually regarding new regulations and Building Code updates. Representatives from the Building Division attended Code Development hearings. Planning Staff attended ongoing NIMS/FEMA trainings and meetings organized by San Mateo County 21 Elements and Home For All. The Planning Manager and Chief Building Official participated in the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).

- **Planning Permit Processing** – During calendar year 2018, the Planning/Code Enforcement Division processed 190 permits, including the major categories of 65 Architectural Review permits, 5 Major Use Permits, 54 Use Permit Modifications, 1 Environmental Assessment and 31 Sign Review permits compared to 161 permits, including the major categories of 44 Architectural Review permits, 5 Major Use Permits, 35 Use Permit Modifications, 1 Environmental Assessment and 43 Sign Review permits in 2017.
- **Building Permit Processing** – In calendar year 2018, the Building Inspection Division processed 1,657 applications, issued 3,664 permits and conducted 8,220 inspections, compared to 1,713 applications 3,481 permits and 10,529 inspections in 2017.

- **Permitting Software System** – Correlating the new credit card processing system has delayed the online permitting and inspection scheduling implementation from the current fiscal year into the FY 2019-2020.
- **Code Enforcement** – During calendar year 2018, a total of 957 code enforcement related complaints were handled, including the major categories of 191 property maintenance cases, and 13 building without permits compared to 2017 totals of 638 code enforcement complaints, including the major categories of 580 property maintenance cases and 2 building without permits.
- **Affordable Housing Programs** – Staff continued to implement affordable housing programs, including the Existing Unit Purchase Program. Staff continued with the ongoing administrative efforts required for the affordable housing programs for units at Foster’s Landing, Metro Senior Apartments, Marlin Cove, Miramar, Alma Point and Pilgrim/Triton projects. This included the initial lease-up of the affordable units in The Triton Apartments in 2018. Staff also continues to provide administrative oversight of existing loans.

### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020***

The Community Development Department will continue to provide the required planning and building services. Staff will be augmented with consulting planners as needed. The consulting planners will be paid from the developers’ deposits.

Key initiatives and service levels planned for FY 2019-2020 include the following:

**Planning/Code Enforcement Division**

- Review and process the construction plans and ongoing revisions associated with Foster Square.
- Continue to review and process the Specific Development/Use Permit, Environmental Assessment and Tentative Map applications associated with Phase C of the Pilgrim Triton Master Plan, including the City's option to purchase the workforce housing.
- Review and process the construction plans and ongoing reviews associated with Gilead Parking Garage PG324.
- Review and process the construction plans associated with the Family Dental Expansion.
- Implement the Affordable Housing Overlay Zone, as included in the Housing Element.
- Review and process the Specific Development Plan/Use Permit, Environmental Assessment and Rezoning applications for a new 6-story hotel at the former vacant Visa lot.
- Review and process a proposal for new townhomes at 1601 Beach Park Boulevard.
- Assist in updating the Municipal Code and specifically Title 17, Zoning Code.
- Update the City's Planning Documents and Policies to incorporate Green Infrastructure programs per the County requirements.
- Implement the recommended measures in the Climate Action Plan.
- Assist City Manager on Sustainability and Economic Development efforts.

- Serve as staff liaison to City Council Land Use Subcommittee.
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Continue to implement and administer continuing housing programs.
- Process planning permits with the target turnaround time for most minor property improvement applications of 72 hours.
- Development and implementation of State mandated laws and programs, such as preparation/adoption of ordinances to comply with changes in State law, review of CIP projects for CEQA compliance, and review of land development projects.
- Process various Gilead Tenant Improvements/upgrades for existing Gilead Buildings.
- Assist in preparing Water Neutrality Ordinance.
- Review of levee landscape design with the Planning Commission.
- Update the City's Architectural and Solar Design Guidelines and other Policies.
- Assist the Parks & Recreation Department as needed with the development of the Recreation Center Master Plan.
- Process Housing Element Implementation Measures.
- Continue to improve internal processes and Permit Streamlining.

**Building Inspection Division**

- Review plans and provide daily inspection services for residential and commercial development.
- Review revisions to approved construction plans as submitted by the applicants.

- Review construction plans and provide inspections for the buildings in the Gilead campus.
- Continue to provide inspection services for the For-Sale Condominiums (Lennar Homes) at Foster Square.
- Review construction plans and provide inspections for 70 townhouses and 22 workforce housing units associated with PTP3 development (Phase C of the Pilgrim Triton Master Plan).
- Continue to review construction plans and provide inspections for 20 townhouses associated with Phase B of the Pilgrim Triton Master Plan.
- Enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforcement of State energy regulations.
- Enforcement of the Federal Americans with Disabilities Act.
- Special State mandate/ensure the safety of automatic garage door openers.
- Special State mandate/ensure that asbestos is not being applied to new structures.
- Conduct inspection of buildings under construction to ensure code compliance with all relevant codes and ordinances.
- File and maintain approved construction plans for the life of a building.

## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

### Services and Supplies

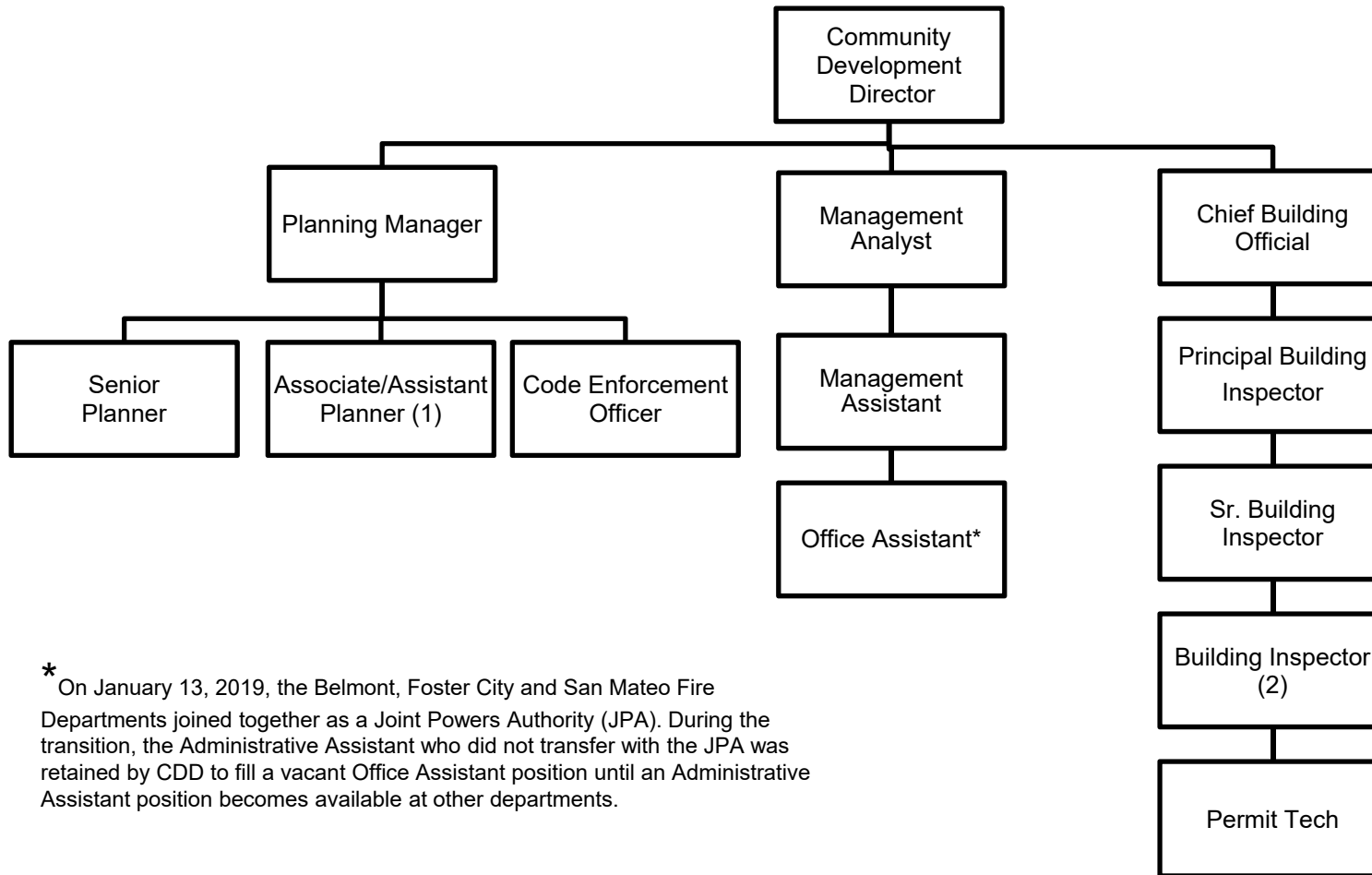
- Consultant services are proposed to assist with implementation of the Housing Element that will be funded by the General Plan Maintenance Fee that

was established in FY 2011-2012. Consultant services will also be used to assist with environmental analysis for development projects as necessary which are paid with funds from the project sponsor.

### Personnel Changes

- The Building Inspection Division will continue to use consultant services as necessary to assist with permit processing along with inspection services and those costs are paid by applicants of those projects. The use of temporary contract employees will allow for the reduction of CDD FTE from 15 to 14 in FY 2019-2020.
- Create a new position of a Principal Inspector, by restructuring of the Building Inspection Division without affecting the overall number of CDD Personnel.
- On January 13, 2019, the Belmont, Foster City and San Mateo Fire Departments joined together as a Joint Powers Authority (JPA). During the transition, the Administrative Assistant who did not transfer with the JPA was retained by CDD to fill a vacant Office Assistant position until an Administrative Assistant position becomes available at other departments.

# Community Development Department



\* On January 13, 2019, the Belmont, Foster City and San Mateo Fire Departments joined together as a Joint Powers Authority (JPA). During the transition, the Administrative Assistant who did not transfer with the JPA was retained by CDD to fill a vacant Office Assistant position until an Administrative Assistant position becomes available at other departments.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|  | 2018-2019           |                     | 2019-2020           |
|--|---------------------|---------------------|---------------------|
|  | APPROVED            | REVISED             | REQUESTED           |
| ADVANCE PLANNING                       | \$ 212,950          | \$ 212,950          | \$ 224,861          |
| BUILDING SAFETY, CODE, PLAN CHECK      | \$ 1,694,512        | \$ 1,694,512        | \$ 1,649,924        |
| CURRENT PLANNING                       | \$ 558,435          | \$ 558,435          | \$ 592,111          |
| ORDINANCE ENFORCEMENT                  | \$ 176,571          | \$ 176,571          | \$ 202,281          |
| PLANNING ADMINISTRATION                | \$ 405,396          | \$ 405,396          | \$ 447,246          |
| <b>TOTAL FOR COMMUNITY DEVELOPMENT</b> | <b>\$ 3,047,864</b> | <b>\$ 3,047,864</b> | <b>\$ 3,116,423</b> |

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 2,670,300        | \$ 2,670,300        | \$ 2,656,200        |
| SERVICES AND SUPPLIES                                     | \$ 99,481           | \$ 99,481           | \$ 76,627           |
| CAPITAL OUTLAY  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 2,769,781        | \$ 2,769,781        | \$ 2,732,827        |
| INTERNAL SERVICES   | \$ 278,083          | \$ 278,083          | \$ 383,596          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 3,047,864        | \$ 3,047,864        | \$ 3,116,423        |
| REALLOCATIONS   | \$ -                | \$ -                | \$ -                |
| <b>TOTAL FOR COMMUNITY DEVELOPMENT</b>                    | <b>\$ 3,047,864</b> | <b>\$ 3,047,864</b> | <b>\$ 3,116,423</b> |

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - PLANNING ADMINISTRATION      Account: 001-0810-419      GENERAL FUND

| <i>Employee Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------|---|-----------------------|------------------------|
| 001-0810-419-4110              | PERMANENT SALARIES                      | \$154,800.00          | \$158,500.00           |
| Subtotal                       |   | <b>\$154,800.00</b>   | <b>\$158,500.00</b>    |
| 001-0810-419-4120              | FRINGE BENEFITS                         | \$87,500.00           | \$0.00                 |
| Subtotal                       |   | <b>\$87,500.00</b>    | <b>\$0.00</b>          |
| 001-0810-419-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$51,900.00            |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$51,900.00</b>     |
| 001-0810-419-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$24,200.00            |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$24,200.00</b>     |
| 001-0810-419-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$3,000.00             |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$3,000.00</b>      |
| 001-0810-419-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$11,500.00            |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$11,500.00</b>     |
| <b>Employee Services Total</b> |   | <b>\$242,300.00</b>   | <b>\$249,100.00</b>    |
| <i>Internal Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0810-419-4520              | COMPENSATED ABSENCES                    | \$3,402.00            | \$3,858.00             |
| Subtotal                       |   | <b>\$3,402.00</b>     | <b>\$3,858.00</b>      |
| 001-0810-419-4539              | PEMHCA                                  | \$0.00                | \$6,624.00             |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$6,624.00</b>      |
| 001-0810-419-4540              | LONGEVITY                               | \$0.00                | \$4,200.00             |
| Subtotal                       |   | <b>\$0.00</b>         | <b>\$4,200.00</b>      |
| 001-0810-419-4544              | VEHICLE REPLACEMENT                     | \$30,307.00           | \$40,582.00            |
| Subtotal                       |   | <b>\$30,307.00</b>    | <b>\$40,582.00</b>     |

|                              |   |                       |                        |
|------------------------------|---|-----------------------|------------------------|
| 001-0810-419-4557            | INFORMATION TECHNOLOGY SERVICES               | \$47,674.00           | \$56,732.00            |
|                              | Subtotal                                      | <b>\$47,674.00</b>    | <b>\$56,732.00</b>     |
| 001-0810-419-4569            | BUILDING MAINTENANCE                          | \$35,717.00           | \$49,450.00            |
|                              | Subtotal                                      | <b>\$35,717.00</b>    | <b>\$49,450.00</b>     |
|                              | <b>Internal Services Total</b>                | <b>\$117,100.00</b>   | <b>\$161,446.00</b>    |
| <b>Services and Supplies</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0810-419-4241            | COPY EXPENSE                                  | \$7,000.00            | \$4,500.00             |
|                              | Subtotal                                      | <b>\$7,000.00</b>     | <b>\$4,500.00</b>      |
| 001-0810-419-4242            | POSTAGE EXPENSE                               | \$8,000.00            | \$4,000.00             |
|                              | Subtotal                                      | <b>\$8,000.00</b>     | <b>\$4,000.00</b>      |
| 001-0810-419-4243            | GENERAL OFFICE SUPPLIES                       | \$9,500.00            | \$9,500.00             |
|                              | Subtotal                                      | <b>\$9,500.00</b>     | <b>\$9,500.00</b>      |
| 001-0810-419-4246            | MAINTENANCE-ONE TRANSCRIBER                   | \$80.00               | \$0.00                 |
| 001-0810-419-4246            | MAINTENANCE-THREE TYPEWRITERS                 | \$216.00              | \$0.00                 |
|                              | Subtotal                                      | <b>\$296.00</b>       | <b>\$0.00</b>          |
| 001-0810-419-4249            | ADVERTISING                                   | \$7,500.00            | \$5,000.00             |
|                              | Subtotal                                      | <b>\$7,500.00</b>     | <b>\$5,000.00</b>      |
| 001-0810-419-4253            | AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)      | \$4,000.00            | \$4,000.00             |
| 001-0810-419-4253            | SUBSCRIPTIONS/MAGAZINES                       | \$200.00              | \$200.00               |
|                              | Subtotal                                      | <b>\$4,200.00</b>     | <b>\$4,200.00</b>      |
| 001-0810-419-4255            | APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2) | \$5,000.00            | \$5,000.00             |
| 001-0810-419-4255            | MISCELLANEOUS TECHNICAL TRAINING              | \$4,500.00            | \$4,500.00             |
|                              | Subtotal                                      | <b>\$9,500.00</b>     | <b>\$9,500.00</b>      |
|                              | <b>Services and Supplies Total</b>            | <b>\$45,996.00</b>    | <b>\$36,700.00</b>     |
|                              | <b>PLANNING ADMINISTRATION Total</b>          | <b>\$405,396.00</b>   | <b>\$447,246.00</b>    |



| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0811-419-4110        | PERMANENT SALARIES                          | \$134,200.00          | \$138,300.00           |
|                          | Subtotal                                    | <b>\$134,200.00</b>   | <b>\$138,300.00</b>    |
| 001-0811-419-4120        | FRINGE BENEFITS                             | \$75,800.00           | \$0.00                 |
|                          | Subtotal                                    | <b>\$75,800.00</b>    | <b>\$0.00</b>          |
| 001-0811-419-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT           | \$0.00                | \$45,300.00            |
|                          | Subtotal                                    | <b>\$0.00</b>         | <b>\$45,300.00</b>     |
| 001-0811-419-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE            | \$0.00                | \$21,800.00            |
|                          | Subtotal                                    | <b>\$0.00</b>         | <b>\$21,800.00</b>     |
| 001-0811-419-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION      | \$0.00                | \$5,100.00             |
|                          | Subtotal                                    | <b>\$0.00</b>         | <b>\$5,100.00</b>      |
| 001-0811-419-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS     | \$0.00                | \$10,000.00            |
|                          | Subtotal                                    | <b>\$0.00</b>         | <b>\$10,000.00</b>     |
|                          | <b>Employee Services Total</b>              | <b>\$210,000.00</b>   | <b>\$220,500.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0811-419-4520        | COMPENSATED ABSENCES                        | \$2,950.00            | \$3,367.00             |
|                          | Subtotal                                    | <b>\$2,950.00</b>     | <b>\$3,367.00</b>      |
| 001-0811-419-4539        | PEMHCA                                      | \$0.00                | \$994.00               |
|                          | Subtotal                                    | <b>\$0.00</b>         | <b>\$994.00</b>        |
|                          | <b>Internal Services Total</b>              | <b>\$2,950.00</b>     | <b>\$4,361.00</b>      |
|                          | <b>ADVANCE PLANNING Total</b>               | <b>\$212,950.00</b>   | <b>\$224,861.00</b>    |
|                          | <b>Less Offsetting Revenue</b>              |                       | <b>\$30,000.00</b>     |
|                          | <b>ADVANCE PLANNING Net Operating Costs</b> | <b>\$212,950.00</b>   | <b>\$194,861.00</b>    |

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0812-419-4110        | PERMANENT SALARIES                      | \$351,900.00          | \$367,200.00           |
|                          | Subtotal                                | <b>\$351,900.00</b>   | <b>\$367,200.00</b>    |
| 001-0812-419-4120        | FRINGE BENEFITS                         | \$198,800.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$198,800.00</b>   | <b>\$0.00</b>          |
| 001-0812-419-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$120,300.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$120,300.00</b>    |
| 001-0812-419-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$56,500.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$56,500.00</b>     |
| 001-0812-419-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$11,800.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$11,800.00</b>     |
| 001-0812-419-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$25,800.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$25,800.00</b>     |
|                          | <b>Employee Services Total</b>          | <b>\$550,700.00</b>   | <b>\$581,600.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0812-419-4520        | COMPENSATED ABSENCES                    | \$7,735.00            | \$8,938.00             |
|                          | Subtotal                                | <b>\$7,735.00</b>     | <b>\$8,938.00</b>      |
| 001-0812-419-4539        | PEMHCA                                  | \$0.00                | \$1,573.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$1,573.00</b>      |
|                          | <b>Internal Services Total</b>          | <b>\$7,735.00</b>     | <b>\$10,511.00</b>     |
|                          | <b>CURRENT PLANNING Total</b>           | <b>\$558,435.00</b>   | <b>\$592,111.00</b>    |

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0813-419-4110        | PERMANENT SALARIES                      | \$110,500.00          | \$119,000.00           |
|                          | Subtotal                                | <b>\$110,500.00</b>   | <b>\$119,000.00</b>    |
| 001-0813-419-4120        | FRINGE BENEFITS                         | \$63,600.00           | \$0.00                 |
|                          | Subtotal                                | <b>\$63,600.00</b>    | <b>\$0.00</b>          |
| 001-0813-419-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$39,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$39,700.00</b>     |
| 001-0813-419-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$30,500.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$30,500.00</b>     |
| 001-0813-419-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$4,500.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$4,500.00</b>      |
| 001-0813-419-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$5,300.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$5,300.00</b>      |
|                          | <b>Employee Services Total</b>          | <b>\$174,100.00</b>   | <b>\$199,000.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0813-419-4520        | COMPENSATED ABSENCES                    | \$2,471.00            | \$2,950.00             |
|                          | Subtotal                                | <b>\$2,471.00</b>     | <b>\$2,950.00</b>      |
| 001-0813-419-4539        | PEMHCA                                  | \$0.00                | \$331.00               |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$331.00</b>        |
|                          | <b>Internal Services Total</b>          | <b>\$2,471.00</b>     | <b>\$3,281.00</b>      |
|                          | <b>ORDINANCE ENFORCEMENT Total</b>      | <b>\$176,571.00</b>   | <b>\$202,281.00</b>    |

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0820-424-4110        | BUILDING INSPECTOR SALARY                 | \$109,500.00          | \$0.00                 |
| 001-0820-424-4110        | PERMANENT SALARIES                        | \$822,800.00          | \$879,300.00           |
|                          | Subtotal                                  | <b>\$932,300.00</b>   | <b>\$879,300.00</b>    |
| 001-0820-424-4120        | FRINGE BENEFIT -- BLDG INSP. CERT PAY     | \$24,000.00           | \$0.00                 |
| 001-0820-424-4120        | FRINGE BENEFITS                           | \$473,400.00          | \$0.00                 |
| 001-0820-424-4120        | FRINGE BENEFITS - BUILDING INSPECTOR      | \$63,500.00           | \$0.00                 |
|                          | Subtotal                                  | <b>\$560,900.00</b>   | <b>\$0.00</b>          |
| 001-0820-424-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT         | \$0.00                | \$301,700.00           |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$301,700.00</b>    |
| 001-0820-424-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE          | \$0.00                | \$135,400.00           |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$135,400.00</b>    |
| 001-0820-424-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION    | \$0.00                | \$27,000.00            |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$27,000.00</b>     |
| 001-0820-424-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS   | \$0.00                | \$62,600.00            |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$62,600.00</b>     |
|                          | <b>Employee Services Total</b>            | <b>\$1,493,200.00</b> | <b>\$1,406,000.00</b>  |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0820-424-4520        | COMPENSATED ABSENCES                      | \$18,421.00           | \$21,418.00            |
| 001-0820-424-4520        | COMPENSATED ABSENCES - BUILDING INSPECTOR | \$2,469.00            | \$2,737.00             |
|                          | Subtotal                                  | <b>\$20,890.00</b>    | <b>\$24,155.00</b>     |
| 001-0820-424-4539        | PEMHCA                                    | \$0.00                | \$5,382.00             |
|                          | Subtotal                                  | <b>\$0.00</b>         | <b>\$5,382.00</b>      |
| 001-0820-424-4544        | VEHICLE REPLACEMENT                       | \$43,546.00           | \$68,277.00            |

|                   |                                 |                     |                     |
|-------------------|---------------------------------|---------------------|---------------------|
|                   | Subtotal                        | <b>\$43,546.00</b>  | <b>\$68,277.00</b>  |
| 001-0820-424-4557 | INFORMATION TECHNOLOGY SERVICES | \$47,674.00         | \$56,733.00         |
|                   | Subtotal                        | <b>\$47,674.00</b>  | <b>\$56,733.00</b>  |
| 001-0820-424-4569 | BUILDING MAINTENANCE            | \$35,717.00         | \$49,450.00         |
|                   | Subtotal                        | <b>\$35,717.00</b>  | <b>\$49,450.00</b>  |
|                   | <b>Internal Services Total</b>  | <b>\$147,827.00</b> | <b>\$203,997.00</b> |

| <b>Services and Supplies</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 001-0820-424-4241            | COPY EXPENSE                                    | \$200.00              | \$200.00               |
|                              | Subtotal  | <b>\$200.00</b>       | <b>\$200.00</b>        |
| 001-0820-424-4242            | POSTAGE EXPENSE                                 | \$1,000.00            | \$1,000.00             |
|                              | Subtotal  | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
| 001-0820-424-4243*           | GENERAL OFFICE SUPPLIES                         | \$4,000.00            | \$4,000.00             |
|                              | Subtotal  | <b>\$4,000.00</b>     | <b>\$4,000.00</b>      |
| 001-0820-424-4251            | IMAGING - DOCUMENTS AND PLANS                   | \$12,000.00           | \$12,000.00            |
| 001-0820-424-4251            | PAYMENT PROCESSING FEES                         | \$2,500.00            | \$2,500.00             |
|                              | Subtotal  | <b>\$14,500.00</b>    | <b>\$14,500.00</b>     |
| 001-0820-424-4253            | CALIFORNIA BUILDING OFFICIALS                   | \$215.00              | \$215.00               |
| 001-0820-424-4253            | INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS     | \$250.00              | \$250.00               |
| 001-0820-424-4253            | INTERNATIONAL CODE COUNCIL                      | \$300.00              | \$300.00               |
| 001-0820-424-4253            | MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS      | \$1,430.00            | \$1,430.00             |
| 001-0820-424-4253            | PENINSULA CHAPTER OF ICBO                       | \$150.00              | \$150.00               |
| 001-0820-424-4253            | STATE CODES AND AMENDMENTS                      | \$8,408.00            | \$1,381.00             |
| 001-0820-424-4253            | UNIFORM CODES & AMENDMENTS SUBSCRIPTION         | \$7,806.00            | \$1,275.00             |
|                              | Subtotal  | <b>\$18,559.00</b>    | <b>\$5,001.00</b>      |
| 001-0820-424-4255            | CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING    | \$720.00              | \$720.00               |
| 001-0820-424-4255            | CALBO ANNUAL TRAINING MEETINGS                  | \$2,978.00            | \$2,978.00             |
| 001-0820-424-4255            | ICC ANNUAL TRAINING MEETINGS                    | \$3,008.00            | \$3,008.00             |
| 001-0820-424-4255            | PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL) | \$600.00              | \$600.00               |

|                   |   |                       |                       |
|-------------------|---|-----------------------|-----------------------|
| 001-0820-424-4255 | PENINSULA CHAPTER ICC MONTHLY TRAINING                | \$420.00              | \$420.00              |
| 001-0820-424-4255 | TRAINING FOR INSPECTORS                               | \$7,500.00            | \$7,500.00            |
|                   | Subtotal  | <b>\$15,226.00</b>    | <b>\$15,226.00</b>    |
|                   | <b>Services and Supplies Total</b>                    | <b>\$53,485.00</b>    | <b>\$39,927.00</b>    |
|                   | <b>BLDG SAFETY, CODE, PLN CHK Total</b>               | <b>\$1,694,512.00</b> | <b>\$1,649,924.00</b> |
|                   | <b>Less Offsetting Revenue</b>                        |                       | <b>\$5,000.00</b>     |
|                   | <b>BLDG SAFETY, CODE, PLN CHK Net Operating Costs</b> | <b>\$1,694,512.00</b> | <b>\$1,644,924.00</b> |

**Community Development Department Budget Comparisons - Planning Administration (001-0810)**

| <b>Account</b> | <b>Description</b>                        | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Permanent Salaries                        | \$ 154,800                       | \$ 158,500                        | \$ 3,700                       | 1            |
| 4120           | Fringe Benefits                           | \$ 87,500                        | \$ -                              | \$ (87,500)                    | 2            |
| 4121           | Employee Benefits - PERS Retirement       | \$ -                             | \$ 51,900                         | \$ 51,900                      | 2            |
| 4135           | Employee Benefits - Flex Allowance        | \$ -                             | \$ 24,200                         | \$ 24,200                      | 2            |
| 4136           | Employee Benefits - Workers Compensation  | \$ -                             | \$ 3,000                          | \$ 3,000                       | 2            |
| 4139           | Employee Benefits - Other Fringe Benefits | \$ -                             | \$ 11,500                         | \$ 11,500                      | 2            |
| 4520           | Compensated Absences                      | \$ 3,402                         | \$ 3,858                          | \$ 456                         | 3            |
| 4539           | PEMHCA                                    | \$ -                             | \$ 6,624                          | \$ 6,624                       | 4            |
| 4540           | Longevity                                 | \$ -                             | \$ 4,200                          | \$ 4,200                       | 5            |
| 4544           | Vehicle Replacement                       | \$ 30,307                        | \$ 40,582                         | \$ 10,275                      | 6            |
| 4557           | Information Technology Services           | \$ 47,674                        | \$ 56,732                         | \$ 9,058                       | 6            |
| 4569           | Building Maintenance                      | \$ 35,717                        | \$ 49,450                         | \$ 13,733                      | 6            |
| 4241           | Copy Expense                              | \$ 7,000                         | \$ 4,500                          | \$ (2,500)                     | 7            |
| 4242           | Postage Expense                           | \$ 8,000                         | \$ 4,000                          | \$ (4,000)                     | 8            |
| 4243           | General Office Supplies                   | \$ 9,500                         | \$ 9,500                          | \$ -                           | 9            |
| 4246           | Maint-Facility & Equip                    | \$ 296                           | \$ -                              | \$ (296)                       | 10           |
| 4249           | Advertising                               | \$ 7,500                         | \$ 5,000                          | \$ (2,500)                     | 11           |
| 4253           | Memberships and Dues                      | \$ 4,200                         | \$ 4,200                          | \$ -                           | 12           |
| 4255           | Training                                  | \$ 9,500                         | \$ 9,500                          | \$ -                           | 13           |
|                | <b>Total</b>                              | <b>\$ 405,396</b>                | <b>\$ 447,246</b>                 | <b>\$ 41,850</b>               |              |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Adjustments based on 3 Year Expenditures Review.
- Note 8 Adjustments based on 3 Year Expenditures Review.
- Note 9 No change.
- Note 10 Adjustments based on 3 Year Expenditures Review.
- Note 11 Adjustments based on 3 Year Expenditures Review.
- Note 12 No change.
- Note 13 No change.

**Community Development Department Budget Comparisons - Advance Planning (001-0811)**

| Account | Description                               | Approved          | Requested         | Increase         | Notes |
|---------|---|-------------------|-------------------|------------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | (Decrease)       |       |
| 4110    | Permanent Salaries                        | \$ 134,200        | \$ 138,300        | \$ 4,100         | 1     |
| 4120    | Fringe Benefits                           | \$ 75,800         | \$ -              | \$ (75,800)      | 2     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 45,300         | \$ 45,300        | 2     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 21,800         | \$ 21,800        | 2     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 5,100          | \$ 5,100         | 2     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 10,000         | \$ 10,000        | 2     |
| 4520    | Compensated Absences                      | \$ 2,950          | \$ 3,367          | \$ 417           | 3     |
| 4539    | PEMCHA                                    | \$ -              | \$ 994            | \$ 994           | 4     |
|         |   | <u>\$ 212,950</u> | <u>\$ 224,861</u> | <u>\$ 11,911</u> |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.



**Community Development Department Budget Comparisons - Current Planning (001-0812)**

| Account | Description                               | Approved          | Requested         | Increase         | Notes |
|---------|---|-------------------|-------------------|------------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | (Decrease)       |       |
| 4110    | Permanent Salaries                        | \$ 351,900        | \$ 367,200        | \$ 15,300        | 1     |
| 4120    | Fringe Benefits                           | \$ 198,800        | \$ -              | \$ (198,800)     | 2     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 120,300        | \$ 120,300       | 2     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 56,500         | \$ 56,500        | 2     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 11,800         | \$ 11,800        | 2     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 25,800         | \$ 25,800        | 2     |
| 4520    | Compensated Absences                      | \$ 7,735          | \$ 8,938          | \$ 1,203         | 3     |
| 4539    | PEMHCA                                    | \$ -              | \$ 1,573          | \$ 1,573         | 4     |
|         | Total                                     | <u>\$ 558,435</u> | <u>\$ 592,111</u> | <u>\$ 33,676</u> |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.

**Community Development Department Budget Comparisons - Ordinance Enforcement (001-0813)**

| Account | Description                               | Approved          | Requested         | Increase         | Notes |
|---------|---|-------------------|-------------------|------------------|-------|
|         |   | FY 2018-2019      | FY 2019-2020      | (Decrease)       |       |
| 4110    | Permanent Salaries                        | \$ 110,500        | \$ 119,000        | \$ 8,500         | 1     |
| 4120    | Fringe Benefits                           | \$ 63,600         | \$ -              | \$ (63,600)      | 2     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -              | \$ 39,700         | \$ 39,700        | 2     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -              | \$ 30,500         | \$ 30,500        | 2     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -              | \$ 4,500          | \$ 4,500         | 2     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -              | \$ 5,300          | \$ 5,300         | 2     |
| 4520    | Compensated Absences                      | \$ 2,471          | \$ 2,950          | \$ 479           | 3     |
| 4539    | PEMCHA                                    | \$ -              | \$ 331            | \$ 331           | 4     |
|         | Total                                     | <u>\$ 176,571</u> | <u>\$ 202,281</u> | <u>\$ 25,710</u> |       |

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.

**Community Development Department Budget Comparisons - Building, Safety, Code (001-0820)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Permanent Salaries                        | \$ 932,300               | \$ 879,300                | \$ (53,000)            | 1     |
| 4120    | Fringe Benefits                           | \$ 560,900               | \$ -                      | \$ (560,900)           | 2     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 301,700                | \$ 301,700             | 2     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 135,400                | \$ 135,400             | 2     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 27,000                 | \$ 27,000              | 2     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 62,600                 | \$ 62,600              | 2     |
| 4520    | Compensated Absences                      | \$ 20,890                | \$ 24,155                 | \$ 3,265               | 3     |
| 4539    | PEMHCA                                    | \$ -                     | \$ 5,382                  | \$ 331                 | 4     |
| 4544    | Vehicle Replacement                       | \$ 43,546                | \$ 68,277                 | \$ 24,731              | 5     |
| 4557    | Information Technology                    | \$ 47,674                | \$ 56,733                 | \$ 9,059               | 5     |
| 4569    | Building Maintenance                      | \$ 35,717                | \$ 49,450                 | \$ 13,733              | 5     |
| 4241    | Copy Expense                              | \$ 200                   | \$ 200                    | \$ -                   | 6     |
| 4242    | Postage Expense                           | \$ 1,000                 | \$ 1,000                  | \$ -                   | 6     |
| 4243    | General Office Supplies                   | \$ 4,000                 | \$ 4,000                  | \$ -                   | 6     |
| 4251    | Contractual Professional Services         | \$ 14,500                | \$ 14,500                 | \$ -                   | 6     |
| 4253    | California Building Officials             | \$ 18,559                | \$ 5,001                  | \$ (13,558)            | 7     |
| 4255    | CALBIG (Bldg Inspectors group) Training   | \$ 15,226                | \$ 15,226                 | \$ -                   | 8     |
|         | <b>Total</b>                              | <b>\$ 1,694,512</b>      | <b>\$ 1,649,924</b>       | <b>\$ (49,639)</b>     |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, miscellaneous benefits and Certification Pay. Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 No change.
- Note 7 New Code books are purchased every other year.
- Note 8 No change.

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# Public Works Department

## DEPARTMENT DESCRIPTION

The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting, sweeping and signage, pavement markings and striping), lagoon and levees, drainage, water and sewer facilities. The Department also manages the City's Capital Improvement Program (CIP) and reviews infrastructure improvements for private developments within the City.

## DEPARTMENT PERSONNEL SUMMARY

| Position                                 | 17-18         | 18-19         | 19-20         |
|--|---------------|---------------|---------------|
| <b>Full-Time Employees</b>               |               |               |               |
| Public Works Director/City Engineer      | 1.000         | 1.000         | 1.000         |
| Maintenance Manager                      | 1.000         | 1.000         | 1.000         |
| Engineering Manager                      | 1.000         | 1.000         | 1.000         |
| Junior/Assistant/Associate Engineer      | 4.000         | 4.000         | 4.000         |
| Senior Engineering Technician            | 1.000         | 1.000         | 1.000         |
| Senior Management Analyst                | 0.500         | 0.500         | 0.500         |
| Management Assistant                     | 1.000         | 1.000         | 1.000         |
| Administrative Assistant I/II            | 1.000         | 1.000         | 1.000         |
| Office Assistant I/II                    | 1.000         | 1.000         | 1.000         |
| PW Maintenance Superintendent            | 3.000         | 3.000         | 3.000         |
| PW Maintenance Lead Worker               | 5.000         | 5.000         | 5.000         |
| PW Maint Worker/ MW1/MW2                 | 15.000        | 15.000        | 15.000        |
| Total Full-Time Employees                | 34.500        | 34.500        | 34.500        |
| <b>Part-Time with benefits Employees</b> |               |               |               |
| Office Assistant I/II                    | -             | -             | 0.375         |
| <b>Part-Time w/o benefits Employees</b>  |               |               |               |
| Office Assistant I/II                    | 0.500         | 0.500         | -             |
| Public Works Interns (2)                 | 1.000         | 1.000         | 1.000         |
| Total Part-Time Employees (PTE)          | 1.500         | 1.500         | 1.375         |
| <b>TOTAL EMPLOYEES</b>                   | <b>36.000</b> | <b>36.000</b> | <b>35.875</b> |

## MISSION STATEMENT

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, water, wastewater, lagoon and levee facilities for the benefit of the community in an efficient manner while providing a safe working environment for employees.

## FIVE-YEAR STRATEGIC PLAN

The Department has prepared a comprehensive five-year strategic plan with the following components:

### Values

- Integrity – Do the right thing every day
- Service – Responsibility to meet needs and make a difference every day
- Excellence – Passion to do our best every day
- Fiscal Responsibility – Public trust and accountability
- Leadership – Ability to communicate and act upon our vision every day

### Initiatives

#### ➤ Goals and Objectives

**Goal # 1** – Public Works Engineering Division shall provide administrative and engineering support services for the Capital Improvement Program, operational and maintenance programs, development

projects, as well as policies established by the City Council.

Objectives:

1. Ensure consistent, reliable, and high quality service while effectively maintaining infrastructure and capital assets.
2. Optimize the use of public funds to further the City's programs and objectives.
3. Provide timely review and support of development projects including Gilead, Waverly Townhomes, Foster Square, and Illumina Campus by BioMed Realty.
4. Collaborate with regulatory agencies to complete the Levee Improvement Project to Federal Emergency Management Agency (FEMA) requirements.
5. Review, update, and implement a comprehensive Urban Water Management Plan in an effort to support Environmental Sustainability and Resources.
6. Collaborate with other City Departments in an effort to update the Municipal Code.
7. Administer, process, and perform inspections for encroachment permits related to construction within the Public right-of-way.
8. Perform plan reviews associated with tenant improvements.

**Goal # 2** – Lagoon & Levees Division shall maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Develop strategies in response to the potential Sea Level Rise issues that may impact the levee system, including collaboration with other affected communities and government agencies
2. Maintain lagoon system infrastructure including intake and outfall gates, City-owned bulkheads, and lagoon pump station to provide reliable flood control and safe recreational uses.
3. Design for the Levee Protection Planning and Improvements (CIP 301-657) project to raise the levee to meet FEMA requirement is in progress.

**Goal # 3** – Streets and Storm Drains Division shall provide safe and well maintained streets, sidewalks, and effective drainage of surface water runoff.

Objectives:

1. Maintain streets system infrastructure including streets, sidewalks, pavement markings, and traffic signage.
2. Maintain storm drainage system infrastructure including catch basins and storm drainage pipes to provide effective surface drainage in compliance with regulatory requirements.

**Goal # 4** – Water Division shall provide safe, cost effective, and reliable water supply to the District service area.

Objectives:

1. Maintain water system infrastructure including water booster pump station, water pumps, storage tanks, transmission mains, pressure-reducing stations, and water valves to provide

safe, cost effective, and reliable water supply that meets or exceeds Federal and State water quality standards.

2. Promote and implement State mandated water conservation measures through programs, services and education.
3. Continue to monitor opportunities for the use of alternative water sources, including recycled water and desalination in an effort to support Environmental Sustainability and Resources.
4. Complete the Water Distribution System Master Plan Project (CIP 405-668) to develop a 20-Year CIP plan.
5. Complete construction of the Water System Improvements and Valve Replacement Project (CIP 405-636).

**Goal # 5** – Wastewater Division shall maintain a reliable wastewater collection and conveyance system to protect the environment and public health and safety.

Objectives:

1. Maintain wastewater collection system infrastructure including lift stations, force mains, sewer gravity pipelines, and valves to provide safe and reliable collection and conveyance of wastewater meeting current regulations.
2. Work cooperatively with the wastewater treatment plant operations.
3. Work collaboratively with the City of San Mateo to deliver the Clean Water Program for the construction of the Wastewater Treatment Plant (WWTP) Expansion Project.

4. Complete construction of the Sanitary Sewer Force Main Rehabilitation Project (CIP 455-661) to rehabilitate the 12” force main along Edgewater Blvd will be completed in the fall of 2019.
5. Construction of the Sanitary Sewer Lift Station Improvements Phase 5 (CIP 455-626) to rehabilitate 9 lift stations throughout Foster City.
6. Complete the Wastewater Collection System Master Plan Project (CIP 455-662) to develop a 20-Year CIP plan.

**Goal # 6** – Solid Waste Collection program ensures that all solid waste generated within the City is collected and transported in a manner that protects public health and safety and the environment.

Objectives:

1. Ensure customers receive cost effective, consistent, reliable, and high quality programs and service.
2. Serve on the South Bayside Waste Management Authority (SBWMA) Technical Advisory Committee (TAC).
3. Achieve and exceed state mandated diversion (recycling) goals.

### **KEY INITIATIVES COMPLETED FY 2018-2019**

The Public Works Department continues to work efficiently and effectively to provide courteous, responsive services to the public and other City Departments in protecting public health and safety and ensuring reliable delivery of services. Public Works Department continues to seek available grant funding for program improvements.

## Engineering

- Executed five (5) consultant services contracts.
- Performed engineering review, plan checking, and inspection services for development projects including: Gilead, The Triton (formerly Waverly), Foster Square, Towne Place Suites, 1297 Chess and Illumina Campus by BioMed Realty.
- Performed engineering review for the rehabilitation of Lift Station #27 adjacent to the New Building at 357 Lakeside Drive.
- Processed and inspected 94 encroachment permits.
- Prepared the Water and Wastewater Rate Study.
- Performed construction inspections within public right-of-way to support development projects.
- Processed sixty-five (65) Waste Management Plans as a condition of the issuance of building permits for qualifying projects, resulting in an estimated total diversion of 5,000 tons of construction debris anticipated in 2018.
- Completed construction of Bicycle and Pedestrian Improvements Along East Hillsdale Boulevard and Beach Park Boulevard Project (CIP 301-671)
- Awarded construction contract for Sanitary Sewer Rehabilitation Project (CIP 455-611)
- Awarded construction contract for Sanitary Sewer Force Main Rehabilitation Project (CIP 455-661)
- Awarded construction contract for Road Improvements at Foster City Blvd./3<sup>rd</sup> Ave. and Foster City Blvd./Metro Center Blvd. Intersections (CIP 301-667)

- Approved Specifications and Authorization for Call for Bids for Enhanced Pedestrian Safety Crosswalk System (CIP 301-680)
- Issued Request for Proposals for design of Remove and Recoat Water Tanks 1, 2, and 3(CIP 405-660), Water Quality Dosing and Tank Improvements (CIP 405-670), and Seismic Improvements at Water Tanks 1, 2, and 3 (NEW CIP)
- Continue working with the regulatory permitting agencies for Levee Protection Planning and Improvements Project (301-657)
- Executed a 10-year lease agreement with Federal Aviation Administration for the Outer Marker located on the levee
- Executed an Encroachment Agreement with Verizon for the installation, operation and maintenance of telecommunications network facilities within the public right-of-way
- Administered PG&E electric network capacity upgrade and gas line replacement projects at various locations
- Administered pavement restoration work on Shell Blvd. and Foster City Blvd. performed and paid for by the New Home Company

## Lagoon and Levees

1. Pontoon boat was utilized to apply pond dye and performed weekly lagoon maintenance throughout the year.
2. Continued the Levee systems quarterly inspection that includes video documentation of its condition. Any maintenance issues are followed up within 48-hours.



3. Responded to and resolved multiple public service requests/inquiries.
4. Installed drainage systems along levee to improve drainage at low spots.

#### Streets and Storm Drains

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections of storm drains within public right-of-way to support development projects.
3. Completed 80% of red-curb painting.
4. Inspected 50% of catch basin inlets and removed debris as necessary.
5. Responded to six (6) graffiti complaint calls within 24 hours or less. (per SeeClickFix)
6. Responded to twelve (12) sidewalk issues and actively resolved. (per SeeClickFix)
7. Responded to thirteen (13) lagoon issues and actively resolved. (per SeeClickFix)
8. Responded to eleven (11) pothole complaints and actively resolved. (per SeeClickFix)
9. Responded to nine (9) street sign repair/replacement issues and actively resolved. (per SeeClickFix)
10. Responded to four (4) storm drain issues and actively resolved. (per SeeClickFix)
11. Implemented the Traffic Relief Pilot Program beginning on February 11, 2019.
12. Installed reflectors over two mile stretch of Beach Park Blvd. between Gull and Foster City Blvd.
13. Issued an RFP and awarded a contract to Contract Sweeping Services for citywide street sweeping.

14. Coordinated with the Engineering Division to install hardware to collect travel time data for analysis of traffic patterns and trends in and out of the City.
15. Restriped and installed signage to improve traffic flow and safety on five roadways.
16. Performed asphalt repairs of five sections of roadway due to tree root damage.

#### Water

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. Continue to trouble shoot issues with AMI (Advanced Metering Infrastructure) including identifying faulty radios and meters to minimize water loss.
4. Collected over 1,900 water quality samples to make sure parameters are within the safe drinking water guidelines.
5. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
6. Responded to twenty (20) emergency water service and water main leaks and took appropriate actions.
7. Responded to and resolved over thirty public service requests/inquiries and water conservation issues. (per SeeClickFix)
8. Replaced 11 broken valves, including 2-16" valves on Edgewater, resulting in increased chlorine residuals system wide.
9. Repaired the 10-inch intake pipes at the Water Booster Pump Station.

10. Submitted a revised 10 year Bacteriological Site Sampling Plan to the Water Board.
11. Installed meters on the hydrants in the Corporation Yard to track water loss.
12. Performed Lead testing in 4 Public Schools.
13. Partnered with WaterNow to participate in a leak detection pilot study to characterize typical water savings from leak detection and water conservation behavior by households that have installed a leak detection device.

#### Wastewater

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. Continued the tri-annual video inspection of gravity sewer lines for blockage, line cracks, and separations using new CCTV system and camera van.
4. The sewer lines were flushed as necessary to clear any blockages.
5. Annual flush and hot spot maintenance of sixty (60) miles of sanitary sewer lines were completed.
6. Monitor and perform monthly maintenance of 48 lift stations throughout the City.
7. Mobilized crew to maintain wastewater flow during unscheduled PG&E power outages.
8. Responded to and resolved over a dozen public service requests/inquiries in addition to SeeClickFix.
9. Emergency repair and replacement of barrels and cone at failed manhole adjacent to LS 22.

10. Replaced 8 manhole frame and covers on East Hillsdale Boulevard prior to resurfacing.
11. Procured and awarded contract to Anderson Pacific Engineering for the replacement of pumps and associated piping at Lift Station No. 9.
12. Painted all of the lift station cabinets throughout the City.
13. Coordinated with the City of San Mateo to continue delivery of a 10-year WWTP Master Plan Improvements project called the Clean Water Program. Coordinated with the Finance Department to prepare Financial Documents in preparation for the issuance of Bonds for the WWTP Expansion Project.
14. Supported the Engineering Division during construction of Sanitary Sewer Lift Station Improvements Phase 5 (CIP 455-626).
15. Coordinated with Engineering Division to provide input and identify projects for the 20-Year Wastewater Collection System Master Plan Project (CIP 455-662).

#### Solid Waste Collection

1. Provided analysis for the City Council to set new solid waste rates for 2019
2. Held community events – 4 compost giveaways, 1 home compost workshop, 2 e-waste collection events, 3 document destruction events, 1 household hazardous waste collection event and 1 coats for kids collection
3. Received approximately \$8,000 in grant funds from the CalRecycle to be used for the promotion of beverage container recycling

4. Promoted the proper disposal of batteries through active participation in the RethinkWaste battery outreach campaign
5. Provided two (2) Compost Bin Incentive grants totaling approximately \$100 to encourage backyard composting

Solar Rebate Fund

1. Provided over \$10,000 in funding for installation of solar technology on Single Family residential units.

**INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2019-2020**

Key initiatives and service levels planned for FY 2019-2020 include the following.

**Division / Category**

*Public Works Engineering*

- Continue to develop and implement Capital Improvement Program to maintain infrastructure
- Issue and update City Engineering and Construction Standards
- Process and issue encroachment permits and transportation permits to monitor and control construction activities within public right-of-ways.
- Review private development projects in a timely manner
- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize records consistent with the Records Retention Schedule
- Conduct Traffic Review Committee meetings and implement recommendations from the Committee

- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Pursue possible water supply alternatives
- Maintain and continue to implement PMP (Pavement Management Program)
- Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner
- Integrate new permitting and plan review software into current operation
- Continue implementation of residential solar rebate program.

*Lagoon & Levees*

- Monitor lagoon water surface levels with seasonal needs
- Implement algae and widgeon weed control program by inspecting the lagoon twice a week
- Monitor water quality by taking monthly samples
- Regulate monthly lagoon water exchange by allowing fresh bay water through intake gates during high tides
- Maintain and repair bulkheads, intakes and outfall
- Maintain lagoon pump station
- Prepare for rain storms and provide flood control
- Conduct quarterly inspection of levee and make repairs as needed to maintain FEMA certification

*Streets and Storm Drains*

- Maintain street lights and traffic signals
- Identify and replace out of compliance regulatory signs

- Maintain pavement striping and markings including red curb
- Supplement the installation of an Americans with Disabilities Act (ADA) Improvements not included with annual street resurfacing project
- Manage public/private sidewalk policy
- Clean 25% of the storm drain inlets to prevent localized flooding
- Participate and comply with National Pollution Discharge Elimination System (NPDES) program requirements
- Conduct quarterly inspection of City-owned bridges
- Change/install regulatory and notification signs as needed.

#### *Water*

- Test water supply (State Water Resources Control Board (SWRCB), Regulations)
- Perform preventative maintenance: flushing, tank cleaning, exercising valves, monitoring corrosion protection systems, and performing condition assessment
- Support testing of back flow prevention devices administered by the San Mateo County
- Maintain relationships with emergency water purveyors
- Review development plans for impacts
- Support indoor/outdoor water conservation use ordinances
- Continue public awareness of voluntary and/or mandatory water reduction
- Administer water conservation related rebate programs

- Issue annual Water Quality Report called Consumer Confidence Report (CCR)
- Conduct Unregulated Contaminant Monitoring Rule (UCMR) testing and reporting as required by EPA.

#### *Wastewater*

- Prevent sewer spills and overflows by cleaning pipelines and performing routine maintenance at Lift Stations and exercising valves
- Inspect ten (10) and replaced five (5) air release valves on the sanitary sewer force mains
- Utilize video inspections to assess condition of the collection system
- Update emergency response trailer quarterly, maintain (System Control and Data Acquisition (SCADA) and standby generators)
- Work cooperatively with the City of San Mateo to investigate regional recycled water opportunities
- Work cooperatively with the City of San Mateo to administer the WWTP Expansion Project (Clean Water Program).

