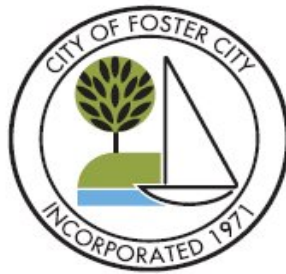


CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FINAL BUDGET**

## **Fiscal Year 2020-2021**



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

Catherine Mahanpour, Mayor / President  
Sanjay Gehani, Vice Mayor / Vice President  
Richa Awasthi  
Jon Froomin  
Sam Hindi

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

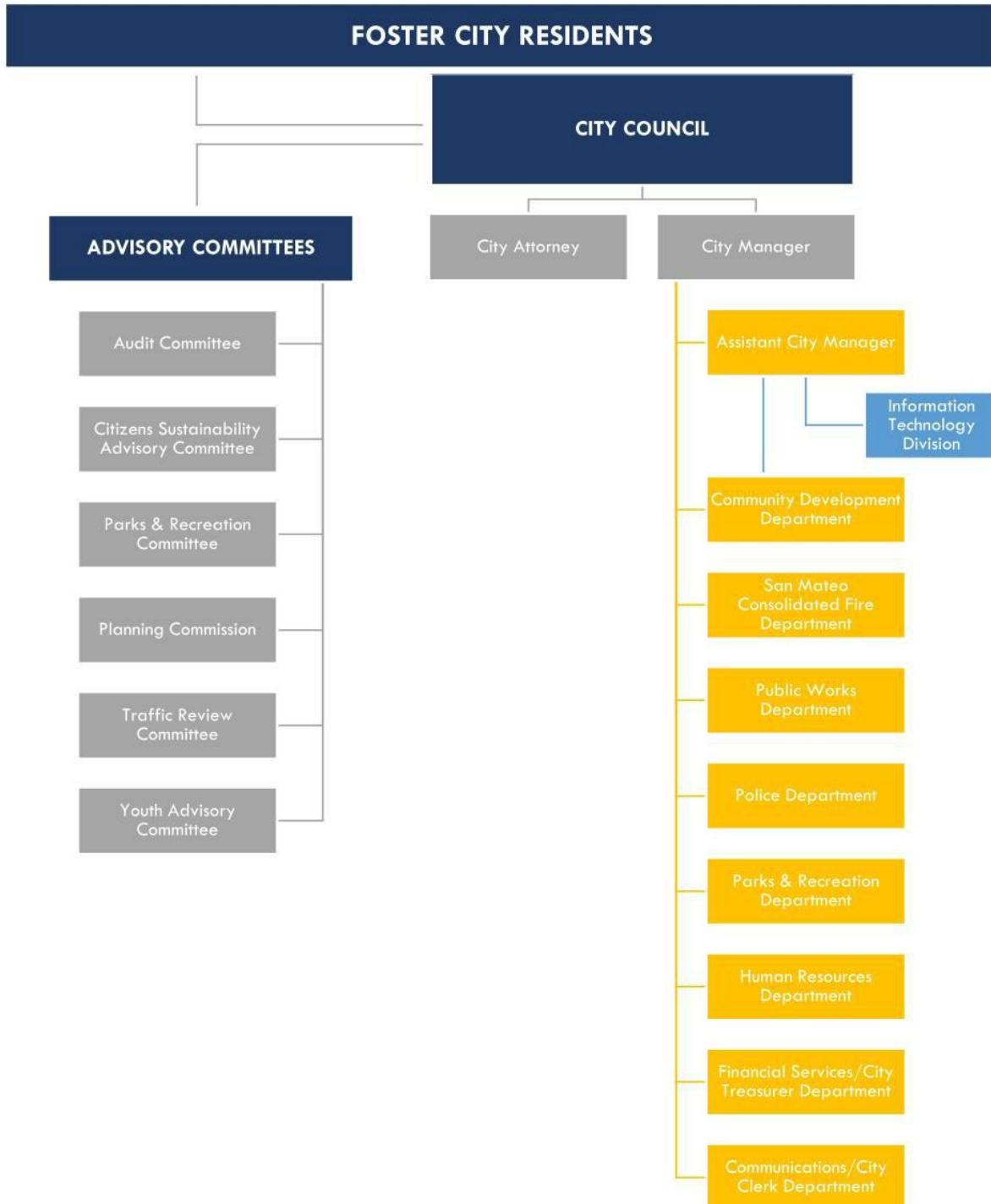
Dante Hall



**City of Foster City**  
**Estero Municipal Improvement District**  
**Fiscal Year 2020-2021 Final Budget**  
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# City of Foster City Organization Chart



# STRATEGIC FOCUS AREA PLAN



## 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

# BUDGET MESSAGE

## FISCAL YEAR 2020-2021

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**June 2020**

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 preliminary Annual Budget for Fiscal Year 2020-2021 ("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 that began in January 2020 will continue through June 2020 before its final approval by the City Council on June 15.

While the Covid-19 pandemic has altered the normal landscape of our annual budget process, we are steadfast in following our core principles in developing the FY 2020-2021 budget and corresponding five-year financial plan. These principles 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.

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 the road of uncharted uncertainty associated with the COVID-19 pandemic, City staff will continue its tradition of excellent service delivery to the citizens of Foster City in Fiscal Year 2020-2021. We ask the City Council and the Foster City Community to be patient as the City navigates through the challenges ahead while protecting vital and essential services for the community.

## 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 2020-2021, 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.



CONCLUSION

The City of Foster City/Estero Municipal Improvement District has been well managed and is holding strong reserves. However, the COVID-19 pandemic has brought about major disruptions to the economy and to the City's revenues. While annual deficits are currently forecasted in each year of the five-year financial plan, staff is formulating strategies to address differing levels of financial shock and will provide updates to the City Council before the deployment of these strategies.

Staff remains committed to protecting the long-term financial stability of the City while ensuring that vital and essential services continue to be provided to the Foster City community.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hall".

Dante Hall  
Interim City/District Manager

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# **FISCAL YEAR 2020-2021 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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**January 21, 2020 (Tuesday) Regular City Council Meeting at 6:30 p.m.**

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2018-2019

**February 10, 2020 (Monday) Study Session at 6:30 p.m.**

- Mid-year Financial Review for FY 2019-2020
- Policy Direction on the Preparation of FY 2020-2021 Annual Budget and Five-Year Financial Plan

**March 16, 2020 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Approve use of FY 2018-2019 General Fund Surplus (Rollover Surplus)

**March 23, 2020 (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

**May 11, 2020 (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, 2020 (Monday) Special City Council Meeting at 5:30 p.m.**

- Review Non-Profit Agencies Funding Requests

**June 1, 2020 (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 15, 2020 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

**June 30, 2020 (Tuesday)**

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

(Note: all items above relate to the preparation of the FY 2020-2021 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 2020-2021 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 001-012)

The General Fund group 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, planning, building inspection, engineering, recreation and community services, public works operation and maintenance, legal and administrative services and contracted fire protection and prevention. In FY 2020-2021, the Sustainable Foster City Fund is added to the General Fund Group. See Fund 125 for a description of the Sustainable Foster City Fund. 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 (Fund 104):* 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 (Fund 105):* 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. Effective FY 2020-2021, Sustainable Foster City is moving over to the General Fund group (Fund 012) as its funding sources no longer carry imposed spending restrictions.

*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.

*Measure W Fund (Fund 136):* In 2018, San Mateo County voters passed Measure W, a half-cent sales tax ballot measure providing the County with additional resources to improve transit and relieve traffic congestion. 50% of these sales tax revenues are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors. The measure, which went into effect in July of 2019 provides funding for highway projects, local street repairs, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections

Affordable Housing - Commercial Linkage Fees Fund (Fund 137): In December 2016, the City Council adopted Ordinance 606, establishing Chapter 17.88, Affordable Housing Commercial Linkage Fee, which became effective in February 2017. Commercial linkage fees provide a mechanism for commercial development to pay fees to offset the impacts of the development on the need for affordable housing.

### **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 up to \$90 million levee improvements costs.

### **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, 2025**



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

Catherine Mahanpour, Mayor / President  
Sanjay Gehani, Vice Mayor / Vice President  
Richa Awasthi  
Jon Froomin  
Sam Hindi

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

Dante Hall

# 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 five Citizen Advisory committees to advise it on matters of special interest:

- Planning Commission
- Audit 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

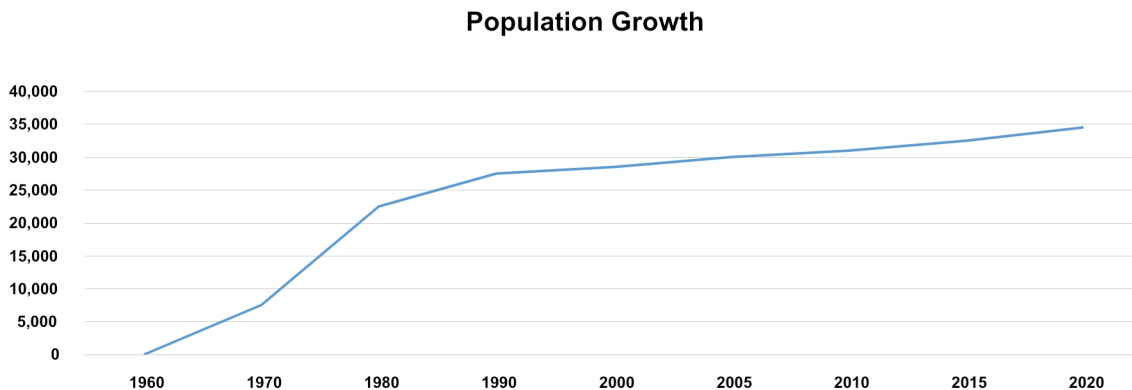
provide free family-friendly evenings in the beautiful outdoor amphitheater. The Fourth of July Celebration is an all-day event co-sponsored by the Lions Club that includes fireworks, family games, food, demonstrations, and other activities.