#### *Solid Waste Collection*

- Monitor collection and operations contractor's performance
- Respond to customers' concerns and inquiries
- Provide analysis for the City Council to establish sufficient rates to support the Solid Waste collection program for 2020
- Comply with the requirements of AB341 - Mandatory Commercial Recycling
- Comply with the requirements of AB 1826 – Organics Collection

- Hold community events – compost giveaways (4), home composting workshop (1), e-waste events (2), shred events (3), household hazardous waste collection events (2), Coats for Kids (1), etc.
- Participate in the SBWMA Technical Advisory Committee (TAC), public education and other topic-specific subcommittees to represent the best interests of the City and the community
- Administer Compost Bin Incentive Program to encourage backyard composting

#### *Solar Rebate Fund*

- Administer Solar Rebate Incentive program

### **CHANGES IN FINANCIAL RESOURCES REQUIRED**

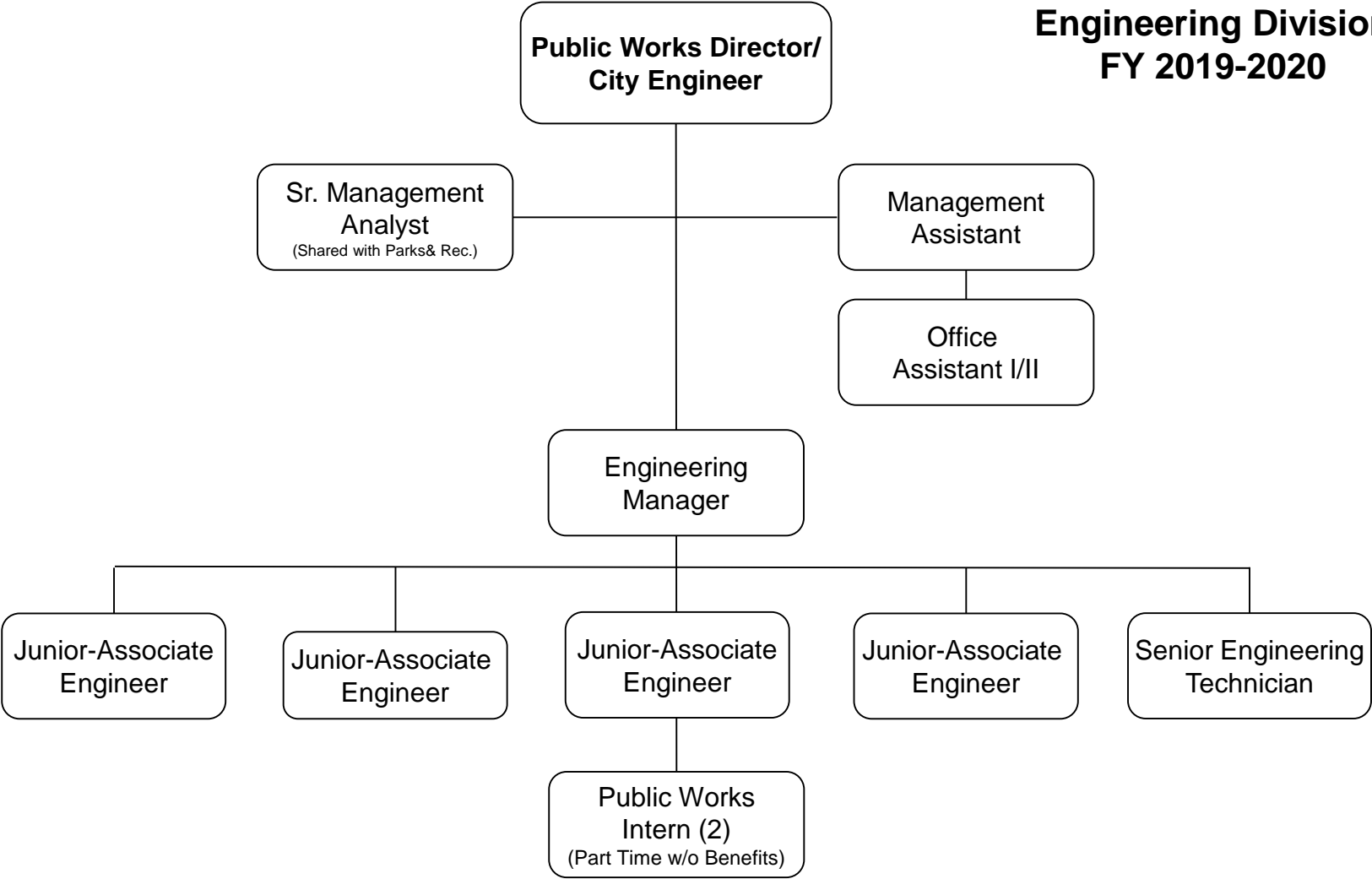
Although the City is currently debt-free and has used a “pay-as-you-go” approach to fund capital projects, the Council has authorized debt financing for the Levee Protection Planning and Improvements Project and the WWTP Expansion Project.

In June 2018, the Foster City residents passed a General Obligation bond, Measure P, to provide funding for Design, Permitting, Construction and Project Support for the Levee Protection Planning and Improvements Project (301-657). The project design is at 90%, all the required permits have been submitted, and the current schedule estimates construction of the project to start in early 2020. Based on the current schedule, it is anticipated that the issuance of General Obligation bonds will occur in early 2020 in advance of the commencement of levee construction.

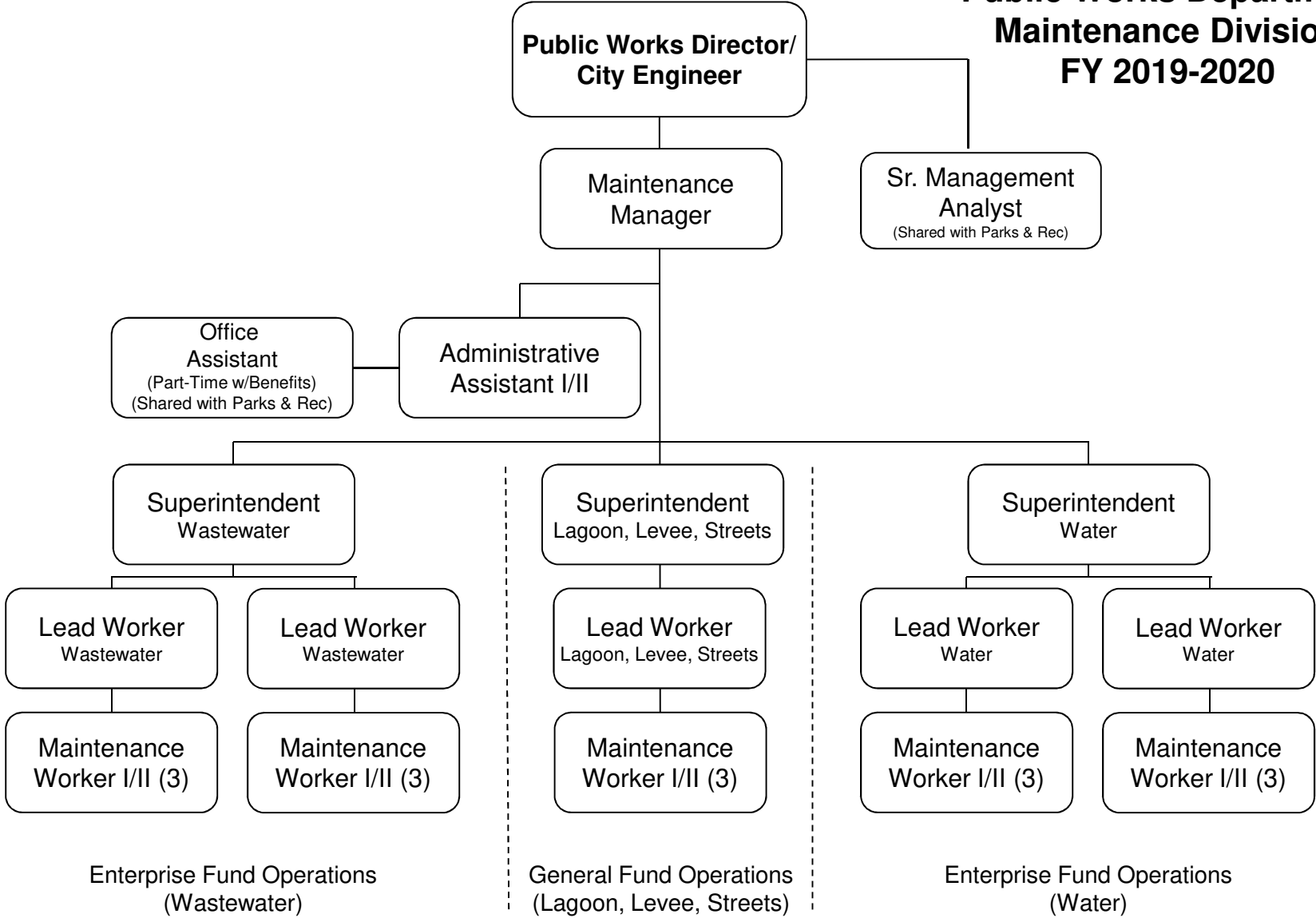
The city is in the process of preparing for the first bond issuance for the WWTP Expansion Project in May 2019. In November 2018, the Clean Water Program was invited by the Environmental Protection Agency (EPA) to apply for a low-interest loan of up to \$277 million in WIFIA (Water Infrastructure Finance and Innovation Act of 2014) funding.

Public Works Department personnel change in full-time employees (FTE) from 0.5 FTE without benefits to 0.375 FTE with benefits (½ of 30 Hrs./Week shared with Parks).

**Public Works Department  
Engineering Division  
FY 2019-2020**



**Public Works Department  
Maintenance Division  
FY 2019-2020**



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
 PUBLIC WORKS -- General Fund Divisions  
 GENERAL FUND  
 Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| ADMINISTRATION & ENGINEERING                            | \$ 959,144          | \$ 959,144          | \$ 1,071,022        |
| LAGOON & LEVEES   | 832,406             | 832,406             | 881,409             |
| STREETS   | 1,023,333           | 1,023,333           | 967,103             |
| SOLAR REBATE  | 50,000              | 50,000              | 50,000              |
| <b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b> | <b>\$ 2,864,883</b> | <b>\$ 2,864,883</b> | <b>\$ 2,969,534</b> |



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
 PUBLIC WORKS -- General Fund Divisions  
 GENERAL FUND  
 Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 1,759,150        | \$ 1,759,150        | \$ 1,834,550        |
| SERVICES AND SUPPLIES                                     | 1,116,600           | 1,116,600           | 1,076,600           |
| CAPITAL OUTLAY  | -                   | -                   | -                   |
| Subtotal (Total Department-Controlled Expenses)           | 2,875,750           | 2,875,750           | 2,911,150           |
| INTERNAL SERVICES   | 599,036             | 599,036             | 724,336             |
| Subtotal (Total Department Expenses before Reallocations) | 3,474,786           | 3,474,786           | 3,635,486           |
| REALLOCATIONS   | (609,903)           | (609,903)           | (665,952)           |
| <b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>   | <b>\$ 2,864,883</b> | <b>\$ 2,864,883</b> | <b>\$ 2,969,534</b> |

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 001-0910-431

GENERAL FUND

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 001-0910-431-4110        | PERMANENT SALARIES                      | \$447,500.00          | \$508,900.00           |
|                          | Subtotal                                | <b>\$447,500.00</b>   | <b>\$508,900.00</b>    |
| 001-0910-431-4111        | PUBLIC WORKS INTERNS                    | \$25,000.00           | \$25,000.00            |
|                          | Subtotal                                | <b>\$25,000.00</b>    | <b>\$25,000.00</b>     |
| 001-0910-431-4120        | FRINGE BENEFITS                         | \$266,200.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$266,200.00</b>   | <b>\$0.00</b>          |
| 001-0910-431-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$167,300.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$167,300.00</b>    |
| 001-0910-431-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$72,600.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$72,600.00</b>     |
| 001-0910-431-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$32,200.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$32,200.00</b>     |
| 001-0910-431-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$32,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$32,700.00</b>     |
|                          | <b>Employee Services Total</b>          | <b>\$738,700.00</b>   | <b>\$838,700.00</b>    |
| <i>Internal Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0910-431-4520        | COMPENSATED ABSENCES                    | \$9,875.00            | \$12,431.00            |
|                          | Subtotal                                | <b>\$9,875.00</b>     | <b>\$12,431.00</b>     |
| 001-0910-431-4539        | PEMHCA                                  | \$0.00                | \$6,823.00             |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$6,823.00</b>      |
| 001-0910-431-4544        | VEHICLE REPLACEMENT - UNITS 2, 3, 4     | \$56,228.00           | \$55,574.00            |
|                          | Subtotal                                | <b>\$56,228.00</b>    | <b>\$55,574.00</b>     |

|                   |                                 |                     |                     |
|-------------------|---------------------------------|---------------------|---------------------|
| 001-0910-431-4557 | INFORMATION TECHNOLOGY SERVICES | \$97,775.00         | \$120,986.00        |
|                   | Subtotal                        | <b>\$97,775.00</b>  | <b>\$120,986.00</b> |
| 001-0910-431-4569 | BUILDING MAINTENANCE            | \$48,796.00         | \$67,558.00         |
|                   | Subtotal                        | <b>\$48,796.00</b>  | <b>\$67,558.00</b>  |
|                   | <b>Internal Services Total</b>  | <b>\$212,674.00</b> | <b>\$263,372.00</b> |

***Services and Supplies***

|                   |                                   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|-----------------------------------|-----------------------|------------------------|
| 001-0910-431-4240 | ENGINEERING TOOLS AND SUPPLIES    | \$1,500.00            | \$1,000.00             |
| 001-0910-431-4240 | LARGE COPIER SUPPLIES             | \$1,500.00            | \$1,500.00             |
| 001-0910-431-4240 | REPRODUCIBLE DRAWINGS             | \$1,000.00            | \$1,000.00             |
|                   | Subtotal                          | <b>\$4,000.00</b>     | <b>\$3,500.00</b>      |
| 001-0910-431-4241 | COPY EXPENSE                      | \$4,000.00            | \$4,500.00             |
|                   | Subtotal                          | <b>\$4,000.00</b>     | <b>\$4,500.00</b>      |
| 001-0910-431-4242 | POSTAGE EXPENSE                   | \$2,000.00            | \$1,500.00             |
|                   | Subtotal                          | <b>\$2,000.00</b>     | <b>\$1,500.00</b>      |
| 001-0910-431-4243 | MISC. OFFICE SUPPLIES             | \$4,000.00            | \$4,000.00             |
|                   | Subtotal                          | <b>\$4,000.00</b>     | <b>\$4,000.00</b>      |
| 001-0910-431-4246 | SMALL EQUIPMENT - MAINTENANCE     | \$2,000.00            | \$1,000.00             |
|                   | Subtotal                          | <b>\$2,000.00</b>     | <b>\$1,000.00</b>      |
| 001-0910-431-4251 | DOCUMENT IMAGING CONVERSION       | \$6,000.00            | \$0.00                 |
| 001-0910-431-4251 | MISCELLANEOUS CONSULTANT SERVICES | \$25,000.00           | \$30,000.00            |
|                   | Subtotal                          | <b>\$31,000.00</b>    | <b>\$30,000.00</b>     |
| 001-0910-431-4253 | PROFESSIONAL ASSOCIATIONS         | \$2,400.00            | \$2,400.00             |
| 001-0910-431-4253 | PROFESSIONAL LICENSE RENEWAL (3)  | \$600.00              | \$600.00               |
| 001-0910-431-4253 | PROFESSIONAL PUBLICATIONS         | \$1,000.00            | \$1,000.00             |
|                   | Subtotal                          | <b>\$4,000.00</b>     | <b>\$4,000.00</b>      |
| 001-0910-431-4254 | APWA NATIONAL CONGRESS (DIRECTOR) | \$700.00              | \$700.00               |
| 001-0910-431-4254 | DEPARTMENT RETREAT                | \$1,000.00            | \$1,000.00             |
| 001-0910-431-4254 | LOCAL MEETINGS                    | \$700.00              | \$700.00               |

|                     |                                      |                       |                        |
|---------------------|--------------------------------------|-----------------------|------------------------|
| 001-0910-431-4254   | STATE CONFERENCE/WORKSHOP            | \$800.00              | \$800.00               |
|                     | Subtotal                             | <b>\$3,200.00</b>     | <b>\$3,200.00</b>      |
| 001-0910-431-4255   | PROFESSIONAL TECHNICAL TRAINING      | \$6,000.00            | \$5,500.00             |
|                     | Subtotal                             | <b>\$6,000.00</b>     | <b>\$5,500.00</b>      |
|                     | <b>Services and Supplies Total</b>   | <b>\$60,200.00</b>    | <b>\$57,200.00</b>     |
| <b>Reallocation</b> |                                      | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0910-431-4463   | INDIRECT COST ALLOCATION             | (\$52,430.00)         | (\$88,250.00)          |
|                     | Subtotal                             | <b>(\$52,430.00)</b>  | <b>(\$88,250.00)</b>   |
|                     | <b>Reallocation Total</b>            | <b>(\$52,430.00)</b>  | <b>(\$88,250.00)</b>   |
|                     | <b>ADMIN &amp; ENGINEERING Total</b> | <b>\$959,144.00</b>   | <b>\$1,071,022.00</b>  |

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**PUBLIC WORKS - LAGOON & LEVEES**      Account: 001-0920-431      **GENERAL FUND**

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|                          |                                   |                       |                        |
|--------------------------|-----------------------------------|-----------------------|------------------------|
| <b>Employee Services</b> |                                   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0920-431-4110        | PERMANENT SALARIES                | \$306,500.00          | \$294,200.00           |
|                          | Subtotal                          | <b>\$306,500.00</b>   | <b>\$294,200.00</b>    |
| 001-0920-431-4112        | OVERTIME                          | \$6,250.00            | \$6,250.00             |
|                          | Subtotal                          | <b>\$6,250.00</b>     | <b>\$6,250.00</b>      |
| 001-0920-431-4120        | FRINGE BENEFITS                   | \$184,600.00          | \$0.00                 |
|                          | Subtotal                          | <b>\$184,600.00</b>   | <b>\$0.00</b>          |
| 001-0920-431-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT | \$0.00                | \$98,200.00            |
|                          | Subtotal                          | <b>\$0.00</b>         | <b>\$98,200.00</b>     |
| 001-0920-431-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE  | \$0.00                | \$52,600.00            |
|                          | Subtotal                          | <b>\$0.00</b>         | <b>\$52,600.00</b>     |

|                   |   |                     |                     |
|-------------------|---|---------------------|---------------------|
| 001-0920-431-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00              | \$18,700.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$18,700.00</b>  |
| 001-0920-431-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00              | \$15,100.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$15,100.00</b>  |
|                   | <b>Employee Services Total</b>          | <b>\$497,350.00</b> | <b>\$485,050.00</b> |

***Internal Services***

|                   |                                 | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---------------------------------|-----------------------|------------------------|
| 001-0920-431-4520 | COMPENSATED ABSENCES            | \$6,846.00            | \$7,280.00             |
|                   | Subtotal                        | <b>\$6,846.00</b>     | <b>\$7,280.00</b>      |
| 001-0920-431-4539 | PEMHCA                          | \$0.00                | \$2,268.00             |
|                   | Subtotal                        | <b>\$0.00</b>         | <b>\$2,268.00</b>      |
| 001-0920-431-4540 | LONGEVITY                       | \$0.00                | \$6,300.00             |
|                   | Subtotal                        | <b>\$0.00</b>         | <b>\$6,300.00</b>      |
| 001-0920-431-4544 | VEHICLE REPLACEMENT - UNIT 12   | \$15,998.00           | \$19,976.00            |
|                   | Subtotal                        | <b>\$15,998.00</b>    | <b>\$19,976.00</b>     |
| 001-0920-431-4556 | EQUIPMENT REPLACEMENT           | \$61,299.00           | \$58,122.00            |
|                   | Subtotal                        | <b>\$61,299.00</b>    | <b>\$58,122.00</b>     |
| 001-0920-431-4557 | INFORMATION TECHNOLOGY SERVICES | \$23,757.00           | \$27,257.00            |
|                   | Subtotal                        | <b>\$23,757.00</b>    | <b>\$27,257.00</b>     |
| 001-0920-431-4569 | BUILDING MAINTENANCE            | \$53,056.00           | \$74,556.00            |
|                   | Subtotal                        | <b>\$53,056.00</b>    | <b>\$74,556.00</b>     |
|                   | <b>Internal Services Total</b>  | <b>\$160,956.00</b>   | <b>\$195,759.00</b>    |

***Services and Supplies***

|                   |                            | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|----------------------------|-----------------------|------------------------|
| 001-0920-431-4240 | BOOTS AND SAFETY GEAR      | \$4,500.00            | \$4,500.00             |
| 001-0920-431-4240 | LAGOON MANAGEMENT PRODUCTS | \$35,000.00           | \$30,500.00            |
| 001-0920-431-4240 | SMALL TOOLS                | \$500.00              | \$500.00               |
|                   | Subtotal                   | <b>\$40,000.00</b>    | <b>\$35,500.00</b>     |
| 001-0920-431-4243 | MISC. OFFICE SUPPLIES      | \$1,000.00            | \$1,000.00             |

|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
|                   | Subtotal                                     | <b>\$1,000.00</b>   | <b>\$1,000.00</b>   |
| 001-0920-431-4245 | PORTABLE FIELD DATA UNITS                    | \$1,500.00          | \$1,500.00          |
|                   | Subtotal                                     | <b>\$1,500.00</b>   | <b>\$1,500.00</b>   |
| 001-0920-431-4246 | OIL FOR DIESEL ENGINES                       | \$2,500.00          | \$2,000.00          |
| 001-0920-431-4246 | REPAIR MATERIALS                             | \$19,000.00         | \$17,000.00         |
| 001-0920-431-4246 | REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS | \$5,500.00          | \$5,000.00          |
|                   | Subtotal                                     | <b>\$27,000.00</b>  | <b>\$24,000.00</b>  |
| 001-0920-431-4251 | CATHODIC INSPECTION OF ALUMINUM BULKHEADS    | \$7,500.00          | \$7,000.00          |
| 001-0920-431-4251 | LAB TESTS REQUIRED FOR NPDES                 | \$20,500.00         | \$20,000.00         |
| 001-0920-431-4251 | MOSQUITO ABATEMENT PROGRAM                   | \$44,000.00         | \$40,000.00         |
| 001-0920-431-4251 | NPDES PERMIT FEE                             | \$25,000.00         | \$25,000.00         |
| 001-0920-431-4251 | SMC FLOOD & SEA LEVEL RISE RESILENCY AGENCY  | \$0.00              | \$40,000.00         |
| 001-0920-431-4251 | UNIFORM SERVICES                             | \$3,000.00          | \$3,000.00          |
|                   | Subtotal                                     | <b>\$100,000.00</b> | <b>\$135,000.00</b> |
| 001-0920-431-4253 | VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS    | \$350.00            | \$350.00            |
|                   | Subtotal                                     | <b>\$350.00</b>     | <b>\$350.00</b>     |
| 001-0920-431-4254 | TRAVEL, CONFERENCES AND MEETINGS             | \$1,250.00          | \$1,250.00          |
|                   | Subtotal                                     | <b>\$1,250.00</b>   | <b>\$1,250.00</b>   |
| 001-0920-431-4255 | TRAINING AND CERTIFICATION                   | \$3,000.00          | \$2,000.00          |
|                   | Subtotal                                     | <b>\$3,000.00</b>   | <b>\$2,000.00</b>   |
|                   | <b>Services and Supplies Total</b>           | <b>\$174,100.00</b> | <b>\$200,600.00</b> |
|                   | <b>LAGOON &amp; LEVEES Total</b>             | <b>\$832,406.00</b> | <b>\$881,409.00</b> |

PUBLIC WORKS - STREET Account: 001-0930-431

GENERAL FUND

| <i>Employee Services</i>             | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------------|-----------------------|------------------------|
| 001-0930-431-4110 PERMANENT SALARIES | \$306,500.00          | \$294,200.00           |
|                                      | Subtotal              | <b>\$306,500.00</b>    |
|                                      |                       | <b>\$294,200.00</b>    |

|                   |   |                     |                     |
|-------------------|---|---------------------|---------------------|
| 001-0930-431-4111 | TEMPORARY EMPLOYEES (GAS TAX 2103)      | \$25,000.00         | \$25,000.00         |
|                   | Subtotal                                | <b>\$25,000.00</b>  | <b>\$25,000.00</b>  |
| 001-0930-431-4112 | 4TH OF JULY OVERTIME -- PUBLIC WORKS    | \$2,500.00          | \$2,500.00          |
| 001-0930-431-4112 | OVERTIME                                | \$4,500.00          | \$4,500.00          |
|                   | Subtotal                                | <b>\$7,000.00</b>   | <b>\$7,000.00</b>   |
| 001-0930-431-4120 | FRINGE BENEFITS                         | \$184,600.00        | \$0.00              |
|                   | Subtotal                                | <b>\$184,600.00</b> | <b>\$0.00</b>       |
| 001-0930-431-4121 | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00              | \$98,200.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$98,200.00</b>  |
| 001-0930-431-4135 | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00              | \$52,600.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$52,600.00</b>  |
| 001-0930-431-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00              | \$18,700.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$18,700.00</b>  |
| 001-0930-431-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00              | \$15,100.00         |
|                   | Subtotal                                | <b>\$0.00</b>       | <b>\$15,100.00</b>  |
|                   | <b>Employee Services Total</b>          | <b>\$523,100.00</b> | <b>\$510,800.00</b> |

***Internal Services***

|                   |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|--|-----------------------|------------------------|
| 001-0930-431-4520 | COMPENSATED ABSENCES                         | \$6,846.00            | \$7,280.00             |
|                   | Subtotal                                     | <b>\$6,846.00</b>     | <b>\$7,280.00</b>      |
| 001-0930-431-4539 | PEMHCA                                       | \$0.00                | \$3,097.00             |
|                   | Subtotal                                     | <b>\$0.00</b>         | <b>\$3,097.00</b>      |
| 001-0930-431-4544 | VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23 | \$73,411.00           | \$92,249.00            |
|                   | Subtotal                                     | <b>\$73,411.00</b>    | <b>\$92,249.00</b>     |
| 001-0930-431-4556 | EQUIPMENT REPLACEMENT                        | \$68,336.00           | \$60,766.00            |
|                   | Subtotal                                     | <b>\$68,336.00</b>    | <b>\$60,766.00</b>     |
| 001-0930-431-4557 | INFORMATION TECHNOLOGY SERVICES              | \$23,757.00           | \$27,257.00            |
|                   | Subtotal                                     | <b>\$23,757.00</b>    | <b>\$27,257.00</b>     |
| 001-0930-431-4569 | BUILDING MAINTENANCE                         | \$53,056.00           | \$74,556.00            |

|                                |                     |                     |
|--------------------------------|---------------------|---------------------|
| Subtotal                       | \$53,056.00         | \$74,556.00         |
| <b>Internal Services Total</b> | <b>\$225,406.00</b> | <b>\$265,205.00</b> |

| <i>Services and Supplies</i> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--|-----------------------|------------------------|
| 001-0930-431-4240            | BARRICADES AND ACCESSORIES                         | \$1,500.00            | \$1,000.00             |
| 001-0930-431-4240            | BOOTS AND SAFETY GEAR                              | \$5,200.00            | \$3,500.00             |
| 001-0930-431-4240            | CRACK SEAL (GAS TAX 2103)                          | \$25,000.00           | \$25,000.00            |
| 001-0930-431-4240            | MATERIALS FOR TRAFFIC MARKINGS                     | \$16,000.00           | \$13,000.00            |
| 001-0930-431-4240            | MISC. SUPPLIES                                     | \$1,500.00            | \$1,000.00             |
| 001-0930-431-4240            | PAVEMENT MATERIALS (GAS TAX 2103)                  | \$25,000.00           | \$25,000.00            |
| 001-0930-431-4240            | SANDBAGS, SAND, ROCK MATERIALS                     | \$10,000.00           | \$8,000.00             |
| 001-0930-431-4240            | SEALER AND ASPHALT, CUT BACK                       | \$5,000.00            | \$4,000.00             |
| 001-0930-431-4240            | SIGN REPAIR MATERIALS                              | \$7,500.00            | \$7,000.00             |
| 001-0930-431-4240            | STORM SEWER REPAIR MATERIALS                       | \$15,500.00           | \$14,700.00            |
|                              | Subtotal   | <b>\$112,200.00</b>   | <b>\$102,200.00</b>    |
| 001-0930-431-4243            | MISC. OFFICE SUPPLIES                              | \$1,500.00            | \$1,500.00             |
|                              | Subtotal   | <b>\$1,500.00</b>     | <b>\$1,500.00</b>      |
| 001-0930-431-4246            | LUBRICATING OIL AND GREASE                         | \$500.00              | \$500.00               |
| 001-0930-431-4246            | SMALL EQUIPMENT MAINTENANCE                        | \$2,000.00            | \$1,500.00             |
| 001-0930-431-4246            | TRAFFIC MARKING EQUIPMENT AND PARTS                | \$2,500.00            | \$2,000.00             |
|                              | Subtotal   | <b>\$5,000.00</b>     | <b>\$4,000.00</b>      |
| 001-0930-431-4247            | RENTAL EQUIPMENT                                   | \$2,000.00            | \$1,500.00             |
|                              | Subtotal   | <b>\$2,000.00</b>     | <b>\$1,500.00</b>      |
| 001-0930-431-4248            | ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS | \$170,000.00          | \$170,000.00           |
|                              | Subtotal   | <b>\$170,000.00</b>   | <b>\$170,000.00</b>    |
| 001-0930-431-4251            | BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS         | \$20,000.00           | \$20,000.00            |
| 001-0930-431-4251            | CITY BENCHMARK RECERTIFICATION                     | \$15,000.00           | \$0.00                 |
| 001-0930-431-4251            | CONCRETE REPAIR (GAS TAX 2103)                     | \$50,000.00           | \$50,000.00            |
| 001-0930-431-4251            | CURB RAMP INSTALLATION / REPLACEMENT               | \$50,000.00           | \$50,000.00            |



|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
| 001-0930-431-4251   | MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS | \$67,000.00           | \$65,000.00            |
| 001-0930-431-4251   | MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS | \$63,750.00           | \$60,850.00            |
| 001-0930-431-4251   | NPDES CONSULTANT SERVICES                    | \$50,000.00           | \$50,000.00            |
| 001-0930-431-4251   | PAVEMENT REPAIR (GAS TAX 2103)               | \$75,000.00           | \$75,000.00            |
| 001-0930-431-4251   | RECYCLE AND DISPOSAL OF HAZARDOUS WASTE      | \$10,000.00           | \$10,000.00            |
| 001-0930-431-4251   | STREET SWEEPING                              | \$103,500.00          | \$102,000.00           |
| 001-0930-431-4251   | TRAFFIC SIGNAL DETECTION CAMERA SYSTEM       | \$30,000.00           | \$0.00                 |
| 001-0930-431-4251   | UNIFORM SERVICES                             | \$2,600.00            | \$2,000.00             |
|                     | Subtotal                                     | <b>\$536,850.00</b>   | <b>\$484,850.00</b>    |
| 001-0930-431-4253   | VARIOUS STREET AND TRAFFIC ASSOCIATIONS      | \$1,000.00            | \$1,000.00             |
|                     | Subtotal                                     | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
| 001-0930-431-4254   | TRAVEL, CONFERENCES AND MEETINGS             | \$1,750.00            | \$1,750.00             |
|                     | Subtotal                                     | <b>\$1,750.00</b>     | <b>\$1,750.00</b>      |
| 001-0930-431-4255   | TRAINING AND CERTIFICATION                   | \$2,000.00            | \$2,000.00             |
|                     | Subtotal                                     | <b>\$2,000.00</b>     | <b>\$2,000.00</b>      |
|                     | <b>Services and Supplies Total</b>           | <b>\$832,300.00</b>   | <b>\$768,800.00</b>    |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 001-0930-431-4498   | REALLOCATION TO GAS TAX FUNDS (2105-2107.5)  | (\$476,473.00)        | (\$479,011.00)         |
| 001-0930-431-4498   | REALLOCATION TO TRAFFIC SAFETY FUND          | (\$81,000.00)         | (\$98,691.00)          |
|                     | Subtotal                                     | <b>(\$557,473.00)</b> | <b>(\$577,702.00)</b>  |
|                     | <b>Reallocation Total</b>                    | <b>(\$557,473.00)</b> | <b>(\$577,702.00)</b>  |
|                     | <b>STREET Total</b>                          | <b>\$1,023,333.00</b> | <b>\$967,103.00</b>    |

| <i>Services and Supplies</i> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|------------------------------------|-----------------------|------------------------|
| 007-0914-431-4279            | SOLAR INCENTIVE GRANT PROGRAM      | \$50,000.00           | \$50,000.00            |
|                              | Subtotal                           | <b>\$50,000.00</b>    | <b>\$50,000.00</b>     |
|                              | <b>Services and Supplies Total</b> | <b>\$50,000.00</b>    | <b>\$50,000.00</b>     |
|                              | <b>Total</b>                       | <b>\$50,000.00</b>    | <b>\$50,000.00</b>     |

**Public Works Department Budget Comparisons - Engineering (001-0910)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                  | \$ 447,500               | \$ 508,900                | \$ 61,400              | 1     |
| 4111    | Interns                                   | \$ 25,000                | \$ 25,000                 | \$ -                   | 2     |
| 4120    | Benefits                                  | \$ 266,200               | \$ -                      | \$ (266,200)           | 3     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 167,300                | \$ 167,300             | 3     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 72,600                 | \$ 72,600              | 3     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 32,200                 | \$ 32,200              | 3     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 32,700                 | \$ 32,700              | 3     |
| 4520    | Compensated Absences                      | \$ 9,875                 | \$ 12,431                 | \$ 2,556               | 4     |
| 4539    | PEMHCA                                    | \$ -                     | \$ 6,823                  | \$ 6,823               | 5     |
| 4544    | Vehicle Replacement                       | \$ 56,228                | \$ 55,574                 | \$ (654)               | 6     |
| 4557    | Information Technology Services           | \$ 97,775                | \$ 120,986                | \$ 23,211              | 7     |
| 4569    | Building Maintenance                      | \$ 48,796                | \$ 67,558                 | \$ 18,762              | 8     |
| 4240    | Department Special Supplies               | \$ 4,000                 | \$ 3,500                  | \$ (500)               | 9     |
| 4241    | Copies                                    | \$ 4,000                 | \$ 4,500                  | \$ 500                 | 10    |
| 4242    | Postage                                   | \$ 2,000                 | \$ 1,500                  | \$ (500)               | 11    |
| 4243    | Office Supplies                           | \$ 4,000                 | \$ 4,000                  | \$ -                   | 12    |
| 4246    | Maintenance                               | \$ 2,000                 | \$ 1,000                  | \$ (1,000)             | 13    |
| 4251    | Consulting and Contracting                | \$ 31,000                | \$ 30,000                 | \$ (1,000)             | 14    |
| 4253    | Memberships and Dues                      | \$ 4,000                 | \$ 4,000                  | \$ -                   | 15    |
| 4254    | Travel, Conferences, and Meetings         | \$ 3,200                 | \$ 3,200                  | \$ -                   | 16    |
| 4255    | Training                                  | \$ 6,000                 | \$ 5,500                  | \$ (500)               | 17    |
| 4463    | INDIRECT COST ALLOCATION                  | \$ (52,430)              | \$ (88,250)               | \$ (35,820)            | 18    |
|         |   | <u>\$ 959,144</u>        | <u>\$ 1,071,022</u>       | <u>\$ 111,878</u>      |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No change.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Decrease Due to Reduction of Supply Purchases.
- Note 10 Increase Due to Minor Increase for Copy Expenses.
- Note 11 Decrease Due to Reduction in Postage.
- Note 12 No change.
- Note 13 Decrease Due to Reduction in Small Tools Purchases.
- Note 14 Decrease Due to Elimination of Document Imaging Conversion.
- Note 15 No change.
- Note 16 No change.
- Note 17 Decrease Due to Reduction of Technical Training.
- Note 18 Based on Annual Update of Cost Allocation Plan.

**Public Works Department Budget Comparisons - Lagoons (001-0920)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                  | \$ 306,500               | \$ 294,200                | \$ (12,300)            | 1     |
| 4112    | Overtime                                  | \$ 6,250                 | \$ 6,250                  | \$ -                   | 2     |
| 4120    | Benefits                                  | \$ 184,600               | \$ -                      | \$ (184,600)           | 3     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 98,200                 | \$ 98,200              | 3     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 52,600                 | \$ 52,600              | 3     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 18,700                 | \$ 18,700              | 3     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 15,100                 | \$ 15,100              | 3     |
| 4520    | Compensated Absences                      | \$ 6,846                 | \$ 7,280                  | \$ 434                 | 4     |
| 4539    | PEMCHA                                    | \$ -                     | \$ 2,268                  | \$ 2,268               | 5     |
| 4540    | Longevity                                 | \$ -                     | \$ 6,300                  | \$ 6,300               | 6     |
| 4544    | Vehicle Replacement                       | \$ 15,998                | \$ 19,976                 | \$ 3,978               | 7     |
| 4556    | Equipment Replacement                     | \$ 61,299                | \$ 58,122                 | \$ (3,177)             | 8     |
| 4557    | Information Technology Services           | \$ 23,757                | \$ 27,257                 | \$ 3,500               | 9     |
| 4569    | Building Maintenance                      | \$ 53,056                | \$ 74,556                 | \$ 21,500              | 10    |
| 4240    | Department Special Supplies               | \$ 40,000                | \$ 35,500                 | \$ (4,500)             | 11    |
| 4243    | Office Supplies                           | \$ 1,000                 | \$ 1,000                  | \$ -                   | 12    |
| 4245    | Small Tools, Equipment & Computer         | \$ 1,500                 | \$ 1,500                  | \$ -                   | 13    |
| 4246    | Maintenance                               | \$ 27,000                | \$ 24,000                 | \$ (3,000)             | 14    |
| 4251    | Consulting and Contracting                | \$ 100,000               | \$ 135,000                | \$ 35,000              | 15    |
| 4253    | Memberships and Dues                      | \$ 350                   | \$ 350                    | \$ -                   | 16    |
| 4254    | Travel, Conferences, and Meetings         | \$ 1,250                 | \$ 1,250                  | \$ -                   | 17    |
| 4255    | Training                                  | \$ 3,000                 | \$ 2,000                  | \$ (1,000)             | 18    |
|         |   | <u>\$ 832,406</u>        | <u>\$ 881,409</u>         | <u>\$ 49,003</u>       |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No change.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 6 Effective FY 2019-2020, Longevity benefits are charged to applicable departments in order to maintain the Longevity reserve balance.
- Note 7 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 10 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 11 Decrease due to reduction of Lagoon Management Products.
- Note 12 No change.
- Note 13 No change.
- Note 14 Decrease Due to Reduction of Repair Materials.
- Note 15 Increase Due to Addition of \$40,000 for SMC Flood and Sea Level Rise Resiliency Agency.
- Note 16 No change.
- Note 17 No change.
- Note 18 Decrease Due to Reduction of Training.

**Public Works Department Budget Comparisons - Streets (001-0930)**

| Account | Description                                 | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                    | \$ 306,500               | \$ 294,200                | \$ (12,300)            | 1     |
| 4111    | Temporary Employees (Gas Tax 2103)          | \$ 25,000                | \$ 25,000                 | \$ -                   | 2     |
| 4112    | Overtime                                    | \$ 7,000                 | \$ 7,000                  | \$ -                   | 3     |
| 4120    | Benefits                                    | \$ 184,600               | \$ -                      | \$ (184,600)           | 4     |
| 4121    | Employee Benefits - PERS Retirement         | \$ -                     | \$ 98,200                 | \$ 98,200              | 4     |
| 4135    | Employee Benefits - Flex Allowance          | \$ -                     | \$ 52,600                 | \$ 52,600              | 4     |
| 4136    | Employee Benefits - Workers Compensation    | \$ -                     | \$ 18,700                 | \$ 18,700              | 4     |
| 4139    | Employee Benefits - Other Fringe Benefits   | \$ -                     | \$ 15,100                 | \$ 15,100              | 4     |
| 4520    | Compensated Absences                        | \$ 6,846                 | \$ 7,280                  | \$ 434                 | 5     |
| 4539    | PEMHCA                                      | \$ -                     | \$ 3,097                  | \$ 3,097               | 6     |
| 4544    | Vehicle Replacement                         | \$ 73,411                | \$ 92,249                 | \$ 18,838              | 7     |
| 4556    | Equipment Replacement                       | \$ 68,336                | \$ 60,766                 | \$ (7,570)             | 8     |
| 4557    | Information Technology Services             | \$ 23,757                | \$ 27,257                 | \$ 3,500               | 9     |
| 4569    | Building Maintenance                        | \$ 53,056                | \$ 74,556                 | \$ 21,500              | 10    |
| 4240    | Department Special Supplies                 | \$ 112,200               | \$ 102,200                | \$ (10,000)            | 11    |
| 4243    | Office Supplies                             | \$ 1,500                 | \$ 1,500                  | \$ -                   | 12    |
| 4246    | Maintenance                                 | \$ 5,000                 | \$ 4,000                  | \$ (1,000)             | 13    |
| 4247    | Rental Equipment                            | \$ 2,000                 | \$ 1,500                  | \$ (500)               | 14    |
| 4248    | Utilities                                   | \$ 170,000               | \$ 170,000                | \$ -                   | 15    |
| 4251    | Consulting and Contracting                  | \$ 536,850               | \$ 484,850                | \$ (52,000)            | 16    |
| 4253    | Memberships and Dues                        | \$ 1,000                 | \$ 1,000                  | \$ -                   | 17    |
| 4254    | Travel, Conferences, and Meetings           | \$ 1,750                 | \$ 1,750                  | \$ -                   | 18    |
| 4255    | Training                                    | \$ 2,000                 | \$ 2,000                  | \$ -                   | 19    |
| 4498    | REALLOCATION TO GAS TAX FUNDS (2105-2107.5) | \$ (476,473)             | \$ (479,011)              | \$ (2,538)             | 20    |
| 4498    | REALLOCATION TO TRAFFIC SAFETY FUND         | \$ (81,000)              | \$ (98,691)               | \$ (17,691)            | 21    |
|         |   | <u>\$ 1,023,333</u>      | <u>\$ 967,103</u>         | <u>\$ (56,230)</u>     |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No change.
- Note 3 No change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 7 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 10 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 11 Decrease Due to Reduction of Supply Purchases.
- Note 12 No change.
- Note 13 Decrease Due to Reduction in Small Equipment Maintenance.
- Note 14 Decrease Due to Reduction in Rental Equipment.
- Note 15 No change.
- Note 16 Decrease Due to One Time Installation Projects (Traffic Camera @ EHB/Altair & City Benchmarks).
- Note 17 No change.
- Note 18 No change.
- Note 19 No change.
- Note 20 Reallocation reflects based revenue changes.
- Note 21 Reallocation reflects based revenue changes.

**Public Works Department Budget Comparisons - Solar Rebate Fund (007-0914)**

| <b>Account</b> | <b>Description</b>          | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4279           | Supplies and Other Services | \$ 50,000                        | \$ 50,000                         | \$ -                           | 1            |
|                | Total                       | \$ 50,000                        | \$ 50,000                         | \$ -                           |              |

**Detailed Analysis:**

Note 1 No change.

# Library Services



The County of San Mateo Library Services Joint Powers Authority (JPA), of which Foster City is a member, operates a library on the ground floor of the Foster City Library / Community Center. The JPA funds the operations of the Library: acquires and maintains book asset inventory, provides personnel to operate the library, etc. Under the JPA, the City owns the building housing the library and is responsible for its maintenance.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**LIBRARY SERVICES**  
**GENERAL FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ -              | \$ -              | \$ -              |
| INTERNAL SERVICES   | \$ 382,550        | \$ 382,550        | \$ 509,052        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 382,550        | \$ 382,550        | \$ 509,052        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR LIBRARY SERVICES</b>                         | <b>\$ 382,550</b> | <b>\$ 382,550</b> | <b>\$ 509,052</b> |



# DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-413

GENERAL FUND

| <i>Internal Services</i>                          | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 001-1310-413-4569 BUILDING MAINTENANCE -- LIBRARY | \$382,550.00          | \$509,052.00           |
| Subtotal  | <b>\$382,550.00</b>   | <b>\$509,052.00</b>    |
| <b>Internal Services Total</b>                    | <b>\$382,550.00</b>   | <b>\$509,052.00</b>    |
| <b>LIBRARY SERVICES Total</b>                     | <b>\$382,550.00</b>   | <b>\$509,052.00</b>    |

## Library Services Department Budget Comparisons (001-1310)

| Account | Description          | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|----------------------|--------------------------|---------------------------|------------------------|-------|
| 4569    | Building Maintenance | \$ 382,550               | \$ 509,052                | \$ 126,502             | 1     |
|         |                      | <u>\$ 382,550</u>        | <u>\$ 509,052</u>         | <u>\$ 126,502</u>      |       |

### Detailed Analysis:

Note 1      Library Department assigned spaces; costs associated with Building Maintenance discussed in Building Maintenance Internal Service Fund budget.

# Property Tax Administration



The property tax administration fee is charged by the County of San Mateo for services rendered in collecting the property taxes for the Estero Municipal Improvement District.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
PROPERTY TAX ADMINISTRATION  
GENERAL FUND -- DISTRICT  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 203,845        | \$ 203,845        | \$ 253,000        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 203,845        | \$ 203,845        | \$ 253,000        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 203,845        | \$ 203,845        | \$ 253,000        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>              | <b>\$ 203,845</b> | <b>\$ 203,845</b> | <b>\$ 253,000</b> |

# DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING

GENERAL FUND-DISTRICT

Account: 002-1120-415

| <i>Services and Supplies</i>                      | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE | \$203,845.00          | \$253,000.00           |
| Subtotal  | <b>\$203,845.00</b>   | <b>\$253,000.00</b>    |
| <b>Services and Supplies Total</b>                | <b>\$203,845.00</b>   | <b>\$253,000.00</b>    |
| <b>GENERAL ACCOUNTING Total</b>                   | <b>\$203,845.00</b>   | <b>\$253,000.00</b>    |

**Non-Department-Property Tax Administration Budget Comparisons (002-1120)**

| <b>Account</b> | <b>Description</b>              | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Property Tax Administration Fee | \$ 203,845                       | \$ 253,000                        | \$ 49,155                      | 1            |
|                |                                 | <u>\$ 203,845</u>                | <u>\$ 253,000</u>                 | <u>\$ 49,155</u>               |              |

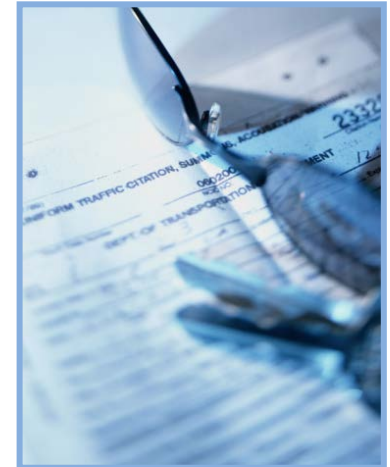
**Detailed Analysis:**

Note 1 Adjustment based on an increasing in County apportioned FY 2018-2019 expenses, which included cost recovery associated with a 3-year IT replacement project.

# Traffic Safety

Revenues are received by the City as its share of fines generated from violations of the State Motor Vehicle Code and expended for traffic safety programs. These funds are eligible to be spent on street and roadway improvements that facilitate traffic safety programs in Foster City.

A portion of the costs incurred in the Public Works – Streets Maintenance Division are charged to the Traffic Safety Fund as an expenditure reallocation.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**TRAFFIC SAFETY FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ -             | \$ -             | \$ -             |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department-Controlled Expenses)           | \$ -             | \$ -             | \$ -             |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department Expenses before Reallocations) | \$ -             | \$ -             | \$ -             |
| REALLOCATIONS   | \$ 81,000        | \$ 81,000        | \$ 98,691        |
| <b>TOTAL FOR TRAFFIC SAFETY FUND</b>                      | <b>\$ 81,000</b> | <b>\$ 81,000</b> | <b>\$ 98,691</b> |



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING  
 Account: 101-1120-415

TRAFFIC SAFETY

| <b>Reallocation</b>             |                              | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---------------------------------|------------------------------|-----------------------|------------------------|
| 101-1120-415-<br>4463           | REALLOCATION FROM PW STREETS | \$81,000.00           | \$98,691.00            |
| Subtotal                        |                              | <b>\$81,000.00</b>    | <b>\$98,691.00</b>     |
| <b>Reallocation Total</b>       |                              | <b>\$81,000.00</b>    | <b>\$98,691.00</b>     |
| <b>GENERAL ACCOUNTING Total</b> |                              | <b>\$81,000.00</b>    | <b>\$98,691.00</b>     |

**Traffic Safety Fund Budget Comparisons (101-1120)**

| <b>Account</b> | <b>Description</b>           | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4463           | Reallocation From PW Streets | \$ 81,000                        | \$ 98,691                         | \$ 17,691                      | 1            |
|                | Total                        | \$ 81,000                        | \$ 98,691                         | \$ 17,691                      |              |

**Detailed Analysis:**

Note 1 Funding increase to Public Works Streets maintenance program due to increase of projected FY 2019-2020 Traffic Safety revenues plus use of prior year fund balance.

# Gas Tax



The State of California imposes excise taxes on various transportation fuels and apportions those taxes based upon state law to the City. There are two separate funds to account for these gas taxes.

## **Gas Tax (Section 2105-2107.5)**

Historically, Gas Taxes of 18 cents per gallon of fuel sold statewide were remitted to the City in accordance with the Streets and Highways Code under the four following sections:

- Section 2105(b) – Allocation of tax revenues above 9 cents per gallon based on city population.
- Section 2106 – Revenues equal to 1.04 cents per gallon subject to a flat amount of \$400 per month plus any residual based on registered vehicles in the county
- Section 2107 – allocations ranging from 1.315 cents per gallon of gasoline to 2.59 cents per gallon of LP Gas based on population
- Section 2107.5 – Flat allocation based on city size (\$6,000 for Foster City based on population between 25,000 and 50,000)

These funds are eligible to be spent for engineering, construction and maintenance of city streets. The City has chosen to allocate expenses related to the City / County Association of Governments Congestion Management and Relief Plans in the Council/Board division as eligible expenditures for reimbursement from these Gas Tax revenues, as well as all costs associated with Streets Maintenance under the Public Works – Streets Division in the General Fund up to the full amount of gas tax revenues expected in each budget year.

## **Gas Tax (Section 2103)**

As part of the State's attempt to solve its budgetary deficit in FY 2010-2011, the State passed legislation by creating a new section in the Streets and Highway Code:

- Section 2103 – Allocation of funds from a new motor vehicle fuel excise tax (17.3 cents per gallon) that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. Forty-four percent (44%) of the amount collected is allocated to cities and counties based on a pro-rata share of the total of the other gas taxes in Sections 2105-2107.5 above.

When the legislation was passed, Section 2103 revenues were intended for the same purposes as the Proposition 42 revenues, which were intended for streets and roadways infrastructure projects. However, clean-up legislation was signed by the Governor in light of the passage of Propositions 22 and 26 in November 2010 that changes the characterization of those revenues and allows them to be used for the same purposes as the other Gas Tax revenues (Sections 2105-2107.5).

The City has elected to retain the Gas Tax (Section 2103) revenues for purposes of funding streets and roadway capital improvement projects in future years. The FY 2019-2020 Budget also includes the use of gas tax revenues for street maintenance activities within the Streets Division and annual C/CAG assessment in the Council/Board Department.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**GAS TAX FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ -              | \$ -              | \$ -              |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ -              | \$ -              | \$ -              |
| REALLOCATIONS   | \$ 571,000        | \$ 571,000        | \$ 573,700        |
| <b>TOTAL FOR GAS TAX FUND</b>                             | <b>\$ 571,000</b> | <b>\$ 571,000</b> | <b>\$ 573,700</b> |

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING      Account: 103-1120-415      GAS TAX

| <i>Reallocation</i>  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 103-1120-415-4463 REALLOCATION FROM COUNCIL/BOARD            | \$94,527.00           | \$94,689.00            |
| 103-1120-415-4463 REALLOCATION FROM PW STREETS (2105-2107.5) | \$476,473.00          | \$479,011.00           |
| Subtotal   | <b>\$571,000.00</b>   | <b>\$573,700.00</b>    |
| <b>Reallocation Total</b>                                    | <b>\$571,000.00</b>   | <b>\$573,700.00</b>    |
| <b>GENERAL ACCOUNTING Total</b>                              | <b>\$571,000.00</b>   | <b>\$573,700.00</b>    |

## Gas Tax Fund Budget Comparisons (103-1120)

| Account | Description  | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|--------------|--------------------------|---------------------------|------------------------|-------|
| 4463    | Reallocation | \$ 571,000               | \$ 573,700                | \$ 2,700               | 1     |
|         | Total        | <u>\$ 571,000</u>        | <u>\$ 573,700</u>         | <u>\$ 2,700</u>        |       |

### Detailed Analysis:

Note 1 Funding of PW Streets maintenance programs and C/CAG annual dues using FY 2019-2020 Gas Tax revenues (Section 2105-2107.5).

## SLESF/COPS Grant



SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2019-2020. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2019-2020.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**POLICE**  
**SLESF / COPS GRANT**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 100,000        | \$ 100,000        | \$ 100,000        |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 100,000        | \$ 100,000        | \$ 100,000        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 100,000        | \$ 100,000        | \$ 100,000        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR SLESF / COPS GRANT</b>                       | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> |



# DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS    Account: 108-0620-421

SLESF/COPS GRANT

| <i>Employee Services</i>   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 108-0620-421-4110    ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER | \$100,000.00          | \$100,000.00           |
| Subtotal   | <b>\$100,000.00</b>   | <b>\$100,000.00</b>    |
| <b>Employee Services Total</b>                                       | <b>\$100,000.00</b>   | <b>\$100,000.00</b>    |
| <b>FIELD OPERATIONS Total</b>  | <b>\$100,000.00</b>   | <b>\$100,000.00</b>    |

**Police Department Budget Comparisons - SLESFCOPS GRANT FUND (108-0620)**

| <b>Account</b> | <b>Description</b>                                  | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4110           | Allocation From General Fund (Police) For 1 Officer | \$ 100,000                       | \$ 100,000                        | \$ -                           | 1            |
|                | Total   | <u>\$ 100,000</u>                | <u>\$ 100,000</u>                 | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1 No change.



In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. This entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with over 200 employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for open jobs. Employers are charged an initiation fee of up to \$6,000 to join CalOpps, and then an annual maintenance fee of \$3,500. Agencies can also opt not to become members and pay to advertise on the site for a fee of \$500 per job posting. A job seeker incurs no cost to submit applications or create a user profile.

The City benefits from the creation and maintenance of this entrepreneurial endeavor. The City would otherwise process all recruitments manually through paper applications and scoring. The use of web-based technology increases the quality of the applicant pool and decreases time spent on recruitment by approximately 60%, allowing staff to focus on more strategic City endeavors. If Foster City purchased these recruitment services from another vendor, the cost would be approximately \$10,000 annually. This is an expense that the City does not incur, but rather enjoys at no cost to the City.

Annual costs of approximately \$140,000 for application support, website hosting, and other services and supplies are included in the CalOpps.org Fund. The City/District General Fund does not provide the funding for CalOpps, and staff hours spent on CalOpps administration including the services of the consultants is funded by CalOpps membership fees.

CalOpps signifies an important partnership of over 200 governmental entities and strives to continue to provide public sector recruitment services at an affordable cost to employers while fully recovering the annual cost to the City and establishing reserves for future expenses and upgrades.

## ***RESOURCES REQUIRED***

CalOpps is a self-supporting initiative accounted for in the City's Special Revenue Funds (Fund #114). Resources required include the following:

- Personnel Allocations – Allocations of 10% of the Human Resources Director, 35% of one Senior Human Resources Analyst, 10% of one Human Resources Analyst and 50% of one 30 hour part time benefitted Office Assistant are charged to the fund on an annual basis.
- Internal Services Charges – Support and hardware and software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expenses are borne by the City for the CalOpps program.
- Consulting Services – Fees associated with managing enhancements to the CalOpps system by Urban Insight, the managing vendor for CalOpps.
- Website hosting – Fees associated with hosting of the servers by Mission Cloud

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
HUMAN RESOURCES  
CALOPPS.ORG FUND  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 134,050        | \$ 134,050        | \$ 158,510        |
| SERVICES AND SUPPLIES                                     | \$ 137,350        | \$ 137,350        | \$ 137,350        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 271,400        | \$ 271,400        | \$ 295,860        |
| INTERNAL SERVICES   | \$ 13,162         | \$ 13,162         | \$ 13,514         |
| Subtotal (Total Department Expenses before Reallocations) | \$ 284,562        | \$ 284,562        | \$ 309,374        |
| REALLOCATIONS   | \$ 75,000         | \$ 75,000         | \$ 167,006        |
| <b>TOTAL FOR CALOPPS.ORG FUND</b>                         | <b>\$ 359,562</b> | <b>\$ 359,562</b> | <b>\$ 476,380</b> |

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION    Account: 114-1210-415

CALOPPS.ORG

| <i>Employee Services</i>  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 114-1210-415-4110 PERMANENT SALARIES                              | \$66,100.00           | \$74,100.00            |
| Subtotal  | <b>\$66,100.00</b>    | <b>\$74,100.00</b>     |
| 114-1210-415-4111 OFFICE ASSIST I/II PB (FTE .375)                | \$0.00                | \$27,000.00            |
| 114-1210-415-4111 PART TIME SALARIES                              | \$30,000.00           | \$0.00                 |
| Subtotal  | <b>\$30,000.00</b>    | <b>\$27,000.00</b>     |
| 114-1210-415-4120 FRINGE BENEFITS                                 | \$36,000.00           | \$0.00                 |
| 114-1210-415-4120 FRINGE BENEFITS (P/T SALARIES)                  | \$1,950.00            | \$0.00                 |
| Subtotal  | <b>\$37,950.00</b>    | <b>\$0.00</b>          |
| 114-1210-415-4121 EMPLOYEE BENEFITS-PERS RETIREMENT               | \$0.00                | \$24,300.00            |
| 114-1210-415-4121 EMPLOYEE BENEFITS-PERS RETIREMENT OA (FTE .375) | \$0.00                | \$9,000.00             |
| Subtotal  | <b>\$0.00</b>         | <b>\$33,300.00</b>     |
| 114-1210-415-4135 EMPLOYEE BENEFITS-FLEX ALLOWANCE                | \$0.00                | \$10,900.00            |
| 114-1210-415-4135 EMPLOYEE BENEFITS-FLEX ALLOWANCE OA (FTE .375)  | \$0.00                | \$5,750.00             |
| Subtotal  | <b>\$0.00</b>         | <b>\$16,650.00</b>     |
| 114-1210-415-4136 EMPLOYEE BENEFITS-WORKERS COMP OA PB (FTE .375) | \$0.00                | \$350.00               |
| 114-1210-415-4136 EMPLOYEE BENEFITS-WORKERS COMPENSATION          | \$0.00                | \$630.00               |
| Subtotal  | <b>\$0.00</b>         | <b>\$980.00</b>        |
| 114-1210-415-4139 EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS         | \$0.00                | \$5,670.00             |
| 114-1210-415-4139 EMPLOYEE BENEFITS-OTHER FRINGE OA PB (FTE .375) | \$0.00                | \$810.00               |
| Subtotal  | <b>\$0.00</b>         | <b>\$6,480.00</b>      |
| <b>Employee Services Total</b>                                    | <b>\$134,050.00</b>   | <b>\$158,510.00</b>    |

| <i>Internal Services</i>     |                                       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---------------------------------------|-----------------------|------------------------|
| 114-1210-415-4520            | COMPENSATED ABSENCES                  | \$1,452.00            | \$1,804.00             |
|                              | Subtotal                              | <b>\$1,452.00</b>     | <b>\$1,804.00</b>      |
| 114-1210-415-4557            | INFORMATION TECHNOLOGY SERVICES       | \$11,710.00           | \$11,710.00            |
|                              | Subtotal                              | <b>\$11,710.00</b>    | <b>\$11,710.00</b>     |
|                              | <b>Internal Services Total</b>        | <b>\$13,162.00</b>    | <b>\$13,514.00</b>     |
| <i>Services and Supplies</i> |                                       | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 114-1210-415-4241            | COPY EXPENSES                         | \$2,500.00            | \$2,500.00             |
|                              | Subtotal                              | <b>\$2,500.00</b>     | <b>\$2,500.00</b>      |
| 114-1210-415-4248            | APPLICATION SUPPORT                   | \$80,000.00           | \$80,000.00            |
| 114-1210-415-4248            | COMMUNICATION COSTS - WEBSITE HOSTING | \$37,200.00           | \$37,200.00            |
| 114-1210-415-4248            | TRANSACTION EMAIL                     | \$1,250.00            | \$1,250.00             |
|                              | Subtotal                              | <b>\$118,450.00</b>   | <b>\$118,450.00</b>    |
| 114-1210-415-4249            | MARKETING / TRADE SHOWS               | \$6,400.00            | \$6,400.00             |
|                              | Subtotal                              | <b>\$6,400.00</b>     | <b>\$6,400.00</b>      |
| 114-1210-415-4251            | CONSULTING SERVICES                   | \$10,000.00           | \$10,000.00            |
|                              | Subtotal                              | <b>\$10,000.00</b>    | <b>\$10,000.00</b>     |
|                              | <b>Services and Supplies Total</b>    | <b>\$137,350.00</b>   | <b>\$137,350.00</b>    |
| <i>Reallocation</i>          |                                       | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 114-1210-415-4463            | INDIRECT COST ALLOCATION              | \$75,000.00           | \$167,006.00           |
|                              | Subtotal                              | <b>\$75,000.00</b>    | <b>\$167,006.00</b>    |
|                              | <b>Reallocation Total</b>             | <b>\$75,000.00</b>    | <b>\$167,006.00</b>    |
|                              | <b>ADMINISTRATION Total</b>           | <b>\$359,562.00</b>   | <b>\$476,380.00</b>    |

## CALOPPS Fund Budget Comparisons (114-1210)

| Account | Description                                      | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|--|--------------------------|---------------------------|------------------------|-------|
| 4110    | Full-Time Salaries                               | \$ 66,100                | \$ 74,100                 | \$ 8,000               | 1     |
| 4111    | Office Assistant I/II PB (FTE 0.375)             | \$ 30,000                | \$ 27,000                 | \$ (3,000)             | 2     |
| 4120    | Full-Time Fringe Benefits                        | \$ 36,000                | \$ -                      | \$ (36,000)            | 3     |
| 4120    | Part-Time Fringe Benefits                        | \$ 1,950                 | \$ -                      | \$ (1,950)             | 3     |
| 4121    | Employee Benefits-PERS Retirement                | \$ -                     | \$ 24,300                 | \$ 24,300              | 3     |
| 4121    | Employee Benefits-PERS Retirement OA (FTE 0.375) | \$ -                     | \$ 9,000                  | \$ 9,000               | 3     |
| 4135    | Employee Benefits-Flex Allowance                 | \$ -                     | \$ 10,900                 | \$ 10,900              | 3     |
| 4135    | Employee Benefits-Flex Allowance OA (FTE 0.375)  | \$ -                     | \$ 5,750                  | \$ 5,750               | 3     |
| 4136    | Employee Benefits-Workers Comp OA OB (FTE 0.375) | \$ -                     | \$ 350                    | \$ 350                 | 3     |
| 4136    | Employee Benefits-Workers Compensation           | \$ -                     | \$ 630                    | \$ 630                 | 3     |
| 4139    | Employee Benefits-Other Fringe Benefits          | \$ -                     | \$ 5,670                  | \$ 5,670               | 3     |
| 4139    | Employee Benefits-Other Fringe OA PB (FTE 0.375) | \$ -                     | \$ 810                    | \$ 810                 | 3     |
| 4520    | Compensated Absences                             | \$ 1,452                 | \$ 1,804                  | \$ 352                 | 4     |
| 4557    | Information Technology                           | \$ 11,710                | \$ 11,710                 | \$ -                   | 5     |
| 4241    | Copy Expenses                                    | \$ 2,500                 | \$ 2,500                  | \$ -                   | 5     |
| 4248    | UTILITIES & COMMUNICATION                        | \$ 118,450               | \$ 118,450                | \$ -                   | 5     |
| 4249    | MARKETING / TRADE SHOWS                          | \$ 6,400                 | \$ 6,400                  | \$ -                   | 5     |
| 4251    | CONTRACTUAL, PROF&SPEC SVC                       | \$ 10,000                | \$ 10,000                 | \$ -                   | 5     |
| 4463    | INDIRECT COST ALLOCATION                         | \$ 75,000                | \$ 167,006                | \$ 92,006              | 6     |
|         | Total  | \$ 359,562               | \$ 476,380                | \$ 116,818             |       |

### Detailed Analysis:

- Note 1 One personnel change (Replace HR Analyst with Sr HR Analyst). Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Realignment of PT personnel expenditures.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 No change.
- Note 6 Based on annual update of Cost Allocation Plan. In FY 2018-2019, the Indirect Cost Allocation was set at only 44.41%.



## Foster City Foundation



From time to time, the City receives donations from individuals and organizations designated by the donors to fund various City programs, services, and/or improvement projects. The City is the administrator of those funds. Such donations are kept separate from the General Fund in the Foster City Foundation Fund.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
FOSTER CITY FOUNDATION  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 145,000        | \$ 145,000        | \$ 110,527        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 145,000        | \$ 145,000        | \$ 110,527        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 145,000        | \$ 145,000        | \$ 110,527        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR FOSTER CITY FOUNDATION</b>                   | <b>\$ 145,000</b> | <b>\$ 145,000</b> | <b>\$ 110,527</b> |

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION      Account: 116-0510-451      FOUNDATION FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 116-0510-451-4265    PARKS AND REC | \$105,000.00          | \$100,000.00           |
| Subtotal                           | <b>\$105,000.00</b>   | <b>\$100,000.00</b>    |
| <b>Services and Supplies Total</b> | <b>\$105,000.00</b>   | <b>\$100,000.00</b>    |
| <b>REC ADMINISTRATION Total</b>    | <b>\$105,000.00</b>   | <b>\$100,000.00</b>    |

POLICE - CHIEF'S OFFICE      Account: 116-0610-421      FOUNDATION FUND

| <i>Services and Supplies</i>               | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 116-0610-421-4265    Miscellaneous Expense | \$10,000.00           | \$8,500.00             |
| Subtotal                                   | <b>\$10,000.00</b>    | <b>\$8,500.00</b>      |
| <b>Services and Supplies Total</b>         | <b>\$10,000.00</b>    | <b>\$8,500.00</b>      |
| <b>CHIEF'S OFFICE Total</b>                | <b>\$10,000.00</b>    | <b>\$8,500.00</b>      |

FIRE - ADMINISTRATION      Account: 116-0710-422      FOUNDATION FUND

| <i>Services and Supplies</i>               | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 116-0710-422-4265    Miscellaneous Expense | \$10,000.00           | \$0.00                 |
| Subtotal                                   | <b>\$10,000.00</b>    | <b>\$0.00</b>          |
| <b>Services and Supplies Total</b>         | <b>\$10,000.00</b>    | <b>\$0.00</b>          |
| <b>ADMINISTRATION Total</b>                | <b>\$10,000.00</b>    | <b>\$0.00</b>          |

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 116-0910-431

FOUNDATION FUND

| <i>Services and Supplies</i> |                                      | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|--------------------------------------|-----------------------|------------------------|
| 116-0910-431-4265            | Miscellaneous Expense                | \$10,000.00           | \$1,250.00             |
|                              | Subtotal                             | <b>\$10,000.00</b>    | <b>\$1,250.00</b>      |
|                              | <b>Services and Supplies Total</b>   | <b>\$10,000.00</b>    | <b>\$1,250.00</b>      |
|                              | <b>ADMIN &amp; ENGINEERING Total</b> | <b>\$10,000.00</b>    | <b>\$1,250.00</b>      |

HUMAN RESOURCES - ADMINISTRATION

Account: 116-1210-415

FOUNDATION FUND

| <i>Services and Supplies</i> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|------------------------------------|-----------------------|------------------------|
| 116-1210-415-4265            | Miscellaneous Expense              | \$10,000.00           | \$777.00               |
|                              | Subtotal                           | <b>\$10,000.00</b>    | <b>\$777.00</b>        |
|                              | <b>Services and Supplies Total</b> | <b>\$10,000.00</b>    | <b>\$777.00</b>        |
|                              | <b>ADMINISTRATION Total</b>        | <b>\$10,000.00</b>    | <b>\$777.00</b>        |

**City Manager Department Budget Comparisons - Parks and Recreation (116-0510)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4265           | Misc Expense       | \$ 105,000                       | \$ 100,000                        | \$ (5,000)                     | 1            |
|                | Total              | <u>\$ 105,000</u>                | <u>\$ 100,000</u>                 | <u>\$ (5,000)</u>              |              |

**Detailed Analysis**

Note 1 Anticipate funding request.

**City Manager Department Budget Comparisons - Police (116-0610)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4265           | Misc Expense       | \$ 10,000                        | \$ 8,500                          | \$ (1,500)                     | 1            |
|                | Total              | \$ 10,000                        | \$ 8,500                          | \$ (1,500)                     |              |

**Detailed Analysis:**

Note 1 Anticiapte funding request.

**City Manager Department Budget Comparisons - Fire (116-0710)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4265           | Misc Expense       | \$ 10,000                        | \$ -                              | \$ (10,000)                    | 1            |
|                | Total              | <u>\$ 10,000</u>                 | <u>\$ -</u>                       | <u>\$ (10,000)</u>             |              |

**Detailed Analysis:**

Note 1      Effective 1/13/2019, City of Foster City Fire Department consolidated with San Mateo and Belmont as San Mateo Consolidated Fire Department.

**City Manager Department Budget Comparisons - Public Works (116-0910)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4265           | Misc Expense       | \$ 10,000                        | \$ 1,250                          | \$ (8,750)                     | 1            |
|                | Total              | \$ 10,000                        | \$ 1,250                          | \$ (8,750)                     |              |

**Detailed Analysis:**

Note 1 Anticiapte funding request.



**City Manager Department Budget Comparisons - Human Resources (116-1210)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4265           | Misc Expense       | \$ 10,000                        | \$ 777                            | \$ (9,223)                     | 1            |
|                | Total              | <u>\$ 10,000</u>                 | <u>\$ 777</u>                     | <u>\$ (9,223)</u>              |              |

**Detailed Analysis:**

Note 1 Anticiapte funding request.

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# Senate Bill 1

On April 28, 2017, the Governor signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, creating the Local Partnership Program to provide funding to jurisdictions for road maintenance/rehabilitation and other types of transportation improvement projects. For Foster City, funds will most often be used for pavement rehabilitation types of projects.



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## Low- and Moderate-Income Housing Fund (LMIHF)



The LMIHF Fund was a new fund for FY 2012-2013 that was the result of the passage of ABx1 26 by the State on June 29, 2011 that dissolved redevelopment agencies in California. The legislation, which was upheld by ruling of the California Supreme Court on December 29, 2011 dissolved agencies on January 31, 2012.

On January 9, 2012, the City Council exercised its right under the legislation to become the Successor Housing Agency to the former Agency. All non-cash housing assets and obligations, including the eight (8) affordable housing units formerly owned and operated by the Agency, and loans receivable from the Metro Center Senior Housing Project and individual borrowers under the former 1<sup>st</sup> Time Homebuyers

Program, were transferred to the City Affordable Housing Fund effective February 1, 2012.

Continuing obligations of the Successor Agency to the Community Development Agency, including affordable housing obligations related to Marlin Cove and Miramar and monitoring affordable housing covenants in various developments, are funded from the tax increment received by the Successor Agency and are not included in the budget for the City Affordable Housing Fund.

The budget for FY 2019-2020 includes continued expenditures related to operating and maintaining the remaining six (6) affordable housing units, including property management services, landscaping and other maintenance costs, homeowners' association dues, as well as initiatives that were formerly funded by the Agency that support and enhance the availability of affordable housing in Foster City. Revenues going into the LMIHF include rental income and loan repayments. The City Council has set a goal of maintaining a \$300,000 fund balance as a reserve for capital expenditures related to the affordable housing units owned by the City.

(Note: These funds are distinguished from the City Affordable Housing Funds as they are restricted for the use of low- to moderate-income housing based on California Health & Safety Code §34176 et. seq. or through enacted legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community.)

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
LMIHF HOUSING SUCCESSOR FUNDS  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 153,200        | \$ 153,200        | \$ 153,200        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 153,200        | \$ 153,200        | \$ 153,200        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 153,200        | \$ 153,200        | \$ 153,200        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR LMIHF HOUSING SUCCESSOR FUNDS</b>            | <b>\$ 153,200</b> | <b>\$ 153,200</b> | <b>\$ 153,200</b> |

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM  
AFFORDABILITY Account: 122-0832-463

LMIHF HOUSING  
SUCCESSOR FUND

| <i>Services and Supplies</i>                                     |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|---|-----------------------|------------------------|
| 122-0832-463-4251  | HOUSING STAFFING ADMINISTRATION-MONITORING    | \$25,000.00           | \$25,000.00            |
| 122-0832-463-4251  | LEGAL SERVICES                                | \$2,000.00            | \$2,000.00             |
|  | Subtotal                                      | <b>\$27,000.00</b>    | <b>\$27,000.00</b>     |
| 122-0832-463-4281  | MANAGEMENT FEE-HIP                            | \$15,000.00           | \$15,000.00            |
|  | Subtotal                                      | <b>\$15,000.00</b>    | <b>\$15,000.00</b>     |
| 122-0832-463-4284  | REPAIR AND MAINTENANCE-HIP                    | \$50,000.00           | \$50,000.00            |
|  | Subtotal                                      | <b>\$50,000.00</b>    | <b>\$50,000.00</b>     |
| 122-0832-463-4285  | LANDSCAPE AND PEST CONTROL-HIP                | \$10,000.00           | \$10,000.00            |
|  | Subtotal                                      | <b>\$10,000.00</b>    | <b>\$10,000.00</b>     |
| 122-0832-463-4286  | HOUSING STAFFING ADMINISTRATION-EXISTING UNIT | \$10,000.00           | \$10,000.00            |
|  | Subtotal                                      | <b>\$10,000.00</b>    | <b>\$10,000.00</b>     |
| 122-0832-463-4287  | CONTINGENCY FOR MAJOR REPAIRS                 | \$25,000.00           | \$25,000.00            |
|  | Subtotal                                      | <b>\$25,000.00</b>    | <b>\$25,000.00</b>     |
|  | <b>Services and Supplies Total</b>            | <b>\$137,000.00</b>   | <b>\$137,000.00</b>    |
| <b>MONITORING &amp; PRESERVING LONG-TERM AFFORDABILITY Total</b> |   | <b>\$137,000.00</b>   | <b>\$137,000.00</b>    |

COMMUNITY DEVELOPMENT - HOMELESS PREVENTION & RAPID  
REHOUSING SERVICES Account: 122-0836-463

LMIHF HOUSING  
SUCCESSOR FUND

| <i>Services and Supplies</i>                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 122-0836-463-4251 HIP HOUSING HOMESHARE PROGRAM                 | \$5,000.00            | \$5,000.00             |
| Subtotal  | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| <b>Services and Supplies Total</b>                              | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| <b>HOMELESS PREVENTION &amp; RAPID REHOUSING SERVICES Total</b> | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |

COMMUNITY DEVELOPMENT - DEVELOPMENT OF AFFORDABLE  
HOUSING Account: 122-0837-463

LMIHF HOUSING SUCCESSOR  
FUND

| <i>Services and Supplies</i>                   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 122-0837-463-4253 SAN MATEO COUNTY HEART DUES  | \$11,200.00           | \$11,200.00            |
| Subtotal                                       | <b>\$11,200.00</b>    | <b>\$11,200.00</b>     |
| <b>Services and Supplies Total</b>             | <b>\$11,200.00</b>    | <b>\$11,200.00</b>     |
| <b>DEVELOPMENT OF AFFORDABLE HOUSING Total</b> | <b>\$11,200.00</b>    | <b>\$11,200.00</b>     |



**Community Development Department Budget Comparisons -  
 LMIHF Housing Successor Monitoring & Preserving Long-Term Affordability (122-0832)**

| <b>Account</b> | <b>Description</b>                            | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Consulting and Contracting                    | \$ 25,000                        | \$ 25,000                         | \$ -                           | 1            |
| 4251           | Legal Services                                | \$ 2,000                         | \$ 2,000                          | \$ -                           | 2            |
| 4265           | Misc Expense                                  | \$ -                             | \$ -                              | \$ -                           | 3            |
| 4281           | Management Fee-HIP                            | \$ 15,000                        | \$ 15,000                         | \$ -                           | 4            |
| 4284           | Repair and Maintenance-HIP                    | \$ 50,000                        | \$ 50,000                         | \$ -                           | 5            |
| 4285           | Landscape and Pest Control-HIP                | \$ 10,000                        | \$ 10,000                         | \$ -                           | 6            |
| 4286           | Housing Staffing Administration-Existing Unit | \$ 10,000                        | \$ 10,000                         | \$ -                           | 7            |
| 4287           | Contingency for Major Repairs                 | \$ 25,000                        | \$ 25,000                         | \$ -                           | 8            |
|                | <b>Total</b>                                  | <b>\$ 137,000</b>                | <b>\$ 137,000</b>                 | <b>\$ -</b>                    |              |

**Detailed Analysis**

- Note 1 No change.
- Note 2 No change.
- Note 3 No change.
- Note 4 No change.
- Note 5 No change.
- Note 6 No change.
- Note 7 No change.
- Note 8 No change.

**Community Development Department Budget Comparisons -  
LMIHF Housing Successor Homeless Prevention & Rapid Rehousing Services (122-0836)**

| <b>Account</b> | <b>Description</b>            | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | HIP Housing Homeshare Program | 5,000                            | 5,000                             | -                              | 1            |
|                | Total                         | 5,000                            | 5,000                             | -                              |              |

**Detailed Analysis:**

Note 1 No change.

**Community Development Department Budget Comparisons -  
LMIHF Housing Successor Development of Affordable Housing (122-0837)**

| <b>Account</b> | <b>Description</b>          | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4253           | San Mateo County Heart Dues | 11,200                           | 11,200                            | -                              | 1            |
|                | Total                       | <u>11,200</u>                    | <u>11,200</u>                     | -                              |              |

**Detailed Analysis:**

Note 1 No change.

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## City Affordable Housing Fund

The City Affordable Housing Fund was a new fund for FY 2012-2013 that was the result of the passage of ABx1 26 by the State on June 29, 2011 that dissolved redevelopment agencies in California. The legislation, which was upheld by ruling of the California Supreme Court on December 29, 2011 dissolved agencies on January 31, 2012.

In FY 2012-2013, the City received \$3.3 million of one-time “boomerang” funds that were the City/EMID share of the one-time “sweep” by the State of \$12.1 million of the Community Development Agency’s housing funds that were not already obligated. The City Council chose to dedicate these funds to funding affordable housing projects.

In FY 2014-2015, the expenditure of \$4.75 million was made from the City Affordable Housing Fund to assist the affordable housing project to be constructed on the Foster Square site by Mid-Pen Housing (Alma Point). These funds are expended in the form of a loan payable from future residual income from the property. The loan was funded through the \$3.3 million of one-time “boomerang” funds as indicated above, plus a contribution by TNHC-HW Foster City LLC, the master developer of the Foster Square Project, totaling \$1.45 million upon the close of escrow of the 15-acre site formerly owned by the City.

In December 2016, the City Council adopted Ordinance 606, establishing Chapter 17.88, Affordable Housing Commercial Linkage Fee, which became effective in February 2017. The Commercial Linkage Fee provides a mechanism for commercial development to pay the fee to offset the impacts of the development on the need for affordable housing. Revenues from the Commercial Linkage Fee will be deposited into the City Affordable Housing Fund.

As of March 2019, no Commercial Linkage Fees have been collected.

Note: This fund is distinguished from the LMIHF Fund in that these funds may be used at the discretion of the City Council for affordable housing, as opposed to LMIHF Fund assets which are subject to specific restrictions for spending and recording by state law.



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# Sustainable Foster City Fund



The City Council created the Sustainable Foster City Fund in Fiscal Year 2012-2013 to support the implementation of the tenets of the Sustainable Foster City Plan, a sustainable economic development strategy developed to protect, maintain and grow the economic resources in Foster City based on economic, environmental, and social equity sustainability principles.

In November 2016, the City Council reaffirmed its commitment to the tenets of the Sustainable Foster City plan. This fund is used for the expenses associated with implementation of City Council priorities in the areas of Economic Development, Environmental Sustainability and Community Outreach and will fund the FY 2019-2020 to FY 2021-2022 Sustainable Foster City Plan, including Community Dialogue Series Events, Business Roundtables, 92 Corridor Alliance initiatives, and Business Development Programs.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY/DISTRICT MANAGER - ADMINISTRATION  
SUSTAINABLE FOSTER CITY SPECIAL FUND  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                   | 2019-2020         |
|---|------------------|-------------------|-------------------|
|   | APPROVED         | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -             | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 93,700        | \$ 183,700        | \$ 203,200        |
| CAPITAL OUTLAY  | \$ -             | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 93,700        | \$ 183,700        | \$ 203,200        |
| INTERNAL SERVICES   | \$ -             | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 93,700        | \$ 183,700        | \$ 203,200        |
| REALLOCATIONS   | \$ -             | \$ -              | \$ -              |
| <b>TOTAL FOR SUSTAINABLE FOSTER CITY SPECIAL FUND</b>     | <b>\$ 93,700</b> | <b>\$ 183,700</b> | <b>\$ 203,200</b> |



## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

SUSTAINABLE FOSTER CITY SPECIAL FUND

Account: 125-0110-413

| <i>Services and Supplies</i> |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|------------------------------------|-----------------------|------------------------|
| 125-0110-413-4251            | CARRYOVER SUSTAINIBILITY FUND      | \$14,000.00           | \$10,000.00            |
| 125-0110-413-4251            | KIVA PROGRAM FUNDS CARRYOVER       | \$0.00                | \$80,000.00            |
| 125-0110-413-4251            | SUSTAINABLE FOSTER CITY            | \$71,600.00           | \$100,000.00           |
|                              | Subtotal                           | <b>\$85,600.00</b>    | <b>\$190,000.00</b>    |
| 125-0110-413-4253            | ICLEI MEMBERSHIP                   | \$700.00              | \$700.00               |
| 125-0110-413-4253*           | SVEDA MEMBERSHIP                   | \$5,000.00            | \$5,000.00             |
|                              | Subtotal                           | <b>\$5,700.00</b>     | <b>\$5,700.00</b>      |
| 125-0110-413-4254            | MEETINGS AND SUPPLIES              | \$2,400.00            | \$7,500.00             |
|                              | Subtotal                           | <b>\$2,400.00</b>     | <b>\$7,500.00</b>      |
|                              | <b>Services and Supplies Total</b> | <b>\$93,700.00</b>    | <b>\$203,200.00</b>    |
|                              | <b>ADMINISTRATION Total</b>        | <b>\$93,700.00</b>    | <b>\$203,200.00</b>    |

**Sustainable Foster City Fund 125-0110**

| <b>Account</b> | <b>Description</b>                             | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Community, Economic, Environmental Initiatives | \$ 85,600                        | \$ 190,000                        | \$ 104,400                     | 1            |
| 4253           | Memberships                                    | \$ 5,700                         | \$ 5,700                          | \$ -                           | 2            |
| 4254           | Meetings and Supplies                          | \$ 2,400                         | \$ 7,500                          | \$ 5,100                       | 3            |
|                |  | <b>\$ 93,700</b>                 | <b>\$ 203,200</b>                 | <b>\$ 109,500</b>              |              |

**Detailed Analysis:**

- Note 1 Change to Sustainable Foster City fund amount to support economic and environmental sustainability efforts.
- Note 2 No change.
- Note 3 Increase for ICSC Deal Making Conference, ICSC RECon Conference, and Smart Cities Conference.

# Bay Area Employee Relations Services

In September 2016, the City of Foster City became the host of the Bay Area Employee Relations Service (BAERS). Started in 1976 by 36 city, county and other government entities in the San Francisco Bay Area, BAERS provides employee relations services through a robust database that has all the necessary information used to support activities such as labor negotiations, position/classification studies and compensation analysis.

BAERS services are provided to local government agencies through service agreements. Each agency pays an annual fee for service based on the scope of the agency's labor agreements and the size of the agency. The Human Resources Department provides administrative support and supervision for BAERS services. The City utilizes internal IT services as well as the hosted services to maintain the website.

The City benefits from hosting BAERS. The personnel allocations subsidize personnel who would otherwise be charged to the General Fund. In addition, as the hosting agency, the City no longer incurs the annual \$8500 service fee previously paid for BAERS membership.

## ***RESOURCES REQUIRED***

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (Fund #127). Resources required include the following:

- Personnel Allocations – Allocations of 10% of the Human Resources Director; 20% of one Human Resources Analyst and 50% of one 30 hour part time benefitted Office Assistant are charged to the fund on an annual basis plus one 10 hour per week Human Resources Analysts who have previously worked with BAERS.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expense charges are borne by the City for the BAERS program.
- Consulting Services for Migration to Hosted Developer - Fees associated with hosting the database.
- Temporary Consultant Fees – Documentation and technical transition.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND**  
Annual Budget Appropriation for Fiscal Year

|  | 2018-2019         |                   | 2019-2020         |
|--|-------------------|-------------------|-------------------|
|  | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES  | \$ 181,500        | \$ 181,500        | \$ 132,590        |
| SERVICES AND SUPPLIES  | \$ 35,100         | \$ 35,100         | \$ 35,100         |
| CAPITAL OUTLAY   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)                    | \$ 216,600        | \$ 216,600        | \$ 167,690        |
| INTERNAL SERVICES  | \$ 11,820         | \$ 11,820         | \$ 11,939         |
| Subtotal (Total Department Expenses before Reallocations)          | \$ 228,420        | \$ 228,420        | \$ 179,629        |
| REALLOCATIONS  | \$ 61,000         | \$ 61,000         | \$ 123,249        |
| <b>TOTAL FOR BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND</b> | <b>\$ 289,420</b> | <b>\$ 289,420</b> | <b>\$ 302,878</b> |

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 127-1210-415

BAERS

| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 127-1210-415-4110        | PERMANENT SALARIES                              | \$50,000.00           | \$0.00                 |
| 127-1210-415-4110        | PERMANENT SALARIES - HR ALLOCATION              | \$39,800.00           | \$40,800.00            |
|                          | Subtotal  | <b>\$89,800.00</b>    | <b>\$40,800.00</b>     |
| 127-1210-415-4111        | HOURLY & PART TIME SALARY                       | \$56,000.00           | \$0.00                 |
| 127-1210-415-4111        | HR Analyst PT (FTE .25)                         | \$0.00                | \$23,000.00            |
| 127-1210-415-4111        | OFFICE ASSIST I/II PB (FTE .375)                | \$0.00                | \$27,000.00            |
| 127-1210-415-4111        | TEMPORARY CONSULTANT FEES                       | \$4,000.00            | \$0.00                 |
|                          | Subtotal  | <b>\$60,000.00</b>    | <b>\$50,000.00</b>     |
| 127-1210-415-4120        | FRINGE BENEFITS - HR ALLOCATION                 | \$21,700.00           | \$0.00                 |
| 127-1210-415-4120        | FRINGE BENEFITS (P/T SALARIES)                  | \$10,000.00           | \$0.00                 |
|                          | Subtotal  | <b>\$31,700.00</b>    | <b>\$0.00</b>          |
| 127-1210-415-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT               | \$0.00                | \$13,400.00            |
| 127-1210-415-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT OA (FTE .375) | \$0.00                | \$9,000.00             |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$22,400.00</b>     |
| 127-1210-415-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE                | \$0.00                | \$7,700.00             |
| 127-1210-415-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE OA (FTE .375)  | \$0.00                | \$5,750.00             |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$13,450.00</b>     |
| 127-1210-415-4136        | EMPLOYEE BENEFITS-WORKERS COMP OA PB (FTE .375) | \$0.00                | \$230.00               |
| 127-1210-415-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION          | \$0.00                | \$350.00               |
|                          | Subtotal  | <b>\$0.00</b>         | <b>\$580.00</b>        |
| 127-1210-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS         | \$0.00                | \$3,150.00             |
| 127-1210-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE OA PB (FTE .375) | \$0.00                | \$810.00               |
| 127-1210-415-4139        | EMPLOYEE BENEFITS-OTHER FRINGE PT HR Analyst    | \$0.00                | \$1,400.00             |

|                                     |  |                       |                        |
|-------------------------------------|--|-----------------------|------------------------|
|                                     | Subtotal   | \$0.00                | \$5,360.00             |
|                                     | <b>Employee Services Total</b>                     | <b>\$181,500.00</b>   | <b>\$132,590.00</b>    |
| <hr/>                               |  |                       |                        |
| <b><i>Internal Services</i></b>     |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 127-1210-415-4520                   | COMPENSATED ABSENCES                               | \$875.00              | \$994.00               |
|                                     | Subtotal   | <b>\$875.00</b>       | <b>\$994.00</b>        |
| 127-1210-415-4557                   | INFORMATION TECHNOLOGY SERVICES                    | \$10,945.00           | \$10,945.00            |
|                                     | Subtotal   | <b>\$10,945.00</b>    | <b>\$10,945.00</b>     |
|                                     | <b>Internal Services Total</b>                     | <b>\$11,820.00</b>    | <b>\$11,939.00</b>     |
| <hr/>                               |  |                       |                        |
| <b><i>Services and Supplies</i></b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 127-1210-415-4243                   | OFFICE EXPENSES                                    | \$1,100.00            | \$1,100.00             |
|                                     | Subtotal   | <b>\$1,100.00</b>     | <b>\$1,100.00</b>      |
| 127-1210-415-4248                   | COMMUNICATION COSTS - DATA                         | \$2,000.00            | \$2,000.00             |
| 127-1210-415-4248                   | COMMUNICATION COSTS - SOFTWARE                     | \$1,000.00            | \$1,000.00             |
| 127-1210-415-4248                   | COMMUNICATION COSTS - WEBSITE HOSTING              | \$10,000.00           | \$10,000.00            |
|                                     | Subtotal   | <b>\$13,000.00</b>    | <b>\$13,000.00</b>     |
| 127-1210-415-4251                   | CONSULTING FEES -- DOCUMENTATION / TRAINING        | \$8,000.00            | \$8,000.00             |
| 127-1210-415-4251                   | CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY | \$10,000.00           | \$10,000.00            |
| 127-1210-415-4251                   | LEGAL SERVICES                                     | \$3,000.00            | \$3,000.00             |
|                                     | Subtotal   | <b>\$21,000.00</b>    | <b>\$21,000.00</b>     |
|                                     | <b>Services and Supplies Total</b>                 | <b>\$35,100.00</b>    | <b>\$35,100.00</b>     |
| <hr/>                               |  |                       |                        |
| <b><i>Reallocation</i></b>          |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 127-1210-415-4463                   | INDIRECT COST ALLOCATION                           | \$61,000.00           | \$123,249.00           |
|                                     | Subtotal   | <b>\$61,000.00</b>    | <b>\$123,249.00</b>    |
|                                     | <b>Reallocation Total</b>                          | <b>\$61,000.00</b>    | <b>\$123,249.00</b>    |
|                                     | <b>ADMINISTRATION Total</b>                        | <b>\$289,420.00</b>   | <b>\$302,878.00</b>    |

**Bay Area Employee Relations Services (BAERS) Fund Budget Comparisons (127-1210)**

| Account | Description   | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries  | \$ 89,800                | \$ 40,800                 | \$ (49,000)            | 1     |
| 4111    | Hourly & P/T Salary                                       | \$ 60,000                | \$ 50,000                 | \$ (10,000)            | 2     |
| 4120    | Fringe Benefits   | \$ 31,700                | \$ -                      | \$ (31,700)            | 3     |
| 4121    | Employee Benefits-PERS Retirement                         | \$ -                     | \$ 13,400                 | \$ 13,400              | 3     |
| 4121    | Employee Benefits-PERS Retirement OA (FTE 0.375)          | \$ -                     | \$ 9,000                  | \$ 9,000               | 3     |
| 4135    | Employee Benefits-FLEX Allowance                          | \$ -                     | \$ 7,700                  | \$ 7,700               | 3     |
| 4135    | Employee Benefits-FLEX Allowance OA (FTE 0.375)           | \$ -                     | \$ 5,750                  | \$ 5,750               | 3     |
| 4136    | Employee Benefits-Workers Comp OA PB (FTE 0.375)          | \$ -                     | \$ 230                    | \$ 230                 | 3     |
| 4136    | Employee Benefits-Workers Compensation                    | \$ -                     | \$ 350                    | \$ 350                 | 3     |
| 4139    | Employee Benefits-Other Fringe Benefits                   | \$ -                     | \$ 3,150                  | \$ 3,150               | 3     |
| 4139    | Employee Benefits-Other Fringe Benefits OA PB (FTE 0.375) | \$ -                     | \$ 810                    | \$ 810                 | 3     |
| 4139    | Employee Benefits-Workers Fringe Benefit PT HR Analyst    | \$ -                     | \$ 1,400                  | \$ 1,400               | 3     |
| 4520    | Compensated Absences                                      | \$ 875                   | \$ 994                    | \$ 119                 | 4     |
| 4557    | Information Technology                                    | \$ 10,945                | \$ 10,945                 | \$ -                   | 5     |
| 4243    | Office Expenses   | \$ 1,100                 | \$ 1,100                  | \$ -                   | 6     |
| 4248    | Utilities & Communication                                 | \$ 13,000                | \$ 13,000                 | \$ -                   | 7     |
| 4251    | Contractual, Prof & Spec Svc                              | \$ 21,000                | \$ 21,000                 | \$ -                   | 8     |
| 4463    | Indirect Cost Allocation                                  | \$ 61,000                | \$ 123,249                | \$ 62,249              | 9     |
|         | Total   | \$ 289,420               | \$ 302,878                | \$ 13,458              |       |

**Detailed Analysis:**

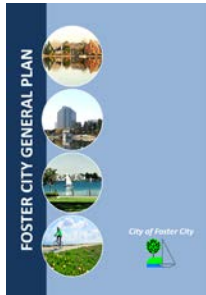
- Note 1 Realignment of personnel expenditures and assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 Realignment of personnel expenditures.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Changes based on contractual adjustments.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 No change.
- Note 6 No change.
- Note 7 No change.
- Note 8 No change.
- Note 9 Based on annual update of Cost Allocation Plan. In FY 2018-2019, the Indirect Cost Allocation was set at only 49.51%.

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# GENERAL PLAN-BUILDING AND CONSTRUCTION ORDINANCE- ZONING CODE MAINTENANCE FUND

This fee was established as part of the FY 2011-2012 budget. The fee provides funding for the unreimbursed State mandated costs of updating and maintaining the City's General Plan, Title 15 Buildings and Construction Ordinance and Title 17 Zoning Ordinance Maintenance. The fee is collected at the time of building permit issuance and is based on the value of the application and provides a dedicated funding source for future General Plan updates and zoning and building code updates without relying on the General Fund.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**GENERAL PLAN MAINTENANCE FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ 41,300        | \$ 41,300        | \$ 61,800        |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department-Controlled Expenses)           | \$ 41,300        | \$ 41,300        | \$ 61,800        |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department Expenses before Reallocations) | \$ 41,300        | \$ 41,300        | \$ 61,800        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -             |
| <b>TOTAL FOR GENERAL PLAN MAINTENANCE FUND</b>            | <b>\$ 41,300</b> | <b>\$ 41,300</b> | <b>\$ 61,800</b> |

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 128-0838-419

GENERAL PLAN MAINTENANCE FUND

| <i>Services and Supplies</i>                  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 128-0838-419-4251 GENERAL PLAN IMPLEMENTATION | \$40,000.00           | \$60,000.00            |
| Subtotal                                      | <b>\$40,000.00</b>    | <b>\$60,000.00</b>     |
| 128-0838-419-4253 21 ELEMENTS                 | \$1,300.00            | \$1,800.00             |
| Subtotal                                      | <b>\$1,300.00</b>     | <b>\$1,800.00</b>      |
| <b>Services and Supplies Total</b>            | <b>\$41,300.00</b>    | <b>\$61,800.00</b>     |
| <b>Total</b>                                  | <b>\$41,300.00</b>    | <b>\$61,800.00</b>     |

**Community Development Department Fund Budget Comparison -  
General Plan Maintenances (128-0838)**

| <b>Account</b> | <b>Description</b>         | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Consulting and Contracting | \$ 40,000                        | \$ 60,000                         | \$ 20,000                      | 1            |
| 4253           | Memberships and Dues       | \$ 1,300                         | \$ 1,800                          | \$ 500                         | 2            |
|                |                            | <u>\$ 41,300</u>                 | <u>\$ 61,800</u>                  | <u>\$ 20,500</u>               |              |

**Detailed Analysis:**

- Note 1      Contingency funding to implement City Council Goals and priorities to implement the Affordable Housing Overlay Zone (as part of the General Plan Implementation) and also update City Policies and Design Guidelines to hire a consultant in the future. Assumption is based on current consultant's hourly rate of \$130/hr. Estimated no. of hours of work for updating implementing the AHOZ, the design guidelines and policies is 155 hours.
- Note 2      Increase in 21 Elements due to the City's contribution for the Community Development Director's Meeting.

# Construction and Demolition Fund

The Construction and Demolition Fund was created in Fiscal Year 2005-2006 as a result of the passing of the Construction and Demolition Ordinance (Chapter 15.44 Recycling and Salvaging of Construction and Demolition Debris, Title 15, Buildings and Construction). In FY 2016-2017, the City Council adopted the new CalGreen Building Code, which further refines waste diversion requirements.

Under both CalGreen and the City's ordinance, specific construction and demolition projects must submit Waste Management Plans as a condition of their building permit. The plan estimates the tonnage of material that will be generated by the project, and demonstrates how the contractor will maximize recycling of debris and other waste generated from the project. The ordinance requires that a refundable deposit be submitted based on the estimate of the debris that will be generated during the project. As a condition of return of the deposit, the applicant must provide documentation demonstrating that it has diverted the requisite waste from the projects. Applicants that do not meet the requirements and show proof of diversion forfeit all or a portion of or the deposit.

In Fiscal Year 2018-2019, the Construction and Demolition Ordinance language was broadened to allow forfeited deposits retained in this fund to be used for a broad array of uses that promote environmental sustainability.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**CONSTRUCTION/DEMOLITION RECYCLING FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020         |
|---|------------------|------------------|-------------------|
|   | APPROVED         | REVISED          | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 22,200        | \$ 22,200        | \$ 279,750        |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 22,200        | \$ 22,200        | \$ 279,750        |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 22,200        | \$ 22,200        | \$ 279,750        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -              |
| <b>TOTAL FOR CONSTRUCTION/DEMOLITION RECYCLING FUND</b>   | <b>\$ 22,200</b> | <b>\$ 22,200</b> | <b>\$ 279,750</b> |

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 129-0932-431

CONSTRUCTION/DEMOLITION RECYCLING FUND

| <i>Services and Supplies</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 129-0932-431-4242            | PROP 218 MAILING POSTAGE                    | \$3,500.00            | \$3,500.00             |
|                              | Subtotal                                    | <b>\$3,500.00</b>     | <b>\$3,500.00</b>      |
| 129-0932-431-4243            | RECYCLING CONTAINERS                        | \$2,000.00            | \$15,000.00            |
|                              | Subtotal                                    | <b>\$2,000.00</b>     | <b>\$15,000.00</b>     |
| 129-0932-431-4249            | LEGAL ADVERTISING - PROP 218                | \$1,000.00            | \$1,500.00             |
|                              | Subtotal                                    | <b>\$1,000.00</b>     | <b>\$1,500.00</b>      |
| 129-0932-431-4251            | EVENTS                                      | \$3,000.00            | \$3,000.00             |
| 129-0932-431-4251            | PROP 218 MAILING                            | \$4,500.00            | \$4,500.00             |
| 129-0932-431-4251            | SOLID WASTE REDUCTION PROGRAMS              | \$6,000.00            | \$250,000.00           |
|                              | Subtotal                                    | <b>\$13,500.00</b>    | <b>\$257,500.00</b>    |
| 129-0932-431-4253            | CA RESOURCE RECOVERY ASSN (CRRA) MEMBERSHIP | \$200.00              | \$250.00               |
|                              | Subtotal                                    | <b>\$200.00</b>       | <b>\$250.00</b>        |
| 129-0932-431-4279            | COMPOST BIN INCENTIVE PROGRAM               | \$2,000.00            | \$2,000.00             |
|                              | Subtotal                                    | <b>\$2,000.00</b>     | <b>\$2,000.00</b>      |
|                              | <b>Services and Supplies Total</b>          | <b>\$22,200.00</b>    | <b>\$279,750.00</b>    |
|                              | <b>Total</b>                                | <b>\$22,200.00</b>    | <b>\$279,750.00</b>    |

**Public Works Department Budget Comparisons - Construction & Demolition Fund (129-0932)**

| <b>Account</b> | <b>Description</b>                  | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-------------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4242           | Postage                             | \$ 3,500                         | \$ 3,500                          | \$ -                           | 1            |
| 4243           | General Supplies                    | \$ 2,000                         | \$ 15,000                         | \$ 13,000                      | 2            |
| 4249           | Advertising                         | \$ 1,000                         | \$ 1,500                          | \$ 500                         | 3            |
| 4251           | Contractual Services                | \$ 13,500                        | \$ 257,500                        | \$ 244,000                     | 4            |
| 4253           | Memberships, Dues and Subscriptions | \$ 200                           | \$ 250                            | \$ 50                          | 5            |
| 4279           | Supplies and Other Services         | \$ 2,000                         | \$ 2,000                          | \$ -                           | 6            |
|                | <b>Total</b>                        | <b>\$ 22,200</b>                 | <b>\$ 279,750</b>                 | <b>\$ 257,550</b>              |              |

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Solid Waste Containers typically require more funding than has been previously available.
- Note 3 Legal advertising related to the Proposition 218 Public Hearings for Solid Waste Rates.
- Note 4 Expansion of funding for potential Sustainability Programs due to new ordinance language.
- Note 5 California Resources Recovery Association Membership (1 staff member).
- Note 6 No change.



## TECHNOLOGY MAINTENANCE FUND

This fee was established in FY 2015-2016. Each year funds are set aside in the Internal Services Account toward the maintenance and eventual replacement of the permitting system. The Community Development Department recommends that a system wide technology fee be incorporated into the Master Fee schedule to recover the costs and ongoing expenses of the new permitting system.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
TECHNOLOGY MAINTENANCE FUND  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ 36,750        | \$ 36,750        | \$ 36,750        |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department-Controlled Expenses)           | \$ 36,750        | \$ 36,750        | \$ 36,750        |
| INTERNAL SERVICES   | \$ 40,068        | \$ 40,068        | \$ 41,868        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 76,818        | \$ 76,818        | \$ 78,618        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -             |
| <b>TOTAL FOR TECHNOLOGY MAINTENANCE FUND</b>              | <b>\$ 76,818</b> | <b>\$ 76,818</b> | <b>\$ 78,618</b> |

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 130-0839-419

TECHNOLOGY MAINTENANCE FUND

| <i>Internal Services</i>                                  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 130-0839-419-4557 INFORMATION TECHNOLOGY SERVICES         | \$36,750.00           | \$36,750.00            |
| Subtotal  | <b>\$36,750.00</b>    | <b>\$36,750.00</b>     |
| <b>Internal Services Total</b>                            | <b>\$36,750.00</b>    | <b>\$36,750.00</b>     |
| <i>Services and Supplies</i>                              | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 130-0839-419-4251 SUNGARD/CRW SOFTWARE ANNUAL MAINTENANCE | \$40,068.00           | \$41,868.00            |
| Subtotal  | <b>\$40,068.00</b>    | <b>\$41,868.00</b>     |
| <b>Services and Supplies Total</b>                        | <b>\$40,068.00</b>    | <b>\$41,868.00</b>     |
| <b>Total</b>  | <b>\$76,818.00</b>    | <b>\$78,618.00</b>     |

**Community Development Department Budget Comparisons -  
Technology Maintenance Fund (130-0839)**

| <b>Account</b> | <b>Description</b>              | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4557           | Information Technology Services | \$ 36,750                        | \$ 36,750                         | \$ -                           | 1            |
| 4251           | Contractual Services            | \$ 40,068                        | \$ 41,868                         | \$ 1,800                       | 2            |
|                | <b>Total</b>                    | <b>\$ 76,818</b>                 | <b>\$ 78,618</b>                  | <b>\$ 1,800</b>                |              |

**Detailed Analysis:**

- Note 1 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 2 For FY 2019-2020 increase for one time purchase of software to facilitate parcel information from county assessor in GIS system.

## SB 1186 Fee

Senate Bill (SB) 1186 (Chapter 383, Statutes of 2012) created Government Code Section 4467. This statute was recently amended by Assembly Bill 1379 (Chapter 667, Statutes 2017). Among other things, this statute requires:



- January 1, 2013 through December 31, 2017, a one-dollar (\$1) additional fee to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed. The fee is divided between the local entity that collected the funds, which retains 70 percent, and DSA, which receives 30 percent.
- January 1, 2018 through December 31, 2023, a four-dollar (\$4) additional fee is to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed. If no such instrument exists, the fee is to be paid by an applicant for a building permit. The fee is divided between the local entity that collected the funds, which retains 90 percent, and DSA, which receives 10 percent.
- On and after January 1, 2024, the fees and requirements remain in effect but the amount will reduce to one-dollar (\$1). The city, county, or city and county will retain 70 percent of the fees collected and submit 30 percent to DSA.

The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements. Additionally, the fee assists local jurisdictions in supporting the Certified Access Specialist (CAsp) program and provides the Division of the State Architect (DSA) with funds to maintain oversight of the CAsp program. The fee is used by the City of Foster City to provide training for inspectors as Certified Access Specialists.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**SB 1186 FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019       |                 | 2019-2020       |
|---|-----------------|-----------------|-----------------|
|   | APPROVED        | REVISED         | REQUESTED       |
| EMPLOYEE SERVICES   | \$ -            | \$ -            | \$ -            |
| SERVICES AND SUPPLIES                                     | \$ 1,300        | \$ 1,300        | \$ 1,300        |
| CAPITAL OUTLAY  | \$ -            | \$ -            | \$ -            |
| Subtotal (Total Department-Controlled Expenses)           | \$ 1,300        | \$ 1,300        | \$ 1,300        |
| INTERNAL SERVICES   | \$ -            | \$ -            | \$ -            |
| Subtotal (Total Department Expenses before Reallocations) | \$ 1,300        | \$ 1,300        | \$ 1,300        |
| REALLOCATIONS   | \$ -            | \$ -            | \$ -            |
| <b>TOTAL FOR SB 1186 FUND</b>                             | <b>\$ 1,300</b> | <b>\$ 1,300</b> | <b>\$ 1,300</b> |

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 131-0841-419

SB 1186 FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 131-0841-419-4255 TRAINING         | \$1,300.00            | \$1,300.00             |
| Subtotal                           | <b>\$1,300.00</b>     | <b>\$1,300.00</b>      |
| <b>Services and Supplies Total</b> | <b>\$1,300.00</b>     | <b>\$1,300.00</b>      |
| <b>Total</b>                       | <b>\$1,300.00</b>     | <b>\$1,300.00</b>      |

**Community Development Department Budget Comparisons - SB1186 Fund (131-0841)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4255           | Training           | \$ 1,300                         | \$ 1,300                          | \$ -                           | 1            |
|                | Total              | <u>\$ 1,300</u>                  | <u>\$ 1,300</u>                   | <u>\$ -</u>                    |              |

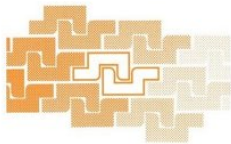
**Detailed Analysis:**

Note 1 No change.



# Strong Motion Instrumentation Fee

The state of California passed the Strong Motion Instrumentation Act in 1972. The Strong Motion Investigation fee is paid by each applicant for a building permit, where square footage is added and is mandated by the Public Resources Code section 2705. This fee is remitted to the state of California to obtain vital earthquake data for the engineering and scientific communities through a statewide network of strong motion instruments.



Strong Motion  
Instrumentation for Civil  
Engineering Structures

Edited by  
M. Erdik, M. Celebi, V. Mihailov  
and N. Apaydin

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**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**SMIP FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019     |               | 2019-2020     |
|---|---------------|---------------|---------------|
|   | APPROVED      | REVISED       | REQUESTED     |
| EMPLOYEE SERVICES   | \$ -          | \$ -          | \$ -          |
| SERVICES AND SUPPLIES                                     | \$ 500        | \$ 500        | \$ 500        |
| CAPITAL OUTLAY  | \$ -          | \$ -          | \$ -          |
| Subtotal (Total Department-Controlled Expenses)           | \$ 500        | \$ 500        | \$ 500        |
| INTERNAL SERVICES   | \$ -          | \$ -          | \$ -          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 500        | \$ 500        | \$ 500        |
| REALLOCATIONS   | \$ -          | \$ -          | \$ -          |
| <b>TOTAL FOR SMIP FUND</b>                                | <b>\$ 500</b> | <b>\$ 500</b> | <b>\$ 500</b> |

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 132-0842-419

SMIP FUND

| <i>Services and Supplies</i>                         | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 132-0842-419-4255 SEISMIC MOTION AND INSTRUMENTATION | \$500.00              | \$500.00               |
| Subtotal   | <b>\$500.00</b>       | <b>\$500.00</b>        |
| <b>Services and Supplies Total</b>                   | <b>\$500.00</b>       | <b>\$500.00</b>        |
| <b>Total</b>   | <b>\$500.00</b>       | <b>\$500.00</b>        |

**Community Development Department Budget Comparisons -  
Strong Motion Instrumentation Program (SMIP) Fee Fund (132-0842)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4255           | Training           | \$ 500                           | \$ 500                            | \$ -                           | 1            |
|                | Total              | <u>\$ 500</u>                    | <u>\$ 500</u>                     | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1      No change

# CRV Grant Fund

The CRV Grant Fund was created in Fiscal Year 2016-2017 for the administration of funds received from the Beverage Container Recycling Payment Program.

The portion of the California Redemption Value (CRV) (a value collected by beverage retailers at the point of sale and remitted to CalRecycle) that is not redeemed by consumers, is made available to cities and counties to assist in the implementation of beverage container recycling and litter abatement projects in their communities.

Eligible programs include:

- New or existing curbside recycling programs
- Neighborhood drop-off recycling programs
- Public education promoting beverage container recycling
- Litter reduction and cleanup where the waste stream includes beverage containers that will be recycled
- Other beverage container recycling programs
- Supporting AB 341 Mandatory Commercial Recycling (MCR) requirements (e.g., infrastructure, support, public education/outreach)

On an annual basis, the City submits a funding request with a plan to expend the program funds. Funds must be spent within two years of award and an expenditure report must document funds expended.

Foster City receives approximately \$8,500 annually through this program.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**CRV GRANT FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ 13,200        | \$ 13,200        | \$ 13,200        |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department-Controlled Expenses)           | \$ 13,200        | \$ 13,200        | \$ 13,200        |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department Expenses before Reallocations) | \$ 13,200        | \$ 13,200        | \$ 13,200        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -             |
| <b>TOTAL FOR CRV GRANT FUND</b>                           | <b>\$ 13,200</b> | <b>\$ 13,200</b> | <b>\$ 13,200</b> |

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 133-0933-431

CRV GRANT FUND

| <i>Services and Supplies</i>       |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|--|-----------------------|------------------------|
| 133-0933-431-4240                  | RECYCLING CONTAINERS                     | \$5,000.00            | \$7,000.00             |
| Subtotal                           |  | <b>\$5,000.00</b>     | <b>\$7,000.00</b>      |
| 133-0933-431-4243                  | OUTREACH MATERIALS                       | \$2,000.00            | \$0.00                 |
| Subtotal                           |  | <b>\$2,000.00</b>     | <b>\$0.00</b>          |
| 133-0933-431-4251                  | EVENTS SUPPORT                           | \$2,000.00            | \$0.00                 |
| 133-0933-431-4251                  | RECYCLING/LITTER REDUCTION PROGRAMS      | \$3,000.00            | \$5,000.00             |
| Subtotal                           |  | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| 133-0933-431-4254                  | CA RESOURCE RECOVERY ASSN CONFERENCE (1) | \$1,200.00            | \$1,200.00             |
| Subtotal                           |  | <b>\$1,200.00</b>     | <b>\$1,200.00</b>      |
| <b>Services and Supplies Total</b> |  | <b>\$13,200.00</b>    | <b>\$13,200.00</b>     |
| <b>Total</b>                       |  | <b>\$13,200.00</b>    | <b>\$13,200.00</b>     |

**Public Works Department Budget Comparisons - CRV Grant Fund (133-0933)**

| <b>Account</b> | <b>Description</b>          | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4240           | Department Special Supplies | \$ 5,000                         | \$ 7,000                          | \$ 2,000                       | 1            |
| 4243           | Office Supplies             | \$ 2,000                         | \$ -                              | \$ (2,000)                     | 2            |
| 4251           | Contractual Services        | \$ 5,000                         | \$ 5,000                          | \$ -                           | 3            |
| 4254           | Travel and Meetings         | \$ 1,200                         | \$ 1,200                          | \$ -                           | 4            |
|                | <b>Total</b>                | <b>\$ 13,200</b>                 | <b>\$ 13,200</b>                  | <b>\$ -</b>                    |              |

**Detailed Analysis:**

- Note 1 Purchase of Recycling Containers requires more significant funding than has previously been available.
- Note 2 Elimination of funding for Outreach Materials, which are handled through the Contract hauler.
- Note 3 No change.
- Note 4 No change.



# Curbside Recycling Fund

The Curbside Recycling fund supports the implementation of activities related to beverage container recycling. On an annual basis the Department of Resources Recycling and Recovery (CalRecycle) makes a curbside supplemental payment to operators of curbside and neighborhood drop-off programs for beverage container recycling.

As a member of the SBWMA, and part owner/operator of the San Carlos Transfer Station, Foster City's payment represents the City's share of the volume of beverage containers collected from Recology's curbside collection operation for one year. Since 2011, the City has received, on average, \$22,000 per year from the curbside supplemental payment program.

Per Public Resources Code 14549.6(a) expenditure of funds is limited to payment for activities related to beverage container recycling.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**CURBSIDE RECYCLING FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ 25,000        | \$ 25,000        | \$ 25,000        |
| CAPITAL OUTLAY  | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department-Controlled Expenses)           | \$ 25,000        | \$ 25,000        | \$ 25,000        |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department Expenses before Reallocations) | \$ 25,000        | \$ 25,000        | \$ 25,000        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -             |
| <b>TOTAL FOR CURBSIDE RECYCLING FUND</b>                  | <b>\$ 25,000</b> | <b>\$ 25,000</b> | <b>\$ 25,000</b> |

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 134-0934-431

CURBSIDE RECYCLING FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 134-0934-431-4251 LITTER ABATEMENT | \$25,000.00           | \$25,000.00            |
| Subtotal                           | <b>\$25,000.00</b>    | <b>\$25,000.00</b>     |
| <b>Services and Supplies Total</b> | <b>\$25,000.00</b>    | <b>\$25,000.00</b>     |
| <b>Total</b>                       | <b>\$25,000.00</b>    | <b>\$25,000.00</b>     |

**Public Works Department Budget Comparisons - Curbside Recycling Fund (134-0934)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Litter Abatement   | \$ 25,000                        | \$ 25,000                         | \$ -                           | 1            |
|                | Total              | <u>\$ 25,000</u>                 | <u>\$ 25,000</u>                  | <u>\$ -</u>                    |              |

**Detailed Analysis:**

Note 1      No change.

## Building Standards Administration Special Revolving Fund

On September 30, 2008, Governor Schwarzenegger signed SB 1473 into law. It took effect on January 1, 2009. Among other things, the bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury. Moneys deposited in this fund will come from a surcharge on both residential and nonresidential building permits. The bill requires that each city, county, and city and county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1).



SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The bill requires that the local jurisdiction transmit the remainder to CBSC for deposit in the Building Standards Administration Special Revolving Fund.

Once appropriated, moneys deposited in this fund will be available to CBSC, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Emphasis is to be placed on the development, adoption, publication, updating, and educational efforts associated with green building standards.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**GREEN BUILDING FEE (Building Standards Administration Special Revolving) FUND**  
**Annual Budget Appropriation for Fiscal Year**

|  | 2018-2019     |               | 2019-2020     |
|--|---------------|---------------|---------------|
|  | APPROVED      | REVISED       | REQUESTED     |
| EMPLOYEE SERVICES  | \$ -          | \$ -          | \$ -          |
| SERVICES AND SUPPLIES  | \$ 500        | \$ 500        | \$ 500        |
| CAPITAL OUTLAY   | \$ -          | \$ -          | \$ -          |
| Subtotal (Total Department-Controlled Expenses)  | \$ 500        | \$ 500        | \$ 500        |
| INTERNAL SERVICES  | \$ -          | \$ -          | \$ -          |
| Subtotal (Total Department Expenses before Reallocations)                                      | \$ 500        | \$ 500        | \$ 500        |
| REALLOCATIONS  | \$ -          | \$ -          | \$ -          |
| <b>TOTAL FOR GREEN BUILDING FEE (Building Standards Administration Special Revolving) FUND</b> | <b>\$ 500</b> | <b>\$ 500</b> | <b>\$ 500</b> |

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 135-0843-419

GREEN BUILDING FEE FUND

| <i>Services and Supplies</i>       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|-----------------------|------------------------|
| 135-0843-419-4255 Training         | \$500.00              | \$500.00               |
| Subtotal                           | <b>\$500.00</b>       | <b>\$500.00</b>        |
| <b>Services and Supplies Total</b> | <b>\$500.00</b>       | <b>\$500.00</b>        |
| <b>Total</b>                       | <b>\$500.00</b>       | <b>\$500.00</b>        |

**Community Development Department Budget Comparisons -  
Green Building Fee (Building Standards Administration Special Revolving) Fund (135-0843)**

| <b>Account</b> | <b>Description</b> | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4255           | Training           | \$ 500                           | \$ 500                            | \$ -                           | 1            |
|                | Total              | \$ 500                           | \$ 500                            | \$ -                           |              |

**Detailed Analysis:**

Note 1      No change.



# Levee Protection Planning and Improvements General Obligation Bond Fund



*Current Levee*

*Projected Levee Improvements*

Foster City maintains the levee along the Bayfront which surrounds the majority of the outer perimeter of the City. The Federal Emergency Management Agency (FEMA) determined that Foster City's levee system does not meet FEMA requirements into future years. Unless the City upgrades the levee to meet the required FEMA standards, Foster City will be designated as a flood zone. In order to maintain its FEMA accreditation, on March 5, 2018, the City Council unanimously voted to place Measure P, a local levee improvement General Obligation Bond measure (GO Bonds), on the June 5, 2018 ballot to keep Foster City properties out of the flood zone and avoid mandatory, annual flood insurance for local residents and businesses. Measure P would cost the property owner approximately \$40 per \$100,000 of assessed (not market) property value annually for 30 years for the levee improvements instead of the estimated \$2,000-\$3,000 or more per year in flood insurance indefinitely. Foster City voters passed Measure P and the issuance of the G.O. Bonds is anticipated to occur in Spring of 2019 after securing all the necessary permits from the various regulatory agencies.

The Levee Protection Planning and Improvements General Obligation Bond Fund accounts for the payment of principal and interest on the City's general obligation debt used for financing the estimated \$90 million cost of levee improvements.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**LEVEE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION BOND FUND**  
**Annual Budget Appropriation for Fiscal Year**

|  | 2018-2019           |                     | 2019-2020           |
|--|---------------------|---------------------|---------------------|
|  | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES  | \$ -                | \$ -                | \$ -                |
| SERVICES AND SUPPLIES  | \$ 3,209,670        | \$ 3,209,670        | \$ 5,150,000        |
| CAPITAL OUTLAY   | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)  | \$ 3,209,670        | \$ 3,209,670        | \$ 5,150,000        |
| INTERNAL SERVICES  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department Expenses before Reallocations)                                | \$ 3,209,670        | \$ 3,209,670        | \$ 5,150,000        |
| REALLOCATIONS  | \$ -                | \$ -                | \$ -                |
| <b>TOTAL FOR LEVEE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION BOND FUND</b> | <b>\$ 3,209,670</b> | <b>\$ 3,209,670</b> | <b>\$ 5,150,000</b> |

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL  
 ACCOUNTING Account: 230-1120-415

LEVEE PROTECTION  
 PLANNINGS/IMPROVEMENTS I & R FUND

| <i>Services and Supplies</i>                                  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 230-1120-415-4251 LEVEE GO BONDS - Cost of Issue/Trustee Fees | \$1,165,000.00        | \$1,165,000.00         |
| Subtotal  | <b>\$1,165,000.00</b> | <b>\$1,165,000.00</b>  |
| 230-1120-415-4273 LEVEE GO BONDS - Debt Service               | \$2,044,670.00        | \$3,985,000.00         |
| Subtotal  | <b>\$2,044,670.00</b> | <b>\$3,985,000.00</b>  |
| <b>Services and Supplies Total</b>                            | <b>\$3,209,670.00</b> | <b>\$5,150,000.00</b>  |
| <b>GENERAL ACCOUNTING Total</b>                               | <b>\$3,209,670.00</b> | <b>\$5,150,000.00</b>  |

**Levee Protection Planning & Improvements General Obligation Bond Fund Budget Comparisons (230-1120)**

| <b>Account</b> | <b>Description</b>                          | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | LEVEE GO BONDS - Cost of Issue/Trustee Fees | \$ 1,165,000                     | \$ 1,165,000                      | \$ -                           | 1            |
| 4273           | LEVEE GO BONDS - Debt Service               | \$ 2,044,670                     | \$ 3,985,000                      | \$ 1,940,330                   | 2            |
|                | <b>Total</b>                                | <b>\$ 3,209,670</b>              | <b>\$ 5,150,000</b>               | <b>\$ 1,940,330</b>            |              |

**Detailed Analysis:**

- Note 1 Issuance of the Levee GO Bonds were delayed from Spring 2019 to Spring 2020 pending permit approvals from various regulatory agencies
- Note 2 Issuance of the Levee GO Bonds were delayed from Spring 2019 to Spring 2020 pending permit approvals from various regulatory agencies

# Water Enterprise Fund

The Estero Municipal Improvement District (EMID) provides water utility services to customers in Foster City and the Mariner's Island area of the City of San Mateo. Portable water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission (SFPUC). The water is supplied to EMID via the Hetch Hetchy Reservoir distribution system at approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for customers. While the SFPUC treats and monitors the water quality to meet all drinking water standards, EMID also continually tests the water it distributes with dedicated sampling sites throughout our service area to assure compliance with State health standards.



EMID maintains and operates the distribution system within its boundaries. EMID maintains and operates four (4) water tanks with a total storage of 20 million gallons to provide supply storage in the event of system shutdowns or emergencies. EMID has two (2) natural gas engines with propane backup systems and two (2) electrical powered pumps that pump water from the storage tanks into the distribution system. The water storage tanks and the pumping station are located at the District's corporation yard. EMID also maintains and operates more than 110 miles of water distribution mains, more than 4,800 mainline water valves, over 8,200 water meters, more than 1,400 fire hydrants, and two water pressure reduction stations.

EMID customers are currently billed bi-monthly for the water services. There are two (2) components of charges in the customer bill. There is a water availability charge, which is often referred to as a meter charge because the charge is based on the size of the water meter at the property, and a consumption charge for the amount of water consumed by the customer. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. Customers also have the ability to track their usage online, or they may contact Public Works for further information.

In 2018, as a result of the Governor's termination of the Drought State of Emergency and direction to make water conservation a "California Way of Life", the EMID Board implemented permanent prohibitions on wasteful water practices, which remain in place today.

For further information about the EMID Water Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WATER ENTERPRISE FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019            |                      | 2019-2020            |
|---|----------------------|----------------------|----------------------|
|   | APPROVED             | REVISED              | REQUESTED            |
| EMPLOYEE SERVICES   | \$ 1,960,700         | \$ 1,960,700         | \$ 2,230,800         |
| SERVICES AND SUPPLIES                                     | \$ 10,331,046        | \$ 10,331,046        | \$ 10,510,326        |
| CAPITAL OUTLAY  | \$ 25,000            | \$ 25,000            | \$ -                 |
| Subtotal (Total Department-Controlled Expenses)           | \$ 12,316,746        | \$ 12,316,746        | \$ 12,741,126        |
| INTERNAL SERVICES   | \$ 901,443           | \$ 901,443           | \$ 1,176,370         |
| Subtotal (Total Department Expenses before Reallocations) | \$ 13,218,189        | \$ 13,218,189        | \$ 13,917,496        |
| REALLOCATIONS   | \$ 946,168           | \$ 946,168           | \$ 1,064,229         |
| <b>TOTAL FOR WATER ENTERPRISE FUND</b>                    | <b>\$ 14,164,357</b> | <b>\$ 14,164,357</b> | <b>\$ 14,981,725</b> |

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER    Account: 401-0960-461

WATER REVENUE

| <i>Capital Outlay</i>   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 401-0960-461-4385    REPLACE PRESSURE REDUCING VALVE - TANK 4 | \$25,000.00           | \$0.00                 |
| Subtotal  | <b>\$25,000.00</b>    | <b>\$0.00</b>          |
| <b>Capital Outlay Total</b>                                   | <b>\$25,000.00</b>    | <b>\$0.00</b>          |
| <i>Employee Services</i>                                      | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 401-0960-461-4110    PERMANENT SALARIES                       | \$1,201,900.00        | \$1,179,300.00         |
| Subtotal  | <b>\$1,201,900.00</b> | <b>\$1,179,300.00</b>  |
| 401-0960-461-4111    PUBLIC WORKS INTERNS                     | \$15,000.00           | \$15,000.00            |
| Subtotal  | <b>\$15,000.00</b>    | <b>\$15,000.00</b>     |
| 401-0960-461-4112    OVERTIME                                 | \$20,000.00           | \$20,000.00            |
| Subtotal  | <b>\$20,000.00</b>    | <b>\$20,000.00</b>     |
| 401-0960-461-4120    FRINGE BENEFITS                          | \$723,800.00          | \$0.00                 |
| Subtotal  | <b>\$723,800.00</b>   | <b>\$0.00</b>          |
| 401-0960-461-4121    EMPLOYEE BENEFITS-PERS RETIREMENT        | \$0.00                | \$394,300.00           |
| Subtotal  | <b>\$0.00</b>         | <b>\$394,300.00</b>    |
| 401-0960-461-4135    EMPLOYEE BENEFITS-FLEX ALLOWANCE         | \$0.00                | \$218,900.00           |
| Subtotal  | <b>\$0.00</b>         | <b>\$218,900.00</b>    |
| 401-0960-461-4136    EMPLOYEE BENEFITS-WORKERS COMPENSATION   | \$0.00                | \$81,700.00            |
| Subtotal  | <b>\$0.00</b>         | <b>\$81,700.00</b>     |
| 401-0960-461-4139    EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS  | \$0.00                | \$59,600.00            |
| 401-0960-461-4139    GASB 68-PENSION                          | \$0.00                | \$228,000.00           |
| 401-0960-461-4139    GASB 75-OPEB                             | \$0.00                | \$34,000.00            |
| Subtotal  | <b>\$0.00</b>         | <b>\$321,600.00</b>    |

|                                     |  | <b>Employee Services Total</b> | <b>\$1,960,700.00</b> | <b>\$2,230,800.00</b>  |
|-------------------------------------|--|--------------------------------|-----------------------|------------------------|
| <b><i>Internal Services</i></b>     |  | Approved<br>2018-2019          |                       | Requested<br>2019-2020 |
| 401-0960-461-4520                   | COMPENSATED ABSENCES                             |                                | \$26,850.00           | \$29,200.00            |
|                                     | Subtotal   |                                | <b>\$26,850.00</b>    | <b>\$29,200.00</b>     |
| 401-0960-461-4539                   | PEMHCA   |                                | \$0.00                | \$13,778.00            |
|                                     | Subtotal   |                                | <b>\$0.00</b>         | <b>\$13,778.00</b>     |
| 401-0960-461-4544                   | VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36 |                                | \$137,910.00          | \$155,693.00           |
|                                     | Subtotal   |                                | <b>\$137,910.00</b>   | <b>\$155,693.00</b>    |
| 401-0960-461-4556                   | EQUIPMENT REPLACEMENT                            |                                | \$316,582.00          | \$456,701.00           |
|                                     | Subtotal   |                                | <b>\$316,582.00</b>   | <b>\$456,701.00</b>    |
| 401-0960-461-4557                   | INFORMATION TECHNOLOGY SERVICES                  |                                | \$255,118.00          | \$275,738.00           |
|                                     | Subtotal   |                                | <b>\$255,118.00</b>   | <b>\$275,738.00</b>    |
| 401-0960-461-4562                   | SELF INSURANCE FUND CHARGE                       |                                | \$58,886.00           | \$96,169.00            |
|                                     | Subtotal   |                                | <b>\$58,886.00</b>    | <b>\$96,169.00</b>     |
| 401-0960-461-4569                   | BUILDING MAINTENANCE                             |                                | \$106,097.00          | \$149,091.00           |
|                                     | Subtotal   |                                | <b>\$106,097.00</b>   | <b>\$149,091.00</b>    |
| <b>Internal Services Total</b>      |  |                                | <b>\$901,443.00</b>   | <b>\$1,176,370.00</b>  |
| <b><i>Services and Supplies</i></b> |  | Approved<br>2018-2019          |                       | Requested<br>2019-2020 |
| 401-0960-461-4240                   | ANNUAL WATER QUALITY REPORT - PRINTING           |                                | \$500.00              | \$250.00               |
| 401-0960-461-4240                   | BOOTS AND SAFETY GEAR                            |                                | \$5,000.00            | \$1,000.00             |
| 401-0960-461-4240                   | HYDRANT METERS                                   |                                | \$4,000.00            | \$4,000.00             |
| 401-0960-461-4240                   | REPAIR MATERIALS                                 |                                | \$90,000.00           | \$94,500.00            |
|                                     | Subtotal   |                                | <b>\$99,500.00</b>    | <b>\$99,750.00</b>     |
| 401-0960-461-4241                   | COPYING PROP 218 NOTIFICATION-WATER/WASTEWATER   |                                | \$2,500.00            | \$2,500.00             |
|                                     | Subtotal   |                                | <b>\$2,500.00</b>     | <b>\$2,500.00</b>      |
| 401-0960-461-4242                   | POSTAGE FOR ANNUAL WATER QUALITY REPORT          |                                | \$500.00              | \$250.00               |
| 401-0960-461-4242                   | POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER   |                                | \$2,500.00            | \$2,500.00             |



|                   |  |          |                       |                       |
|-------------------|--|----------|-----------------------|-----------------------|
|                   |  | Subtotal | <b>\$3,000.00</b>     | <b>\$2,750.00</b>     |
| 401-0960-461-4243 | BOOKS, MANUALS & TAPES                             |          | \$1,000.00            | \$1,000.00            |
| 401-0960-461-4243 | MISC. OFFICE SUPPLIES                              |          | \$1,500.00            | \$1,500.00            |
|                   |  | Subtotal | <b>\$2,500.00</b>     | <b>\$2,500.00</b>     |
| 401-0960-461-4245 | PORTABLE FIELD DATA UNITS                          |          | \$5,000.00            | \$5,000.00            |
|                   |  | Subtotal | <b>\$5,000.00</b>     | <b>\$5,000.00</b>     |
| 401-0960-461-4246 | MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT   |          | \$3,000.00            | \$3,000.00            |
| 401-0960-461-4246 | MAINTENANCE OF COPY MACHINE (1/3)                  |          | \$1,000.00            | \$1,000.00            |
| 401-0960-461-4246 | MAINTENANCE OF PRESSURE REDUCING VALVES & ARV'S    |          | \$5,000.00            | \$5,000.00            |
| 401-0960-461-4246 | MAINTENANCE REPAIR TO WATER PUMPS/ENGINES          |          | \$5,000.00            | \$0.00                |
| 401-0960-461-4246 | MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP |          | \$1,000.00            | \$1,000.00            |
| 401-0960-461-4246 | REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS  |          | \$4,000.00            | \$4,000.00            |
|                   |  | Subtotal | <b>\$19,000.00</b>    | <b>\$14,000.00</b>    |
| 401-0960-461-4247 | RENTAL EQUIPMENT                                   |          | \$3,000.00            | \$3,000.00            |
|                   |  | Subtotal | <b>\$3,000.00</b>     | <b>\$3,000.00</b>     |
| 401-0960-461-4248 | CA DEPARTMENT OF HEALTH SERVICES                   |          | \$26,000.00           | \$27,000.00           |
| 401-0960-461-4248 | ELECTRICITY FOR WATER PUMP PLANT                   |          | \$58,000.00           | \$55,000.00           |
| 401-0960-461-4248 | NATURAL GAS FOR WATER PUMP PLANT                   |          | \$20,000.00           | \$10,000.00           |
| 401-0960-461-4248 | SFPUC - BAWSCA BOND SURCHARGE                      |          | \$869,496.00          | \$820,776.00          |
| 401-0960-461-4248 | SFPUC WATER PURCHASE                               |          | \$8,691,000.00        | \$8,929,000.00        |
| 401-0960-461-4248 | WATER FOR CORP YARD AND METER CHARGE               |          | \$5,000.00            | \$5,000.00            |
|                   |  | Subtotal | <b>\$9,669,496.00</b> | <b>\$9,846,776.00</b> |
| 401-0960-461-4251 | ANNUAL WATER/WASTEWATER RATE STUDY                 |          | \$15,000.00           | \$15,000.00           |
| 401-0960-461-4251 | BACKFLOW PREVENTION FEES, SAN MATEO COUNTY         |          | \$34,500.00           | \$35,500.00           |
| 401-0960-461-4251 | DSS MODEL SUPPORT SERVICES AND TRAINING            |          | \$1,500.00            | \$1,500.00            |
| 401-0960-461-4251 | MDM PORTAL   |          | \$60,000.00           | \$60,000.00           |
| 401-0960-461-4251 | POTABLE WATER LAB TESTS                            |          | \$44,000.00           | \$44,000.00           |
| 401-0960-461-4251 | SPECIAL STUDIES                                    |          | \$25,000.00           | \$25,000.00           |
| 401-0960-461-4251 | UNIFORM SERVICES                                   |          | \$8,000.00            | \$8,000.00            |

|                     |                                      |                                    |                        |                        |
|---------------------|--------------------------------------|------------------------------------|------------------------|------------------------|
|                     |                                      | Subtotal                           | <b>\$188,000.00</b>    | <b>\$189,000.00</b>    |
| 401-0960-461-4253   | AWWA DUES                            |                                    | \$2,000.00             | \$2,000.00             |
| 401-0960-461-4253   | BAWSCA DUES AND ASSESSMENT           |                                    | \$128,000.00           | \$134,000.00           |
|                     |                                      | Subtotal                           | <b>\$130,000.00</b>    | <b>\$136,000.00</b>    |
| 401-0960-461-4254   | APWA NATIONAL CONGRESS (DIRECTOR)    |                                    | \$800.00               | \$800.00               |
| 401-0960-461-4254   | DEPARTMENT RETREAT                   |                                    | \$750.00               | \$750.00               |
| 401-0960-461-4254   | TRAVEL, CONFERENCES AND MEETINGS     |                                    | \$2,500.00             | \$2,500.00             |
|                     |                                      | Subtotal                           | <b>\$4,050.00</b>      | <b>\$4,050.00</b>      |
| 401-0960-461-4255   | TRAINING AND CERTIFICATION           |                                    | \$5,000.00             | \$5,000.00             |
|                     |                                      | Subtotal                           | <b>\$5,000.00</b>      | <b>\$5,000.00</b>      |
| 401-0960-461-4279   | WATER REBATE / SUSTAINABILITY        |                                    | \$200,000.00           | \$200,000.00           |
|                     |                                      | Subtotal                           | <b>\$200,000.00</b>    | <b>\$200,000.00</b>    |
|                     |                                      | <b>Services and Supplies Total</b> | <b>\$10,331,046.00</b> | <b>\$10,510,326.00</b> |
| <b>Reallocation</b> |                                      |                                    | Approved<br>2018-2019  | Requested<br>2019-2020 |
| 401-0960-461-4463   | INDIRECT COST ALLOCATION             |                                    | \$1,097,422.00         | \$1,133,791.00         |
| 401-0960-461-4463   | INDIRECT COST ALLOCATION - 2nd Round |                                    | (\$151,254.00)         | (\$69,562.00)          |
|                     |                                      | Subtotal                           | <b>\$946,168.00</b>    | <b>\$1,064,229.00</b>  |
|                     |                                      | <b>Reallocation Total</b>          | <b>\$946,168.00</b>    | <b>\$1,064,229.00</b>  |
|                     |                                      | <b>WATER Total</b>                 | <b>\$14,164,357.00</b> | <b>\$14,981,725.00</b> |

**Public Works Department Budget Comparisons - Water (401-0960)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4385    | Capital Outlay                            | \$ 25,000                | \$ -                      | \$ (25,000)            | 1     |
| 4110    | Salaries                                  | \$ 1,201,900             | \$ 1,179,300              | \$ (22,600)            | 2     |
| 4111    | Interns                                   | \$ 15,000                | \$ 15,000                 | \$ -                   | 3     |
| 4112    | Overtime                                  | \$ 20,000                | \$ 20,000                 | \$ -                   | 4     |
| 4120    | Benefits                                  | \$ 723,800               | \$ -                      | \$ (723,800)           | 5     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 394,300                | \$ 394,300             | 5     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 218,900                | \$ 218,900             | 5     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 81,700                 | \$ 81,700              | 5     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 321,600                | \$ 321,600             | 5     |
| 4520    | Compensated Absences                      | \$ 26,850                | \$ 29,200                 | \$ 2,350               | 6     |
| 4539    | PEMHCA                                    | \$ -                     | \$ 13,778                 | \$ 13,778              | 7     |
| 4544    | Vehicle Replacement                       | \$ 137,910               | \$ 155,693                | \$ 17,783              | 8     |
| 4556    | Equipment Replacement                     | \$ 316,582               | \$ 456,701                | \$ 140,119             | 8     |
| 4557    | Information Technology Services           | \$ 255,118               | \$ 275,738                | \$ 20,620              | 8     |
| 4562    | Self Insurance Fund                       | \$ 58,886                | \$ 96,169                 | \$ 37,283              | 8     |
| 4569    | Building Maintenance                      | \$ 106,097               | \$ 149,091                | \$ 42,994              | 8     |
| 4240    | Department Special Supplies               | \$ 99,500                | \$ 99,750                 | \$ 250                 | 9     |
| 4241    | Printing                                  | \$ 2,500                 | \$ 2,500                  | \$ -                   | 10    |
| 4242    | Postage                                   | \$ 3,000                 | \$ 2,750                  | \$ (250)               | 11    |
| 4243    | Office Supplies                           | \$ 2,500                 | \$ 2,500                  | \$ -                   | 12    |
| 4245    | Small Tools & Equipment                   | \$ 5,000                 | \$ 5,000                  | \$ -                   | 12    |
| 4246    | Maintenance                               | \$ 19,000                | \$ 14,000                 | \$ (5,000)             | 13    |
| 4247    | Rental Equipment                          | \$ 3,000                 | \$ 3,000                  | \$ -                   | 14    |
| 4248    | Utilities                                 | \$ 9,669,496             | \$ 9,846,776              | \$ 177,280             | 15    |
| 4251    | Consulting and Contracting                | \$ 188,000               | \$ 189,000                | \$ 1,000               | 16    |
| 4253    | Memberships and Dues                      | \$ 130,000               | \$ 136,000                | \$ 6,000               | 17    |
| 4254    | Travel, Conferences, and Meetings         | \$ 4,050                 | \$ 4,050                  | \$ -                   | 18    |
| 4255    | Training                                  | \$ 5,000                 | \$ 5,000                  | \$ -                   | 18    |
| 4279    | Water Rebate Sustainability               | \$ 200,000               | \$ 200,000                | \$ -                   | 18    |
| 4463    | INDIRECT COST ALLOCATION                  | \$ 1,097,422             | \$ 1,133,791              | \$ 36,369              | 19    |
| 4463    | INDIRECT COST ALLOCATION - 2ND ROUND      | \$ (151,254)             | \$ (69,562)               | \$ 81,692              | 19    |
|         |   | <u>\$ 14,164,357</u>     | <u>\$ 14,981,725</u>      | <u>\$ 817,368</u>      |       |

**Detailed Analysis:**

- Note 1 Decrease Due to One Time Purchase in FY 18/19 Replace Pressure Reducing Valve - Tank 4.
- Note 2 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 3 No change.
- Note 4 No change.
- Note 5 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 Adjustment based on FY 2018-2019 expense.
- Note 10 No change.
- Note 11 Adjustment based on FY 2018-2019 expense.
- Note 12 No change.
- Note 13 Decrease Due to a Reduction in Anticipated Maintenance.
- Note 14 No change.
- Note 15 Increase Due to Increase in SFPUC Water Purchases.
- Note 16 Increase Due to Increase in Backflow Prevention Fees.
- Note 17 Increase Due to Increase in BAWSCA Dues.
- Note 18 No change.
- Note 19 Based on Annual Update of Cost Allocation Plan.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WATER - EQUIPMENT REPLACEMENT FUND**  
**Annual Budget Appropriation for Fiscal Year**

|   | 2018-2019        |                  | 2019-2020        |
|---|------------------|------------------|------------------|
|   | APPROVED         | REVISED          | REQUESTED        |
| EMPLOYEE SERVICES   | \$ -             | \$ -             | \$ -             |
| SERVICES AND SUPPLIES                                     | \$ -             | \$ -             | \$ -             |
| CAPITAL OUTLAY  | \$ 32,500        | \$ 32,500        | \$ 40,000        |
| Subtotal (Total Department-Controlled Expenses)           | \$ 32,500        | \$ 32,500        | \$ 40,000        |
| INTERNAL SERVICES   | \$ -             | \$ -             | \$ -             |
| Subtotal (Total Department Expenses before Reallocations) | \$ 32,500        | \$ 32,500        | \$ 40,000        |
| REALLOCATIONS   | \$ -             | \$ -             | \$ -             |
| <b>TOTAL FOR WATER - EQUIPMENT REPLACEMENT FUND</b>       | <b>\$ 32,500</b> | <b>\$ 32,500</b> | <b>\$ 40,000</b> |

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION  
 Account: 408-0110-413

WATER EQUIPMENT REPLACEMENT

| <i>Capital Outlay</i>                               | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 408-0110-413-4385 EQUIPMENT/INVENTORY -- WATER FUND | \$32,500.00           | \$40,000.00            |
| Subtotal  | <b>\$32,500.00</b>    | <b>\$40,000.00</b>     |
| <b>Capital Outlay Total</b>                         | <b>\$32,500.00</b>    | <b>\$40,000.00</b>     |
| <b>ADMINISTRATION Total</b>                         | <b>\$32,500.00</b>    | <b>\$40,000.00</b>     |

**Water Equipment Replacement Fund Budget Comparison (408-0110)**

| <b>Account</b> |                       | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|-----------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4385           | EQUIPMENT REPLACEMENT | 32,500                           | 40,000                            | 7,500                          | 1            |
|                | Total                 | <u>32,500</u>                    | <u>40,000</u>                     | <u>7,500</u>                   |              |

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.

# Wastewater Collection System Enterprise Funds



The Estero Municipal Improvement District (EMID) collects all wastewater flows within Foster City. Collected wastewater is pumped to the jointly owned Wastewater Treatment Plant (WWTP) in San Mateo for treatment and disposal. EMID staff with the cooperation of the San Mateo Treatment Plant staff strives to protect the health and safety of Foster City residents and to ensure the protection of the environment by effective treatment and disposal of all wastewater flows from commercial, industrial, and residential users.

EMID is working with the City of San Mateo to upgrade the San Mateo Wastewater Treatment Plant (SMWWTP). At the conclusion of the project, the WWTP will produce a high-quality effluent which could potentially provide an alternative source of water supply. The improvements are scheduled to be completed by the end of 2024.

Within Foster City, EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 48 pumping stations, 15 permanent standby generators, and three portable generators located within the collection system. The maintenance and operations performed includes, but is not limited to, flushing of gravity mains, closed circuit TV inspection, pump station and generator inspection and maintenance. Staff also identifies future Capital Improvement Projects to keep the system operating reliably. Nearly 2.1 million gallons of wastewater are generated within Foster City each day and pumped to the EMID/San Mateo Treatment Plant for treatment and disposal.

EMID customers are currently billed bi-monthly for sewer services. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. Residential customers are categorized by different classifications (Single Family, Townhouse, Duplex, Apartments). The customers within each classification pay the same flat rate. Commercial customers are charged based on classification and potable water usage. The wastewater rates are reviewed annually and updated accordingly.

For further information about the EMID Collection System (Wastewater) Enterprise Fund, please refer to the Public Works narrative included earlier in this Budget Document.

**DEPARTMENT SUMMARY BY DIVISION**  
**Estero Municipal Improvement District**  
**PUBLIC WORKS**  
**WASTEWATER COLLECTION SYSTEM FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 2,082,625        | \$ 2,082,625        | \$ 2,325,925        |
| SERVICES AND SUPPLIES                                     | \$ 4,299,650        | \$ 4,299,650        | \$ 3,445,250        |
| CAPITAL OUTLAY  | \$ -                | \$ -                | \$ -                |
| Subtotal (Total Department-Controlled Expenses)           | \$ 6,382,275        | \$ 6,382,275        | \$ 5,771,175        |
| INTERNAL SERVICES   | \$ 930,140          | \$ 930,140          | \$ 1,104,195        |
| Subtotal (Total Department Expenses before Reallocations) | \$ 7,312,415        | \$ 7,312,415        | \$ 6,875,370        |
| REALLOCATIONS   | \$ 739,510          | \$ 739,510          | \$ 806,442          |
| <b>TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND</b>        | <b>\$ 8,051,925</b> | <b>\$ 8,051,925</b> | <b>\$ 7,681,812</b> |



## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432

WASTEWATER REVENUE

| <i>Employee Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------------|---|-----------------------|------------------------|
| 451-0970-432-4110              | PERMANENT SALARIES                      | \$1,222,300.00        | \$1,169,300.00         |
|                                | Subtotal                                | <b>\$1,222,300.00</b> | <b>\$1,169,300.00</b>  |
| 451-0970-432-4111              | PUBLIC WORKS INTERNS                    | \$15,000.00           | \$15,000.00            |
| 451-0970-432-4111              | SUMMER TEMPORARY WORKER                 | \$35,000.00           | \$35,000.00            |
|                                | Subtotal                                | <b>\$50,000.00</b>    | <b>\$50,000.00</b>     |
| 451-0970-432-4112              | OVERTIME                                | \$35,000.00           | \$35,000.00            |
|                                | Subtotal                                | <b>\$35,000.00</b>    | <b>\$35,000.00</b>     |
| 451-0970-432-4113              | STANDBY PAY                             | \$39,125.00           | \$39,125.00            |
|                                | Subtotal                                | <b>\$39,125.00</b>    | <b>\$39,125.00</b>     |
| 451-0970-432-4120              | FRINGE BENEFITS                         | \$736,200.00          | \$0.00                 |
|                                | Subtotal                                | <b>\$736,200.00</b>   | <b>\$0.00</b>          |
| 451-0970-432-4121              | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$390,900.00           |
|                                | Subtotal                                | <b>\$0.00</b>         | <b>\$390,900.00</b>    |
| 451-0970-432-4135              | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$238,100.00           |
|                                | Subtotal                                | <b>\$0.00</b>         | <b>\$238,100.00</b>    |
| 451-0970-432-4136              | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$81,000.00            |
|                                | Subtotal                                | <b>\$0.00</b>         | <b>\$81,000.00</b>     |
| 451-0970-432-4139              | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$59,500.00            |
| 451-0970-432-4139              | GASB 68-PENSION                         | \$0.00                | \$237,000.00           |
| 451-0970-432-4139              | GASB 75-OPEB                            | \$0.00                | \$26,000.00            |
|                                | Subtotal                                | <b>\$0.00</b>         | <b>\$322,500.00</b>    |
| <b>Employee Services Total</b> |   | <b>\$2,082,625.00</b> | <b>\$2,325,925.00</b>  |
| <i>Internal Services</i>       |   | Approved<br>2018-2019 | Requested<br>2019-2020 |

|                   |                                 |                     |                       |
|-------------------|---------------------------------|---------------------|-----------------------|
| 451-0970-432-4520 | COMPENSATED ABSENCES            | \$27,311.00         | \$28,951.00           |
|                   | Subtotal                        | <b>\$27,311.00</b>  | <b>\$28,951.00</b>    |
| 451-0970-432-4539 | PEMHCA                          | \$0.00              | \$10,466.00           |
|                   | Subtotal                        | <b>\$0.00</b>       | <b>\$10,466.00</b>    |
| 451-0970-432-4544 | VEHICLE REPLACEMENT - 11 Units  | \$218,859.00        | \$264,349.00          |
|                   | Subtotal                        | <b>\$218,859.00</b> | <b>\$264,349.00</b>   |
| 451-0970-432-4556 | EQUIPMENT REPLACEMENT           | \$261,950.00        | \$279,163.00          |
|                   | Subtotal                        | <b>\$261,950.00</b> | <b>\$279,163.00</b>   |
| 451-0970-432-4557 | INFORMATION TECHNOLOGY SERVICES | \$257,037.00        | \$276,006.00          |
|                   | Subtotal                        | <b>\$257,037.00</b> | <b>\$276,006.00</b>   |
| 451-0970-432-4562 | SELF INSURANCE FUND CHARGE      | \$58,886.00         | \$96,169.00           |
|                   | Subtotal                        | <b>\$58,886.00</b>  | <b>\$96,169.00</b>    |
| 451-0970-432-4569 | BUILDING MAINTENANCE            | \$106,097.00        | \$149,091.00          |
|                   | Subtotal                        | <b>\$106,097.00</b> | <b>\$149,091.00</b>   |
|                   | <b>Internal Services Total</b>  | <b>\$930,140.00</b> | <b>\$1,104,195.00</b> |

***Services and Supplies***

|                   |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|--|-----------------------|------------------------|
| 451-0970-432-4240 | BOOTS AND SAFETY GEAR                          | \$5,000.00            | \$1,000.00             |
| 451-0970-432-4240 | REPAIR MATERIALS                               | \$87,000.00           | \$91,000.00            |
| 451-0970-432-4240 | WASTEWATER SOLIDS DISPOSAL LAB FEES            | \$2,500.00            | \$2,500.00             |
|                   | Subtotal                                       | <b>\$94,500.00</b>    | <b>\$94,500.00</b>     |
| 451-0970-432-4241 | COPYING PROP 218 NOTIFICATION-WATER/WASTEWATER | \$1,600.00            | \$1,700.00             |
|                   | Subtotal                                       | <b>\$1,600.00</b>     | <b>\$1,700.00</b>      |
| 451-0970-432-4242 | POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER | \$2,500.00            | \$2,500.00             |
|                   | Subtotal                                       | <b>\$2,500.00</b>     | <b>\$2,500.00</b>      |
| 451-0970-432-4243 | MISC. OFFICE SUPPLIES                          | \$3,500.00            | \$3,500.00             |
|                   | Subtotal                                       | <b>\$3,500.00</b>     | <b>\$3,500.00</b>      |
| 451-0970-432-4245 | PORTABLE FIELD DATA UNITS                      | \$5,000.00            | \$5,000.00             |
|                   | Subtotal                                       | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| 451-0970-432-4246 | ELECTRICAL REPAIRS                             | \$2,500.00            | \$2,500.00             |

|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
| 451-0970-432-4246 | EXTENDED SUPPORT - SCADA SOFTWARE              | \$1,500.00          | \$2,500.00          |
| 451-0970-432-4246 | HEAVY EQUIPMENT MAINTENANCE                    | \$5,000.00          | \$5,000.00          |
| 451-0970-432-4246 | LOAD BANK TESTING (LABOR)                      | \$7,500.00          | \$0.00              |
| 451-0970-432-4246 | LOAD BANK TESTING FOR GENERATORS (PARTS)       | \$0.00              | \$13,000.00         |
| 451-0970-432-4246 | MAINTENANCE OF COPY MACHINE (1/3)              | \$500.00            | \$500.00            |
| 451-0970-432-4246 | MAINTENANCE OF LS 59 PUMPS                     | \$5,000.00          | \$5,000.00          |
| 451-0970-432-4246 | MECHANICAL PARTS                               | \$9,000.00          | \$9,000.00          |
| 451-0970-432-4246 | REPAIRS TO L/S GENERATORS / ATS(s)             | \$28,500.00         | \$32,000.00         |
| 451-0970-432-4246 | REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS       | \$10,000.00         | \$13,000.00         |
| 451-0970-432-4246 | SCADA MAINTENANCE                              | \$5,000.00          | \$5,000.00          |
|                   | Subtotal                                       | <b>\$74,500.00</b>  | <b>\$87,500.00</b>  |
| 451-0970-432-4247 | RENTAL EQUIPMENT                               | \$3,000.00          | \$3,000.00          |
|                   | Subtotal                                       | <b>\$3,000.00</b>   | <b>\$3,000.00</b>   |
| 451-0970-432-4248 | ENERGY COSTS (ELECTRICITY)                     | \$300,000.00        | \$220,000.00        |
| 451-0970-432-4248 | WATER FOR LIFT STATIONS AND METER              | \$8,000.00          | \$7,000.00          |
|                   | Subtotal                                       | <b>\$308,000.00</b> | <b>\$227,000.00</b> |
| 451-0970-432-4251 | ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS         | \$12,000.00         | \$12,000.00         |
| 451-0970-432-4251 | ANNUAL WATER/WASTEWATER RATE STUDY             | \$15,000.00         | \$15,000.00         |
| 451-0970-432-4251 | BAY AREA AIR QUALITY MGMT DIST                 | \$10,500.00         | \$11,000.00         |
| 451-0970-432-4251 | CONSULTANT OVERSIGHT OF WWTP EXPANSION PROJECT | \$200,000.00        | \$0.00              |
| 451-0970-432-4251 | CONTROL SYSTEM SERVICE CALLS FOR LS            | \$6,000.00          | \$6,000.00          |
| 451-0970-432-4251 | HAZARDOUS MATERIAL DISPOSAL                    | \$2,500.00          | \$2,500.00          |
| 451-0970-432-4251 | LOAD BANK TESTING FOR GENERATORS (LABOR)       | \$0.00              | \$13,000.00         |
| 451-0970-432-4251 | SAN MATEO COUNTY HEALTH DEPARTMENT             | \$6,000.00          | \$6,000.00          |
| 451-0970-432-4251 | SM WWTP - EMID SHARE OF O & M - (PC30)         | \$2,500,000.00      | \$2,900,000.00      |
| 451-0970-432-4251 | SM WWTP - NON-CLEAN WATER PROGRAM (CWP)        | \$1,000,000.00      | \$0.00              |
| 451-0970-432-4251 | SPECIAL STUDIES                                | \$25,000.00         | \$25,000.00         |
| 451-0970-432-4251 | STATE WATER RESOURCES CONTROL BOARD            | \$5,000.00          | \$5,000.00          |
| 451-0970-432-4251 | UNIFORM SERVICES                               | \$8,000.00          | \$8,000.00          |
| 451-0970-432-4251 | UST COMPLIANCE -- LS #29                       | \$2,000.00          | \$2,000.00          |

|                     |   |                                    |                       |                        |
|---------------------|---|------------------------------------|-----------------------|------------------------|
|                     |   | Subtotal                           | <b>\$3,792,000.00</b> | <b>\$3,005,500.00</b>  |
| 451-0970-432-4253   | MEMBERSHIP DUES AND SUBSCRIPTIONS             |                                    | \$3,000.00            | \$3,000.00             |
|                     |   | Subtotal                           | <b>\$3,000.00</b>     | <b>\$3,000.00</b>      |
| 451-0970-432-4254   | APWA NATIONAL CONGRESS (DIRECTOR)             |                                    | \$800.00              | \$800.00               |
| 451-0970-432-4254   | DEPARTMENT RETREAT                            |                                    | \$750.00              | \$750.00               |
| 451-0970-432-4254   | STANDBY FASTRAK                               |                                    | \$1,500.00            | \$1,500.00             |
| 451-0970-432-4254   | TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING |                                    | \$4,000.00            | \$4,000.00             |
|                     |   | Subtotal                           | <b>\$7,050.00</b>     | <b>\$7,050.00</b>      |
| 451-0970-432-4255   | TRAINING AND CERTIFICATION                    |                                    | \$5,000.00            | \$5,000.00             |
|                     |   | Subtotal                           | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
|                     |   | <b>Services and Supplies Total</b> | <b>\$4,299,650.00</b> | <b>\$3,445,250.00</b>  |
| <b>Reallocation</b> |   |                                    | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 451-0970-432-4463   | INDIRECT COST ALLOCATION                      |                                    | \$783,974.00          | \$828,092.00           |
| 451-0970-432-4463   | INDIRECT COST ALLOCATION - 2nd Round          |                                    | (\$44,464.00)         | (\$21,650.00)          |
|                     |   | Subtotal                           | <b>\$739,510.00</b>   | <b>\$806,442.00</b>    |
|                     |   | <b>Reallocation Total</b>          | <b>\$739,510.00</b>   | <b>\$806,442.00</b>    |
|                     |   | <b>WASTEWATER Total</b>            | <b>\$8,051,925.00</b> | <b>\$7,681,812.00</b>  |

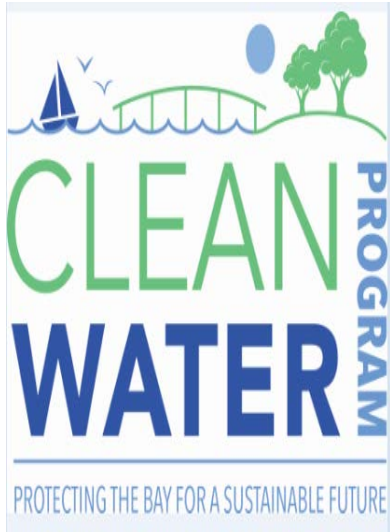
**Public Works Department Budget Comparisons - Wastewater (451-0970)**

| Account | Description                               | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---|--------------------------|---------------------------|------------------------|-------|
| 4110    | Salaries                                  | \$ 1,222,300             | \$ 1,169,300              | \$ (53,000)            | 1     |
| 4111    | Interns                                   | \$ 50,000                | \$ 50,000                 | \$ -                   | 2     |
| 4112    | Overtime                                  | \$ 35,000                | \$ 35,000                 | \$ -                   | 2     |
| 4113    | Standby Pay                               | \$ 39,125                | \$ 39,125                 | \$ -                   | 2     |
| 4120    | Benefits                                  | \$ 736,200               | \$ -                      | \$ (736,200)           | 3     |
| 4121    | Employee Benefits - PERS Retirement       | \$ -                     | \$ 390,900                | \$ 390,900             | 3     |
| 4135    | Employee Benefits - Flex Allowance        | \$ -                     | \$ 238,100                | \$ 238,100             | 3     |
| 4136    | Employee Benefits - Workers Compensation  | \$ -                     | \$ 81,000                 | \$ 81,000              | 3     |
| 4139    | Employee Benefits - Other Fringe Benefits | \$ -                     | \$ 322,500                | \$ 322,500             | 3     |
| 4520    | Compensated Absences                      | \$ 27,311                | \$ 28,951                 | \$ 1,640               | 4     |
| 4539    | PEMHCA                                    | \$ -                     | \$ 10,466                 | \$ 10,466              | 5     |
| 4544    | Vehicle Replacement                       | \$ 218,859               | \$ 264,349                | \$ 45,490              | 6     |
| 4556    | Equipment Replacement                     | \$ 261,950               | \$ 279,163                | \$ 17,213              | 6     |
| 4557    | Information Technology Services           | \$ 257,037               | \$ 276,006                | \$ 18,969              | 6     |
| 4562    | Self Insurance Fund                       | \$ 58,886                | \$ 96,169                 | \$ 37,283              | 6     |
| 4569    | Building Maintenance                      | \$ 106,097               | \$ 149,091                | \$ 42,994              | 6     |
| 4240    | Department Special Supplies               | \$ 94,500                | \$ 94,500                 | \$ -                   | 7     |
| 4241    | Printing                                  | \$ 1,600                 | \$ 1,700                  | \$ 100                 | 8     |
| 4242    | Postage                                   | \$ 2,500                 | \$ 2,500                  | \$ -                   | 9     |
| 4243    | Office Supplies                           | \$ 3,500                 | \$ 3,500                  | \$ -                   | 9     |
| 4245    | Small Tools & Equipment                   | \$ 5,000                 | \$ 5,000                  | \$ -                   | 9     |
| 4246    | Maintenance                               | \$ 74,500                | \$ 87,500                 | \$ 13,000              | 10    |
| 4247    | Rental Equipment                          | \$ 3,000                 | \$ 3,000                  | \$ -                   | 11    |
| 4248    | Utilities                                 | \$ 308,000               | \$ 227,000                | \$ (81,000)            | 12    |
| 4251    | Consulting and Contracting                | \$ 3,792,000             | \$ 3,005,500              | \$ (786,500)           | 13    |
| 4253    | Memberships and Dues                      | \$ 3,000                 | \$ 3,000                  | \$ -                   | 14    |
| 4254    | Travel, Conferences, and Meetings         | \$ 7,050                 | \$ 7,050                  | \$ -                   | 14    |
| 4255    | Training                                  | \$ 5,000                 | \$ 5,000                  | \$ -                   | 14    |
| 4463    | INDIRECT COST ALLOCATION                  | \$ 783,974               | \$ 828,092                | \$ 44,118              | 15    |
| 4463    | INDIRECT COST ALLOCATION - 2ND ROUND      | \$ (44,464)              | \$ (21,650)               | \$ 22,814              | 15    |
|         |   | <u>\$ 8,051,925</u>      | <u>\$ 7,681,812</u>       | <u>\$ (370,113)</u>    |       |

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 2 No change.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 No change.
- Note 8 Adjustment based on FY 2018-2019 expense.
- Note 9 No change.
- Note 10 Increase Due to Tri-Annual Generator Testing and Maint.
- Note 11 No change.
- Note 12 Decrease Due to Adjustment of Anticipated Energy Costs.
- Note 13 Decrease Due to Changes in WWTP Non Clean Water Program Charges.
- Note 14 No change.
- Note 15 Based on Annual Update of Cost Allocation Plan.

# San Mateo-Foster City Public Financing Authority Loan Fund



The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). As the lead agency, the City of San Mateo operates the plant. As co-owners of the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035. The Clean Water Program (CWP) is a series of projects to upgrade and replace aging infrastructure, increase capacity, and meet current and future regulatory requirements by combining San Mateo's sanitary sewer collection system CIP with the San Mateo WWTP Master Plan Improvements. This includes meeting the Cities' sustainability objectives including the provision of recycled water.

In October 2014, CH2M was hired to provide Program Management Services to support all aspects of the Clean Water Program and to validate the WWTP Master Plan developed and completed by Carollo Engineers in 2014.

Due to the complexity of the project, the high volume of construction work anticipated in the Bay Area, and to ensure collaboration amongst all parties during construction, a CMAR delivery approach for the project was recommended and received endorsement by both Cities in May 2016.

In January 2017, San Mateo and EMID selected Sundt, as their Construction Manager at Risk (CMAR) constructor for Phase I of the WWTP expansion and upgrades project which involves providing services during the design of the project such as cost estimating, constructability reviews, value engineering recommendations, construction scheduling, engaging/negotiating with suppliers, construction bid packaging, and development of the Guaranteed Maximum Price (GMP) for the project. Phase II services include construction of the project. Construction will be broken into 3 GMPs: Phase 1/GMP 1: mass excavation, demolition, and shoring of site; Phase 2/GMP 2: piles and under slab utilities; and

Phase 3/GMP 3: remainder of the project including construction of the administration building. Each GMP will be brought forward to the Cities' elected Board/Council for approval.

In accordance with the percentages established in the JPA (San Mateo 75.88%, EMID 24.12%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs for the Clean Water Program is over \$1 billion in improvements over 10 years, which include the WWTP and San Mateo collection system projects. The estimated share of the WWTP costs for EMID is approximately \$157.5 million.

The San Mateo-Foster City Public Financing Authority (Authority) Loan Fund accounts for the payment of principal and interest on revenue bond debt issued by the Authority and loaned to the District to finance improvements for EMID's share of WWTP costs. In 2017, the Cities of San Mateo and Foster City formed a Joint Powers Financing Authority (JPFA) in order to apply for State Revolving Fund (SRF) loans and Revenue Bonds to fund the majority of the project costs. The application a SRF loan for the WWTP expansion and upgrade project was submitted in February 2017. Based on the high demand on SRF funds, it is unlikely that SRF will be able to fund much, if any of the project costs. Therefore, the program is currently pursuing alternative loan options through the Water Infrastructure Finance and Innovation Act of 2014 (WIFIA) program which provides long term, low cost credit assistance to water and wastewater infrastructure projects of regional significance and revenue bonds to finance this project. The 1st Authority revenue bond issuance is anticipated to occur in May/June 2019 with EMID's portion amounting to \$35.1 million. There is no cross-collateralization between San Mateo and EMID.

In anticipation of the issuance of revenue bonds and the associated debt service payments, in 2017, the EMID Board approved the adoption of a 5 year rolling wastewater rate increase of 14.25% per year starting in FY 2017-2018. In 2018, the EMID Board approved an additional 14.25% rate increase for FY 2022-2023. In 2019, the District Board further approved a 10% rate increase to the rolling five-year model for FY 2023-2024.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
 PUBLIC WORKS  
 SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND  
 Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020           |
|---|-------------------|-------------------|---------------------|
|   | APPROVED          | REVISED           | REQUESTED           |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -                |
| SERVICES AND SUPPLIES   | \$ 514,600        | \$ 514,600        | \$ 1,800,000        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -                |
| Subtotal (Total Department-Controlled Expenses)                                 | \$ 514,600        | \$ 514,600        | \$ 1,800,000        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -                |
| Subtotal (Total Department Expenses before Reallocations)                       | \$ 514,600        | \$ 514,600        | \$ 1,800,000        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -                |
| <b>TOTAL FOR SAN MATEO-FOSTER CITY PUBLIC FINANCING<br/>AUTHORITY LOAN FUND</b> | <b>\$ 514,600</b> | <b>\$ 514,600</b> | <b>\$ 1,800,000</b> |



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER – GENERAL  
 ACCOUNTING Account: 454-1120-415

SAN MATEO-FOSTER CITY PUBLIC  
 FINANCING AUTHORITY LOAN FUND

| <i>Services and Supplies</i>       |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|--|-----------------------|------------------------|
| 454-1120-415-4251                  | WASTEWATER REVN BONDS - Cost of Issue/Trustee Fees | \$514,600.00          | \$0.00                 |
| Subtotal                           |  | <b>\$514,600.00</b>   | <b>\$0.00</b>          |
| 454-1120-415-4273                  | DEBT SERVICE - LOAN PAYABLE                        | \$0.00                | \$1,800,000.00         |
| Subtotal                           |  | <b>\$0.00</b>         | <b>\$1,800,000.00</b>  |
| <b>Services and Supplies Total</b> |  | <b>\$514,600.00</b>   | <b>\$1,800,000.00</b>  |
| <b>GENERAL ACCOUNTING Total</b>    |  | <b>\$514,600.00</b>   | <b>\$1,800,000.00</b>  |

**San Mateo-Foster City Public Financing Authority Loan Fund Budget Comparison (454-1120)**

| <b>Account</b> | <b>Description</b>                             | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Reimburse EMID for WWTP project costs advanced | \$ 514,600                       | \$ -                              | \$ (514,600)                   | 1            |
| 4273           | DEBT SERVICE - LOAN PAYABLE                    |                                  | \$ 1,800,000                      | \$ 1,800,000                   | 2            |
|                |  | <u>\$ -</u>                      | <u>\$ 1,800,000</u>               | <u>\$ 1,800,000</u>            |              |

**Detailed Analysis:**

- Note 1 One time payment
- Note 2 Anticipate Loan payment

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WASTEWATER EQUIPMENT REPLACEMENT FUND**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ 755,000        | \$ 755,000        | \$ 227,000        |
| Subtotal (Total Department-Controlled Expenses)           | \$ 755,000        | \$ 755,000        | \$ 227,000        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 755,000        | \$ 755,000        | \$ 227,000        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND</b>    | <b>\$ 755,000</b> | <b>\$ 755,000</b> | <b>\$ 227,000</b> |

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION  
 Account: 458-0110-413

WASTEWATER EQUIPMENT REPLACEMENT

| <i>Capital Outlay</i>   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 458-0110-413-4385 EQUIPMENT/INVENTORY -- WASTEWATER COLLECTION FD | \$755,000.00          | \$227,000.00           |
| Subtotal  | <b>\$755,000.00</b>   | <b>\$227,000.00</b>    |
| <b>Capital Outlay Total</b>                                       | <b>\$755,000.00</b>   | <b>\$227,000.00</b>    |
| <b>ADMINISTRATION Total</b>                                       | <b>\$755,000.00</b>   | <b>\$227,000.00</b>    |

**Wastewater Equipment Replacement Fund Budget Comparison (458-0110)**

| <b>Account</b>                  | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|---------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4385      EQUIPMENT REPLACEMENT | \$      755,000                  | \$      227,000                   | \$      (528,000)              | 1            |
|                                 | <u>\$      755,000</u>           | <u>\$      227,000</u>            | <u>\$      (528,000)</u>       |              |

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2018-2019 Internal Service Fund budget

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# Vehicle Replacement Fund

The mission and goal of the Vehicle Maintenance program is to provide management, maintenance, and inspection of all City/District vehicles and provide an efficient and safe vehicle fleet through established vehicle maintenance procedures. The Vehicle Maintenance Division develops ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. The Vehicle Replacement Fund provides for the distribution of costs among user departments and replacement of vehicles in a timely manner to accomplish program goals.

Vehicle Maintenance Division staff consists of the Director of Parks and Recreation (15%), Building/Vehicle Manager (50%), one full-time Mechanic I, and one full-time Small Engine Mechanic.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**VEHICLE REPLACEMENT FUND (#501)**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 425,000          | \$ 425,000          | \$ 505,800          |
| SERVICES AND SUPPLIES                                     | \$ 497,850          | \$ 699,583          | \$ 626,483          |
| CAPITAL OUTLAY  | \$ 315,491          | \$ 315,491          | \$ 393,733          |
| Subtotal (Total Department-Controlled Expenses)           | \$ 1,238,341        | \$ 1,440,074        | \$ 1,526,016        |
| INTERNAL SERVICES   | \$ 61,735           | \$ 61,735           | \$ 103,813          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 1,300,076        | \$ 1,501,809        | \$ 1,629,829        |
| REALLOCATIONS   | \$ 194,535          | \$ 194,535          | \$ 249,795          |
| <b>TOTAL FOR VEHICLE REPLACEMENT FUND (#501)</b>          | <b>\$ 1,494,611</b> | <b>\$ 1,696,344</b> | <b>\$ 1,879,624</b> |



## DETAIL LINE ITEM REPORT

PARKS & RECREATION - VEHICLE MAINTENANCE & REP    Account: 501-0560-431    VEHICLE RENTAL FUND

| <i>Capital Outlay</i>    |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 501-0560-431-4384        | VEHICLE REPLACEMENT CONTINGENCY         | \$50,000.00           | \$50,000.00            |
| 501-0560-431-4384        | VEHICLES TO BE REPLACED                 | \$265,491.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$315,491.00</b>   | <b>\$50,000.00</b>     |
| 501-0560-431-4385        | EQUIPMENT TO BE REPLACED                | \$0.00                | \$343,733.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$343,733.00</b>    |
|                          | <b>Capital Outlay Total</b>             | <b>\$315,491.00</b>   | <b>\$393,733.00</b>    |
| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 501-0560-431-4110        | PERMANENT SALARIES                      | \$267,000.00          | \$268,200.00           |
|                          | Subtotal                                | <b>\$267,000.00</b>   | <b>\$268,200.00</b>    |
| 501-0560-431-4112        | OVERTIME                                | \$1,000.00            | \$1,000.00             |
|                          | Subtotal                                | <b>\$1,000.00</b>     | <b>\$1,000.00</b>      |
| 501-0560-431-4120        | FRINGE BENEFITS                         | \$157,000.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$157,000.00</b>   | <b>\$0.00</b>          |
| 501-0560-431-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$89,000.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$89,000.00</b>     |
| 501-0560-431-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$51,500.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$51,500.00</b>     |
| 501-0560-431-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$15,700.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$15,700.00</b>     |
| 501-0560-431-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$12,900.00            |
| 501-0560-431-4139        | GASB 68-PENSION                         | \$0.00                | \$58,000.00            |
| 501-0560-431-4139        | GASB 75-OPEB                            | \$0.00                | \$9,500.00             |

|                              |   |                       |                        |
|------------------------------|---|-----------------------|------------------------|
|                              | Subtotal                                      | \$0.00                | \$80,400.00            |
|                              | <b>Employee Services Total</b>                | <b>\$425,000.00</b>   | <b>\$505,800.00</b>    |
| <b>Internal Services</b>     |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 501-0560-431-4520            | COMPENSATED ABSENCES                          | \$5,965.00            | \$6,613.00             |
|                              | Subtotal                                      | \$5,965.00            | \$6,613.00             |
| 501-0560-431-4539            | PEMHCA  | \$0.00                | \$1,656.00             |
|                              | Subtotal                                      | \$0.00                | \$1,656.00             |
| 501-0560-431-4556            | EQUIPMENT REPLACEMENT                         | \$6,595.00            | \$22,191.00            |
|                              | Subtotal                                      | \$6,595.00            | \$22,191.00            |
| 501-0560-431-4557            | INFORMATION TECHNOLOGY SERVICES               | \$12,721.00           | \$13,820.00            |
|                              | Subtotal                                      | \$12,721.00           | \$13,820.00            |
| 501-0560-431-4562            | INSURANCE                                     | \$36,454.00           | \$59,533.00            |
|                              | Subtotal                                      | \$36,454.00           | \$59,533.00            |
|                              | <b>Internal Services Total</b>                | <b>\$61,735.00</b>    | <b>\$103,813.00</b>    |
| <b>Services and Supplies</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 501-0560-431-4243*           | BOOTS/UNIFORMS                                | \$600.00              | \$600.00               |
| 501-0560-431-4243*           | OFFICE & JANITORIAL SUPPLIES                  | \$200.00              | \$200.00               |
| 501-0560-431-4243*           | SMALL TOOLS                                   | \$400.00              | \$400.00               |
|                              | Subtotal                                      | \$1,200.00            | \$1,200.00             |
| 501-0560-431-4246*           | AUTO PARTS                                    | \$30,000.00           | \$30,000.00            |
| 501-0560-431-4246*           | DIESEL FUEL                                   | \$56,000.00           | \$56,000.00            |
| 501-0560-431-4246*           | FIRE APPARATUS - REPAIR/PM                    | \$57,500.00           | \$0.00                 |
| 501-0560-431-4246*           | GASOLINE                                      | \$260,000.00          | \$260,000.00           |
| 501-0560-431-4246*           | RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS | \$2,500.00            | \$2,500.00             |
| 501-0560-431-4246            | RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES   | \$10,000.00           | \$10,000.00            |
| 501-0560-431-4246*           | TIRES (REPLACEMENT, REPAIR, FRONT END WORK)   | \$20,000.00           | \$20,000.00            |
| 501-0560-431-4246*           | VEHICLE REPAIRS                               | \$32,000.00           | \$32,000.00            |

|                     |  |                       |                        |
|---------------------|--|-----------------------|------------------------|
| 501-0560-431-4246*  | WASH, DETAIL, TOUCH UP STAFF VEHICLES        | \$3,000.00            | \$3,000.00             |
|                     | Subtotal                                     | <b>\$471,000.00</b>   | <b>\$413,500.00</b>    |
| 501-0560-431-4247   | RENTAL OF MISCELLANEOUS EQUIPMENT            | \$800.00              | \$800.00               |
|                     | Subtotal                                     | <b>\$800.00</b>       | <b>\$800.00</b>        |
| 501-0560-431-4248   | RADIO MAINTENANCE                            | \$4,000.00            | \$4,000.00             |
|                     | Subtotal                                     | <b>\$4,000.00</b>     | <b>\$4,000.00</b>      |
| 501-0560-431-4251*  | BIENNIAL VEHICLE INSPECTION & SUPPLIES       | \$3,500.00            | \$3,500.00             |
| 501-0560-431-4251   | FIRE VEHICLE PREVENTIVE MAINTENANCE          | \$15,600.00           | \$0.00                 |
|                     | Subtotal                                     | <b>\$19,100.00</b>    | <b>\$3,500.00</b>      |
| 501-0560-431-4253   | NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA) | \$500.00              | \$500.00               |
|                     | Subtotal                                     | <b>\$500.00</b>       | <b>\$500.00</b>        |
| 501-0560-431-4254   | FLEET MAINTENANCE/NOR CAL CONFERENCES        | \$500.00              | \$500.00               |
|                     | Subtotal                                     | <b>\$500.00</b>       | <b>\$500.00</b>        |
| 501-0560-431-4255   | FORD & TOYOTA DIAGNOSTIC CERT TRAINING       | \$750.00              | \$750.00               |
|                     | Subtotal                                     | <b>\$750.00</b>       | <b>\$750.00</b>        |
| 501-0560-431-4292   | CONTRIBUTION TO FIRE JPA                     | \$0.00                | \$201,733.00           |
|                     | Subtotal                                     | <b>\$0.00</b>         | <b>\$201,733.00</b>    |
|                     | <b>Services and Supplies Total</b>           | <b>\$497,850.00</b>   | <b>\$626,483.00</b>    |
| <b>Reallocation</b> |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 501-0560-431-4463   | INDIRECT COST ALLOCATION                     | \$194,535.00          | \$249,795.00           |
|                     | Subtotal                                     | <b>\$194,535.00</b>   | <b>\$249,795.00</b>    |
|                     | <b>Reallocation Total</b>                    | <b>\$194,535.00</b>   | <b>\$249,795.00</b>    |
|                     | <b>VEHICLE MAINTENANCE &amp; REP Total</b>   | <b>\$1,494,611.00</b> | <b>\$1,879,624.00</b>  |

## Vehicle Replacement Fund Budget Comparisons (501-0560)

| Account | Description                          | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|--------------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4384    | Capital Outlay-Vehicles              | \$ 315,491               | \$ 50,000                 | \$ (265,491)           | 1     |
| 4385    | Capital Outlay-Equipment             | \$ -                     | \$ 343,733                | \$ 343,733             | 2     |
| 4110    | Salaries                             | \$ 267,000               | \$ 268,200                | \$ 1,200               | 3     |
| 4112    | Overtime                             | \$ 1,000                 | \$ 1,000                  | \$ -                   | 4     |
| 4120    | Benefits                             | \$ 157,000               | \$ -                      | \$ (157,000)           | 5     |
| 4121    | Employee Benefits - PERS Retirement  | \$ -                     | \$ 89,000                 | \$ 89,000              | 5     |
| 4135    | Employee Benefits - Flex Allowance   | \$ -                     | \$ 51,500                 | \$ 51,500              | 5     |
| 4136    | Employee Benefits - Workers Comp     | \$ -                     | \$ 15,700                 | \$ 15,700              | 5     |
| 4139    | Employee Benefits - Other            | \$ -                     | \$ 80,400                 | \$ 80,400              | 5     |
| 4520    | Compensated Absences                 | \$ 5,965                 | \$ 6,613                  | \$ 648                 | 6     |
| 4539    | PEMCHA                               | \$ -                     | \$ 1,656                  | \$ 1,656               | 7     |
| 4556    | Equipment Replacement                | \$ 6,595                 | \$ 22,191                 | \$ 15,596              | 8     |
| 4557    | IT Services                          | \$ 12,721                | \$ 13,820                 | \$ 1,099               | 8     |
| 4562    | Insurance                            | \$ 36,454                | \$ 59,533                 | \$ 23,079              | 8     |
| 4243    | Department Supplies                  | \$ 1,200                 | \$ 1,200                  | \$ -                   | 9     |
| 4246    | Maintenance                          | \$ 471,000               | \$ 413,500                | \$ (57,500)            | 10    |
| 4247    | Equipment Rental                     | \$ 800                   | \$ 800                    | \$ -                   | 11    |
| 4248    | Citywide Utilities and JUA Utilities | \$ 4,000                 | \$ 4,000                  | \$ -                   | 11    |
| 4251    | Contractual Services                 | \$ 19,100                | \$ 3,500                  | \$ (15,600)            | 12    |
| 4253    | Memberships and Subscriptions        | \$ 500                   | \$ 500                    | \$ -                   | 13    |
| 4254    | Travel, Conferences, and Meetings    | \$ 500                   | \$ 500                    | \$ -                   | 13    |
| 4255    | Training                             | \$ 750                   | \$ 750                    | \$ -                   | 13    |
| 4292    | Contribution to Fire JPA             | \$ -                     | \$ 201,733                | \$ 201,733             | 14    |
| 4463    | Indirect Cost Allocation             | \$ 194,535               | \$ 249,795                | \$ 55,260              | 15    |
|         |                                      | <u>\$ 1,494,611</u>      | <u>\$ 1,879,624</u>       | <u>\$ 385,013</u>      |       |

### Detailed Analysis:

- Note 1 No vehicles scheduled to be replaced, reflects only emergency contingency funds.
- Note 2 List of equipment to be replaced is included in budget submittal.
- Note 3 Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 4 No change.
- Note 5 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. In addition, effective FY 2019-2020, estimated increase in Unfunded Pension Liability and Other Post Employment Benefit (OPEB) Liability have been added. Changes based on contractual adjustments.
- Note 6 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 7 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 8 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 9 No change.
- Note 10 Reduction of contractual costs related to Fire vehicle maintenance.
- Note 11 No change.
- Note 12 Reduction of contractual costs related to Fire vehicle maintenance.
- Note 13 No change.
- Note 14 Transfer of Vehicle Replacement funds authorized by Council Reso 2018-96.
- Note 15 Based on annual update of Cost Allocation Plan.

# Equipment Replacement Fund

This fund was established to provide for the timely and orderly replacement of equipment valued over \$1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.



A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over \$1,000), or a pool of assets (which may be less than \$1,000 individually, but when pooled together exceed \$1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.



This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise funds), or those assets specifically relating to the activities of Vehicle Replacement, Information Technology, and Building Maintenance.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**EQUIPMENT REPLACEMENT FUND (#502)**  
**Annual Budget Appropriation for Fiscal Year**

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 29,050         | \$ 184,779        | \$ 155,135        |
| CAPITAL OUTLAY  | \$ 621,900        | \$ 621,900        | \$ 348,400        |
| Subtotal (Total Department-Controlled Expenses)           | \$ 650,950        | \$ 806,679        | \$ 503,535        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 650,950        | \$ 806,679        | \$ 503,535        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)</b>        | <b>\$ 650,950</b> | <b>\$ 806,679</b> | <b>\$ 503,535</b> |

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 502-0110-413

EQUIPMENT REPLACEMENT FD

| <i>Capital Outlay</i>        |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------|---|-----------------------|------------------------|
| 502-0110-413-4385            | EMERGENCY REPLACEMENT                       | \$50,000.00           | \$50,000.00            |
| 502-0110-413-4385            | EQUIPMENT REPLACEMENT -- GENERAL FUND       | \$469,200.00          | \$186,500.00           |
|                              | Subtotal                                    | <b>\$519,200.00</b>   | <b>\$236,500.00</b>    |
| 502-0110-413-4387            | EQUIPMENT REPLACEMENT - PEG EQUIPMENT       | \$102,700.00          | \$111,900.00           |
|                              | Subtotal                                    | <b>\$102,700.00</b>   | <b>\$111,900.00</b>    |
|                              | <b>Capital Outlay Total</b>                 | <b>\$621,900.00</b>   | <b>\$348,400.00</b>    |
| <i>Services and Supplies</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 502-0110-413-4246            | EQUIPMENT REPLACEMENT - TOOLS AND EQUIPMENT | \$29,050.00           | \$4,850.00             |
|                              | Subtotal                                    | <b>\$29,050.00</b>    | <b>\$4,850.00</b>      |
| 502-0110-413-4292            | CONTRIBUTION TO FIRE JPA                    | \$0.00                | \$150,285.00           |
|                              | Subtotal                                    | <b>\$0.00</b>         | <b>\$150,285.00</b>    |
|                              | <b>Services and Supplies Total</b>          | <b>\$29,050.00</b>    | <b>\$155,135.00</b>    |
|                              | <b>ADMINISTRATION Total</b>                 | <b>\$650,950.00</b>   | <b>\$503,535.00</b>    |

**Equipment Replacement Fund Budget Comparisons - General Fund (502-0110)**

| <b>Account</b> | <b>Description</b>                    | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---------------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4246           | Tools and Equipment                   | \$ 29,050                        | \$ 4,850                          | \$ (24,200)                    | 1            |
| 4292           | Contribution to Fire JPA              | \$ -                             | \$ 150,285                        | \$ 150,285                     | 2            |
| 4385           | Equipment Replacement - General Fund  | \$ 519,200                       | \$ 236,500                        | \$ (282,700)                   | 3            |
| 4387           | Equipment Replacement - PEG Equipment | \$ 102,700                       | \$ 111,900                        | \$ 9,200                       | 4            |
|                |                                       | <u>\$ 650,950</u>                | <u>\$ 503,535</u>                 | <u>\$ (147,415)</u>            |              |

**Detailed Analysis:**

- Note 1 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 2 As approved on Resolution 2018-96 11/5/2018.
- Note 3 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.



# Self Insurance Fund

The Self Insurance Fund was established many years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.



The City of Foster City/Estero Municipal Improvement District is a member of a self-insured insurance pool known as ABAG (Association of Bay Area Governments) PLAN (Pooled Liability Assurance Network) that provides general liability coverage from \$100,000 to \$25,000,000 per claim. Any claim over \$25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll, services provided and the value of property insured.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
**SELF-INSURANCE FUND (#503)**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ -              | \$ -              | \$ -              |
| SERVICES AND SUPPLIES                                     | \$ 518,217        | \$ 518,217        | \$ 620,800        |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 518,217        | \$ 518,217        | \$ 620,800        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 518,217        | \$ 518,217        | \$ 620,800        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR SELF-INSURANCE FUND (#503)</b>               | <b>\$ 518,217</b> | <b>\$ 518,217</b> | <b>\$ 620,800</b> |

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-415

SELF INSURANCE FUND

| <i>Services and Supplies</i>       |  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|------------------------------------|--|-----------------------|------------------------|
| 503-1220-415-4241                  | COPIES   | \$100.00              | \$100.00               |
| Subtotal                           |  | <b>\$100.00</b>       | <b>\$100.00</b>        |
| 503-1220-415-4242                  | POSTAGE  | \$100.00              | \$100.00               |
| Subtotal                           |  | <b>\$100.00</b>       | <b>\$100.00</b>        |
| 503-1220-415-4251                  | CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES | \$80,000.00           | \$140,000.00           |
| Subtotal                           |  | <b>\$80,000.00</b>    | <b>\$140,000.00</b>    |
| 503-1220-415-4253                  | PARMA MEMBERSHIP DUES                            | \$150.00              | \$150.00               |
| 503-1220-415-4253                  | PRIMA MEMBERSHIP DUES                            | \$450.00              | \$450.00               |
| Subtotal                           |  | <b>\$600.00</b>       | <b>\$600.00</b>        |
| 503-1220-415-4262                  | ABAG PLAN PREMIUM                                | \$437,417.00          | \$480,000.00           |
| Subtotal                           |  | <b>\$437,417.00</b>   | <b>\$480,000.00</b>    |
| <b>Services and Supplies Total</b> |  | <b>\$518,217.00</b>   | <b>\$620,800.00</b>    |
| <b>SELF-INSURANCE FUND Total</b>   |  | <b>\$518,217.00</b>   | <b>\$620,800.00</b>    |

## Self Insurance Fund Budget Comparisons (503-1220)

| Account | Description                           | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|---------------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4241    | Copy                                  | \$ 100                   | \$ 100                    | \$ -                   | 1     |
| 4242    | Postage                               | \$ 100                   | \$ 100                    | \$ -                   | 2     |
| 4251    | Contractual and Professional Services | \$ 80,000                | \$ 140,000                | \$ 60,000              | 3     |
| 4253    | Memberships & Dues                    | \$ 600                   | \$ 600                    | \$ -                   | 4     |
| 4262    | ABAG Plan Premium                     | \$ 437,417               | \$ 480,000                | \$ 42,583              | 5     |
|         | Total                                 | <u>\$ 518,217</u>        | <u>\$ 620,800</u>         | <u>\$ 102,583</u>      |       |

### Detailed Analysis:

- Note 1 No change.
- Note 2 No change.
- Note 3 Average claims administration costs utilizing a third party claims administrator and the City's claims experience are anticipated to increase.
- Note 4 No change.
- Note 5 The actual FY 2019-2020 premiums for all insurance are projected to be 15% higher due to the impact of the losses that were experienced in the insurance market (series of hurricanes, flood and fires)

# Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.

## ***PROPOSED SERVICE LEVELS***

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3<sup>rd</sup> party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.



The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2019-2020 will be \$ 1,824,581 which is \$ 135,796 (or ~8.04%) higher than internal service charges for FY 2018-2019 of \$ 1,688,785.

- Cost Allocation Model: As part of the full Cost Allocation Model employed in this budget, IT now has \$120,280 in allocated costs to other internal service departments.
- Personnel: Increases are due to changes in the way retirement costs are allocated on the budget, as well as step increases for staff members.

Capital Outlay – Listed below are the items identified by Departments and Information Technology Division in need of acquisition or replacement.

- Copier Replacements
- Desktop PC Replacements
- EOC Computer Replacements
- Laptop Replacements
- Server Replacements
- Budget Software

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
INFORMATION TECHNOLOGY FUND (#504)  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 729,800          | \$ 729,800          | \$ 852,000          |
| SERVICES AND SUPPLIES                                     | 664,650             | 674,550             | 649,750             |
| CAPITAL OUTLAY  | 195,500             | 295,500             | 207,200             |
| Subtotal (Total Department-Controlled Expenses)           | 1,589,950           | 1,699,850           | 1,708,950           |
| INTERNAL SERVICES   | 10,643              | 10,643              | 15,351              |
| Subtotal (Total Department Expenses before Reallocations) | 1,600,593           | 1,710,493           | 1,724,301           |
| REALLOCATIONS   | 88,192              | 88,192              | 120,280             |
| <b>TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)</b>       | <b>\$ 1,688,785</b> | <b>\$ 1,798,685</b> | <b>\$ 1,844,581</b> |

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT    Account: 504-0160-419

COMMUNICATION & INFO SVC

| <i>Capital Outlay</i>    |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 504-0160-419-4388        | Budgeting Software-OpenGov additional funding | \$0.00                | \$20,000.00            |
| 504-0160-419-4388        | Copier Replacements                           | \$49,500.00           | \$30,000.00            |
| 504-0160-419-4388        | Desktop PC Replacements                       | \$37,500.00           | \$1,600.00             |
| 504-0160-419-4388        | EOC Computer Replacements                     | \$0.00                | \$10,000.00            |
| 504-0160-419-4388        | Laptop Replacements                           | \$4,000.00            | \$20,600.00            |
| 504-0160-419-4388        | Phone System License Upgrade                  | \$15,000.00           | \$0.00                 |
| 504-0160-419-4388        | Phone System SIP Trunk Migration              | \$15,000.00           | \$0.00                 |
| 504-0160-419-4388        | Redaction Software for Police Body-Worn Video | \$0.00                | \$6,000.00             |
| 504-0160-419-4388        | Server Backup System Replacement              | \$30,000.00           | \$0.00                 |
| 504-0160-419-4388        | Server Replacements                           | \$0.00                | \$89,000.00            |
| 504-0160-419-4388        | Storage for Police Body-Worn Video Cameras    | \$44,500.00           | \$0.00                 |
| 504-0160-419-4388        | Sungard 3rd Party Budgeting Software          | \$0.00                | \$30,000.00            |
|                          | Subtotal                                      | <b>\$195,500.00</b>   | <b>\$207,200.00</b>    |
|                          | <b>Capital Outlay Total</b>                   | <b>\$195,500.00</b>   | <b>\$207,200.00</b>    |
| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 504-0160-419-4110        | PERMANENT SALARIES                            | \$484,100.00          | \$494,600.00           |
|                          | Subtotal                                      | <b>\$484,100.00</b>   | <b>\$494,600.00</b>    |
| 504-0160-419-4120        | FRINGE BENEFITS (F/T Salaries)                | \$245,700.00          | \$0.00                 |
|                          | Subtotal                                      | <b>\$245,700.00</b>   | <b>\$0.00</b>          |
| 504-0160-419-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT             | \$0.00                | \$162,000.00           |
|                          | Subtotal                                      | <b>\$0.00</b>         | <b>\$162,000.00</b>    |
| 504-0160-419-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE              | \$0.00                | \$75,200.00            |



|                   |   |                     |                     |
|-------------------|---|---------------------|---------------------|
|                   | Subtotal                                | \$0.00              | \$75,200.00         |
| 504-0160-419-4136 | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00              | \$4,200.00          |
|                   | Subtotal                                | \$0.00              | \$4,200.00          |
| 504-0160-419-4139 | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00              | \$34,000.00         |
| 504-0160-419-4139 | GASB 68-PENSION                         | \$0.00              | \$67,000.00         |
| 504-0160-419-4139 | GASB 75-OPEB                            | \$0.00              | \$15,000.00         |
|                   | Subtotal                                | \$0.00              | \$116,000.00        |
|                   | <b>Employee Services Total</b>          | <b>\$729,800.00</b> | <b>\$852,000.00</b> |

**Internal Services**

|                   |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|--------------------------------|-----------------------|------------------------|
| 504-0160-419-4520 | COMPENSATED ABSENCES           | \$10,643.00           | \$12,039.00            |
|                   | Subtotal                       | \$10,643.00           | \$12,039.00            |
| 504-0160-419-4539 | PEMHCA                         | \$0.00                | \$3,312.00             |
|                   | Subtotal                       | \$0.00                | \$3,312.00             |
|                   | <b>Internal Services Total</b> | <b>\$10,643.00</b>    | <b>\$15,351.00</b>     |

**Services and Supplies**

|                   |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|-------------------|---|-----------------------|------------------------|
| 504-0160-419-4240 | CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT | \$50,000.00           | \$50,000.00            |
|                   | Subtotal                                      | \$50,000.00           | \$50,000.00            |
| 504-0160-419-4241 | COPIES  | \$750.00              | \$750.00               |
|                   | Subtotal                                      | \$750.00              | \$750.00               |
| 504-0160-419-4242 | POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.    | \$300.00              | \$300.00               |
|                   | Subtotal                                      | \$300.00              | \$300.00               |
| 504-0160-419-4243 | OFFICE SUPPLIES                               | \$400.00              | \$400.00               |
|                   | Subtotal                                      | \$400.00              | \$400.00               |
| 504-0160-419-4245 | REPLACEMENT MONITORS & PROJECTORS (AS NEEDED) | \$7,000.00            | \$7,000.00             |
|                   | Subtotal                                      | \$7,000.00            | \$7,000.00             |
| 504-0160-419-4246 | AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE     | \$11,000.00           | \$11,000.00            |
| 504-0160-419-4246 | ANTIVIRUS SOFTWARE MAINTENANCE                | \$15,000.00           | \$15,000.00            |

|                   |  |                     |                     |
|-------------------|--|---------------------|---------------------|
| 504-0160-419-4246 | BACKUP HARDWARE MAINT AND CLOUD REPLICATION    | \$22,000.00         | \$22,000.00         |
| 504-0160-419-4246 | BUSINESS CONTINUITY SERVICES                   | \$20,000.00         | \$20,000.00         |
| 504-0160-419-4246 | CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)  | \$7,000.00          | \$7,000.00          |
| 504-0160-419-4246 | DEPT SPECIALIZED SOFTWARE                      | \$15,000.00         | \$11,000.00         |
| 504-0160-419-4246 | DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE       | \$10,000.00         | \$10,000.00         |
| 504-0160-419-4246 | FIREWALL MAINTENANCE                           | \$15,000.00         | \$15,000.00         |
| 504-0160-419-4246 | GIS AERIAL PHOTOGRAPHY SUBSCRIPTION            | \$10,000.00         | \$10,000.00         |
| 504-0160-419-4246 | GIS SOFTWARE MAINTENANCE                       | \$40,000.00         | \$40,000.00         |
| 504-0160-419-4246 | HTE SOFTWARE ANNUAL SUPPORT                    | \$55,000.00         | \$55,000.00         |
| 504-0160-419-4246 | ISeries SOFTWARE & HARDWARE MAINTENANCE        | \$1,000.00          | \$7,000.00          |
| 504-0160-419-4246 | MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA | \$55,000.00         | \$65,000.00         |
| 504-0160-419-4246 | NUTANIX SERVER MAINTENANCE                     | \$15,000.00         | \$0.00              |
| 504-0160-419-4246 | OTHER MISC MAINTENANCE AS REQUIRED             | \$52,000.00         | \$39,000.00         |
| 504-0160-419-4246 | POLICE DISPATCH BATTERY BACKUP MAINTENANCE     | \$2,500.00          | \$2,500.00          |
| 504-0160-419-4246 | POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)  | \$47,500.00         | \$53,500.00         |
| 504-0160-419-4246 | PRINTER&SCANNER MAINT/TONER/REPAIR             | \$7,000.00          | \$7,000.00          |
| 504-0160-419-4246 | TELEPHONE SYSTEM MAINTENANCE                   | \$14,000.00         | \$14,000.00         |
| 504-0160-419-4246 | WEBSITE CONTENT MANAGEMENT SOFTWARE MAINT      | \$7,500.00          | \$7,500.00          |
|                   | Subtotal                                       | <b>\$421,500.00</b> | <b>\$411,500.00</b> |
| 504-0160-419-4248 | AT&T TELEPHONE SERVICES                        | \$37,000.00         | \$25,000.00         |
| 504-0160-419-4248 | CELL PHONE (VERIZON)                           | \$27,000.00         | \$22,000.00         |
| 504-0160-419-4248 | DATA ACCESS IN VEHICLES (PD/IT)                | \$6,000.00          | \$6,000.00          |
| 504-0160-419-4248 | INTERNET SERVICE PROVIDER                      | \$27,000.00         | \$34,000.00         |
|                   | Subtotal                                       | <b>\$97,000.00</b>  | <b>\$87,000.00</b>  |
| 504-0160-419-4251 | AS400 CONSULTING SERVICES                      | \$0.00              | \$3,000.00          |
| 504-0160-419-4251 | GIS INTEGRATION SERVICES                       | \$30,000.00         | \$30,000.00         |
| 504-0160-419-4251 | SECURITY SCANS - INTERNAL AND EXTERNAL         | \$15,000.00         | \$0.00              |
|                   | Subtotal                                       | <b>\$45,000.00</b>  | <b>\$33,000.00</b>  |
| 504-0160-419-4253 | IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS          | \$700.00            | \$700.00            |

|                     |   |                       |                        |
|---------------------|---|-----------------------|------------------------|
|                     | Subtotal                                      | <b>\$700.00</b>       | <b>\$700.00</b>        |
| 504-0160-419-4254   | IT STAFF CONFERENCES                          | \$1,500.00            | \$4,500.00             |
| 504-0160-419-4254   | SUNGARD USER CONFERENCE (4)                   | \$6,000.00            | \$6,000.00             |
|                     | Subtotal                                      | <b>\$7,500.00</b>     | <b>\$10,500.00</b>     |
| 504-0160-419-4255   | IT TECHNICAL TRAINING                         | \$7,500.00            | \$7,500.00             |
| 504-0160-419-4255   | SECURITY AWARENESS TRAINING SUBSCRIPTION      | \$2,500.00            | \$2,500.00             |
| 504-0160-419-4255   | SUNGARD END USER WEBINAR TRAININGS            | \$2,500.00            | \$7,500.00             |
|                     | Subtotal                                      | <b>\$12,500.00</b>    | <b>\$17,500.00</b>     |
| 504-0160-419-4259   | CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000) | \$14,000.00           | \$14,000.00            |
| 504-0160-419-4259   | IT - PC SOFTWARE & HARDWARE                   | \$5,000.00            | \$5,000.00             |
| 504-0160-419-4259   | MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS  | \$3,000.00            | \$3,000.00             |
|                     | Subtotal                                      | <b>\$22,000.00</b>    | <b>\$22,000.00</b>     |
| 504-0160-419-4292   | CONTRIBUTION TO FIRE JPA                      | \$0.00                | \$9,100.00             |
|                     | Subtotal                                      | <b>\$0.00</b>         | <b>\$9,100.00</b>      |
|                     | <b>Services and Supplies Total</b>            | <b>\$664,650.00</b>   | <b>\$649,750.00</b>    |
| <b>Reallocation</b> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 504-0160-419-4463   | INDIRECT COST ALLOCATION                      | \$88,192.00           | \$120,280.00           |
|                     | Subtotal                                      | <b>\$88,192.00</b>    | <b>\$120,280.00</b>    |
|                     | <b>Reallocation Total</b>                     | <b>\$88,192.00</b>    | <b>\$120,280.00</b>    |
|                     | <b>IT Total</b>                               | <b>\$1,688,785.00</b> | <b>\$1,844,581.00</b>  |

## Information Technology Fund Budget Comparisons (504-0160)

| Account | Description                       | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|-----------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4388    | Capital Outlay                    | \$ 195,500               | \$ 207,200                | \$ 11,700              | 1     |
| 4110    | Salaries                          | \$ 484,100               | \$ 494,600                | \$ 10,500              | 2     |
| 4120    | Benefits                          | \$ 245,700               | \$ -                      | \$ (245,700)           | 3     |
| 4121    | Benefits-PERS Retirement          | \$ -                     | \$ 162,000                | \$ 162,000             | 3     |
| 4135    | Benefits-Flex Allowance           | \$ -                     | \$ 75,200                 | \$ 75,200              | 3     |
| 4136    | Benefits-Workers Compensation     | \$ -                     | \$ 4,200                  | \$ 4,200               | 3     |
| 4139    | Benefits-Other Fringe Benefits    | \$ -                     | \$ 116,000                | \$ 116,000             | 3     |
| 4520    | Compensated Absences              | \$ 10,643                | \$ 12,039                 | \$ 1,396               | 4     |
| 4539    | PEMCHA                            | \$ -                     | \$ 3,312                  | \$ 3,312               | 5     |
| 4240    | Contingency Replacement           | \$ 50,000                | \$ 50,000                 | \$ -                   | 6     |
| 4241    | Copies                            | \$ 750                   | \$ 750                    | \$ -                   | 6     |
| 4242    | Postage                           | \$ 300                   | \$ 300                    | \$ -                   | 6     |
| 4243    | Office Supplies                   | \$ 400                   | \$ 400                    | \$ -                   | 6     |
| 4245    | Tools and Equipment               | \$ 7,000                 | \$ 7,000                  | \$ -                   | 6     |
| 4246    | Maintenance                       | \$ 421,500               | \$ 411,500                | \$ (10,000)            | 7     |
| 4248    | Utilities and Communications      | \$ 97,000                | \$ 87,000                 | \$ (10,000)            | 8     |
| 4251    | Consulting and Contracting        | \$ 45,000                | \$ 33,000                 | \$ (12,000)            | 9     |
| 4253    | Memberships and Dues              | \$ 700                   | \$ 700                    | \$ -                   | 10    |
| 4254    | Travel, Conferences, and Meetings | \$ 7,500                 | \$ 10,500                 | \$ 3,000               | 11    |
| 4255    | Training                          | \$ 12,500                | \$ 17,500                 | \$ 5,000               | 12    |
| 4259    | Misc Software and Hardware        | \$ 22,000                | \$ 22,000                 | \$ -                   | 13    |
| 4292    | Fire JPA                          | \$ -                     | \$ 9,100                  | \$ 9,100               | 14    |
| 4444    | Indirect Cost Allocation          | \$ 88,192                | \$ 120,280                | \$ 32,088              | 15    |
|         |                                   | <u>\$ 1,688,785</u>      | <u>\$ 1,844,581</u>       | <u>\$ 155,796</u>      |       |

### Detailed Analysis:

- Note 1 Change is related to differences in what capital assets are being replaced in the next FY, as well as the choice to delay replacement of 54 desktop PCs by 1 year (-\$8300) and increase in Budgeting Software of (\$20,000).
- Note 2 Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 3 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. In addition, effective FY 2019-2020, estimated increase in Unfunded Pension Liability and Other Post Employment Benefit (OPEB) Liability have been added. Changes based on contractual adjustments.
- Note 4 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 5 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 6 No change.
- Note 7 Decrease is due to removing Nutanix Server Maintenance, as we will be purchasing new servers that will include 3 years maintenance.
- Note 8 Decrease is due to changing our telephone trunks from PRI copper lines to SIP trunks carried over our internet fiber circuit.
- Note 9 Decrease is due to the completion of Security Scanning line item.
- Note 10 No change.
- Note 11 Increase is for allowing 2 IT staff to attend the MISAC conference.
- Note 12 Increase is due to the cost increase of attending Superior software (Financial and Permitting) conference for Finance and CDD staff.
- Note 13 No change.
- Note 14 This is a payment to the Fire JPA for the funds they had accrued in the Foster City IT Replacement Fund. This is annual payment 1 of 3.
- Note 15 Based on annual update of Cost Allocation Plan.

# Building Maintenance Fund

The Building Maintenance Fund captures the costs of City-wide Building Maintenance. The Building Maintenance Division provides management, maintenance and inspection of City/District buildings and equipment and develops ongoing maintenance systems and procedures. Staff provides efficient, timely and quality service to maintain the 175,867 square feet of diverse facilities and the hours of operation to meet community needs and industry standards.

Building Division staff includes the Director of Parks and Recreation (15%); Building/Vehicle Maintenance Manager (50%); one (1) Building Maintenance Lead Worker and three (3) Building Maintenance Worker I/II positions.

The standard of care ensures that all City facilities are safe and clean by completing work requests, emergency and regular repair, preventative maintenance and special projects in a timely manner.

Building Maintenance Division duties include but are not limited to:

- Emergency Repairs – such as gas leaks or water pipe breaks
- Regular Repairs and Work Requests – such as electrical outlet failures, carpet stain removals, lighting ballast replacements or restroom plumbing
- Supplies/Inventory – ordering and organizing maintenance supplies and materials
- Preventative Maintenance – such as inspecting fire extinguishers
- Special Projects and Capital Improvement Projects – such as room upgrades or painting

Building Maintenance oversees contracts for janitorial services and for work that is beyond the scope of staff's professional training or workforce capacity.

In FY 2018-2019, Building Maintenance completed the following projects:

- Interior painting, stairway tread and hot water heater replacement at the Community Center
- Locker/Shower/Restroom refurbishment at the Corporation Yard
- Interior painting and carpet replacement at the Corporation Yard building



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**BUILDING MAINTENANCE FUND (#505)**  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019           |                     | 2019-2020           |
|---|---------------------|---------------------|---------------------|
|   | APPROVED            | REVISED             | REQUESTED           |
| EMPLOYEE SERVICES   | \$ 675,300          | \$ 675,300          | \$ 795,300          |
| SERVICES AND SUPPLIES                                     | \$ 1,415,950        | \$ 1,415,950        | \$ 1,415,950        |
| CAPITAL OUTLAY  | \$ 308,050          | \$ 639,870          | \$ 804,875          |
| Subtotal (Total Department-Controlled Expenses)           | \$ 2,399,300        | \$ 2,731,120        | \$ 3,016,125        |
| INTERNAL SERVICES   | \$ 113,211          | \$ 113,211          | \$ 115,110          |
| Subtotal (Total Department Expenses before Reallocations) | \$ 2,512,511        | \$ 2,844,331        | \$ 3,131,235        |
| REALLOCATIONS   | \$ 303,420          | \$ 303,420          | \$ 361,849          |
| <b>TOTAL FOR BUILDING MAINTENANCE FUND (#505)</b>         | <b>\$ 2,815,931</b> | <b>\$ 3,147,751</b> | <b>\$ 3,493,084</b> |

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - BUILDING MAINTENANCE      Account: 505-0550-419      BUILDING MAINTENANCE

| <i>Capital Outlay</i>    |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--------------------------|---|-----------------------|------------------------|
| 505-0550-419-4385        | CITYWIDE FURNITURE                      | \$7,500.00            | \$7,500.00             |
| 505-0550-419-4385        | CONTINGENCY - INFRASTRUCTURE            | \$100,000.00          | \$100,000.00           |
| 505-0550-419-4385        | CONTINGENCY - REPLACEMENT               | \$50,000.00           | \$50,000.00            |
| 505-0550-419-4385        | ITEMS TO BE REPLACED                    | \$150,550.00          | \$647,375.00           |
|                          | Subtotal                                | <b>\$308,050.00</b>   | <b>\$804,875.00</b>    |
|                          | <b>Capital Outlay Total</b>             | <b>\$308,050.00</b>   | <b>\$804,875.00</b>    |
| <i>Employee Services</i> |   | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 505-0550-419-4110        | PERMANENT SALARIES                      | \$421,500.00          | \$442,700.00           |
|                          | Subtotal                                | <b>\$421,500.00</b>   | <b>\$442,700.00</b>    |
| 505-0550-419-4112        | OVERTIME                                | \$5,000.00            | \$5,000.00             |
|                          | Subtotal                                | <b>\$5,000.00</b>     | <b>\$5,000.00</b>      |
| 505-0550-419-4120        | FRINGE BENEFITS                         | \$248,800.00          | \$0.00                 |
|                          | Subtotal                                | <b>\$248,800.00</b>   | <b>\$0.00</b>          |
| 505-0550-419-4121        | EMPLOYEE BENEFITS-PERS RETIREMENT       | \$0.00                | \$147,900.00           |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$147,900.00</b>    |
| 505-0550-419-4135        | EMPLOYEE BENEFITS-FLEX ALLOWANCE        | \$0.00                | \$76,000.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$76,000.00</b>     |
| 505-0550-419-4136        | EMPLOYEE BENEFITS-WORKERS COMPENSATION  | \$0.00                | \$18,800.00            |
|                          | Subtotal                                | <b>\$0.00</b>         | <b>\$18,800.00</b>     |
| 505-0550-419-4139        | EMPLOYEE BENEFITS-OTHER FRINGE BENEFITS | \$0.00                | \$21,400.00            |
| 505-0550-419-4139        | GASB 68-PENSION                         | \$0.00                | \$74,000.00            |
| 505-0550-419-4139        | GASB 75-OPEB                            | \$0.00                | \$9,500.00             |

|                              |  |                                |                       |                        |
|------------------------------|--|--------------------------------|-----------------------|------------------------|
|                              |  | Subtotal                       | \$0.00                | \$104,900.00           |
|                              |  | <b>Employee Services Total</b> | <b>\$675,300.00</b>   | <b>\$795,300.00</b>    |
| <b>Internal Services</b>     |  |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 505-0550-419-4520            | COMPENSATED ABSENCES                           |                                | \$9,456.00            | \$10,931.00            |
|                              |  | Subtotal                       | <b>\$9,456.00</b>     | <b>\$10,931.00</b>     |
| 505-0550-419-4539            | PEMHCA   |                                | \$0.00                | \$3,312.00             |
|                              |  | Subtotal                       | <b>\$0.00</b>         | <b>\$3,312.00</b>      |
| 505-0550-419-4544            | VEHICLE REPLACEMENT                            |                                | \$34,218.00           | \$42,243.00            |
|                              |  | Subtotal                       | <b>\$34,218.00</b>    | <b>\$42,243.00</b>     |
| 505-0550-419-4556            | EQUIPMENT REPLACEMENT                          |                                | \$39,855.00           | \$26,377.00            |
|                              |  | Subtotal                       | <b>\$39,855.00</b>    | <b>\$26,377.00</b>     |
| 505-0550-419-4557            | INFORMATION TECHNOLOGY SERVICES                |                                | \$29,682.00           | \$32,247.00            |
|                              |  | Subtotal                       | <b>\$29,682.00</b>    | <b>\$32,247.00</b>     |
|                              |  | <b>Internal Services Total</b> | <b>\$113,211.00</b>   | <b>\$115,110.00</b>    |
| <b>Services and Supplies</b> |  |                                | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 505-0550-419-4243            | DEPARTMENT SUPPLIES                            |                                | \$5,900.00            | \$5,900.00             |
|                              |  | Subtotal                       | <b>\$5,900.00</b>     | <b>\$5,900.00</b>      |
| 505-0550-419-4246            | BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC. |                                | \$30,000.00           | \$30,000.00            |
| 505-0550-419-4246            | CARPET/WINDOW MAINTENANCE                      |                                | \$14,000.00           | \$14,000.00            |
| 505-0550-419-4246            | ELECTRICAL SUPPLIES AND REPAIRS                |                                | \$5,000.00            | \$5,000.00             |
| 505-0550-419-4246            | FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE     |                                | \$12,500.00           | \$12,500.00            |
| 505-0550-419-4246            | FIRE TRAINING TOWER ANNUAL MAINTENANCE         |                                | \$10,000.00           | \$10,000.00            |
| 505-0550-419-4246            | GOVERNMENT CENTER MAINTENANCE                  |                                | \$58,000.00           | \$58,000.00            |
| 505-0550-419-4246            | HVAC REPAIR AND MAINTENANCE                    |                                | \$100,000.00          | \$100,000.00           |
| 505-0550-419-4246            | JANITORIAL SUPPLIES                            |                                | \$50,000.00           | \$50,000.00            |
| 505-0550-419-4246            | LOCKS AND KEYS                                 |                                | \$3,000.00            | \$3,000.00             |
| 505-0550-419-4246            | PEST CONTROL FOR CITY BUILDINGS                |                                | \$9,600.00            | \$9,600.00             |



|                                    |  |          |                       |                       |
|------------------------------------|--|----------|-----------------------|-----------------------|
| 505-0550-419-4246                  | PLUMBING SUPPLIES                                  |          | \$2,000.00            | \$2,000.00            |
| 505-0550-419-4246                  | SECURITY CAMERA MAINTENANCE                        |          | \$3,000.00            | \$3,000.00            |
| 505-0550-419-4246                  | STANDBY GENERATORS REPAIR                          |          | \$20,200.00           | \$20,200.00           |
| 505-0550-419-4246                  | SUSTAINABILITY PROJECTS                            |          | \$10,000.00           | \$10,000.00           |
| 505-0550-419-4246                  | VANDALISM REPAIRS                                  |          | \$1,000.00            | \$1,000.00            |
|                                    |  | Subtotal | <b>\$328,300.00</b>   | <b>\$328,300.00</b>   |
| 505-0550-419-4248                  | UTILITIES FOR ALL CITY FACILITIES                  |          | \$562,000.00          | \$562,000.00          |
| 505-0550-419-4248                  | UTILITIES FOR JOINT USE FACILITIES                 |          | \$40,000.00           | \$40,000.00           |
|                                    |  | Subtotal | <b>\$602,000.00</b>   | <b>\$602,000.00</b>   |
| 505-0550-419-4251                  | DISPOSAL OF HAZARDOUS MATERIALS                    |          | \$4,600.00            | \$4,600.00            |
| 505-0550-419-4251                  | ELEVATOR MAINTENANCE CONTRACT                      |          | \$15,000.00           | \$15,000.00           |
| 505-0550-419-4251                  | ELEVATOR SMOKE GUARD MAINTENANCE                   |          | \$8,600.00            | \$8,600.00            |
| 505-0550-419-4251                  | FIRE EXTINGUISHER MAINTENANCE                      |          | \$4,200.00            | \$4,200.00            |
| 505-0550-419-4251                  | FIRE PROTECTION SYSTEM                             |          | \$20,000.00           | \$20,000.00           |
| 505-0550-419-4251                  | GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS |          | \$34,600.00           | \$34,600.00           |
| 505-0550-419-4251                  | JANITORIAL SERVICES - CITYWIDE                     |          | \$315,000.00          | \$315,000.00          |
| 505-0550-419-4251                  | JANITORIAL SERVICES - JUA BREWER ISLAND GYM        |          | \$40,000.00           | \$40,000.00           |
| 505-0550-419-4251                  | SOLAR MAINTENANCE                                  |          | \$20,000.00           | \$20,000.00           |
| 505-0550-419-4251                  | TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS      |          | \$15,000.00           | \$15,000.00           |
|                                    |  | Subtotal | <b>\$477,000.00</b>   | <b>\$477,000.00</b>   |
| 505-0550-419-4254                  | MAINTENANCE MANAGEMENT SEMINAR                     |          | \$2,000.00            | \$2,000.00            |
|                                    |  | Subtotal | <b>\$2,000.00</b>     | <b>\$2,000.00</b>     |
| 505-0550-419-4255                  | HVAC INSPECTION                                    |          | \$750.00              | \$750.00              |
|                                    |  | Subtotal | <b>\$750.00</b>       | <b>\$750.00</b>       |
| <b>Services and Supplies Total</b> |  |          | <b>\$1,415,950.00</b> | <b>\$1,415,950.00</b> |
| <b>Reallocation</b>                |  |          | Approved              | Requested             |
|                                    |  |          | 2018-2019             | 2019-2020             |
| 505-0550-419-4463                  | INDIRECT COST ALLOCATION                           |          | \$303,420.00          | \$361,849.00          |
|                                    |  | Subtotal | <b>\$303,420.00</b>   | <b>\$361,849.00</b>   |

|                                   |                       |                       |
|-----------------------------------|-----------------------|-----------------------|
| <b>Reallocation Total</b>         | <b>\$303,420.00</b>   | <b>\$361,849.00</b>   |
| <b>BUILDING MAINTENANCE Total</b> | <b>\$2,815,931.00</b> | <b>\$3,493,084.00</b> |

## Building Maintenance Fund Budget Comparisons (505-0550)

| Account | Description                          | Approved<br>FY 2018-2019 | Requested<br>FY 2019-2020 | Increase<br>(Decrease) | Notes |
|---------|--------------------------------------|--------------------------|---------------------------|------------------------|-------|
| 4385    | Capital Outlay                       | \$ 308,050               | \$ 804,875                | \$ 496,825             | 1     |
| 4110    | Salaries                             | \$ 421,500               | \$ 442,700                | \$ 21,200              | 2     |
| 4112    | Overtime                             | \$ 5,000                 | \$ 5,000                  | \$ -                   | 3     |
| 4120    | Benefits                             | \$ 248,800               | \$ -                      | \$ (248,800)           | 4     |
| 4121    | Employee Benefits - PERS Retirement  | \$ -                     | \$ 147,900                | \$ 147,900             | 4     |
| 4135    | Employee Benefits - Flex Allowance   | \$ -                     | \$ 76,000                 | \$ 76,000              | 4     |
| 4136    | Employee Benefits - Workers Comp     | \$ -                     | \$ 18,800                 | \$ 18,800              | 4     |
| 4139    | Employee Benefits - Other Benefits   | \$ -                     | \$ 104,900                | \$ 104,900             | 4     |
| 4520    | Compensated Absences                 | \$ 9,456                 | \$ 10,931                 | \$ 1,475               | 5     |
| 4539    | PEMCHA                               | \$ -                     | \$ 3,312                  | \$ 3,312               | 6     |
| 4544    | Vehicle Replacement                  | \$ 34,218                | \$ 42,243                 | \$ 8,025               | 7     |
| 4556    | Equipment Replacement                | \$ 39,855                | \$ 26,377                 | \$ (13,478)            | 7     |
| 4557    | IT Services                          | \$ 29,682                | \$ 32,247                 | \$ 2,565               | 7     |
| 4243    | Department Supplies                  | \$ 5,900                 | \$ 5,900                  | \$ -                   | 8     |
| 4246    | Maintenance                          | \$ 328,300               | \$ 328,300                | \$ -                   | 8     |
| 4248    | Citywide Utilities and JUA Utilities | \$ 602,000               | \$ 602,000                | \$ -                   | 8     |
| 4251    | Contractual Services                 | \$ 477,000               | \$ 477,000                | \$ -                   | 8     |
| 4254    | Travel, Conferences, and Meetings    | \$ 2,000                 | \$ 2,000                  | \$ -                   | 8     |
| 4255    | Training                             | \$ 750                   | \$ 750                    | \$ -                   | 8     |
| 4463    | Indirect Cost Allocation             | \$ 303,420               | \$ 361,849                | \$ 58,429              | 9     |
|         |                                      | <u>\$ 2,815,931</u>      | <u>\$ 3,493,084</u>       | <u>\$ 677,153</u>      |       |

### Detailed Analysis:

- Note 1 Increase in number and cost of planned replacements.
- Note 2 Assumption of 2% COLA increase and projected reduction of vacation cash out based on 2019 Cash Out Declaration provided by City Employees.
- Note 3 No change.
- Note 4 Detail benefits to categories (PERS Retirement, Flex Allowance, Workers Comp and Other Benefits). Other Employee Benefits include Medicare, Employer 401A match, and miscellaneous benefits. In addition, effective FY 2019-2020, estimated increase in Unfunded Pension Liability and Other Post Employment Benefit (OPEB) Liability have been added. Changes based on contractual adjustments.
- Note 5 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 6 Effective FY 2019-2020, PEMCHA (Public Employees' Medical and Hospital Care Act) benefits are charged to applicable departments in order to maintain the PEMCHA reserve balance.
- Note 7 Change in assessment per proposed FY 2019-2020 Internal Service Fund budget.
- Note 8 No change.
- Note 9 Based on annual update of Cost Allocation Plan.

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# Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District agreed to provide this post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA), the International Association of Firefighters (IAFF), San Mateo County Local 2400, the American Federation of State, County and Municipal Employees Local 829 (AFSCME), and employees covered under the Management Employees Compensation and Benefits Plan. The Plan provides monthly benefit payments ranging from \$125 to \$350 based on an employee's length of service with the City at the time of his/her retirement from the City.



In FY 2007-2008, all AFSCME and non-public safety management employees currently employed with the City voluntarily eliminated the Longevity Recognition plan from their employee agreements. Current FCPOA, IAFF and public safety management employees will continue to participate in the program, but new employees in those groups hired after December 31, 2011 are no longer eligible to participate in the program.

This Fund has been established as an Internal Services Fund. It invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. Effective FY 2019-2020, internal service charges will be assessed to applicable departments in the General Fund for projected pay-as-you go benefit payments for that year. The projected pay-as-you-go benefit payments for FY 2019-2020 is \$224,160.

Effective FY 2016-2017, Government Accounting Standards Board (GASB) Statement no. 73 requires the accounting and reporting of the Longevity Recognition Benefits Fund be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 73 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (3.87% as of June 30, 2018). As a result, based on the August 2018 Actuarial Valuation performed by Bartel Associates, the 6/30/18 Total Pension Liability for the Plan is \$3.659 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**LONGEVITY RECOGNITION BENEFITS FUND (#507)**  
**Annual Budget Appropriation for Fiscal Year**

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 215,720        | \$ 215,720        | \$ 224,160        |
| SERVICES AND SUPPLIES                                       | \$ 17,500         | \$ 17,500         | \$ 17,500         |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)             | \$ 233,220        | \$ 233,220        | \$ 241,660        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations)   | \$ 233,220        | \$ 233,220        | \$ 241,660        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)</b> | <b>\$ 233,220</b> | <b>\$ 233,220</b> | <b>\$ 241,660</b> |

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-999

LONGEVITY RECOGNITION BENEFITS FUND

| <i>Employee Services</i>                                  | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 507-0460-999-4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS | \$215,720.00          | \$224,160.00           |
| Subtotal  | <b>\$215,720.00</b>   | <b>\$224,160.00</b>    |
| <b>Employee Services Total</b>                            | <b>\$215,720.00</b>   | <b>\$224,160.00</b>    |
| <i>Services and Supplies</i>                              | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 507-0460-999-4251 ACTUARIAL VALUATION                     | \$17,500.00           | \$17,500.00            |
| Subtotal  | <b>\$17,500.00</b>    | <b>\$17,500.00</b>     |
| <b>Services and Supplies Total</b>                        | <b>\$17,500.00</b>    | <b>\$17,500.00</b>     |
| <b>Total</b>  | <b>\$233,220.00</b>   | <b>\$241,660.00</b>    |

**Longevity Recognition Benefits Fund (Longevity) Budget Comparison (507-0460)**

| <b>Account</b> | <b>Description</b>                      | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4120           | LONGEVITY RECOGNITION BENEFITS PAYMENTS | \$ 215,720                       | \$ 224,160                        | \$ 8,440                       | 1            |
| 4251           | ACTUARIAL VALUATION                     | \$ 17,500                        | \$ 17,500                         | \$ -                           | 2            |
|                | <b>Total</b>                            | <b>\$ 233,220</b>                | <b>\$ 241,660</b>                 | <b>\$ 8,440</b>                |              |

**Detailed Analysis:**

Note 1 Increase in anticipated retirements.

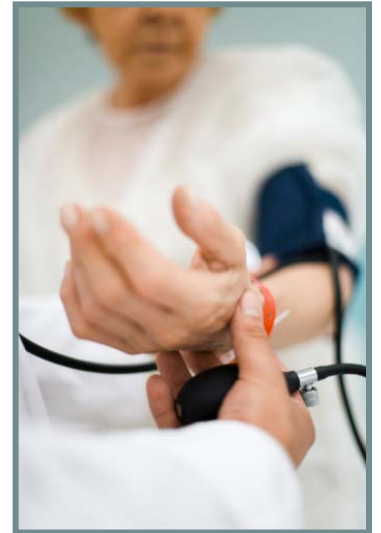
Note 2 No change.



# PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2019, the minimum monthly employer contribution is \$136, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). The Fund invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. Effective FY 2019-2020, internal service charges will be assessed to applicable departments for projected pay-as-you go benefit payments for that year. The projected pay-as-you-go retiree benefit payments for FY 2019-2020 is \$177,192.



Effective FY 2017-2018, Government Accounting Standards Board (GASB) Statement no. 75 requires the accounting and reporting of Other Post-Employment Benefits (i.e. the City / District's PEMHCA Benefits Plan) be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 75 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (3.87% as of June 30, 2018). As a result, based on the August 2018 Actuarial Valuation performed by Bartel Associates, the 6/30/18 Total Other Post-Employment Benefits (OPEB) Liability for the Plan is \$11.812 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
HUMAN RESOURCES  
PEMHCA BENEFITS PLAN FUND (#508)  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 162,000        | \$ 162,000        | \$ 177,192        |
| SERVICES AND SUPPLIES                                     | \$ 17,500         | \$ 17,500         | \$ 17,500         |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 179,500        | \$ 179,500        | \$ 194,692        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 179,500        | \$ 179,500        | \$ 194,692        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)</b>         | <b>\$ 179,500</b> | <b>\$ 179,500</b> | <b>\$ 194,692</b> |

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999

PEMHCA BENEFITS PLAN

| <i>Employee Services</i>                   | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 508-0460-999-4120 PEMHCA BENEFITS PAYMENTS | \$162,000.00          | \$177,192.00           |
| Subtotal                                   | <b>\$162,000.00</b>   | <b>\$177,192.00</b>    |
| <b>Employee Services Total</b>             | <b>\$162,000.00</b>   | <b>\$177,192.00</b>    |
| <i>Services and Supplies</i>               | Approved<br>2018-2019 | Requested<br>2019-2020 |
| 508-0460-999-4251 ACTUARIAL VALUATION      | \$17,500.00           | \$17,500.00            |
| Subtotal                                   | <b>\$17,500.00</b>    | <b>\$17,500.00</b>     |
| <b>Services and Supplies Total</b>         | <b>\$17,500.00</b>    | <b>\$17,500.00</b>     |
| <b>Total</b>                               | <b>\$179,500.00</b>   | <b>\$194,692.00</b>    |

**Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund Budget Comparisons (508-0460)**

| <b>Account</b> | <b>Description</b>       | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|--------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4120           | PEMHCA Benefits Payments | \$ 162,000                       | \$ 177,192                        | \$ 15,192                      | 1            |
| 4251           | Actuarial Valuation      | \$ 17,500                        | \$ 17,500                         | \$ -                           | 2            |
|                | <b>Total</b>             | <b>\$ 179,500</b>                | <b>\$ 194,692</b>                 | <b>\$ 15,192</b>               |              |

**Detailed Analysis:**

- Note 1 Increase in anticipated retirements.
- Note 2 No change.

# Compensated Absences Fund

The Compensated Absences Fund was established in FY 2012-2013. The City / District provides vacation and sick leave benefits to its staff in the compensation and benefits plan for management employees and the various memoranda of understanding with its bargaining groups. These compensated absences are payable to employees upon separation from employment. This fund was established as an internal service fund to capture the projected liability for compensated absences of General Fund and Special Revenue Funds employees. The fund was initially funded at \$2.65 million through a transfer of existing reserves from the General Fund based upon its projected liability as of July 1, 2012. It is funded on an ongoing basis through an internal service charge to each operating department based upon its respective permanent salaries budget. For FY 2019-2020, the assessment is 2.50% of permanent salaries and amounts to \$375,013. As employees separate service from the City, payments of earned compensated absences balances are made out of this Fund.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**COMPENSATED ABSENCES FUND (#509)**  
**Annual Budget Appropriation for Fiscal Year**

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 423,662        | \$ 423,662        | \$ 375,013        |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 423,662        | \$ 423,662        | \$ 375,013        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 423,662        | \$ 423,662        | \$ 375,013        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR COMPENSATED ABSENCES FUND (#509)</b>         | <b>\$ 423,662</b> | <b>\$ 423,662</b> | <b>\$ 375,013</b> |

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999

COMPENSATED ABSENCES

| <i>Employee Services</i>                       | Approved<br>2018-2019 | Requested<br>2019-2020 |
|--|-----------------------|------------------------|
| 509-0460-999-4120 COMPENSATED ABSENCES PAYOUTS | \$423,662.00          | \$375,013.00           |
| Subtotal                                       | <b>\$423,662.00</b>   | <b>\$375,013.00</b>    |
| <b>Employee Services Total</b>                 | <b>\$423,662.00</b>   | <b>\$375,013.00</b>    |
| <b>Total</b>                                   | <b>\$423,662.00</b>   | <b>\$375,013.00</b>    |

**Compensated Absences Fund Budget Comparisons (509-0460)**

| <b>Account</b> | <b>Description</b>           | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4120           | COMPENSATED ABSENCES PAYOUTS | \$ 423,662                       | \$ 375,013                        | \$ (48,649)                    | 1            |
|                | Total                        | <u>\$ 423,662</u>                | <u>\$ 375,013</u>                 | <u>\$ (48,649)</u>             |              |

**Detailed Analysis:**

Note 1      Projected benefit payment for FY 2019-2020 reflects an updated analysis of historical benefit payouts.



# Successor Agency of Community Development Agency

The Agency fund is used to account for assets held for Foster City's Successor Agency to the City's former Community Development Agency. The Successor Agency Fund is a Private-Purpose Trust Fund that accounts for the accumulation of resources to be used for payments of recognized obligations.

The financial activities of the fund is excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY/DISTRICT MANAGER - ADMINISTRATION  
SUCCESSOR AGENCY OF CDA (#604)  
Annual Budget Appropriation for Fiscal Year

|   | 2018-2019         |                   | 2019-2020         |
|---|-------------------|-------------------|-------------------|
|   | APPROVED          | REVISED           | REQUESTED         |
| EMPLOYEE SERVICES   | \$ 392,000        | \$ 392,000        | \$ 422,024        |
| SERVICES AND SUPPLIES                                     | \$ -              | \$ -              | \$ -              |
| CAPITAL OUTLAY  | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department-Controlled Expenses)           | \$ 392,000        | \$ 392,000        | \$ 422,024        |
| INTERNAL SERVICES   | \$ -              | \$ -              | \$ -              |
| Subtotal (Total Department Expenses before Reallocations) | \$ 392,000        | \$ 392,000        | \$ 422,024        |
| REALLOCATIONS   | \$ -              | \$ -              | \$ -              |
| <b>TOTAL FOR SUCCESSOR AGENCY OF CDA (#604)</b>           | <b>\$ 392,000</b> | <b>\$ 392,000</b> | <b>\$ 422,024</b> |

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 604-0110-413

SUCCESSOR AGENCY OF CDA

| <i>Services and Supplies</i>              | Approved<br>2018-2019 | Requested<br>2019-2020 |
|---|-----------------------|------------------------|
| 604-0110-413-4251 SUCCESSOR AGENCY OF CDA | \$392,000.00          | \$422,024.00           |
| Subtotal                                  | <b>\$392,000.00</b>   | <b>\$422,024.00</b>    |
| <b>Services and Supplies Total</b>        | <b>\$392,000.00</b>   | <b>\$422,024.00</b>    |
| <b>ADMINISTRATION Total</b>               | <b>\$392,000.00</b>   | <b>\$422,024.00</b>    |

**Successor Agency of Community Development Agency Budget Comparisons (604-0110)**

| <b>Account</b> | <b>Description</b>                      | <b>Approved<br/>FY 2018-2019</b> | <b>Requested<br/>FY 2019-2020</b> | <b>Increase<br/>(Decrease)</b> | <b>Notes</b> |
|----------------|---|----------------------------------|-----------------------------------|--------------------------------|--------------|
| 4251           | Successor Agency Recognized Obligations | \$ 392,000                       | \$ 422,024                        | \$ 30,024                      | 1            |
|                | Total                                   | <u>\$ 392,000</u>                | <u>\$ 422,024</u>                 | <u>\$ 30,024</u>               |              |

**Detailed Analysis:**

Note 1 Increase is attributable to a partial repayment of \$138,133 for the General Fund loan in FY 2019-2020 less a \$41,525 reduction in administrative costs and the elimination of \$68,513 in RPTTF shortfall in ROPS 17-18B included in FY 2018-2019's budget.

## Capital Improvement Program



The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City/District's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community.

The primary objective of the CIP is to develop and implement projects to ensure continued and reliable delivery of service to meet the City/District's needs. The following is a summary of active projects to be managed during Fiscal Year 2019-2020.

### Ongoing Projects:

#### **(CIP 455-611, Budget \$1,450,000) Sewer System Rehabilitation (2010-2011)**

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance Staff. The project will address localized pipe repair and manhole rehabilitation work.

The City Council awarded the design and construction support services contract to HydroScience Engineers, Inc. at the meeting on February 16, 2016. Funding in the amount of \$1,450,000 has been approved for the project.

Design has been completed, and the construction of the project has been advertised twice. Some of the challenges associated with the construction of this project include pipe segments located within easements between residential properties, and a pipe segment that crosses two major arterial streets. The project was awarded to the lowest responsible bidder in the spring 2019, followed by construction. Construction is anticipated to take approximately 6 months.

### Project Timeline:

|                  |             |
|------------------|-------------|
| Design           | Completed   |
| Bid and Award    | Spring 2019 |
| Construction     | Summer 2019 |
| Project Closeout | Winter 2020 |

**(CIP 455-626, Budget \$8,075,000) Sanitary Sewer Lift Station Improvements Phase 5 (2012-2013)**

This project continues the District’s program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The rehabilitated lift stations will also provide a safer working environment for the operational staff. The improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless steel materials. Since the program started in 2000, 23 lift stations have been fully or partially rehabilitated. Phase 5 includes 10 lift stations.

The bid opening was held on March 23, 2017 and the construction contract was awarded to Anderson Pacific Construction Engineering at the EMID Board meeting on April 17, 2017. The construction started at Lift Station 21 (Ketch Park) and Lift Station 1 (Pilgrim/Hillsdale intersection) in Fall 2018. The rest of the lift stations will be completed in 2019.

Project Timeline:

|                  |             |
|------------------|-------------|
| Design           | Complete    |
| Bid and Award    | Winter 2017 |
| Construction     | Spring 2018 |
| Project Closeout | Winter 2019 |

**(CIP 301-635, Budget \$345,540) Median Modifications – Foster City Boulevard at Chess Drive – Multi-Project #3 (2013-2014)**

This project is identified as MP #3 in the report prepared by Fehr & Peers. The project includes increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650 feet to prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard. Funding for the roadway improvements is collected from the various

developers based on the terms of their Master Development Agreements.

At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former Chess-Hatch parcel purchased by Gilead Sciences, Inc.) is defined and received.

Funding in the amount of \$325,000 was approved for the project in FY 2015-2016. In January 2016, the City received additional funding from one of the developers, BioMed Realty, contributing their fair share to the project. At the City Council meeting on March 7, 2016, the City Council approved the appropriation of \$20,540 received from BioMed Realty to this project.

Project Timeline:

|                  |           |
|------------------|-----------|
| Design           | Completed |
| Bid and Award    | TBD       |
| Construction     | TBD       |
| Project Closeout | TBD       |

**(CIP 405-636, Budget \$975,000) Water System Improvements and Valve Replacements (2013-2014)**

This project is part of the District’s ongoing program to maintain and upgrade the water system by installing and/or replacing valves and appurtenances to improve reliability and minimize service interruption to the customers.

The project includes:

- Replacement of an 18” gate valve at the intersection of

Mariner’s Island Blvd. & Fashion Island Blvd.;

- Replacement of a 16” butterfly valve at the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd.;
- Installation of two 18” butterfly valves and bypass tees on the 24” transmission main attached to the Seal Slough Bridge. The valves and the bypass tees will be installed at the ends of the bridge to allow bypassing should the almost 100 year old Bridge fail.

During design, additional items of work needing repairs were uncovered and included in the project:

- A leak was discovered on the 24-inch transmission pipeline near the west end of the Seal Slough Bridge. That leak was temporarily repaired but a permanent repair is necessary.
- A leak was discovered on the 8-inch water line that serves Detroit Drive. Currently, a temporary bypass piping is installed to supply water to Detroit Drive.
- A review of a closed-circuit television (CCTV) inspection video revealed damage to the cement mortar lining of the 24” pipe near the west side of Seal Slough Bridge. The repair of the lining will be included in this project.

The project was awarded to the lowest responsible bidder in the spring 2019, followed by construction. Construction will commence in the summer 2019 and anticipated to take approximately 8 months.

Project Timeline:

|                  |             |
|------------------|-------------|
| Design           | Spring 2019 |
| Bid and Award    | Winter 2019 |
| Construction     | Summer 2019 |
| Project closeout | Spring 2020 |

**(CIP 301-637, Budget \$1,141,000) Road Improvements at Foster City Boulevard and Chess Drive – Multi-Project #4, Multi-Project #7, and Multi-Project #8 (2013-2014)**

This project is identified as MP #4, MP #7, and MP #8 in the report prepared by Fehr & Peers. The project will add a northbound right-turn lane on Foster City Boulevard at Chess Drive, lengthen the westbound left turn lane on Chess Drive at Foster City Boulevard, and add a westbound lane on Chess Drive east of Foster City Boulevard.

Funding for this roadway improvement project is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement. At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former Chess-Hatch parcel recently purchased by Gilead Sciences, Inc.) is defined and received. Funding in the amount of \$1,141,000 is available for the project.

Project Timeline:

|                  |           |
|------------------|-----------|
| Design           | Completed |
| Bid and Award    | TBD       |
| Construction     | TBD       |
| Project Closeout | TBD       |

**(CIP 455-652, Budget \$37,941,613) Wastewater Treatment Plant (WWTP) Master Plan Improvements (2015-2016)**

The Clean Water Program (CWP) includes capital improvements to upgrade, enhance, and replace the jointly owned (EMID and San Mateo) Wastewater Treatment Plant and portions of the City of San Mateo’s wastewater collection system.

October 2018 concluded year 4 of the CWP, which focused on continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- Determined the expansion project would be delivered in three separate construction packages each with its own Guaranteed Maximum Price as follows: GMP1-WWTP Stormwater improvements, site preparation, perimeter shoring, mass excavation, and demolition of existing retired facilities; GMP2- Piles and underslab utilities; GMP3-The remainder of the above grade improvements, administration building, and maintenance warehouse.
- Obtained a “complete” status from SRF in September 2018, regarding the State Revolving Funds (SRF) loan application.
- Submitted a letter of interest to the Water Infrastructure Finance and Innovation Act WIFIA on June 29, 2018 requesting a loan of \$264 million dollars (~49% of project costs, and the maximum allowed) to be funded by WIFIA. Notified by WIFIA in November that the program was invited to apply for funding.
- Worked with Sundt towards finalization of the Prime Contract for construction of the first GMP package.
- Worked with Sundt and the labor unions to develop a draft Project Labor Agreement for incorporation into Sundt’s Prime Contract for each of the GMP Packages to be awarded.
- Completed the 100% design and issued call for bids for GMP1.
- Initiated and completed 60% design of GMP 2 and 3, and conducted a cost reconciliation process and review of the design evolution for the 30% design to 60% design progression. Identified and evaluated additional value engineering option to reduce project costs, based on 60% design cost estimates.

- Initiated incorporation of additional value engineering options into the design of GMPs 1, 2, and 3 to reduce project costs.
- Achieved substantial completion of construction of Immediate Action Project I (IAP I).
- Completed 100% design for IAP 2 and prepared contract documents for bidding.
- Approval of Amendment No. 4 in an amount of \$23.7M (October 2018), to the professional services agreement with CH2M, to continue to provide program management for year five (5) of the CWP
- Began to develop a process and schedule for the first bond issuance.

Year 5 of the CWP began October 2018. It continues to focus on full project delivery and execution of major improvement projects including:

- Full project delivery and execution of major improvements projects. This will include program administration, program controls, economic management, document management, hydraulic modeling, odor control support, oversight of 3<sup>rd</sup> party construction management teams, environmental permitting support, and public outreach.
- Project management, construction management, and inspection for the following projects:
  - Immediate Action Project 2
  - WWTP Upgrade and Expansion Project
  - WWTP Annual Major Components Projects
- Continued project management for the Construction Manager at Risk (CMAR) (Sundt).
- GMPs 1, 2, and 3, will be completing detailed design and transitioning into construction.
- Continue to pursue WIFIA funding.



Erler & Kalinowski, Inc. is continuing to provide technical support services for EMID. Foster City's share of the CWP is estimated at \$155 million dollars over the life of the project.

Project Timeline:

|                                       |           |
|---------------------------------------|-----------|
| Construction of IAP 1 Project         | 2016-2019 |
| Design                                | 2017-2019 |
| Construction of WWTP Expansion begins | 2019      |
| Commission WWTP                       | Fall 2023 |
| WWTP Construction Completion          | 2024      |

**(CIP 301-655, Budget \$925,000) Lawn Conversion and Bocce Court Expansion (2015-2016) – (On-Hold)**

This project is postponed until completion of RECREATION CENTER MASTER PLAN STUDY.

**(CIP 301-657, Budget \$37,867,795) Levee Protection Planning and Improvements Project (2015-2016)**

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. When the new flood insurance rate map becomes effective, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance if no action is taken. To date, FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares for construction of the project.

In June 2018, residents voted to pass a \$90 million General Obligation Bond to pay for the project. Since the passage of the bond, the project team has been working with the regulatory

agencies (US Army Corps of Engineers, SF Bay Regional Water Quality Control Board, SF Bay Conservation and Development Commission, and State Lands Commission), with the support of elected officials to obtain necessary permits for construction. The final permit is expected in summer 2019, followed by bidding and construction.

Project Timeline:

|                              |              |
|------------------------------|--------------|
| Design/Regulatory Permitting | FY 2016-2019 |
| Bidding and Construction     | FY 2020-2023 |
| Project Closeout             | FY 2023-2024 |

**(CIP 301-659, Budget \$3,994,833) Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park & Synthetic turf Installation at Catamaran Park (2016-2017)**

**1. Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park (Budget \$3,794,833)**

Soccer fields S1, S2, and Baseball field B1 are used heavily by Foster City youth sports groups.

The installation of synthetic turf on the baseball infield associated with grass outfield and soccer areas will minimize maintenance of grass turf areas.

The installation of synthetic turf will create a more consistent and level playing surface for baseball play and a durable surface for soccer play.

The addition of the synthetic field to our park system will add value to the entire Foster City community while improving our aging park infrastructure.

Water savings associated with this project is estimated at 2 million gallons annually.

Project Timeline:

|                             |                                   |
|-----------------------------|-----------------------------------|
| Design                      | July 2016 – March 2017 (Complete) |
| Request for Proposal        | April 2018 – May 2018             |
| Award Construction Contract | June 2018                         |
| Construction                | March 2019 – July 2019            |
| Project Close-out           | December 2019                     |

**2. Catamaran Synthetic Turf Replacement (Budget \$200,000)**

The synthetic turf at Catamaran soccer-field was deteriorating and was replaced under pro-rated warranty with substantial cost-savings of approximately \$450,000. This warranty included:

- New top of the line, state of the art Field Turf product
- Adjustments and repairs to Brock and drainage corrections
- 12 Year Life-span
- 8 Year Warranty

This project was completed in September, 2016. (Closed out)  
The CIP will be closed out once Project 1 above has been completed.

**(CIP 405-660, Budget \$2,550,000) Remove and Recoat Water Tanks 1, 2 and 3 (2016-2017)**

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. In 2004, the coating on the three (3) water tanks was removed completely down to the bare metal and repainted. In the tank coating industry, the estimated life of steel tank coatings is 10 to 15 years. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height.

Preliminary review by an inspection firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure and localized corrosion. The tanks being adjacent to the bay have contributed to the deterioration. This failure requires that the coating be refurbished and/or replaced based on further evaluation.

Funding in the amount of \$50,000 is approved in the FY 2016-2017 budget for design and a budget request of \$2,500,000 is included in FY 2019-2020 as part of the 5-Year CIP plan.

The RFP for the consulting services was issued and the EMID Board of Directors approved the agreement in spring 2019. Construction is anticipated to begin in later summer 2019.

Project Timeline:

|                      |              |
|----------------------|--------------|
| Request for Proposal | FY 2018-2019 |
| Design               | Spring 2019  |
| Bid and Award        | Summer 2019  |
| Construction         | Fall 2019    |
| Project Closeout     | Spring 2020  |

**(CIP 455–661, Budget \$1,350,000) Sanitary Sewer Force Main Rehabilitation (2016-2017)**

This project is part of the District's continuing program to maintain the sanitary sewer collection system. The project includes the rehabilitation or replacement of the 12-inch force main that runs along the northbound lanes of Edgewater Boulevard from Beach Park Boulevard to Regulus Street. This 12-inch force main receives wastewater from Neighborhood Nos. 7 and 8 (Lift Station Nos. 33 and 34) and was constructed approximately 40 years ago. This sewer line has been repaired four times in the last 10 years and is in need of a permanent repair or replacement. Due to the highly corrosive soil, the fittings at the pipe joints have deteriorated. Furthermore, as wastewater releases corrosive hydrogen sulfide gas, the internal pipe surface has also eroded. This project is intended to permanently fix the sewer force main prior to the Edgewater Boulevard street overlay project scheduled to begin in FY 2019-2020.

The project was originally bid in April 2018 and received only one bid, which was rejected due to the bid being much higher than anticipated. The bid documents were updated and the project was

re-bid in November 2018, receiving 7 bids with favorable results. At its meeting on January 7, 2019, the EMID Board of Directors approved the construction contract with Anderson Pacific Engineering Construction, Inc. and also approved additional budget appropriation of \$600,000. Construction started in the spring 2019 and should be completed in the summer 2019.

Project Timeline:

|                  |             |
|------------------|-------------|
| Design           | Complete    |
| Bid and Award    | Winter 2018 |
| Construction     | Spring 2019 |
| Project Closeout | Winter 2019 |

**(CIP 455-662, Budget \$250,000) Wastewater Collection System Master Plan Study (2016-2017)**

This project includes the development of a comprehensive Wastewater Collection System Master Plan, that will enable the District to strategize future planning and budgeting efforts in order to maintain wastewater collection reliability and efficiency under current demands and future growth.

The scope of work of the master plan study is to evaluate the system-wide flow characteristics, assess existing hydraulic capacity of the collection system, evaluate pipeline and lift station conditions and potential replacement and/or rehabilitation needs, and create a prioritized long-range 20-year CIP plan and funding approach to allow a sustainable level of service to the District's ratepayers.

On May 15, 2017, The EMID Board of Directors approved Resolution No. 3378 approving a contract in the amount of \$185,543 with HydroScience Engineers. The final Master Plan report summarizing prioritized wastewater system improvements required and associated cost estimates is anticipated in summer 2018.

Project Timeline:

Master Plan Report

July/August 2018

**(CIP 301-667, Budget \$140,000) Road Improvements @ FCB/E. 3<sup>rd</sup> Ave. and FCB/Metro Center Blvd. Intersections - Pork Chop Islands Modifications (2016-2017)**

Traffic-related impacts from the BioMed development project in Foster City were identified in the Lincoln Centre Life Sciences Research Campus Project Environmental Impact Report (EIR). Based on the traffic analysis performed for the traffic-related impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments. This project was created to address Mitigation Measures TRANS-2 and TRANS-8 identified in the EIR.

Funding in the amount of \$25,000 was originally approved for the preliminary design of the project with the City's Measure A funds. In September 2018, BioMed and the City had agreed that a payment of \$115,000 by BioMed would satisfy TRANS-2 and TRANS-8. With this additional funding contribution from BioMed, a combined budget of \$140,000 would allow design and construction of the project.

The construction contract was awarded and construction started in Spring 2019. The project closeout should be completed in Summer 2019.

Project Timeline:

|                  |             |
|------------------|-------------|
| Design           | Winter 2018 |
| Bid and Award    | Spring 2019 |
| Construction     | Spring 2019 |
| Project Closeout | Summer 2019 |

**(CIP 405-668, Budget \$250,000) Water Distribution System Master Plan Study (2016-2017)**

This project includes the development of a comprehensive Water Distribution Master Plan that will enable the District to strategize future planning and budgeting efforts in order to maintain distribution reliability and efficiency under current demands, future growth, and emergencies.

The scope of work of the master plan study is to document existing facilities and infrastructure, identify deficiencies, develop efficient maintenance and operational procedures, and prepare a long-range 20-year CIP plan and funding approach to allow a sustainable level of service.

On May 15, 2017, The EMID Board of Directors adopted Resolution No. 3378, approving a contract in the amount of \$194,391 with HydroScience Engineers. The final Master Plan report summarizing prioritized water system improvements required and associated cost estimates is anticipated in summer 2019.

Project Timeline

Master Plan Report July/August 2019

**(CIP 301-669, Budget \$566,002) Corporation Yard Facility Improvements (2016-2017)**

This project includes three elements: (1) Refurbishing the men’s locker room, shower room and bathroom to replace aging and failing infrastructure and bring the facility into ADA and Title 24 energy efficiency compliance, (2) Replacing the roof of the training room and workshop building, and (3) Refinishing the Corporation Yard gates.

Plans and Specifications for the Locker/Shower/Restroom phase were approved by the City Council in December 2017 with award of contract in March 2018. Construction commenced in Summer 2018. Ongoing issues with the contractor have

extended the project timeline. Closeout of this portion of the project is expected in early FY 2019-2020

Bids have been received for the roof phase of the project with award of contract and commencement of work is expected to follow the completion of the Locker/Shower Restroom phase.

Project Timeline:

|                                     |             |
|-------------------------------------|-------------|
| Locker/Shower/Bathroom Construction | In Progress |
| Gates/Roof Construction             | Fall 2019   |
| Project closeout                    | Spring 2020 |

**(CIP 405-670, Budget \$250,000) Water Quality Dosing and Tank Improvements (2017-2018)**

Due to the most recent drought and required State mandated water use reductions, the District’s current water use is at 1990 levels. At that time, the District only had two water tanks, equating to 8 Million Gallons (MG) of storage. The current District water storage is 20 MG. Due to the reduction in water consumption with water conservation and reduced demand during the winter months (2-3 MG per day), the water in the tanks age and result in a drop in water quality.

In order to continue to maintain high water quality at the storage tanks and not resort to keeping tanks empty in the winter months, the District researched various alternatives to improve the water quality throughout the system and the water tanks. The research led to a water dosing system that can provide the needed water quality improvements at the storage tanks that lead to system wide improvements. This dosing system is being proposed to be installed at the water storage tanks at Corporation Yard. The dosing system should improve water quality at both the storage tanks and in the system.

The RFP for the consulting services was issued and the EMID Board of Directors approved the agreement in Spring 2019. Construction is anticipate to begin in later Summer 2019.

Project Timeline:

|                      |              |
|----------------------|--------------|
| Request for Proposal | FY 2018-2019 |
| Design               | Spring 2019  |
| Bid and Award        | Summer 2019  |
| Construction         | Fall 2019    |
| Project Closeout     | Spring 2020  |

**(CIP 301-675, Budget \$550,000) Playground ADA compliance Projects - Gull Park (2017-2018)**

The play areas are scheduled for replacement in FY 2018-2019. However, this project is on hold until the completion of the Parks Master Plan which will determine the priority of this project in relationship to the Parks System.

Currently, there are three (3) separate play-areas at Gull Park. This project consists of design, construction, and project management for replacement of existing play areas in order to meet ADA accessibility requirements since requirements have changed since the last time these playgrounds were replaced. Staff has consulted with a landscape design firm which provided the numbers shown in the estimated budget.

Scope of work includes:

- Design ADA-compliant access from the street into both play areas
- Repair asphalt path between play areas
- Relocate swings nearer to the “tot lot” (play area for 2-5 year olds) by converting the small adjacent lawn area
- Modify landscaping where the swings currently are located
- Add Group Picnic area with new tables
- Install fencing as needed per ASTM, based upon the proximity to the street

- Install synthetic surfacing

This project is on hold pending completion of the Parks System Master Plan Study.

**(CIP 301-676, Budget \$550,000) Playground ADA compliance Projects - Marlin Park (2017-2018)**

The play areas are scheduled for replacement in FY 2018-2019. However, this project is on hold until the completion of the Parks Master Plan which will determine the priority of this project in relationship to the Parks System.

Currently, there are two (2) separate play areas at Marlin Park. This project consists of design, construction, and project management for replacement of existing play areas in order to meet ADA accessibility requirements since requirements have changed since the construction of these playgrounds. Staff has consulted with a landscape design firm, which provided the numbers shown in the estimated budget.

Scope of work includes:

- Design ADA-compliant Access from the street into the play area
- Repair asphalt path
- Relocate swings nearer to the play-area for 5-12 year olds by the converting small adjacent lawn area
- Install new seating near play area
- Modify landscaping where the swings currently are located
- Add group picnic area with new tables
- Install fencing as needed per ASTM, based upon the proximity to the street
- Install synthetic surfacing

This project is on hold pending completion of the Parks System Master Plan Study.

**CIP 301-677, Budget \$120,000) Library Exterior Wall Sealing and Tile Installation (2017-2018) – (On-Hold)**

This project is postponed until completion of RECREATION CENTER MASTER PLAN STUDY.

**(CIP 301-678, Budget \$300,000) Recreation Center Master Plan Conceptual Design Plans for Multi-use Recreation / Community Facility and Adjoining Park Site (2017-2018)**

The Conceptual Design Plan report was accepted and the City Council selected a Preferred Alternative in January 2019, at which time the Council approved including funding for Architectural Design in the preliminary FY 2019-2020 Capital Improvement budget. This project is continuing in the evaluation process concurrent with the Parks System Master Plan Study.

**(CIP 301-679, Budget \$1,917,000) Street Rehabilitation – OBAG2 (FY 2018-2019)**

This is the City's annual pavement rehabilitation project. The streets are inspected every two years, databased, then updated in the Pavement Management Program (PMP), which is used to prioritize and determine the most cost-effective treatment to extend the life of the roadway.

The City applied for and received approval for funding in the amount of \$441,000 from One Bay Area Grant (OBAG 2) program administered by the City/County Association of Governments (C/CAG). The project is currently being designed in-house. Construction is anticipated in 2020 when the grant funding will become available.

**(CIP 301-680, Budget \$250,000) Enhanced Pedestrian Safety Crosswalk System (FY 2018-2019)**

This project was recommended in the Bicycle, Pedestrian, and Intersection Evaluation Study completed in February 2018. The

project includes the installation of an enhanced pedestrian safety crosswalk system at two uncontrolled marked crosswalks at the following locations:

- *Beach Park Boulevard and Teal Street*  
Crosswalk between the residential neighborhood and Bridgeview Park/adjacent levee pedway.
- *Beach Park Boulevard and Halibut Street*  
Crosswalk between the residential neighborhood and Shorebird Park/adjacent levee pedway.

The proposed enhanced crosswalk system will increase driver awareness of crossing pedestrians at uncontrolled crosswalks, such as enhancing the edge of a standard Pedestrian Crossing warning sign with light-emitting diodes that can be activated by pedestrians or pedestrian-activated flashing yellow warning beacons. The proposed enhanced crosswalk system will comply with Federal Highway Administration and the California Manual of Uniform Traffic Control Devices.

Staff is in the process of working on the construction document for bidding and construction during the summer 2019. Funding will be provided by the Measure A and Gas Tax.

**(CIP 301-681, Budget \$1,000,000) New Traffic Signals at Various Locations (FY 2018-2019)**

This project was recommended in the Bicycle, Pedestrian, and Intersection Evaluation Study completed in February 2018. This project will include design and construction of new traffic signals at the following intersections:

- *Beach Park Boulevard and Gull Avenue (north)*  
This intersection currently operates as a Multi-Way Stop controlled intersection. A traffic signal is recommended in the CIP 301-664 Phase I Study as it will help improve traffic

operations for Gull Avenue, and improve accessibility for bicyclist and pedestrians. The biggest impact to traffic flow would be during the peak morning commute hours.

- *Foster City Boulevard and Polynesia Drive*  
This intersection currently operates with stop-controlled on the minor street (Polynesia Drive). A traffic signal is recommended in the CIP 301-664 Phase I Study given the changing land uses along Foster City Boulevard and its proximity to Brewer Island Elementary School. The request for a signalized crosswalk at this location has been a common request from several members of the community each year.
- *Edgewater Boulevard and Port Royal Avenue (north)*  
This intersection operates with stop-controlled on the minor street (Port Royal Avenue), and Rectangular Rapid Flash Beacons on the major street (Edgewater Boulevard). Although the traffic signal warrant study indicates that the warrants for installation were not met, members of the community have indicated the difficulties for vehicles entering Edgewater Boulevard from Port Royal Avenue. Staff is including this intersection as part of this project for the City Council's consideration.

Funding for the design and construction of the traffic signal installation will be provided by Gas Tax and the General Fund. A total funding in the amount of \$2,850,000 is requested over the next two years to fully fund the design and construction of the project.

Staff will issue the Request for Proposals to select consulting engineer to design the project in FY 2018-2019, follow by bidding and construction in 2020.

**(CIP 301-685, Budget \$380,000) Corporation Yard HVAC Improvements (2018-2019)**

The City is currently working with an engineering firm to develop the plans and specifications for this project. It is anticipated that the Call for Bids will be brought to the City Council in Fall FY 2019-20 with bid awarded in Winter 2019 and work completed by the end of FY 2019-20.

**(CIP 301-686, Budget \$250,000) Civic Center Rear Security Gate Installation (2018-2019)**

This project includes installation of gates, loop detectors, UL required safety devices and local controls as well as required electrical and concrete work which could include curb modifications, center island construction and trenching/backfilling for power and control wiring. Staff is in the process of working with an engineer to develop the plans and specifications in preparation for sending the project out to bid in Fall 2019. Construction is expected to be completed in early 2020.

### **Projects Completed but Not Yet Closed in FY 2018-2019**

#### **(CIP 301-683, Budget \$288,940) Fitness Court Purchase and Installation at Shorebird Park**

The National Fitness Campaign promotes outdoor fitness stations that are a compact, engaging social experience. An area at Shorebird Park has been identified as a prime location for an outdoor fitness facility because of its close proximity to the bay trail and Beach Park Boulevard. The outdoor fitness facility is being constructed in an area that was formally slated for natural grass. Because of the drought, this area was never planted with grass and instead converted to a wood mulch area. The fitness court includes the Campaign Ecosystem, Outdoor Bodyweight Circuit Training System and sport flooring

The construction phase of this project is wrapping up in summer 2019 and should be closed out in early FY 2019-2020.

### **Projects Completed and Closed Out in FY 2018-2019:**

- (CIP 301-658, Budget \$676,175) Traffic Improvements at Lincoln Centre Drive and 3<sup>rd</sup> Avenue (2015-2016)
- (CIP 301-663, Budget \$1,838,436) Street Rehabilitation (2016-2017)
- (CIP 301-664, Budget \$325,000) Bicycle, Pedestrian, and Intersection Evaluation Study (2016-2017)
- (CIP 301-671, Budget \$2,511,189) Bicycle and Pedestrian Improvements along East Hillsdale Boulevard and Beach Park Boulevard Project (2017-2018)
- (CIP 301-672, Budget \$275,000) Tennis and Basketball Courts Resurfacing (2017-2018)

- (CIP 301-673, Budget \$375,000) Dog Park Synthetic Turf Refurbishment (2017-2018)
- (CIP 301-674, Budget \$215,000) Edgewater Park Concrete Walkway Replacement (2017-2018)
- (CIP 301-684, Budget \$60,000) Police Station Exterior Paint (2018-2019)

### **Projects Terminated in FY 2018-2019:**

(CIP 301-682, Budget \$257,500) Park System Master Plan Study (2018-2019). Per City Resolution No. 2019-32 approved on May 6, 2019, the City Council directed staff to terminate the study and instead conduct an in-house comprehensive assessment of the Park System focusing on “in-kind” replacement of park infrastructure.



# THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

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As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project plan. A Capital Improvement Project (or "CIP") is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Plan so it can anticipate future costs and funding strategies for projects.

## ***CIP Planning Process***

### **Identifying CIP Projects**

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's physical plant. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities. Staff makes note of these projects and begins to define the scope, nature and extent of

projects as may be required.

In January of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a February study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

### **Cost Estimates**

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begins to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total costs of the projects. Projects which are 3-5 years out have less detailed cost estimates prepared, but they are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflationary factor for cost estimates that are 2-5 years out. Inflationary factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw materials and labor costs for projects. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecasted for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that can range from 10% to 25% based upon the historical experience of similar projects and the relative uncertainty with respect to the project itself. For example, a construction project built upon ground that is suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary and contingency factors.

### **Cost Components**

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project, as described above.

### **Funding Sources**

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Measure A funds for street improvements)
- Park In-lieu fees
- Water and Wastewater revenue rate projections
- Interest earnings
- Existing undesignated funds

### **Development of Five Year Plan**

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure, risk management considerations, Council Policy Calendar initiatives, bidding environment, and available funding.

Once the draft plan is created, it is presented to the City Council at a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. In April, the Planning Commission reviews the proposed Capital Improvement Projects for consistency with the General Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally on the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2019-2020 TO 2023-2024)**

| Category   | NO.   | PROJECT NAME   | Funding Source* | TOTAL - Not Including Prior Years | 2019-2020            | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024           |
|--|-------|--|-----------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| <b>WATER PROJECTS</b>                              |       |  |                 |                                   |                      |                      |                      |                      |                     |
| B  | W-01  | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)                 | CW              | \$ 100,000                        | \$ 100,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| B  | W-02  | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)                    | CW              | \$ 300,000                        | \$ 300,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| B  | W-03  | (NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2021-2022)                   | CW              | \$ 700,000                        | \$ -                 | \$ -                 | \$ 150,000           | \$ 550,000           | \$ -                |
| <b>TOTAL WATER PROJECTS</b>                        |       |  | <b>3</b>        | <b>\$ 1,100,000</b>               | <b>\$ 400,000</b>    | <b>\$ -</b>          | <b>\$ 150,000</b>    | <b>\$ 550,000</b>    | <b>\$ -</b>         |
| <b>WASTEWATER PROJECTS</b>                         |       |  |                 |                                   |                      |                      |                      |                      |                     |
| A  | WW-01 | (CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)                | SM-FC PFA       | \$ 117,789,289                    | \$ 4,563,622         | \$ 27,909,653        | \$ 51,090,478        | \$ 28,569,963        | \$ 5,655,573        |
| B  | WW-02 | (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2020-2021)                         | CWW             | \$ 670,000                        | \$ -                 | \$ 150,000           | \$ 520,000           | \$ -                 | \$ -                |
| A  | WW-03 | (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)                                 | CWW             | \$ 900,000                        | \$ -                 | \$ 900,000           | \$ -                 | \$ -                 | \$ -                |
| A  | WW-04 | (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2021-2022)                 | CWW             | \$ 6,000,000                      | \$ -                 | \$ -                 | \$ 600,000           | \$ 5,400,000         | \$ -                |
| <b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b> |       |  | <b>4</b>        | <b>\$ 125,359,289</b>             | <b>\$ 4,563,622</b>  | <b>\$ 28,959,653</b> | <b>\$ 52,210,478</b> | <b>\$ 33,969,963</b> | <b>\$ 5,655,573</b> |
| <b>STREETS/TRAFFIC PROJECTS</b>                    |       |  |                 |                                   |                      |                      |                      |                      |                     |
| A  | ST-01 | (CIP 681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)                           | CC              | \$ 1,850,000                      | \$ 1,850,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| A  | ST-02 | (NEW CIP) STREET REHABILITATION (2019-2020)  | MA/GT/MM/SB1    | \$ 1,350,000                      | \$ 1,350,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| A  | ST-03 | (NEW CIP) STREET REHABILITATION (2020-2021)  | MA/GT/MM/SB1    | \$ 1,350,000                      | \$ -                 | \$ 1,350,000         | \$ -                 | \$ -                 | \$ -                |
| A  | ST-04 | (NEW CIP) STREET REHABILITATION (2021-2022)  | MA/GT/MM/SB1    | \$ 1,350,000                      | \$ -                 | \$ -                 | \$ 1,350,000         | \$ -                 | \$ -                |
| B  | ST-05 | (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)                                     | CC              | \$ 8,461,500                      | \$ -                 | \$ -                 | \$ 84,000            | \$ 8,377,500         | \$ -                |
| A  | ST-06 | (NEW CIP) STREET REHABILITATION (2022-2023)  | MA/GT/MM/SB1    | \$ 1,350,000                      | \$ -                 | \$ -                 | \$ -                 | \$ 1,350,000         | \$ -                |
| A  | ST-07 | (NEW CIP) STREET REHABILITATION (2023-2024)  | MA/GT/MM/SB1    | \$ 1,350,000                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,350,000        |
| <b>TOTAL STREETS/TRAFFIC PROJECTS</b>              |       |  | <b>7</b>        | <b>\$ 17,061,500</b>              | <b>\$ 3,200,000</b>  | <b>\$ 1,350,000</b>  | <b>\$ 1,434,000</b>  | <b>\$ 9,727,500</b>  | <b>\$ 1,350,000</b> |
| <b>STORMWATER/LAGOON PROJECTS</b>                  |       |  |                 |                                   |                      |                      |                      |                      |                     |
| B  | SW-01 | (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)                        | CC              | \$ 150,000                        | \$ 150,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| B  | SW-02 | (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022) | CC              | \$ 250,000                        | \$ -                 | \$ -                 | \$ 250,000           | \$ -                 | \$ -                |
| <b>TOTAL STORMWATER/LAGOON PROJECTS</b>            |       |  | <b>2</b>        | <b>\$ 400,000</b>                 | <b>\$ 150,000</b>    | <b>\$ -</b>          | <b>\$ 250,000</b>    | <b>\$ -</b>          | <b>\$ -</b>         |
| <b>LEEVE PROJECTS</b>                              |       |  |                 |                                   |                      |                      |                      |                      |                     |
| A  | L-01  | (CIP 657) LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)                 | LGOB            | \$ 48,922,535                     | \$ 25,000,000        | \$ 20,000,000        | \$ 3,922,535         | \$ -                 | \$ -                |
| <b>TOTAL LEEVE PROJECTS</b>                        |       |  | <b>1</b>        | <b>\$ 48,922,535</b>              | <b>\$ 25,000,000</b> | <b>\$ 20,000,000</b> | <b>\$ 3,922,535</b>  | <b>\$ -</b>          | <b>\$ -</b>         |
| <b>PARKS PROJECTS</b>                              |       |  |                 |                                   |                      |                      |                      |                      |                     |
| C  | P-01  | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)                                     | CC              | \$ 725,000                        | \$ 725,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| B  | P-02  | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)                                       | CC              | \$ 1,175,000                      | \$ 1,175,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| C  | P-03  | (NEW CIP) SPORT COURTS RESURFACING (2020-2021)   | CC              | \$ 200,000                        | \$ -                 | \$ 200,000           | \$ -                 | \$ -                 | \$ -                |
| B  | P-04  | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2020-2021)                                       | CC              | \$ 1,700,000                      | \$ -                 | \$ 1,700,000         | \$ -                 | \$ -                 | \$ -                |
| C  | P-05  | (NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)                              | CC              | \$ 50,000                         | \$ -                 | \$ -                 | \$ 50,000            | \$ -                 | \$ -                |
| C  | P-06  | (NEW CIP) PARKING LOT RESURFACING (2021-2022)  | CC              | \$ 600,000                        | \$ -                 | \$ -                 | \$ 600,000           | \$ -                 | \$ -                |
| C  | P-07  | (NEW CIP) PARK PATHWAY RESURFACING (2021-2022)   | CC              | \$ 550,000                        | \$ -                 | \$ -                 | \$ 550,000           | \$ -                 | \$ -                |
| B  | P-08  | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2021-2022)                                       | CC              | \$ 700,000                        | \$ -                 | \$ -                 | \$ 700,000           | \$ -                 | \$ -                |
| C  | P-09  | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)                                     | CC              | \$ 1,294,000                      | \$ -                 | \$ -                 | \$ -                 | \$ 1,294,000         | \$ -                |
| B  | P-10  | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2022-2023)                                       | CC              | \$ 606,000                        | \$ -                 | \$ -                 | \$ -                 | \$ 606,000           | \$ -                |
| C  | P-11  | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2023-2024)                                     | CC              | \$ 728,000                        | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 728,000          |
| B  | P-12  | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2023-2024)                                       | CC              | \$ 1,172,000                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,172,000        |
| <b>TOTAL PARKS PROJECTS</b>                        |       |  | <b>12</b>       | <b>\$ 9,500,000</b>               | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b> |
| <b>BUILDING PROJECTS</b>                           |       |  |                 |                                   |                      |                      |                      |                      |                     |
| A  | B-01  | (NEW CIP) ROOF REPLACEMENT (2019-2020)   | BMF             | \$ 635,000                        | \$ 635,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| B  | B-02  | (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)                          | BMF             | \$ 200,000                        | \$ -                 | \$ 200,000           | \$ -                 | \$ -                 | \$ -                |
| B  | B-03  | (NEW CIP) POLICE STATION HVAC REPLACEMENT (2020-2021)                                    | BMF             | \$ 100,000                        | \$ -                 | \$ 100,000           | \$ -                 | \$ -                 | \$ -                |
| B  | B-04  | (NEW CIP) LIBRARY/COMMUNITY CENTER CARPET REPLACEMENT (2021-2022)                        | BMF             | \$ 140,000                        | \$ -                 | \$ -                 | \$ 140,000           | \$ -                 | \$ -                |
| B  | B-05  | (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2021-2022)                                 | BMF             | \$ 800,000                        | \$ -                 | \$ -                 | \$ 800,000           | \$ -                 | \$ -                |
| B  | B-06  | (NEW CIP) CORPORATION YARD ADMINISTRATION INTERIOR PAINT (2022-2023)                     | BMF             | \$ 40,000                         | \$ -                 | \$ -                 | \$ -                 | \$ 40,000            | \$ -                |
| B  | B-07  | (NEW CIP) TEEN CENTER INTERIOR/EXTERIOR PAINT (2022-2023)                                | BMF             | \$ 110,000                        | \$ -                 | \$ -                 | \$ -                 | \$ 110,000           | \$ -                |
| B  | B-08  | (NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2023-2024)                                | BMF             | \$ 45,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 45,000           |
| B  | B-09  | (NEW CIP) GOVERNMENT CENTER/POLICE STATION INTERIOR PAINT (2023-2024)                    | BMF             | \$ 210,000                        | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 210,000          |
| <b>TOTAL BUILDING PROJECTS</b>                     |       |  | <b>9</b>        | <b>\$ 2,280,000</b>               | <b>\$ 635,000</b>    | <b>\$ 300,000</b>    | <b>\$ 940,000</b>    | <b>\$ 150,000</b>    | <b>\$ 255,000</b>   |
| <b>GRAND TOTAL</b>                                 |       |  | <b>38</b>       | <b>\$ 204,623,324</b>             | <b>\$ 35,848,622</b> | <b>\$ 52,509,653</b> | <b>\$ 60,807,013</b> | <b>\$ 46,297,463</b> | <b>\$ 9,160,573</b> |

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority

**TABLE A  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2019-2020 TO 2023-2024)**

| <b>Project No.</b>                      | <b>PROJECT DESCRIPTION</b>   | <b>TOTAL</b>         |
|---|--|----------------------|
| <b>CATEGORY A PROJECTS</b>              |  |                      |
| WW-01                                   | (CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)                | \$ 117,789,289       |
| WW-03                                   | (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)                                 | \$ 900,000           |
| WW-04                                   | (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2021-2022)                 | \$ 6,000,000         |
| ST-01                                   | (CIP 681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)                           | \$ 1,850,000         |
| ST-02                                   | (NEW CIP) STREET REHABILITATION (2019-2020)  | \$ 1,350,000         |
| ST-03                                   | (NEW CIP) STREET REHABILITATION (2020-2021)  | \$ 1,350,000         |
| ST-04                                   | (NEW CIP) STREET REHABILITATION (2021-2022)  | \$ 1,350,000         |
| ST-06                                   | (NEW CIP) STREET REHABILITATION (2022-2023)  | \$ 1,350,000         |
| ST-07                                   | (NEW CIP) STREET REHABILITATION (2023-2024)  | \$ 1,350,000         |
| L-01                                    | (CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)                 | \$ 48,922,535        |
| B-01                                    | (NEW CIP) ROOF REPLACEMENT (2019-2020)   | \$ 635,000           |
| <b>Subtotal for Category A Projects</b> |  | <b>\$182,846,824</b> |
| <b>CATEGORY B PROJECTS</b>              |  |                      |
| W-01                                    | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)                 | \$ 100,000           |
| W-02                                    | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)                    | \$ 300,000           |
| W-03                                    | (NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2021-2022)                   | \$ 700,000           |
| WW-02                                   | (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2020-2021)                         | \$ 670,000           |
| ST-05                                   | (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)                                     | \$ 8,461,500         |
| SW-01                                   | (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)                        | \$ 150,000           |
| SW-02                                   | (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022) | \$ 250,000           |
| B-02                                    | (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)                          | \$ 200,000           |
| B-03                                    | (NEW CIP) POLICE STATION HVAC REPLACEMENT (2020-2021)                                    | \$ 100,000           |
| B-04                                    | (NEW CIP) LIBRARY/COMMUNITY CENTER CARPET REPLACEMENT (2021-2022)                        | \$ 140,000           |
| B-05                                    | (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2021-2022)                                 | \$ 800,000           |
| B-06                                    | (NEW CIP) CORPORATION YARD ADMINISTRATION INTERIOR PAINT (2022-2023)                     | \$ 40,000            |
| B-07                                    | (NEW CIP) TEEN CENTER INTERIOR/EXTERIOR PAINT (2022-2023)                                | \$ 110,000           |
| B-08                                    | (NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2023-2024)                                | \$ 45,000            |
| B-09                                    | (NEW CIP) GOVERNMENT CENTER/POLICE STATION INTERIOR PAINT (2023-2024)                    | \$ 210,000           |
| P-02                                    | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)                                       | \$ 1,175,000         |
| P-04                                    | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2020-2021)                                       | \$ 1,700,000         |
| P-08                                    | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2021-2022)                                       | \$ 700,000           |
| P-10                                    | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2022-2023)                                       | \$ 606,000           |
| P-12                                    | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2023-2024)                                       | \$ 1,172,000         |
| <b>Subtotal for Category B Projects</b> |  | <b>\$17,629,500</b>  |
| <b>CATEGORY C PROJECTS</b>              |  |                      |
| P-01                                    | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)                                     | \$ 725,000           |
| P-03                                    | (NEW CIP) SPORT COURTS RESURFACING (2020-2021)   | \$ 200,000           |
| P-05                                    | (NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)                              | \$ 50,000            |
| P-06                                    | (NEW CIP) PARKING LOT RESURFACING (2021-2022)  | \$ 600,000           |
| P-07                                    | (NEW CIP) PARK PATHWAY RESURFACING (2021-2022)   | \$ 550,000           |
| P-09                                    | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)                                     | \$ 1,294,000         |
| P-11                                    | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2023-2024)                                     | \$ 728,000           |
| <b>Subtotal for Category C Projects</b> |  | <b>\$4,147,000</b>   |
| <b>GRAND TOTAL</b>                      |  | <b>\$204,623,324</b> |

**TABLE B  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2019-2020 TO 2023-2024)**

| No.                        | DESCRIPTION  | CIP City<br>(Fund 301) | Capital Asset<br>Acquisition &<br>Replacement<br>(Fund 304) | Building<br>Maintenance<br>Internal Service<br>Fund<br>(Fund 505) | Developer<br>Deposits (4) | Measure A<br>(Fund 102) | Gas Tax 2103<br>(Fund 103) | Park-In-Lieu<br>Fees<br>(Fund 104) | Measure M<br>(Fund 105) | SB1 Road<br>Maint and<br>Rehab<br>(Fund 119) | Levee GO<br>Bonds<br>(Fund 230) | Water Capital<br>Investment<br>(Fund 405) | San Mateo-Foster<br>City Public<br>Financing<br>Authority Loan<br>Fund (Fund 454) | Wastewater<br>Capital<br>Investment<br>(Fund 455) | TOTAL                 | No.   |
|----------------------------|--|------------------------|---|---|---------------------------|-------------------------|----------------------------|------------------------------------|-------------------------|--|---------------------------------|---|---|---|-----------------------|-------|
|                            | Est. Funds Available for CIP Projects, 6/30/19 (1)                                       | \$ 3,650,661           | \$ 39,630,224   | \$ 4,629,513  | \$ 2,092,812              | \$ 88,383               | \$ 150                     | \$ 1,499,161                       | \$ -                    | \$ 7,274                                     | \$ -                            | \$ 3,969,467                              | \$ -  | \$ 5,318,690                                      | \$ 60,886,335         |       |
|                            | Long-Term CIP Funding Program (2)  | \$ 17,500,000          | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ 1,025,000                              | \$ -  | \$ 8,000,000                                      | \$ 26,525,000         |       |
|                            | Revenue Projections (3)  | \$ 6,515,165           | \$ 8,662,400  | \$ -  | \$ -                      | \$ 3,333,700            | \$ 1,486,100               | \$ 675,600                         | \$ 596,300              | \$ 2,950,600                                 | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 24,219,865         |       |
|                            | Bond Proceeds  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ 90,000,000                   | \$ -                                      | \$ 123,951,176  | \$ -  | \$ 213,951,176        |       |
|                            | Transfer In from Wastewater Revenue and Rate Stabilization Fund (6)                      | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ 11,537,766   | \$ -  | \$ 11,537,766         |       |
|                            | Transfer In from Building Maint Fund (5)   | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ -                  |       |
|                            | <b>Total Available</b>   | <b>\$ 27,665,826</b>   | <b>\$ 48,292,624</b>  | <b>\$ 4,629,513</b>   | <b>\$ 2,092,812</b>       | <b>\$ 3,422,083</b>     | <b>\$ 1,486,250</b>        | <b>\$ 2,174,761</b>                | <b>\$ 596,300</b>       | <b>\$ 2,957,874</b>                          | <b>\$ 90,000,000</b>            | <b>\$ 4,994,467</b>                       | <b>\$ 135,488,942</b>   | <b>\$ 13,318,690</b>                              | <b>\$ 337,120,142</b> |       |
| <b>CATEGORY A PROJECTS</b> |  |                        |   |   |                           |                         |                            |                                    |                         |  |                                 |   |   |   |                       |       |
| WW-01                      | (CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)                | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ 117,789,289  | \$ -  | \$ 117,789,289        | WW-01 |
| WW-03                      | (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)                                 | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ 900,000  | \$ 900,000            | WW-03 |
| WW-04                      | (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2021-2022)                 | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ 6,000,000                                      | \$ 6,000,000          | WW-04 |
| ST-01                      | (CIP 681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)                           | \$ 1,850,000           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,850,000          | ST-01 |
| ST-02                      | (NEW CIP) STREET REHABILITATION (2019-2020)  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ 640,600              | \$ 285,600                 | \$ -                               | \$ 114,600              | \$ 309,200                                   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,350,000          | ST-02 |
| ST-03                      | (NEW CIP) STREET REHABILITATION (2020-2021)  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ 653,400              | \$ 291,300                 | \$ -                               | \$ 116,900              | \$ 288,400                                   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,350,000          | ST-03 |
| ST-04                      | (NEW CIP) STREET REHABILITATION (2021-2022)  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ 666,500              | \$ 297,100                 | \$ -                               | \$ 119,200              | \$ 267,200                                   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,350,000          | ST-04 |
| ST-06                      | (NEW CIP) STREET REHABILITATION (2022-2023)  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ 679,800              | \$ 303,000                 | \$ -                               | \$ 121,600              | \$ 245,600                                   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,350,000          | ST-06 |
| ST-07                      | (NEW CIP) STREET REHABILITATION (2023-2024)  | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ 693,400              | \$ 309,100                 | \$ -                               | \$ 124,000              | \$ 223,500                                   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,350,000          | ST-07 |
| L-01                       | (CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)                 | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ 48,922,535                   | \$ -                                      | \$ -  | \$ -  | \$ 48,922,535         | L-01  |
| B-01                       | (NEW CIP) ROOF REPLACEMENT (2019-2020)   | \$ -                   | \$ -  | \$ 635,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 635,000            | B-01  |
|                            | <b>SUB TOTAL OF CATEGORY A PROJECTS</b>  | <b>\$ 1,850,000</b>    | <b>\$ -</b>   | <b>\$ 635,000</b>   | <b>\$ -</b>               | <b>\$ 3,333,700</b>     | <b>\$ 1,486,100</b>        | <b>\$ -</b>                        | <b>\$ 596,300</b>       | <b>\$ 1,333,900</b>                          | <b>\$ 48,922,535</b>            | <b>\$ -</b>                               | <b>\$ 117,789,289</b>   | <b>\$ 6,900,000</b>                               | <b>\$ 182,846,824</b> |       |
|                            | <b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>   | <b>\$ 25,815,826</b>   | <b>\$ 48,292,624</b>  | <b>\$ 3,994,513</b>   | <b>\$ 2,092,812</b>       | <b>\$ 88,383</b>        | <b>\$ 150</b>              | <b>\$ 2,174,761</b>                | <b>\$ -</b>             | <b>\$ 1,623,974</b>                          | <b>\$ 41,077,465</b>            | <b>\$ 4,994,467</b>                       | <b>\$ 17,699,653</b>  | <b>\$ 6,418,690</b>                               | <b>\$ 154,273,318</b> |       |
| <b>CATEGORY B PROJECTS</b> |  |                        |   |   |                           |                         |                            |                                    |                         |  |                                 |   |   |   |                       |       |
| W-01                       | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)                 | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ 100,000                                | \$ -  | \$ -  | \$ 100,000            | W-01  |
| W-02                       | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)                    | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ 300,000                                | \$ -  | \$ -  | \$ 300,000            | W-02  |
| W-03                       | (NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2021-2022)                   | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ 700,000                                | \$ -  | \$ -  | \$ 700,000            | W-03  |
| WW-02                      | (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2020-2021)                         | \$ -                   | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ 670,000  | \$ 670,000            | WW-02 |
| ST-05                      | (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)                                     | \$ 8,461,500           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 8,461,500          | ST-05 |
| SW-01                      | (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)                        | \$ 150,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 150,000            | SW-01 |
| SW-02                      | (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022) | \$ 250,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 250,000            | SW-02 |
| B-02                       | (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)                          | \$ -                   | \$ -  | \$ 200,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 200,000            | B-02  |
| B-03                       | (NEW CIP) POLICE STATION HVAC REPLACEMENT (2020-2021)                                    | \$ -                   | \$ -  | \$ 100,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 100,000            | B-03  |
| B-04                       | (NEW CIP) LIBRARY/COMMUNITY CENTER CARPET REPLACEMENT (2021-2022)                        | \$ -                   | \$ -  | \$ 140,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 140,000            | B-04  |
| B-05                       | (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2021-2022)                                 | \$ -                   | \$ -  | \$ 800,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 800,000            | B-05  |
| B-06                       | (NEW CIP) CORPORATION YARD ADMINISTRATION INTERIOR PAINT (2022-2023)                     | \$ -                   | \$ -  | \$ 40,000   | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 40,000             | B-06  |
| B-07                       | (NEW CIP) TEEN CENTER INTERIOR/EXTERIOR PAINT (2022-2023)                                | \$ -                   | \$ -  | \$ 110,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 110,000            | B-07  |
| B-08                       | (NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2023-2024)                                | \$ -                   | \$ -  | \$ 45,000   | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 45,000             | B-08  |
| B-09                       | (NEW CIP) GOVERNMENT CENTER/POLICE STATION INTERIOR PAINT (2023-2024)                    | \$ -                   | \$ -  | \$ 210,000  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 210,000            | B-09  |
| P-02                       | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)                                       | \$ 1,175,000           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,175,000          | P-02  |
| P-04                       | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2020-2021)                                       | \$ 1,700,000           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,700,000          | P-04  |
| P-08                       | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2021-2022)                                       | \$ 700,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 700,000            | P-08  |
| P-10                       | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2022-2023)                                       | \$ 606,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 606,000            | P-10  |
| P-12                       | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2023-2024)                                       | \$ 1,172,000           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,172,000          | P-12  |
|                            | <b>SUB TOTAL OF CATEGORY B PROJECTS</b>  | <b>\$ 14,214,500</b>   | <b>\$ -</b>   | <b>\$ 1,645,000</b>   | <b>\$ -</b>               | <b>\$ -</b>             | <b>\$ -</b>                | <b>\$ -</b>                        | <b>\$ -</b>             | <b>\$ -</b>                                  | <b>\$ -</b>                     | <b>\$ 1,100,000</b>                       | <b>\$ -</b>   | <b>\$ 670,000</b>                                 | <b>\$ 17,629,500</b>  |       |
|                            | <b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>                                     | <b>\$ 11,601,326</b>   | <b>\$ 48,292,624</b>  | <b>\$ 2,349,513</b>   | <b>\$ 2,092,812</b>       | <b>\$ 88,383</b>        | <b>\$ 150</b>              | <b>\$ 2,174,761</b>                | <b>\$ -</b>             | <b>\$ 1,623,974</b>                          | <b>\$ 41,077,465</b>            | <b>\$ 3,894,467</b>                       | <b>\$ 17,699,653</b>  | <b>\$ 5,748,690</b>                               | <b>\$ 136,643,818</b> |       |
| <b>CATEGORY C PROJECTS</b> |  |                        |   |   |                           |                         |                            |                                    |                         |  |                                 |   |   |   |                       |       |
| P-01                       | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)                                     | \$ 725,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 725,000            | P-01  |
| P-03                       | (NEW CIP) SPORT COURTS RESURFACING (2020-2021)   | \$ 200,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 200,000            | P-03  |
| P-05                       | (NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)                              | \$ 50,000              | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 50,000             | P-05  |
| P-06                       | (NEW CIP) PARKING LOT RESURFACING (2021-2022)  | \$ 600,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 600,000            | P-06  |
| P-07                       | (NEW CIP) PARK PATHWAY RESURFACING (2021-2022)   | \$ 550,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 550,000            | P-07  |
| P-09                       | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)                                     | \$ 1,294,000           | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 1,294,000          | P-09  |
| P-11                       | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2023-2024)                                     | \$ 728,000             | \$ -  | \$ -  | \$ -                      | \$ -                    | \$ -                       | \$ -                               | \$ -                    | \$ -   | \$ -                            | \$ -                                      | \$ -  | \$ -  | \$ 728,000            | P-11  |
|                            | <b>SUB TOTAL OF CATEGORY C PROJECTS</b>  | <b>\$ 4,147,000</b>    | <b>\$ -</b>   | <b>\$ -</b>   | <b>\$ -</b>               | <b>\$ -</b>             | <b>\$ -</b>                | <b>\$ -</b>                        | <b>\$ -</b>             | <b>\$ -</b>                                  | <b>\$ -</b>                     | <b>\$ -</b>                               | <b>\$ -</b>   | <b>\$ -</b>                                       | <b>\$ 4,147,000</b>   |       |
|                            | <b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>                                 | <b>\$ 7,454,326</b>    | <b>\$ 48,292,624</b>  | <b>\$ 2,349,513</b>   | <b>\$ 2,092,812</b>       | <b>\$ 88,383</b>        | <b>\$ 150</b>              | <b>\$ 2,174,761</b>                | <b>\$ -</b>             | <b>\$ 1,623,974</b>                          | <b>\$ 41,077,465</b>            | <b>\$ 3,894,467</b>                       | <b>\$ 17,699,653</b>  | <b>\$ 5,748,690</b>                               | <b>\$ 132,496,818</b> |       |

(1) Funds Available are based upon a February 11, 2019 financial review and also include \$2.0M Emergency Reserve for CIP Water and CIP Wastewater.  
(2) Funds transferred from the City General Fund (for CIP - City), Water Operations (CIP Water) and Wastewater Operations (CIP Wastewater) over the next five years per the Long-Term CIP Funding Program.  
(3) Revenue projections based on a preliminary projection of revenues in preparation of the 5-Year Financial Plan forecast.  
(4) Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; 15-acre site; Biomed.  
(5) Funds represent transfers in from the Building Maintenance Internal Service Fund for CIP projects.  
(6) Transfer In from Wastewater Rate Stabilization Fund for Wastewater Treatment Plan Master Improvement Program (CIP 455-652)

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2019-2020)**

| PROJECT NAME  | Funding Source* | Total Project Cost    | Prior Years' Funding | FY 2019-2020 Funding | CIP City (Fund 301) | Building Maintenance Internal Service Fund (Fund 505) | Measure A (Fund 102) | Gas Tax 2103 (Fund 103) | Measure M (Fund 105) | SB1 Road Maint and Rehab (Fund 119) | Levee GO Bonds (Fund 230) | Water Capital Investment (Fund 405) | San Mateo-Foster City Public Financing Authority Loan Fund (Fund 454) |
|---|-----------------|-----------------------|----------------------|----------------------|---------------------|---|----------------------|-------------------------|----------------------|-------------------------------------|---------------------------|-------------------------------------|---|
| <b>WATER PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)  | CW              | \$ 100,000            | \$ -                 | \$ 100,000           | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ 100,000                          | \$ -  |
| (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)     | CW              | \$ 300,000            | \$ -                 | \$ 300,000           | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ 300,000                          | \$ -  |
| <b>TOTAL WATER PROJECTS</b>   | <b>1</b>        | <b>\$ 400,000</b>     | <b>\$ -</b>          | <b>\$ 400,000</b>    | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ 400,000</b>                   | <b>\$ -</b>   |
| <b>WASTEWATER PROJECTS</b>  |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016) | SM-FC PFA       | \$ 42,505,235         | \$ 37,941,613        | \$ 4,563,622         | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ 4,563,622  |
| <b>TOTAL WASTEWATER PROJECTS</b>  | <b>1</b>        | <b>\$ 42,505,235</b>  | <b>\$ 37,941,613</b> | <b>\$ 4,563,622</b>  | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ 4,563,622</b>   |
| <b>STREETS/TRAFFIC PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)            | CC              | \$ 2,850,000          | \$ 1,000,000         | \$ 1,850,000         | \$ 1,850,000        | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| (NEW CIP) STREET REHABILITATION (2019-2020)                               | MA/GT/MM/SB1    | \$ 1,350,000          | \$ -                 | \$ 1,350,000         | \$ -                | \$ -  | \$ 640,600           | \$ 285,600              | \$ 114,600           | \$ 309,200                          | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL STREETS/TRAFFIC PROJECTS</b>                                     | <b>1</b>        | <b>\$ 4,200,000</b>   | <b>\$ 1,000,000</b>  | <b>\$ 3,200,000</b>  | <b>\$ 1,850,000</b> | <b>\$ -</b>   | <b>\$ 640,600</b>    | <b>\$ 285,600</b>       | <b>\$ 114,600</b>    | <b>\$ 309,200</b>                   | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>STORMWATER/LAGOON PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)         | CC              | \$ 150,000            | \$ -                 | \$ 150,000           | \$ 150,000          | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL STORMWATER/LAGOON PROJECTS</b>                                   | <b>1</b>        | <b>\$ 150,000</b>     | <b>\$ -</b>          | <b>\$ 150,000</b>    | <b>\$ 150,000</b>   | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>LEVEE PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)  | LGOB            | \$ 62,867,795         | \$ 37,867,795        | \$ 25,000,000        | \$ -                | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ 25,000,000             | \$ -                                | \$ -  |
| <b>TOTAL LEVEE PROJECTS</b>   | <b>1</b>        | <b>\$ 62,867,795</b>  | <b>\$ 37,867,795</b> | <b>\$ 25,000,000</b> | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ 25,000,000</b>      | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>PARKS PROJECTS</b>   |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)                      | CC              | \$ 725,000            | \$ -                 | \$ 725,000           | \$ 725,000          | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)                        | CC              | \$ 1,175,000          | \$ -                 | \$ 1,175,000         | \$ 1,175,000        | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL PARKS PROJECTS</b>   | <b>2</b>        | <b>\$ 1,900,000</b>   | <b>\$ -</b>          | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b> | <b>\$ -</b>   | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>BUILDING PROJECTS</b>  |                 |                       |                      |                      |                     |   |                      |                         |                      |                                     |                           |                                     |   |
| (NEW CIP) ROOF REPLACEMENT (2019-2020)                                    | BMF             | \$ 635,000            | \$ -                 | \$ 635,000           | \$ -                | \$ 635,000  | \$ -                 | \$ -                    | \$ -                 | \$ -                                | \$ -                      | \$ -                                | \$ -  |
| <b>TOTAL BUILDING PROJECTS</b>  | <b>1</b>        | <b>\$ 635,000</b>     | <b>\$ -</b>          | <b>\$ 635,000</b>    | <b>\$ -</b>         | <b>\$ 635,000</b>                                     | <b>\$ -</b>          | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>                         | <b>\$ -</b>               | <b>\$ -</b>                         | <b>\$ -</b>   |
| <b>GRAND TOTAL</b>  | <b>8</b>        | <b>\$ 112,658,030</b> | <b>\$ 76,809,408</b> | <b>\$ 35,848,622</b> | <b>\$ 3,900,000</b> | <b>\$ 635,000</b>                                     | <b>\$ 640,600</b>    | <b>\$ 285,600</b>       | <b>\$ 114,600</b>    | <b>\$ 309,200</b>                   | <b>\$ 25,000,000</b>      | <b>\$ 400,000</b>                   | <b>\$ 4,563,622</b>   |

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority

**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2023-2024**

| ACTIVE PROJECT | DESCRIPTION   | FY AUTH | PRIOR YEARS BUDGET AND ADJUSTMENT | CURRENT YEAR BUDGET AND ADJUSTMENT (FY 2018-2019) | TOTAL APPROVED BUDGET AND ADJUSTMENT | 2019-2020            | 2020-2021            | 2021-2022            | 2022-2023            | 2023-2024           | ESTIMATED TOTAL PROJECT BUDGET |
|----------------|---|---------|-----------------------------------|---|--------------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|--------------------------------|
| 455-611        | SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)  | 10-11   | \$ 1,450,000                      | \$ -  | \$ 1,450,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,450,000                   |
| 455-626        | SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)  | 12-13   | \$ 8,075,000                      | \$ -  | \$ 8,075,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 8,075,000                   |
| 301-635        | MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)  | 13-14   | \$ 345,540                        | \$ -  | \$ 345,540                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 345,540                     |
| 405-636        | WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)  | 13-14   | \$ 975,000                        | \$ -  | \$ 975,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 975,000                     |
| 301-637        | ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)  | 13-14   | \$ 1,141,000                      | \$ -  | \$ 1,141,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,141,000                   |
| 455-652        | WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)   | 15-16   | \$ 29,260,628                     | \$ 8,680,985                                      | \$ 37,941,613                        | \$ 4,563,622         | \$ 27,909,653        | \$ 51,090,478        | \$ 28,569,963        | \$ 5,655,573        | \$ 155,730,902                 |
| 301-655        | PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)  | 15-16   | \$ 925,000                        | \$ -  | \$ 925,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 925,000                     |
| 301-657        | LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)  | 15-16   | \$ 6,077,465                      | \$ 31,790,330                                     | \$ 37,867,795                        | \$ 25,000,000        | \$ 20,000,000        | \$ 3,922,535         | \$ -                 | \$ -                | \$ 86,790,330                  |
| 301-659        | SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017) | 16-17   | \$ 3,994,833                      | \$ -  | \$ 3,994,833                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 3,994,833                   |
| 405-660        | REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)  | 16-17   | \$ 50,000                         | \$ 2,500,000                                      | \$ 2,550,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 2,550,000                   |
| 455-661        | SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)  | 16-17   | \$ 750,000                        | \$ 600,000  | \$ 1,350,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,350,000                   |
| 455-662        | WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)  | 16-17   | \$ 250,000                        | \$ -  | \$ 250,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 250,000                     |
| 301-663        | STREET REHABILITATION (2016-2017)   | 16-17   | \$ 1,838,436                      | \$ -  | \$ 1,838,436                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,838,436                   |
| 301-664        | BICYCLE, PEDESTRIAN, AND INTERSECTION EVALUATION STUDY (2016-2017)  | 16-17   | \$ 325,000                        | \$ -  | \$ 325,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 325,000                     |
| 301-667        | ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)   | 16-17   | \$ 25,000                         | \$ -  | \$ 25,000                            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 25,000                      |
| 405-668        | WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)   | 16-17   | \$ 250,000                        | \$ -  | \$ 250,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 250,000                     |
| 301-669        | CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)  | 16-17   | \$ 566,002                        | \$ -  | \$ 566,002                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 566,002                     |
| 405-670        | WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)  | 17-18   | \$ 250,000                        | \$ -  | \$ 250,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 250,000                     |
| 301-671        | STREET REHABILITATION (2017-2018)   | 17-18   | \$ 2,511,189                      | \$ -  | \$ 2,511,189                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 2,511,189                   |
| 301-673        | DOG PARK REFURBISHMENT (2017-2018)  | 17-18   | \$ 375,000                        | \$ -  | \$ 375,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 375,000                     |
| 301-675        | PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)  | 17-18   | \$ 550,000                        | \$ -  | \$ 550,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 550,000                     |
| 301-676        | PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)  | 17-18   | \$ 550,000                        | \$ -  | \$ 550,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 550,000                     |
| 301-677        | LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)   | 17-18   | \$ 120,000                        | \$ -  | \$ 120,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 120,000                     |
| 301-678        | NEW RECREATION CENTER MASTER PLAN (2017-2018)   | 17-18   | \$ 300,000                        | \$ -  | \$ 300,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 300,000                     |
| 301-679        | STREET REHABILITATION (2018-2019)   | 18-19   | \$ -                              | \$ 1,917,000                                      | \$ 1,917,000                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,917,000                   |
| 301-680        | ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)  | 18-19   | \$ -                              | \$ 250,000  | \$ 250,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 250,000                     |
| 301-681        | NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)  | 18-19   | \$ -                              | \$ 1,000,000                                      | \$ 1,000,000                         | \$ 1,850,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 2,850,000                   |
| 301-683        | FITNESS COURT AT SHOREBIRD PARK (2018-2019)   | 18-19   | \$ -                              | \$ 288,940  | \$ 288,940                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 288,940                     |
| 301-684        | POLICE STATION EXTERIOR PAINT (2018-2019)   | 18-19   | \$ -                              | \$ 60,000   | \$ 60,000                            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 60,000                      |
| 301-685        | CORPORATION YARD HVAC REPLACEMENT (2018-2019)   | 18-19   | \$ -                              | \$ 380,000  | \$ 380,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 380,000                     |
| 301-686        | CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)  | 18-19   | \$ -                              | \$ 250,000  | \$ 250,000                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 250,000                     |
| NEW            | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)  | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 100,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 100,000                     |
| NEW            | (NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)   | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 300,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 300,000                     |
| NEW            | (NEW CIP) STREET REHABILITATION (2019-2020)   | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 1,350,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,350,000                   |
| NEW            | (NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)   | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 150,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 150,000                     |
| NEW            | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)  | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 725,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 725,000                     |
| NEW            | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2019-2020)  | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 1,175,000         | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 1,175,000                   |
| NEW            | (NEW CIP) ROOF REPLACEMENT (2019-2020)  | 19-20   | \$ -                              | \$ -  | \$ -                                 | \$ 635,000           | \$ -                 | \$ -                 | \$ -                 | \$ -                | \$ 635,000                     |
| NEW            | (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2020-2021)  | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 150,000           | \$ 520,000           | \$ -                 | \$ -                | \$ 670,000                     |
| NEW            | (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)  | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 900,000           | \$ -                 | \$ -                 | \$ -                | \$ 900,000                     |
| NEW            | (NEW CIP) STREET REHABILITATION (2020-2021)   | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 1,350,000         | \$ -                 | \$ -                 | \$ -                | \$ 1,350,000                   |
| NEW            | (NEW CIP) SPORT COURTS RESURFACING (2020-2021)  | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 200,000           | \$ -                 | \$ -                 | \$ -                | \$ 200,000                     |
| NEW            | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2020-2021)  | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 1,700,000         | \$ -                 | \$ -                 | \$ -                | \$ 1,700,000                   |
| NEW            | (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)   | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 200,000           | \$ -                 | \$ -                 | \$ -                | \$ 200,000                     |
| NEW            | (NEW CIP) POLICE STATION HVAC REPLACEMENT (2020-2021)   | 20-21   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ 100,000           | \$ -                 | \$ -                 | \$ -                | \$ 100,000                     |
| NEW            | (NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 150,000           | \$ 550,000           | \$ -                | \$ 700,000                     |
| NEW            | (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 600,000           | \$ 5,400,000         | \$ -                | \$ 6,000,000                   |
| NEW            | (NEW CIP) STREET REHABILITATION (2021-2022)   | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 1,350,000         | \$ -                 | \$ -                | \$ 1,350,000                   |
| NEW            | (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 84,000            | \$ 8,377,500         | \$ -                | \$ 8,461,500                   |
| NEW            | (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 250,000           | \$ -                 | \$ -                | \$ 250,000                     |
| NEW            | (NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)   | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 50,000            | \$ -                 | \$ -                | \$ 50,000                      |
| NEW            | (NEW CIP) PARKING LOT RESURFACING (2021-2022)   | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 600,000           | \$ -                 | \$ -                | \$ 600,000                     |
| NEW            | (NEW CIP) PARK PATHWAY RESURFACING (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 550,000           | \$ -                 | \$ -                | \$ 550,000                     |
| NEW            | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 700,000           | \$ -                 | \$ -                | \$ 700,000                     |
| NEW            | (NEW CIP) LIBRARY/COMMUNITY CENTER CARPET REPLACEMENT (2021-2022)   | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 140,000           | \$ -                 | \$ -                | \$ 140,000                     |
| NEW            | (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2021-2022)  | 21-22   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ 800,000           | \$ -                 | \$ -                | \$ 800,000                     |
| NEW            | (NEW CIP) STREET REHABILITATION (2022-2023)   | 22-23   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,350,000         | \$ -                | \$ 1,350,000                   |
| NEW            | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)  | 22-23   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,294,000         | \$ -                | \$ 1,294,000                   |
| NEW            | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2022-2023)  | 22-23   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ 606,000           | \$ -                | \$ 606,000                     |
| NEW            | (NEW CIP) CORPORATION YARD ADMINISTRATION INTERIOR PAINT (2022-2023)  | 22-23   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ 40,000            | \$ -                | \$ 40,000                      |
| NEW            | (NEW CIP) TEEN CENTER INTERIOR/EXTERIOR PAINT (2022-2023)   | 22-23   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ 110,000           | \$ -                | \$ 110,000                     |
| NEW            | (NEW CIP) STREET REHABILITATION (2023-2024)   | 23-24   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,350,000        | \$ 1,350,000                   |
| NEW            | (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2023-2024)  | 23-24   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 728,000          | \$ 728,000                     |
| NEW            | (NEW CIP) PARK INFRASTRUCTURE PROJECTS (2023-2024)  | 23-24   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,172,000        | \$ 1,172,000                   |
| NEW            | (NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2023-2024)   | 23-24   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 45,000           | \$ 45,000                      |
| NEW            | (NEW CIP) GOVERNMENT CENTER/POLICE STATION INTERIOR PAINT (2023-2024)   | 23-24   | \$ -                              | \$ -  | \$ -                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 210,000          | \$ 210,000                     |
| <b>TOTAL</b>   |   |         | <b>\$ 60,955,093</b>              | <b>\$ 47,717,255</b>                              | <b>\$ 108,672,348</b>                | <b>\$ 35,848,622</b> | <b>\$ 52,509,653</b> | <b>\$ 60,807,013</b> | <b>\$ 46,297,463</b> | <b>\$ 9,160,573</b> | <b>\$ 313,295,672</b>          |

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (FY 2019-2020)**

| <b>Funding</b> | <b>Funding Sources</b> |                |
|----------------|------------------------|----------------|
|                | <b>CIP Water</b>       | <b>Total</b>   |
| 2019-2020      | 100,000                | 100,000        |
| 2020-2021      | -                      | -              |
| 2021-2022      | -                      | -              |
| 2022-2023      | -                      | -              |
| 2023-2024      | -                      | -              |
| <b>Total</b>   | <b>100,000</b>         | <b>100,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                |
|---------------------|-------------------------------|--------------------|-----------------------------|----------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>   |
| 2019-2020           | 80,000                        | 0%                 | -                           | 80,000         |
| 2020-2021           | -                             | 3%                 | -                           | -              |
| 2021-2022           | -                             | 6%                 | -                           | -              |
| 2022-2023           | -                             | 9%                 | -                           | -              |
| 2023-2024           | -                             | 12%                | -                           | -              |
| Subtotal            | 80,000                        |                    | -                           | 80,000         |
| Contingency 25%     | 20,000                        |                    | -                           | 20,000         |
| <b>Totals</b>       | <b>100,000</b>                |                    | <b>-</b>                    | <b>100,000</b> |

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the seismic vulnerability assessment of the pump station. The report was completed in September 2013.

The report concluded that the pump station meets the current Seismic Code. However, the report recommended reinforcing the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing. The report also recommended installing flexible connections on the underground utilities entering the building to allow differential movement during earthquakes.

Funding is requested in the amount of \$100,000 in FY 2019-2020 for the design of the project.

**ESTIMATED PROJECT SCHEDULE:**

|                            |                |
|----------------------------|----------------|
| Evaluation/Study Completed | September 2013 |
| Request for Proposal       | FY 2019-2020   |
| Design and Construction    | FY 2020-2021   |

**PROJECT PRIORITY CATEGORY: B**

**PROJECT DESCRIPTION:**

The Water Booster Pump Station located at the District's Corporation Yard, houses six (6) engines and pumps that are used to pump water from the District's four (4) storage tanks into the distribution system during periods of peak demand and to cycle the water in the storage tanks.



CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (FY 2019-2020)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP Water       | Total          |
| 2019-2020    | 300,000         | 300,000        |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>300,000</b>  | <b>300,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | 240,000                | 0%          | -                    | 240,000        |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 240,000                | -           | -                    | 240,000        |
| Contingency 25% | 60,000                 | -           | -                    | 60,000         |
| <b>Totals</b>   | <b>300,000</b>         | <b>-</b>    | <b>-</b>             | <b>300,000</b> |

Summer 2012 to perform the seismic vulnerability assessment of the District's three (3) water storage tanks located at the City's/District's Corporation Yard. The report was completed in September 2013.

The report concluded that all three tanks meet the current seismic code and are adequate for the 475 year minimum code level earthquake. However, the drain pipes in the older tanks, Tank Nos. 1 and 2 are connected to the floors of the tanks, and could potentially break in the event any earthquakes should occur due to the ground movement. G&E recommended that the drain pipes be installed onto the tanks' shells with flexible connections.

Funding is requested in the amount of \$300,000 in FY 2019-2020 for the design of the project.

ESTIMATED PROJECT SCHEDULE:

|                            |                |
|----------------------------|----------------|
| Evaluation/Study Completed | September 2013 |
| Request for Proposal       | FY 2019-2020   |
| Design and Construction    | FY 2020-2021   |

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. Water Tank Nos. 1 and 2 are the oldest of the tanks and were constructed in 1965 and 1974 respectively. Water Tank No. 3 was built in 1993. All three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The protective coating on all three tanks was replaced in 2004.

A contract with G&E Engineering Systems, Inc. was executed in

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2021-2022)**

| <b>Funding</b> | <b>Funding Sources</b> |                |
|----------------|------------------------|----------------|
|                | <b>CIP Water</b>       | <b>Total</b>   |
| 2019-2020      | -                      | -              |
| 2020-2021      | -                      | -              |
| 2021-2022      | 150,000                | 150,000        |
| 2022-2023      | 550,000                | 550,000        |
| 2023-2024      | -                      | -              |
| <b>Total</b>   | <b>700,000</b>         | <b>700,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                |
|---------------------|-------------------------------|--------------------|-----------------------------|----------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>   |
| 2019-2020           | -                             | 0%                 | -                           | -              |
| 2020-2021           | -                             | 3%                 | -                           | -              |
| 2021-2022           | 113,200                       | 6%                 | 6,800                       | 120,000        |
| 2022-2023           | 403,700                       | 9%                 | 36,300                      | 440,000        |
| 2023-2024           | -                             | 12%                | -                           | -              |
| Subtotal            | 516,900                       |                    | 43,100                      | 560,000        |
| Contingency 25%     | 129,200                       |                    | 10,800                      | 140,000        |
| <b>Totals</b>       | <b>646,100</b>                |                    | <b>53,900</b>               | <b>700,000</b> |

**PROJECT PRIORITY CATEGORY: B**

**PROJECT DESCRIPTION:**

This project is part of the District’s ongoing program of maintaining and upgrading the water system through the installation of new valves, replacement of existing valves and various improvements to the water system to improve reliability and minimize service impacts to customers.

Valves included on the replacement list are either leaking, no

longer function properly, or have reached the end of their useful life. The valves are discovered primarily through testing during the annual water main / fire hydrant flushing program. Additional valves are added to the project by examining the system and identifying the need for installing additional isolation valves to provide more reliable service to customers.

This on-going program helps keep the water distribution system in good condition allowing the provision of reliable service to the community. The program may include strategic use of line-stop technologies to minimize water service interruptions to large blocks of customers during the construction period.

This particular project will focus on the replacement of three 18” gate valves (with butterfly valves) that were installed on the cement mortar lined and coated steel water main on Mariner’s Island Boulevard in 1967, that serves as the backbone of the District’s water distribution system.

Funding is provided every four years to fund this ongoing program.

**ESTIMATED PROJECT SCHEDULE:**

|              |              |
|--------------|--------------|
| Design       | FY 2021-2022 |
| Construction | FY 2022-2023 |

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)

| Funding Sources              |                     |                    |
|------------------------------|---------------------|--------------------|
| San Mateo-Foster City Public |                     |                    |
| Funding                      | Financing Authority | Total              |
| 2019-2020                    | 4,563,622           | 4,563,622          |
| 2020-2021                    | 27,909,653          | 27,909,653         |
| 2021-2022                    | 51,090,478          | 51,090,478         |
| 2022-2023                    | 28,569,963          | 28,569,963         |
| 2023-2024                    | 5,655,573           | 5,655,573          |
| <b>Total</b>                 | <b>117,789,289</b>  | <b>117,789,289</b> |

| Expenditure Categories |                        |                    |
|------------------------|------------------------|--------------------|
| Expenditures           | Estimated Project Cost | Total              |
| 2019-2020              | 4,563,622              | 4,563,622          |
| 2020-2021              | 27,909,653             | 27,909,653         |
| 2021-2022              | 51,090,478             | 51,090,478         |
| 2022-2023              | 28,569,963             | 28,569,963         |
| 2023-2024              | 5,655,573              | 5,655,573          |
| Subtotal               | 117,789,289            | 117,789,289        |
| Contingency 0%         | -                      | -                  |
| <b>Totals</b>          | <b>117,789,289</b>     | <b>117,789,289</b> |

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The Clean Water Program (CWP) includes capital improvements to the San Mateo WWTP and San Mateo's sanitary sewer collection system necessary to replace aging infrastructure and meet regulatory requirements.

In accordance with the percentages of ownership of the WWTP established in the JPA (as lead agency, San Mateo owns approximately 75 percent and EMID owns approximately 25 percent), EMID is only responsible for the relevant work related to

the Wastewater Treatment Plant Master Plan improvements. The estimated share of the WWTP costs for EMID is approximately \$157 million dollars. To date, \$37,941,613 has been encumbered for this multi-year project. Approximately, an additional \$119 million is anticipated over the next 7 years as follows:

Encumbered:

|              |                      |
|--------------|----------------------|
| FY 2015-2016 | \$ 5,931,000         |
| FY 2016-2017 | \$ 10,984,000        |
| FY 2017-2018 | \$ 12,345,628        |
| FY 2018-2019 | \$ 8,680,985         |
|              | <u>\$ 37,941,613</u> |

Anticipated Budget Required:

|              |                      |
|--------------|----------------------|
| FY 2019-2020 | \$ 4,563,622         |
| FY 2020-2021 | \$ 27,909,653        |
| FY 2021-2022 | \$ 51,090,478        |
| FY 2022-2023 | \$ 28,569,963        |
| FY 2023-2024 | \$ 5,655,573         |
| FY 2024-2025 | \$ 850,302           |
| FY 2025-2026 | \$ 894,443           |
|              | <u>\$119,534,034</u> |

**Total Project Budget: \$157,475,647**

In 2018 (year 4), the CWP focused on continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- Determined the expansion project would be delivered in three separate construction packages each with its own Guaranteed Maximum Price as follows: GMP1-WWTP Stormwater improvements, site preparation, perimeter



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS – (2020-2021)

| Funding Sources |                   |                |
|-----------------|-------------------|----------------|
| Funding         | CIP<br>Wastewater | Total          |
| 2019-2020       | -                 | -              |
| 2020-2021       | 150,000           | 150,000        |
| 2021-2022       | 520,000           | 520,000        |
| 2022-2023       | -                 | -              |
| 2023-2024       | -                 | -              |
| <b>Total</b>    | <b>670,000</b>    | <b>670,000</b> |

| Expenditure Categories |                |             |               |                |
|------------------------|----------------|-------------|---------------|----------------|
| Expenditures           | Estimated      | Inflation % | Inflation     | Total          |
|                        | Project Cost   |             | Escalation    |                |
| 2019-2020              | -              | 0%          | -             | -              |
| 2020-2021              | 116,400        | 3%          | 3,500         | 119,900        |
| 2021-2022              | 392,500        | 6%          | 23,600        | 416,100        |
| 2022-2023              | -              | 9%          | -             | -              |
| 2023-2024              | -              | 12%         | -             | -              |
| Subtotal               | 508,900        |             | 27,100        | 536,000        |
| Contingency 25%        | 127,200        |             | 6,800         | 134,000        |
| <b>Totals</b>          | <b>636,100</b> |             | <b>33,900</b> | <b>670,000</b> |

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

This project is part of the District's ongoing program of maintaining and upgrading the wastewater system through the replacement of appurtenances that have reached the end of their useful life and various improvements to the wastewater system to improve redundancy and reliability.

This project involves various improvements to the effluent line from the District's main lift station (Pump Station 59) located in the District's Corporation Yard. Improvements include the replacement of the existing ultrasonic effluent flow meter with a new electromagnetic flow meter, the installation of a permanent bypass to provide operational flexibility and redundancy, and repair/replacement of the existing 24" ball valve.

The new ABB electromagnetic flow meter technology will enhance the accuracy and the dependability of the flow readings going to the San Mateo WWTP. A permanent bypass will allow District staff to perform in-house replacement on two existing rubber expansion joints, which require replacement every five (5) to seven (7) years and will provide the capability of performing repairs to the flow meter, eliminating the need for unnecessary and costly shut downs of the District's system, and interruption of sewage flow to the WWTP.

An RFP for design will be issued spring 2021. Construction is anticipated in Summer 2022.

ESTIMATED PROJECT SCHEDULE:

|              |                  |
|--------------|------------------|
| Design       | Summer/Fall 2021 |
| Construction | FY 2021 - 2022   |

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | Wastewater      | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | 900,000         | 900,000        |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>900,000</b>  | <b>900,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | 674,700                | 3%          | 20,200               | 694,900        |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 674,700                |             | 20,200               | 694,900        |
| Contingency 25% | 200,000                |             | 5,100                | 205,100        |
| <b>Totals</b>   | <b>874,700</b>         |             | <b>25,300</b>        | <b>900,000</b> |

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance staff.

The scope of the project included the replacement, rehabilitation, reconstruction, and new installation of sanitary sewer pipelines, manholes, and lift station facilities at three (3) locations within the

District. This project continues that effort to extend the useful life of the sewer mains and manholes throughout the District's collection system.

Typical problems and issues include:

- Due to the differential settlement over time, the pipelines have developed sags at various locations creating low spots. These sags exacerbate the deposit of grease and debris resulting in the need for more frequent maintenance. Left unrepaired, these low spots could become hotspots for sewage backup.
- Due to the corrosive gas (hydrogen sulfide) produced by the sewage, concrete manholes have developed cracks causing groundwater infiltration, which increases flow and treatment costs.

The identified locations were originally part of CIP 611-Sanitary Sewer System Improvements. However, due to an unfavorable bid climate in 2018, and budgetary constraints, staff re-evaluated the project to prioritize and address the most critical locations and reserve these remaining three (3) locations for inclusion in the City's 20-year Master Plan. Design has been completed by HydroScience Engineers, Inc. Based on the Engineer's estimate, in addition to bids received for these locations on May 3, 2018 and November 29, 2018, it is requested that \$900,000 be budgeted to provide for construction and construction support services for the project.

ESTIMATED PROJECT SCHEDULE:

|                                     |           |
|-------------------------------------|-----------|
| Compiling of Repair/Rehab Locations | Complete  |
| Design                              | Complete  |
| Construction/Construction Support   | Fall 2021 |

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2021-2022)

Funding Sources

| Funding      | CIP              |                  |
|--------------|------------------|------------------|
|              | Wastewater       | Total            |
| 2019-2020    | -                | -                |
| 2020-2021    | -                | -                |
| 2021-2022    | 600,000          | 600,000          |
| 2022-2023    | 5,400,000        | 5,400,000        |
| 2023-2024    | -                | -                |
| <b>Total</b> | <b>6,000,000</b> | <b>6,000,000</b> |

Expenditure Categories

| Expenditures    | Estimated        | Inflation   |                | Total            |
|-----------------|------------------|-------------|----------------|------------------|
|                 | Project Cost     | Inflation % | Escalation     |                  |
| 2019-2020       | -                | 0%          | -              | -                |
| 2020-2021       | -                | 3%          | -              | -                |
| 2021-2022       | 566,000          | 6%          | 34,000         | 600,000          |
| 2022-2023       | 3,853,200        | 9%          | 346,800        | 4,200,000        |
| 2023-2024       | -                | 12%         | -              | -                |
| Subtotal        | 4,419,200        |             | 380,800        | 4,800,000        |
| Contingency 25% | 1,104,800        |             | 95,200         | 1,200,000        |
| <b>Totals</b>   | <b>5,524,000</b> |             | <b>476,000</b> | <b>6,000,000</b> |

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multi-phase program started in 2000 to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of them. The program provides for a project to be

constructed every three to four years to achieve economies of scale. Over a 25-year period, all of the District's 48-lift stations will be repaired and rehabilitated.

Lift station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors and valves; replacing electrical control cabinets and components; installing bypass piping and connections; replacing corroded components; replacing manhole covers with lighter hatches; and installing control monitoring equipment.

Phase 5 is currently under construction and includes various repairs at ten (10) lift stations. Phase 5 is anticipated to be completed in FY 2019-2020.

It is anticipated that design work to develop construction documents for Phase 6 will begin in FY 2021-2022. Funding of \$600,000 is requested in FY 2021-2022 to select a qualified consultant to get the project started for Phase 6. Depending on the priority list, the amount of funding for construction and construction schedule will be adjusted.

ESTIMATED PROJECT SCHEDULE:

|                           |              |
|---------------------------|--------------|
| Project Report and Design | FY 2021-2022 |
| Project Construction      | FY 2022-2023 |
| Project Closeout          | FY 2024-2026 |

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)

|              | Funding Sources  |                  |
|--------------|------------------|------------------|
|              | City CIP         | Total            |
| 2019-2020    | 1,850,000        | 1,850,000        |
| 2020-2021    | -                | -                |
| 2021-2022    | -                | -                |
| 2022-2023    | -                | -                |
| 2023-2024    | -                | -                |
| <b>Total</b> | <b>1,850,000</b> | <b>1,850,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                  |
|-----------------|------------------------|-------------|----------------------|------------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total            |
| 2019-2020       | 1,480,000              | 0%          | -                    | 1,480,000        |
| 2020-2021       | -                      | 3%          | -                    | -                |
| 2021-2022       | -                      | 6%          | -                    | -                |
| 2022-2023       | -                      | 9%          | -                    | -                |
| 2023-2024       | -                      | 12%         | -                    | -                |
| Subtotal        | 1,480,000              | -           | -                    | 1,480,000        |
| Contingency 25% | 370,000                | -           | -                    | 370,000          |
| <b>Totals</b>   | <b>1,850,000</b>       | <b>-</b>    | <b>-</b>             | <b>1,850,000</b> |

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Individual intersection spot studies were conducted as part of the Bicycle, Pedestrian, and Intersection Evaluation Study – Phase I (CIP 301-664). This part of the study focused on findings of traffic related requests received from residents, such as traffic signals, stop signs, and crosswalks at various locations. This project is based on recommendations from Phase I of CIP 301-664, as well as input received from the City Council at its meeting on February

5, 2018 when Phase I of CIP 301-664 was adopted. Phase II of CIP 301-664, which focuses on Arterial Traffic Operations, is postponed until the private development projects currently in construction or entitled have been completed when traffic conditions are fully realized.

This project will include design and construction of new traffic signals at the following intersections:

- *Beach Park Boulevard and Gull Avenue (north)*  
This intersection currently operates as a Multi-Way Stop controlled intersection. A traffic signal is recommended in the CIP 301-664 Phase I Study as it will help improve traffic operations for Gull Avenue, and improve accessibility for bicyclist and pedestrians. The biggest impact to traffic flow would be during the peak morning commute hours.
- *Foster City Boulevard and Polynesia Drive*  
This intersection currently operates with stop-controlled on the minor street (Polynesia Drive). A traffic signal is recommended in the CIP 301-664 Phase I Study given the changing land uses along Foster City Boulevard and its proximity to Brewer Island Elementary School. The request for a signalized crosswalk at this location has been a common request from several members of the community each year.
- *Edgewater Boulevard and Port Royal Avenue (north)*  
This intersection operates with stop-controlled on the minor street (Port Royal Avenue), and Rectangular Rapid Flash Beacons on the major street (Edgewater Boulevard).



Although the traffic signal warrant study indicates that the warrants for installation were not met, members of the community have indicated the difficulties for vehicles entering Edgewater Boulevard from Port Royal Avenue. Staff is including this intersection as part of this project for the City Council's consideration.

Funding for the design and construction of the traffic signal installation will be provided by Gas Tax and the General Fund. There is existing funding from FY 2018-2019 of \$598,388 from the General Fund and \$401,612 from Gas Tax, totaling \$1,000,000. A total funding in the amount of \$2,850,000 has been requested over two years to fully fund the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

|                |              |
|----------------|--------------|
| Project Design | FY 2018-2019 |
| Construction   | FY 2019-2020 |

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (FY 2019-2020)

|              | Funding Sources |                   |                |                | Total            |
|--------------|-----------------|-------------------|----------------|----------------|------------------|
|              | Measure A       | Gas Tax<br>(2103) | Measure M      | SB1            |                  |
| 2019-2020    | 640,600         | 285,600           | 114,600        | 309,200        | 1,350,000        |
| 2020-2021    | -               | -                 | -              | -              | -                |
| 2021-2022    | -               | -                 | -              | -              | -                |
| 2022-2023    | -               | -                 | -              | -              | -                |
| 2023-2024    | -               | -                 | -              | -              | -                |
| <b>Total</b> | <b>640,600</b>  | <b>285,600</b>    | <b>114,600</b> | <b>309,200</b> | <b>1,350,000</b> |

| Expenditures    | Expenditure Categories    |             |                         |                  |
|-----------------|---------------------------|-------------|-------------------------|------------------|
|                 | Estimated<br>Project Cost | Inflation % | Inflation<br>Escalation | Total            |
| 2019-2020       | 1,080,000                 | 0%          | -                       | 1,080,000        |
| 2020-2021       | -                         | 3%          | -                       | -                |
| 2021-2022       | -                         | 6%          | -                       | -                |
| 2022-2023       | -                         | 9%          | -                       | -                |
| 2023-2024       | -                         | 12%         | -                       | -                |
| Subtotal        | 1,080,000                 |             | -                       | 1,080,000        |
| Contingency 25% | 270,000                   |             | -                       | 270,000          |
| <b>Totals</b>   | <b>1,350,000</b>          |             | -                       | <b>1,350,000</b> |

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2019-2020 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)  
Construction

FY 2019-2020  
Summer 2020

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (FY 2020-2021)

|              | Funding Sources |                   |                |                | Total            |
|--------------|-----------------|-------------------|----------------|----------------|------------------|
|              | Measure A       | Gas Tax<br>(2103) | Measure M      | SB1            |                  |
| 2019-2020    | -               | -                 | -              | -              | -                |
| 2020-2021    | 653,400         | 291,300           | 116,900        | 288,400        | 1,350,000        |
| 2021-2022    | -               | -                 | -              | -              | -                |
| 2022-2023    | -               | -                 | -              | -              | -                |
| 2023-2024    | -               | -                 | -              | -              | -                |
| <b>Total</b> | <b>653,400</b>  | <b>291,300</b>    | <b>116,900</b> | <b>288,400</b> | <b>1,350,000</b> |

| Expenditures    | Expenditure Categories    |             |                         |                  |
|-----------------|---------------------------|-------------|-------------------------|------------------|
|                 | Estimated<br>Project Cost | Inflation % | Inflation<br>Escalation | Total            |
| 2019-2020       | -                         | 0%          | -                       | -                |
| 2020-2021       | 1,048,500                 | 3%          | 31,500                  | 1,080,000        |
| 2021-2022       | -                         | 6%          | -                       | -                |
| 2022-2023       | -                         | 9%          | -                       | -                |
| 2023-2024       | -                         | 12%         | -                       | -                |
| Subtotal        | 1,048,500                 |             | 31,500                  | 1,080,000        |
| Contingency 25% | 262,100                   |             | 7,900                   | 270,000          |
| <b>Totals</b>   | <b>1,310,600</b>          |             | <b>39,400</b>           | <b>1,350,000</b> |

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2020-2021 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)  
Construction

FY 2020-2021  
Summer 2021

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2021-2022)

|              | Funding Sources |                |                |                |                  |
|--------------|-----------------|----------------|----------------|----------------|------------------|
|              | Gas Tax         |                |                |                |                  |
|              | Measure A       | (2103)         | Measure M      | SB1            | Total            |
| 2019-2020    | -               | -              | -              | -              | -                |
| 2020-2021    | -               | -              | -              | -              | -                |
| 2021-2022    | 666,500         | 297,100        | 119,200        | 267,200        | 1,350,000        |
| 2022-2023    | -               | -              | -              | -              | -                |
| 2023-2024    | -               | -              | -              | -              | -                |
| <b>Total</b> | <b>666,500</b>  | <b>297,100</b> | <b>119,200</b> | <b>267,200</b> | <b>1,350,000</b> |

| Expenditures    | Expenditure Categories |             |               |                  |
|-----------------|------------------------|-------------|---------------|------------------|
|                 | Estimated Project Cost | Inflation   |               | Total            |
|                 |                        | Inflation % | Escalation    |                  |
| 2019-2020       | -                      | 0%          | -             | -                |
| 2020-2021       | -                      | 3%          | -             | -                |
| 2021-2022       | 1,018,900              | 6%          | 61,100        | 1,080,000        |
| 2022-2023       | -                      | 9%          | -             | -                |
| 2023-2024       | -                      | 12%         | -             | -                |
| Subtotal        | 1,018,900              |             | 61,100        | 1,080,000        |
| Contingency 25% | 254,700                |             | 15,300        | 270,000          |
| <b>Totals</b>   | <b>1,273,600</b>       |             | <b>76,400</b> | <b>1,350,000</b> |

inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2021-2022 for the project.

ESTIMATED PROJECT SCHEDULE:

|                           |              |
|---------------------------|--------------|
| Project Design (In-house) | FY 2021-2022 |
| Construction              | Summer 2022  |

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2021-2022)

|              | Funding Sources  |                  |
|--------------|------------------|------------------|
|              | CITY CIP         | Total            |
| 2019-2020    | -                | -                |
| 2020-2021    | -                | -                |
| 2021-2022    | 84,000           | 84,000           |
| 2022-2023    | 8,377,500        | 8,377,500        |
| 2023-2024    | -                | -                |
| <b>Total</b> | <b>8,461,500</b> | <b>8,461,500</b> |

Arterial Traffic Operations, is postponed until the private development projects currently in construction or entitled have been completed when traffic conditions are fully realized.

This project will include the following tasks for design and construction. The following tasks have to be implemented in sequence to minimize impact to the traffic flow and therefore it is proposed to be performed as a single project for coordination purposes.

| Expenditure Categories |                        |             |                      |                  |
|------------------------|------------------------|-------------|----------------------|------------------|
| Expenditures           | Estimated Project Cost | Inflation % | Inflation Escalation | Total            |
| 2019-2020              | -                      | 0%          | -                    | -                |
| 2020-2021              | -                      | 3%          | -                    | -                |
| 2021-2022              | 75,200                 | 6%          | 4,500                | 79,700           |
| 2022-2023              | 6,984,000              | 9%          | 628,600              | 7,612,600        |
| 2023-2024              | -                      | 12%         | -                    | -                |
| Subtotal               | 7,059,200              |             | 633,100              | 7,692,300        |
| Contingency 10%        | 705,900                |             | 63,300               | 769,200          |
| <b>Totals</b>          | <b>7,765,100</b>       |             | <b>696,400</b>       | <b>8,461,500</b> |

• **Citywide Fiber Optic Communications Upgrade**

The City’s existing traffic signal communications network operates over twisted-copper pair cables using 9,600-baud modems. The fiber-optic communications upgrade will offer the City more bandwidth capabilities compared to Ethernet over Copper equipment, and the bandwidth can be used to introduce traffic monitoring capabilities citywide, traffic camera video buffering, and pan/tilt/zoom closed circuit television cameras for use during citywide emergency or incident management.

• **Traffic Signal Field Hardware for Vehicle & Pedestrian Signal Heads Replacement**

The majority of the City’s traffic signal vehicle and pedestrian signal heads are oxidized and in need of replacement. With the traffic signal pole hardware in good shape, replacement of the traffic signal and pedestrian framework and installation of new light-emitting diode (LED) indications will give the City’s traffic signal network a clean and refreshed look as well as bringing the equipment up to standard.

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The City’s traffic signal system was evaluated as part of the Bicycle, Pedestrian, and Intersection Evaluation Study – Phase I (CIP 301-664). This part of the study focused on inventory of the existing traffic signal infrastructure network and identifies opportunities to improve efficiency through either equipment or operations enhancements. This project is based on recommendations from Phase I of CIP 301-664. Phase II of CIP 301-664, which focuses on

- **Accessible Pedestrian Signals (APS) Replacement**

Accessible Pedestrian Signals (APS) are required federal mandates when major traffic signal modification projects are constructed to help provide additional audible and tactile information for pedestrians with visual or hearing impediments. Rewiring of the underground traffic signal conduit network is normally required to install APS equipment to the manufacturer’s recommendation, which require each APS unit (pedestrian push button) to be hardwired individually back to the traffic control cabinet.

- **Traffic Signal Cabinets Upgrade to NEMA TS-2**

The traffic signal cabinet houses the traffic signal controller and other auxiliary equipment that operate the signalized intersection. The City currently utilizes legacy NEMA TS-1 cabinets, an original NEMA standard for traffic signal cabinets in the 1980s.

NEMA TS-2 cabinets are considered the most modern traffic signal cabinets as they can be easily retrofitted onto existing cabinet foundations to reduce costs. The new cabinets include new video detection equipment, new malfunction monitoring units (MMUs), new Emergency Vehicles Preemption equipment, and new Battery Back-Up Systems. They also maximize detection input opportunities (64-channels) and offer robust maintenance features that can be viewed at the central computer system.

- **Traffic Signal Controllers Replacement**

The traffic signal controller is considered the “brain” of the signalized intersection and processes detection inputs from the field and sends out signals to turn on and off the traffic signal indications. These field units communicate with the Central Computer System located in the Public Works Engineering office.

- **Advanced Traffic Management System (ATMS) – Central Computer System Upgrade**

The Advanced Traffic Management System (ATMS) is the central computer system that communicates to the field traffic signal controllers and stores data to help future traffic forecasting and traffic signal timing development. Current ATMS functionality is limited due to the lack of Ethernet-based communications. A new ATMS Central Computer System will provide an enhanced user interface with access to special functions such as traffic signal coordination, basic timing data access and modification, historical data queries, and user account privileges.

Funding for the design and construction of the traffic signal system upgrades will be provided by the General Fund. A total funding in the amount of \$8,461,500 is requested over the next five years to fully fund the design and construction of the traffic signal system upgrades.

**ESTIMATED PROJECT SCHEDULE:**

|                |              |
|----------------|--------------|
| Project Design | FY 2021-2022 |
| Construction   | FY 2022-2024 |

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (FY 2022-2023)

|              | Funding Sources |                |                |                |                  |
|--------------|-----------------|----------------|----------------|----------------|------------------|
|              | Measure A       | Gas Tax        |                | SB1            | Total            |
|              |                 | (2103)         | Measure M      |                |                  |
| 2019-2020    | -               | -              | -              | -              | -                |
| 2020-2021    | -               | -              | -              | -              | -                |
| 2021-2022    | -               | -              | -              | -              | -                |
| 2022-2023    | 679,800         | 303,000        | 121,600        | 245,600        | 1,350,000        |
| 2023-2024    | -               | -              | -              | -              | -                |
| <b>Total</b> | <b>679,800</b>  | <b>303,000</b> | <b>121,600</b> | <b>245,600</b> | <b>1,350,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                  |
|-----------------|------------------------|-------------|----------------------|------------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation |                  |
|                 |                        |             | Total                |                  |
| 2019-2020       | -                      | 0%          | -                    | -                |
| 2020-2021       | -                      | 3%          | -                    | -                |
| 2021-2022       | -                      | 6%          | -                    | -                |
| 2022-2023       | 990,800                | 9%          | 89,200               | 1,080,000        |
| 2023-2024       | -                      | 12%         | -                    | -                |
| Subtotal        | 990,800                |             | 89,200               | 1,080,000        |
| Contingency 25% | 247,700                |             | 22,300               | 270,000          |
| <b>Totals</b>   | <b>1,238,500</b>       |             | <b>111,500</b>       | <b>1,350,000</b> |

through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2022-2023 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)  
Construction

FY 2022-2023  
Summer 2023

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2023-2024)

|              | Funding Sources |                |                |                |                  |
|--------------|-----------------|----------------|----------------|----------------|------------------|
|              | Gas Tax         |                |                |                | Total            |
|              | Measure A       | (2103)         | Measure M      | SB1            |                  |
| 2019-2020    | -               | -              | -              | -              | -                |
| 2020-2021    | -               | -              | -              | -              | -                |
| 2021-2022    | -               | -              | -              | -              | -                |
| 2022-2023    | -               | -              | -              | -              | -                |
| 2023-2024    | 693,400         | 309,100        | 124,000        | 223,500        | 1,350,000        |
| <b>Total</b> | <b>693,400</b>  | <b>309,100</b> | <b>124,000</b> | <b>223,500</b> | <b>1,350,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                  |
|-----------------|------------------------|-------------|----------------------|------------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation |                  |
|                 |                        |             | Total                |                  |
| 2019-2020       | -                      | 0%          | -                    | -                |
| 2020-2021       | -                      | 3%          | -                    | -                |
| 2021-2022       | -                      | 6%          | -                    | -                |
| 2022-2023       | -                      | 9%          | -                    | -                |
| 2023-2024       | 964,300                | 12%         | 115,700              | 1,080,000        |
| Subtotal        | 964,300                |             | 115,700              | 1,080,000        |
| Contingency 25% | 241,100                |             | 28,900               | 270,000          |
| <b>Totals</b>   | <b>1,205,400</b>       |             | <b>144,600</b>       | <b>1,350,000</b> |

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2023-2024 for the project.

ESTIMATED PROJECT SCHEDULE:

|                           |              |
|---------------------------|--------------|
| Project Design (In-house) | FY 2023-2024 |
| Construction              | Summer 2024  |

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2019-2020)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | 150,000         | 150,000        |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>150,000</b>  | <b>150,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | 120,000                | 0%          | -                    | 120,000        |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 120,000                |             | -                    | 120,000        |
| Contingency 25% | 30,000                 |             | -                    | 30,000         |
| <b>Totals</b>   | <b>150,000</b>         |             | <b>-</b>             | <b>150,000</b> |

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The Lagoon Pump Station located at the City/District's Corporation Yard, houses two (2) engines/pumps used to pump lagoon water into the bay to control the water level in the interior lagoon.

A contract with G&E Engineering Systems, Inc. was executed in summer 2012 to perform the seismic vulnerability assessment of

the building. The report was completed in September 2013. It concluded that the pump station meets the current Seismic Code. However, the report recommended the following improvements:

1. Reinforce the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing.
2. Isolate the tidal channel walls from the building to stop and prevent differential settlement.
3. Install flexible connections onto the underground utilities entering the building to allow movement during earthquakes.

Funding is requested in the amount of \$150,000 in FY 2019-2020 for the design of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed  
Request for Proposal and Design  
Construction

September 2013  
FY 2019-2020  
FY 2020-2021

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

|   |
|---|
| UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022) |
|---|

|              | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | 250,000         | 250,000        |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>250,000</b>  | <b>250,000</b> |

| Expenditures    | Expenditure Categories    |             |                         |                |
|-----------------|---------------------------|-------------|-------------------------|----------------|
|                 | Estimated<br>Project Cost | Inflation % | Inflation<br>Escalation | Total          |
| 2019-2020       | -                         | 0%          | -                       | -              |
| 2020-2021       | -                         | 3%          | -                       | -              |
| 2021-2022       | 188,700                   | 6%          | 11,300                  | 200,000        |
| 2022-2023       | -                         | 9%          | -                       | -              |
| 2023-2024       | -                         | 12%         | -                       | -              |
| Subtotal        | 188,700                   |             | 11,300                  | 200,000        |
| Contingency 25% | 47,200                    |             | 2,800                   | 50,000         |
| <b>Totals</b>   | <b>235,900</b>            |             | <b>14,100</b>           | <b>250,000</b> |

outstanding structural issues that require immediate attention. In 2009, Nolte Associates, Inc. (Nolte) was hired to review CSG's report as well as Caltrans' inspection reports for the years 2007 and 2009. Based on the findings, Nolte developed project plans and specifications and construction was completed in 2010.

Caltrans performed underwater inspections in 2010 and 2015. The reports did not identify any immediate repairs but did identify some concerns. The next scheduled underwater inspection is planned in 2020.

The proposed project involves the review of Caltrans' under-water inspection reports for 2010, 2015, and 2020 by a structural consultant. The consultant will also conduct additional underwater inspection as needed. If structural deficiencies are found, the consultant will prepare construction documents to address the issues.

Funding of \$250,000 is requested in the FY 2021-2022 for the comprehensive underwater inspections of the support piers. If the inspections show that repairs are needed, a request for funding will be brought to the City Council for approval.

**PROJECT PRIORITY CATEGORY: B****PROJECT DESCRIPTION:**

Caltrans performs routine inspections of City-owned bridges (Bicentennial, Foster City, Rainbow, and Shell). The bridge structure above water is inspected every two years and the bridge structure underwater is inspected every five years.

In 2006, CSG Consultants, Inc. reviewed Caltrans' above water inspection reports for the years 1999, 2001, 2003, and 2005. CSG's report indicated that the bridges are in good condition with no

**ESTIMATED PROJECT SCHEDULE:**

|                               |              |
|-------------------------------|--------------|
| Project Inspection and Design | FY 2021-2022 |
| Construction                  | Summer 2023  |

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)

| Funding Sources |                   |                   |
|-----------------|-------------------|-------------------|
| Funding         | Levee GO<br>Bonds | Total             |
| 2019-2020       | 25,000,000        | 25,000,000        |
| 2020-2021       | 20,000,000        | 20,000,000        |
| 2021-2022       | 3,922,535         | 3,922,535         |
| 2022-2023       | -                 | -                 |
| 2023-2024       | -                 | -                 |
| <b>Total</b>    | <b>48,922,535</b> | <b>48,922,535</b> |

| Expenditure Categories |              |             |            |             |            |
|------------------------|--------------|-------------|------------|-------------|------------|
| Expenditures           | Estimated    | Inflation   |            | 25%         | Total      |
|                        | Project Cost | Inflation % | Escalation | Contingency |            |
| 2019-2020              | 20,000,000   | 0%          | -          | 5,000,000   | 25,000,000 |
| 2020-2021              | 15,533,981   | 3%          | 466,019    | 4,000,000   | 20,000,000 |
| 2021-2022              | 2,960,404    | 6%          | 177,624    | 784,507     | 3,922,535  |
| 2022-2023              | -            | 9%          | -          | -           | -          |
| 2023-2024              | -            | 12%         | -          | -           | -          |
| Subtotal               | 38,494,384   |             | 643,643    | 9,784,507   | 48,922,535 |
| Totals                 | 38,494,384   |             | 643,643    | 9,784,507   | 48,922,535 |

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. If improvements are not made, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance.

FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares for

construction of the project. The design team led by Schaaf & Wheeler Consulting Engineers has completed 90% of the design work including geotechnical investigation, topographical survey, and regulatory permitting. In addition, the environmental planning and municipal financial consultants have completed the Environmental Impact Report (EIR) and exploration of funding options.

To date, following milestones have been completed:

1. Certifying the final EIR;
2. Adopting California Environmental Quality Act (CEQA) Findings, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program;
3. Approving the 2050 SLR project scenario and direct staff to further develop and analyze the 2050 Sea Level Rise (SLR) and future adaption for submittal to regulatory agencies for processing; and direct staff to proceed with the 30-Year General Obligation (GO) Bond Alternative;
4. \$90 million 30-Year GO Bond Ballot Measure passed by the Foster City residents in June 2018;
5. General design guidelines for trail improvements, wall treatments, and landscaping have been reviewed and approved by the Planning Commission in May 2018 and the City Council in August 2018;
6. At the direction of the City Council, the same general design guidelines for trail improvements, wall treatments, and landscaping were presented to the Parks and Recreation Committee in October 2018; and
7. Permit applications for US Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board (RWQCB), San Francisco Bay Conservation and Development Commission (BCDC), and State Lands

Commission (SLC) were submitted in November and December 2018.

In coming months, the project team will be working diligently with the regulatory agencies to obtain final approval of the permits. Comments from the regulatory agencies will be rolled into the final construction documents for bidding. The project team will also work with Caltrans, PG&E, and other utility companies to resolve right-of-way and utility conflicts, and perform constructability review of the project. Staff will also prepare an RFP for construction support services contract in 2019 to provide construction management and technical support services during construction.

Based on the latest schedule, permit approvals are expected in August 2019, followed by bidding in late 2019, and construction commencing in the spring, 2020. To date, \$37,867,795 has been encumbered for this multi-year project:

Encumbered:

|  |                     |
|--|---------------------|
| FY 2015-2016                                     | \$1,577,465         |
| FY 2016-2017                                     | \$2,500,000         |
| FY 2017-2018                                     | \$2,000,000         |
| FY 2018-2019                                     | <u>\$31,790,330</u> |
|  | \$37,867,795        |
| Bond Issuance Costs<br>and capitalized interest: | \$3,209,670         |

Anticipated Budget Required:

|              |                     |
|--------------|---------------------|
| FY 2019-2020 | \$25,000,000        |
| FY 2020-2021 | \$20,000,000        |
| FY 2021-2022 | <u>\$ 3,922,535</u> |
|              | \$48,922,535        |

**Total Project Budget: \$90,000,000**

The remaining bond proceeds in the amount of \$48,922,535 (\$90 million less encumbrances and bond issuance costs and capitalized interest) will be used for construction and support services.

ESTIMATED PROJECT SCHEDULE:

|                              |              |
|------------------------------|--------------|
| Design/Regulatory Permitting | FY 2016-2019 |
| Bidding and Construction     | FY 2020-2023 |
| Project Closeout             | FY 2023-2024 |

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements (FY 2019-2020)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | 725,000         | 725,000        |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>725,000</b>  | <b>725,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | 580,000                | 0%          | -                    | 580,000        |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 580,000                | -           | -                    | 580,000        |
| Contingency 25% | 145,000                | -           | -                    | 145,000        |
| <b>Totals</b>   | <b>725,000</b>         | <b>-</b>    | <b>-</b>             | <b>725,000</b> |

PROJECT DESCRIPTION:

Synthetic Surface Replacements - \$725,000

The synthetic turf surfaces at the following locations were installed in FY 2004-2005 and are scheduled for replacement in FY 2019-2020:

1. Boat Park along the boardwalk <sup>1</sup>
2. Recreation Center to the Boat House along the boardwalk
3. Baywinds Park (2) locations along pedway and parking lot. <sup>1,2</sup>

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each site.

Notes:

1. Public Works and Parks Departments will coordinate prior to construction for any corrections to the bulkhead cathodic protection.
2. The timing of the Recreation Center replacement will be considered in coordination with the Recreation Center Master Plan.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECTED TIMELINE:

- Construction Winter 2019

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE PROJECTS (FY 2019-2020)**

| <b>Funding</b> | <b>Funding Sources</b> |                  |
|----------------|------------------------|------------------|
|                | <b>CIP City</b>        | <b>Total</b>     |
| 2019-2020      | 1,175,000              | 1,175,000        |
| 2020-2021      | -                      | -                |
| 2021-2022      | -                      | -                |
| 2022-2023      | -                      | -                |
| 2023-2024      | -                      | -                |
| <b>Total</b>   | <b>1,175,000</b>       | <b>1,175,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                  |
|---------------------|-------------------------------|--------------------|-----------------------------|------------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>     |
| 2019-2020           | 1,175,000                     | 0%                 | -                           | 1,175,000        |
| 2020-2021           | -                             | 3%                 | -                           | -                |
| 2021-2022           | -                             | 6%                 | -                           | -                |
| 2022-2023           | -                             | 9%                 | -                           | -                |
| 2023-2024           | -                             | 12%                | -                           | -                |
| Subtotal            | 1,175,000                     | -                  | -                           | 1,175,000        |
| Contingency 0%      | -                             | -                  | -                           | -                |
| <b>Totals</b>       | <b>1,175,000</b>              | <b>-</b>           | <b>-</b>                    | <b>1,175,000</b> |

PROJECT DESCRIPTION:

In FY 2018-2019, the City began a comprehensive Parks Master Plan project which is expected to be completed during the first half of FY 2019-2020. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into future budgets.

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Sport Court Resurfacing (FY 2020-2021)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | 200,000         | 200,000        |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>200,000</b>  | <b>200,000</b> |

| Expenditures    | Expenditure Categories |             |              |                |
|-----------------|------------------------|-------------|--------------|----------------|
|                 | Estimated              | Inflation   |              | Total          |
|                 | Project Cost           | Inflation % | Escalation   |                |
| 2019-2020       | -                      | 0%          | -            | -              |
| 2020-2021       | 155,300                | 3%          | 4,700        | 160,000        |
| 2021-2022       | -                      | 6%          | -            | -              |
| 2022-2023       | -                      | 9%          | -            | -              |
| 2023-2024       | -                      | 12%         | -            | -              |
| Subtotal        | 155,300                |             | 4,700        | 160,000        |
| Contingency 25% | 38,800                 |             | 1,200        | 40,000         |
| <b>Totals</b>   | <b>194,100</b>         |             | <b>5,900</b> | <b>200,000</b> |

The total costs include all resurfacing and painting of lines.

The following five (5) Tennis Courts and three (3) Basketball Courts are anticipated to be in need of resurfacing in FY 2020-2021. The Tennis and Basketball Courts were last resurfaced in FY 2014-2015. The work will include asphalt section replacement, filling depressions, crack repair, acrylic resurfacing, acrylic color coat, new line stripping. The Pickleball Courts were installed in FY 2016-2017 and will be inspected and to determine need for minor repairs. The PickleBall courts will then be added to the regular resurfacing schedule.

TENNIS COURTS:

- (3) Edgewater
- (2) Catamaran

BASKETBALL COURTS:

- Full Courts:
- (1) Catamaran
  - (1) Teen Center
  - (1) Edgewater

PICKLEBALL COURTS:

- (6) Recreation Center

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

**Sport Court Resurfacing - \$200,000**

Tennis and Basketball Court surfaces are typically resurfaced every five to seven years, based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing.

PROJECTED TIMELINE:

|              |                |
|--------------|----------------|
| Estimates    | Aug – Dec 2020 |
| Construction | Mar – May 2021 |

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE PROJECTS (FY 2020-2021)**

| <b>Funding</b> | <b>Funding Sources</b> |                  |
|----------------|------------------------|------------------|
|                | <b>CIP City</b>        | <b>Total</b>     |
| 2019-2020      | -                      | -                |
| 2020-2021      | 1,700,000              | 1,700,000        |
| 2021-2022      | -                      | -                |
| 2022-2023      | -                      | -                |
| 2023-2024      | -                      | -                |
| <b>Total</b>   | <b>1,700,000</b>       | <b>1,700,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                  |
|---------------------|-------------------------------|--------------------|-----------------------------|------------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>     |
| 2019-2020           | -                             | 0%                 | -                           | -                |
| 2020-2021           | 1,650,500                     | 3%                 | 49,500                      | 1,700,000        |
| 2021-2022           | -                             | 6%                 | -                           | -                |
| 2022-2023           | -                             | 9%                 | -                           | -                |
| 2023-2024           | -                             | 12%                | -                           | -                |
| Subtotal            | 1,650,500                     |                    | 49,500                      | 1,700,000        |
| Contingency 0%      | -                             |                    | -                           | -                |
| <b>Totals</b>       | <b>1,650,500</b>              |                    | <b>49,500</b>               | <b>1,700,000</b> |

PROJECT DESCRIPTION:

In FY 2018-2019, the City began a comprehensive Parks Master Plan project which is expected to be completed during the first half of FY 2019-2020. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into future budgets.

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund



**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE IMPROVEMENTS – Boardwalk Re-finishing and Re-sealing (FY 2021-2022)**

| Funding      | Funding Sources |               |
|--------------|-----------------|---------------|
|              | CIP City        | Total         |
| 2019-2020    | -               | -             |
| 2020-2021    | -               | -             |
| 2021-2022    | 50,000          | 50,000        |
| 2022-2023    | -               | -             |
| 2023-2024    | -               | -             |
| <b>Total</b> | <b>50,000</b>   | <b>50,000</b> |

| Expenditures    | Expenditure Categories |             |                      | Total         |
|-----------------|------------------------|-------------|----------------------|---------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation |               |
| 2019-2020       | -                      | 0%          | -                    | -             |
| 2020-2021       | -                      | 3%          | -                    | -             |
| 2021-2022       | 37,700                 | 6%          | 2,300                | 40,000        |
| 2022-2023       | -                      | 9%          | -                    | -             |
| 2023-2024       | -                      | 12%         | -                    | -             |
| Subtotal        | 37,700                 |             | 2,300                | 40,000        |
| Contingency 25% | 9,400                  |             | 600                  | 10,000        |
| <b>Totals</b>   | <b>47,100</b>          |             | <b>2,900</b>         | <b>50,000</b> |

PROJECT DESCRIPTION:

**Boardwalk Re-finishing and Re-sealing - \$50,000**

Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years. This was last done in 2016.

This project will include replacing the goose control fencing along the water at Leo J. Ryan Park, as part of on-going habitat modification efforts.

PROJECTED TIMELINE: August-November 2021

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Parking Lot Resurfacing (FY 2021-2022)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | 600,000         | 600,000        |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>600,000</b>  | <b>600,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | 452,800                | 6%          | 27,200               | 480,000        |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 452,800                |             | 27,200               | 480,000        |
| Contingency 25% | 113,200                |             | 6,800                | 120,000        |
| <b>Totals</b>   | <b>566,000</b>         |             | <b>34,000</b>        | <b>600,000</b> |

Resurfacing City-owned parking lots should be done every five to seven years. Maintenance items that are necessary to keep the parking lots in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of root barrier, slurry seal, and line striping.

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to the latest Park Pathways project.

PARKING LOTS:

1. Civic Center Complex
2. Library
3. Recreation Center Complex
4. Boat Park
5. Boothbay Park
6. Erckenbrack Park
7. Sea Cloud Park
8. Port Royal Park
9. Bridgeview Park
10. Baywinds Park
11. Corporation Yard

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

**Parking Lot Resurfacing - \$600,000**

PROJECTED TIMELINE:

Plans and Specifications  
 Construction  
 Close-out

Winter FY 2021-2022  
 Summer 2022  
 Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Park Pathway Resurfacing (FY 2021-2022)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | 550,000         | 550,000        |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>550,000</b>  | <b>550,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | 415,100                | 6%          | 24,900               | 440,000        |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 415,100                |             | 24,900               | 440,000        |
| Contingency 25% | 103,800                |             | 6,200                | 110,000        |
| <b>Totals</b>   | <b>518,900</b>         |             | <b>31,100</b>        | <b>550,000</b> |

PROJECT DESCRIPTION:

Park Pathway Renovation/ Repairs - \$550,000

Staff routinely assesses the park pathways for uplifting, cracked, and damaged asphalt, and performs localized repairs as needed. Every 5-7 years more major renovations are typically needed in various areas of our park system.

Maintenance items that are necessary to keep the pathways in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of Header-board
- Slurry seal or Seal Coat
- Crack-seal

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to latest Park Pathways project.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECTED TIMELINE:

|                          |                     |
|--------------------------|---------------------|
| Plans and Specifications | Winter FY 2021-2022 |
| Construction             | Summer 2022         |
| Close-out                | Winter 2022         |

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE PROJECTS (FY 2021-2022)**

| <b>Funding</b> | <b>Funding Sources</b> |                |
|----------------|------------------------|----------------|
|                | <b>CIP City</b>        | <b>Total</b>   |
| 2019-2020      | -                      | -              |
| 2020-2021      | -                      | -              |
| 2021-2022      | 700,000                | 700,000        |
| 2022-2023      | -                      | -              |
| 2023-2024      | -                      | -              |
| <b>Total</b>   | <b>700,000</b>         | <b>700,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                |
|---------------------|-------------------------------|--------------------|-----------------------------|----------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>   |
| 2019-2020           | -                             | 0%                 | -                           | -              |
| 2020-2021           | -                             | 3%                 | -                           | -              |
| 2021-2022           | 660,400                       | 6%                 | 39,600                      | 700,000        |
| 2022-2023           | -                             | 9%                 | -                           | -              |
| 2023-2024           | -                             | 12%                | -                           | -              |
| Subtotal            | 660,400                       |                    | 39,600                      | 700,000        |
| Contingency 0%      | -                             |                    | -                           | -              |
| <b>Totals</b>       | <b>660,400</b>                |                    | <b>39,600</b>               | <b>700,000</b> |

PROJECT DESCRIPTION:

In FY 2018-2019, the City began a comprehensive Parks Master Plan project which is expected to be completed during the first half of FY 2019-2020. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into future budgets.

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements (FY 2022-2023)

| Funding      | Funding Sources  |                  |
|--------------|------------------|------------------|
|              | CIP City         | Total            |
| 2019-2020    | -                | -                |
| 2020-2021    | -                | -                |
| 2021-2022    | -                | -                |
| 2022-2023    | 1,294,000        | 1,294,000        |
| 2023-2024    | -                | -                |
| <b>Total</b> | <b>1,294,000</b> | <b>1,294,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                  |
|-----------------|------------------------|-------------|----------------------|------------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total            |
| 2019-2020       | -                      | 0%          | -                    | -                |
| 2020-2021       | -                      | 3%          | -                    | -                |
| 2021-2022       | -                      | 6%          | -                    | -                |
| 2022-2023       | 949,700                | 9%          | 85,500               | 1,035,200        |
| 2023-2024       | -                      | 12%         | -                    | -                |
| Subtotal        | 949,700                |             | 85,500               | 1,035,200        |
| Contingency 25% | 237,425                |             | 21,375               | 258,800          |
| <b>Totals</b>   | <b>1,187,125</b>       |             | <b>106,875</b>       | <b>1,294,000</b> |

PROJECT DESCRIPTION:

**Synthetic Surface Replacements - \$1,294,000**

The synthetic turf surfaces at the following locations were installed in FY 2012-2013 and are scheduled for replacement in FY 2022-2023:

1. Sea Cloud Park S-4
2. Port Royal Park

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each site.

PROJECTED TIMELINE:

- Construction Winter FY 2022-2023

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE PROJECTS (FY 2022-2023)**

| <b>Funding</b> | <b>Funding Sources</b> |                |
|----------------|------------------------|----------------|
|                | <b>CIP City</b>        | <b>Total</b>   |
| 2019-2020      | -                      | -              |
| 2020-2021      | -                      | -              |
| 2021-2022      | -                      | -              |
| 2022-2023      | 606,000                | 606,000        |
| 2023-2024      | -                      | -              |
| <b>Total</b>   | <b>606,000</b>         | <b>606,000</b> |

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                             |                |
|---------------------|-------------------------------|--------------------|-----------------------------|----------------|
|                     | <b>Estimated Project Cost</b> | <b>Inflation %</b> | <b>Inflation Escalation</b> | <b>Total</b>   |
| 2019-2020           | -                             | 0%                 | -                           | -              |
| 2020-2021           | -                             | 3%                 | -                           | -              |
| 2021-2022           | -                             | 6%                 | -                           | -              |
| 2022-2023           | 556,000                       | 9%                 | 50,000                      | 606,000        |
| 2023-2024           | -                             | 12%                | -                           | -              |
| Subtotal            | 556,000                       |                    | 50,000                      | 606,000        |
| Contingency 0%      | -                             |                    | -                           | -              |
| <b>Totals</b>       | <b>556,000</b>                |                    | <b>50,000</b>               | <b>606,000</b> |

PROJECT DESCRIPTION:

In FY 2018-2019, the City began a comprehensive Parks Master Plan project which is expected to be completed during the first half of FY 2019-2020. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into future budgets.

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements (FY 2023-2024)**

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | CIP City        | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | 728,000         | 728,000        |
| <b>Total</b> | <b>728,000</b>  | <b>728,000</b> |

PROJECT DESCRIPTION:

**Synthetic Surface Replacements - \$728,000**

The synthetic turf surfaces at Edgewater Park were installed in FY 2013-2014 and are scheduled for replacement in FY 2023-2024:

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf.

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | 520,000                | 12%         | 62,400               | 582,400        |
| Subtotal        | 520,000                |             | 62,400               | 582,400        |
| Contingency 25% | 130,000                |             | 15,600               | 145,600        |
| <b>Totals</b>   | <b>650,000</b>         |             | <b>78,000</b>        | <b>728,000</b> |

PROJECTED TIMELINE:

- Construction Winter 2023

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE PROJECTS (FY 2023-2024)

| Funding      | Funding Sources  |                  |
|--------------|------------------|------------------|
|              | CIP City         | Total            |
| 2019-2020    | -                | -                |
| 2020-2021    | -                | -                |
| 2021-2022    | -                | -                |
| 2022-2023    | -                | -                |
| 2023-2024    | 1,172,000        | 1,172,000        |
| <b>Total</b> | <b>1,172,000</b> | <b>1,172,000</b> |

PROJECT DESCRIPTION:

In FY 2018-2019, the City began a comprehensive Parks Master Plan project which is expected to be completed during the first half of FY 2019-2020. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

| Expenditures   | Expenditure Categories |             |                      |                  |
|----------------|------------------------|-------------|----------------------|------------------|
|                | Estimated Project Cost | Inflation % | Inflation Escalation | Total            |
| 2019-2020      | -                      | 0%          | -                    | -                |
| 2020-2021      | -                      | 3%          | -                    | -                |
| 2021-2022      | -                      | 6%          | -                    | -                |
| 2022-2023      | -                      | 9%          | -                    | -                |
| 2023-2024      | 1,046,400              | 12%         | 125,600              | 1,172,000        |
| Subtotal       | 1,046,400              |             | 125,600              | 1,172,000        |
| Contingency 0% | -                      |             | -                    | -                |
| <b>Totals</b>  | <b>1,046,400</b>       |             | <b>125,600</b>       | <b>1,172,000</b> |

PROJECTED TIMELINE:

Findings to be incorporated into future budgets.

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

- Capital Investment – City Fund



CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ROOF REPLACEMENT – CORPORATION YARD SHOPS, POLICE STATION, COUNCIL CHAMBERS (FY 2019-2020)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | BMF             | Total          |
| 2019-2020    | 635,000         | 635,000        |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>635,000</b>  | <b>635,000</b> |

| Expenditures    | Expenditure Categories |             |            |                |
|-----------------|------------------------|-------------|------------|----------------|
|                 | Estimated              | Inflation   |            | Total          |
|                 | Project Cost           | Inflation % | Escalation |                |
| 2019-2020       | 508,000                | 0%          | -          | 508,000        |
| 2020-2021       | -                      | 3%          | -          | -              |
| 2021-2022       | -                      | 6%          | -          | -              |
| 2022-2023       | -                      | 9%          | -          | -              |
| 2023-2024       | -                      | 12%         | -          | -              |
| Subtotal        | 508,000                | -           | -          | 508,000        |
| Contingency 25% | 127,000                | -           | -          | 127,000        |
| <b>Totals</b>   | <b>635,000</b>         | <b>-</b>    | <b>-</b>   | <b>635,000</b> |

PROJECT DESCRIPTION:

The Corporation Yard Buildings are some of the oldest buildings in Foster City. The roof of the Parks Workshop Buildings (Parks Key Room, Vehicle Shop, Small Engine Shop and Pumphouse) are over 20 years old. While maintenance and repairs have been conducted as needed, the roof is now is due for replacement.

The Police Station Roof was installed when the building underwent its major remodel in 2000 as part of the Government Center Project. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs to address on-going leaks in the line up room, kitchen and lobby areas. The roof is scheduled and due for replacement.

The Council Chambers Roof was installed when the building was constructed in 2001. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs to address identified leaks and roof problems. This project will comprehensively address repair issues with original installation.

PROJECTED TIMELINE:

- Spring/Summer 2020

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | BMF             | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | 200,000         | 200,000        |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2022-2023    | -               | -              |
| <b>Total</b> | <b>200,000</b>  | <b>200,000</b> |

| Expenditures    | Expenditure Categories |             |                      |                |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation | Total          |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | 155,300                | 3%          | 4,700                | 160,000        |
| 2021-2022       | -                      | 6%          | -                    | -              |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2022-2023       | -                      | 12%         | -                    | -              |
| Subtotal        | 155,300                |             | 4,700                | 160,000        |
| Contingency 25% | 38,825                 |             | 1,175                | 40,000         |
| <b>Totals</b>   | <b>194,125</b>         |             | <b>5,875</b>         | <b>200,000</b> |

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement. The salt air where the Corporation Yard is located along the San Francisco Bay is especially hard on exterior paint.

The Corporation Yard Shops were last painted in 2007 and are due to be repainted in order to protect and maintain the overall appearance of the buiding. The project will include any repairs that are identified to the building exterior.

PROJECTED TIMELINE:

- Summer 2020

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**POLICE STATION HVAC REPLACEMENT (FY 2020-2021)**

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | BMF             | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | 100,000         | 100,000        |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>100,000</b>  | <b>100,000</b> |

| Expenditures    | Expenditure Categories |             |              |                |
|-----------------|------------------------|-------------|--------------|----------------|
|                 | Estimated              | Inflation   |              | Total          |
|                 | Project Cost           | Inflation % | Escalation   |                |
| 2019-2020       | -                      | 0%          | -            | -              |
| 2020-2021       | 77,700                 | 3%          | 2,300        | 80,000         |
| 2021-2022       | -                      | 6%          | -            | -              |
| 2022-2023       | -                      | 9%          | -            | -              |
| 2023-2024       | -                      | 12%         | -            | -              |
| Subtotal        | 77,700                 |             | 2,300        | 80,000         |
| Contingency 25% | 19,425                 |             | 575          | 20,000         |
| <b>Totals</b>   | <b>97,125</b>          |             | <b>2,875</b> | <b>100,000</b> |

PROJECT DESCRIPTION:

The Police Station HVAC was installed when the building underwent its major remodel in 2000 as part of the Government Center Project. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs and a portion of the system was upgraded as part of the energy efficiency project in 2014. The remaining portions of the system, which serve the detectives bureau, administration area, report writing area and lobby, are scheduled and due for replacement. This project also includes replacement of the separate unit that serves the Police Station Server Room.

PROJECTED TIMELINE:

- Summer 2021

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**LIBRARY/COMMUNITY CENTER CARPET REPLACEMENT (FY 2021-2022)**

| <b>Funding</b> | <b>Funding Sources</b> |                |
|----------------|------------------------|----------------|
|                | <b>BMF</b>             | <b>Total</b>   |
| 2019-2020      | -                      | -              |
| 2020-2021      | -                      | -              |
| 2021-2022      | 140,000                | 140,000        |
| 2022-2023      | -                      | -              |
| 2023-2024      | -                      | -              |
| <b>Total</b>   | <b>140,000</b>         | <b>140,000</b> |

PROJECT DESCRIPTION:

The Library/Community Center Carpet was installed around 2012. Since that time, the Building Maintenance Division has performed on-going cleaning as needed, but the carpet is beginning to show wear and is scheduled and due for replacement.

PROJECTED TIMELINE:

- Winter/Spring 2022

| <b>Expenditures</b> | <b>Expenditure Categories</b> |                    |                   |                |
|---------------------|-------------------------------|--------------------|-------------------|----------------|
|                     | <b>Estimated</b>              |                    | <b>Inflation</b>  |                |
|                     | <b>Project Cost</b>           | <b>Inflation %</b> | <b>Escalation</b> | <b>Total</b>   |
| 2019-2020           | -                             | 0%                 | -                 | -              |
| 2020-2021           | -                             | 3%                 | -                 | -              |
| 2021-2022           | 105,700                       | 6%                 | 6,300             | 112,000        |
| 2022-2023           | -                             | 9%                 | -                 | -              |
| 2023-2024           | -                             | 12%                | -                 | -              |
| Subtotal            | 105,700                       |                    | 6,300             | 112,000        |
| Contingency 25%     | 26,425                        |                    | 1,575             | 28,000         |
| <b>Totals</b>       | <b>132,125</b>                |                    | <b>7,875</b>      | <b>140,000</b> |

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)

| Funding      | Funding Sources |          | Total          |
|--------------|-----------------|----------|----------------|
|              | BMF             |          |                |
| 2019-2020    | -               | -        | -              |
| 2020-2021    | -               | -        | -              |
| 2021-2022    | 800,000         | -        | 800,000        |
| 2022-2023    | -               | -        | -              |
| 2023-2024    | -               | -        | -              |
| <b>Total</b> | <b>800,000</b>  | <b>-</b> | <b>800,000</b> |

PROJECT DESCRIPTION:

The Government Center HVAC was installed when the building was constructed in 2000. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs but the system is beginning to fail intermittently and is scheduled and due for replacement.

PROJECTED TIMELINE:

- Summer 2022

| Expenditures    | Expenditure Categories |             |                      | Total          |
|-----------------|------------------------|-------------|----------------------|----------------|
|                 | Estimated Project Cost | Inflation % | Inflation Escalation |                |
| 2019-2020       | -                      | 0%          | -                    | -              |
| 2020-2021       | -                      | 3%          | -                    | -              |
| 2021-2022       | 603,800                | 6%          | 36,200               | 640,000        |
| 2022-2023       | -                      | 9%          | -                    | -              |
| 2023-2024       | -                      | 12%         | -                    | -              |
| Subtotal        | 603,800                |             | 36,200               | 640,000        |
| Contingency 25% | 150,950                |             | 9,050                | 160,000        |
| <b>Totals</b>   | <b>754,750</b>         |             | <b>45,250</b>        | <b>800,000</b> |

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD ADMINISTRATION INTERIOR PAINT (FY 2022-2023)

| Funding      | Funding Sources |               |
|--------------|-----------------|---------------|
|              | BMF             | Total         |
| 2019-2020    | -               | -             |
| 2020-2021    | -               | -             |
| 2021-2022    | -               | -             |
| 2022-2023    | 40,000          | 40,000        |
| 2022-2023    | -               | -             |
| <b>Total</b> | <b>40,000</b>   | <b>40,000</b> |

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement.

The Corporation Yard Administration Building interior was last painted in 2012 and is due to be repainted due to regular wear and tear related to typical operations.

| Expenditures    | Expenditure Categories |             |              |               |
|-----------------|------------------------|-------------|--------------|---------------|
|                 | Estimated              | Inflation   |              | Total         |
|                 | Project Cost           | Inflation % | Escalation   |               |
| 2019-2020       | -                      | 0%          | -            | -             |
| 2020-2021       | -                      | 3%          | -            | -             |
| 2021-2022       | -                      | 6%          | -            | -             |
| 2022-2023       | 29,400                 | 9%          | 2,600        | 32,000        |
| 2022-2023       | -                      | 12%         | -            | -             |
| Subtotal        | 29,400                 |             | 2,600        | 32,000        |
| Contingency 25% | 7,350                  |             | 650          | 8,000         |
| <b>Totals</b>   | <b>36,750</b>          |             | <b>3,250</b> | <b>40,000</b> |

PROJECTED TIMELINE:

- Summer 2023

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

TEEN CENTER INTERIOR/EXTERIOR PAINT (FY 2022-2023)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | BMF             | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | 110,000         | 110,000        |
| 2023-2024    | -               | -              |
| <b>Total</b> | <b>110,000</b>  | <b>110,000</b> |

PROJECT DESCRIPTION:

The Teen Center was last painted in 2014 and is due for replacement due to normal wear and tear in a facility that sees extensive regular use and in order to protect and maintain the overall appearance of the buiding. The project will include any repairs that are identified to the building exterior.

| Expenditures    | Expenditure Categories    |             |              |                |
|-----------------|---------------------------|-------------|--------------|----------------|
|                 | Estimated<br>Project Cost | Inflation   |              | Total          |
|                 |                           | Inflation % | Escalation   |                |
| 2019-2020       | -                         | 0%          | -            | -              |
| 2020-2021       | -                         | 3%          | -            | -              |
| 2021-2022       | -                         | 6%          | -            | -              |
| 2022-2023       | 80,700                    | 9%          | 7,300        | 88,000         |
| 2023-2024       | -                         | 12%         | -            | -              |
| Subtotal        | 80,700                    |             | 7,300        | 88,000         |
| Contingency 25% | 20,175                    |             | 1,825        | 22,000         |
| <b>Totals</b>   | <b>100,875</b>            |             | <b>9,125</b> | <b>110,000</b> |

PROJECTED TIMELINE:

- Interior: Winter FY 2022-2023
- Exterior: Spring 2023

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

COUNCIL CHAMBERS CARPET REPLACEMENT (FY 2023-2024)

| Funding      | Funding Sources |               |
|--------------|-----------------|---------------|
|              | BMF             | Total         |
| 2019-2020    | -               | -             |
| 2020-2021    | -               | -             |
| 2021-2022    | -               | -             |
| 2022-2023    | -               | -             |
| 2023-2024    | 45,000          | 45,000        |
| <b>Total</b> | <b>45,000</b>   | <b>45,000</b> |

PROJECT DESCRIPTION:

The Council Chambers Carpet was installed when the building was constructed in 2001. Since that time, the Building Maintenance Division has performed on-going cleaning as needed, but the carpet is beginning to show wear and is scheduled and due for replacement.

PROJECTED TIMELINE:

- Winter/Spring 2024

| Expenditures    | Expenditure Categories |             |              |               |
|-----------------|------------------------|-------------|--------------|---------------|
|                 | Estimated              | Inflation   |              | Total         |
|                 | Project Cost           | Inflation % | Escalation   |               |
| 2019-2020       | -                      | 0%          | -            | -             |
| 2020-2021       | -                      | 3%          | -            | -             |
| 2021-2022       | -                      | 6%          | -            | -             |
| 2022-2023       | -                      | 9%          | -            | -             |
| 2023-2024       | 32,100                 | 12%         | 3,900        | 36,000        |
| Subtotal        | 32,100                 |             | 3,900        | 36,000        |
| Contingency 25% | 8,025                  |             | 975          | 9,000         |
| <b>Totals</b>   | <b>40,125</b>          |             | <b>4,875</b> | <b>45,000</b> |

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund



CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

GOVERNMENT CENTER & POLICE STATION INTERIOR PAINT (FY 2023-2024)

| Funding      | Funding Sources |                |
|--------------|-----------------|----------------|
|              | BMF             | Total          |
| 2019-2020    | -               | -              |
| 2020-2021    | -               | -              |
| 2021-2022    | -               | -              |
| 2022-2023    | -               | -              |
| 2022-2023    | 210,000         | 210,000        |
| <b>Total</b> | <b>210,000</b>  | <b>210,000</b> |

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement.

The Government Center interior was last painted in 2014 and the Police Station was last painted in 2012. Both are due to be repainted due to regular wear and tear related to typical operations.

| Expenditures    | Expenditure Categories |             |               |                |
|-----------------|------------------------|-------------|---------------|----------------|
|                 | Estimated              | Inflation   |               | Total          |
|                 | Project Cost           | Inflation % | Escalation    |                |
| 2019-2020       | -                      | 0%          | -             | -              |
| 2020-2021       | -                      | 3%          | -             | -              |
| 2021-2022       | -                      | 6%          | -             | -              |
| 2022-2023       | -                      | 9%          | -             | -              |
| 2022-2023       | 150,000                | 12%         | 18,000        | 168,000        |
| Subtotal        | 150,000                |             | 18,000        | 168,000        |
| Contingency 25% | 37,500                 |             | 4,500         | 42,000         |
| <b>Totals</b>   | <b>187,500</b>         |             | <b>22,500</b> | <b>210,000</b> |

PROJECTED TIMELINE:

- Spring/Summer 2024

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund

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