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 includes 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 is 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 33,693 as of January 1, 2019.



### **Housing**

As of January 1, 2020, the City has 13,572 housing units.

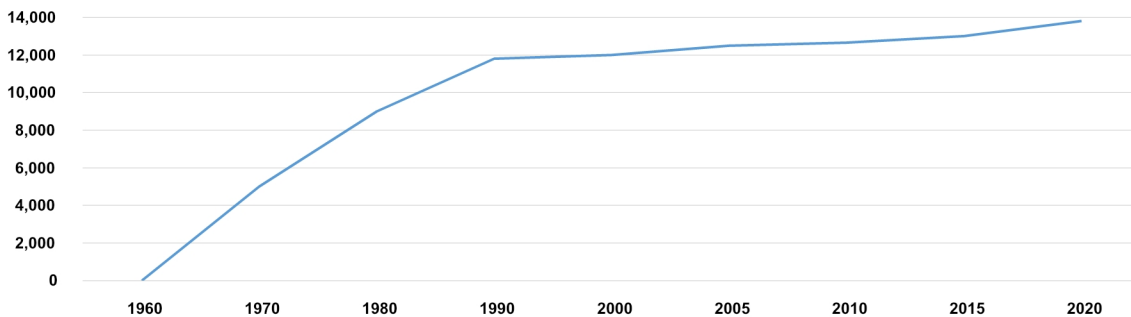
The Pilgrim Triton Master Plan was approved in 2008 to allow 730 housing units and 296,000 square feet of commercial/industrial office replacing approximately 295,000 square feet of industrial/office buildings. The construction of One Hundred Grand (formerly Triton Pointe) with 166 housing units was completed in 2016. Construction of The Triton (formerly The Waverly) with 220 units was completed in 2018. The construction of Waverly Cove with 20 townhouse units will be completed in early 2020. 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. The number of Lennar units completed includes 90 in FY 2017-2018, 12 in FY 2018-2019, 50 in the first half of FY 2019-2020 with the remaining 48 expected to be completed in the second half of FY 2019-2020 or early FY 2020-2021.

Foster Square 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, Mirchi Indian Kitchen, Poppies Bistro, Netra Arts Canvas and Café, La Bella Spa and Salon, Mumu Hot Pot, India Cash and Carry, Shiki Bento House, Gobi Mongolian Grill and the Post Office are currently operating their business.

### Historic & Projected Housing Unit Growth

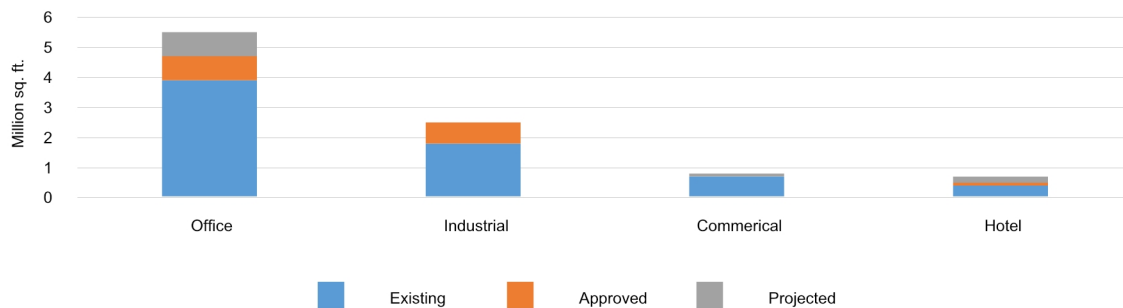


### Land Use

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, were completed in 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.

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 development under review in 2020 include a hotel at the vacant site adjacent to VISA at the corner of Shell and Metro Center Boulevards. On March 5, 2020, Planning Commission continued review of site and architectural plans for the proposed development of an approximately 83,187 square-foot, seven-story hotel with 156 guest rooms at the vacant lot located at the southwest corner of Metro Center Boulevard and Shell Boulevard in the Town Center Neighborhood. An Environmental Analysis related to the project was initiated with an Environmental Impact Report.

If all the projected development occurs, 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 April 2020.

In 2018, Beach Park Plaza took advantage of the City's Commercial Façade Improvement Grant Program. The Commercial Façade Improvement Grant Program was developed 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. Proposed improvements to the Beach Park Plaza Shopping Center include: façade remodel and enhanced storefronts, new signage, widened walkways to provide outdoor dining and gathering places for patrons, new trash enclosures, landscape and parking lot improvements.

**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 2020 (latest data available) are indicated in the accompanying table.

<i>Largest Employers</i>	<i>No. of Employees</i>
Gilead Sciences	3,823
VISA USA INC.	2,063
VISA Technology & Operations LLC	955
Zoox Inc	510
Illumina Inc	389
IBM Corporation	367
Cybersource Corporation	367
Brightedge Technologies	345
CSG Consultants Inc	289
Costco Wholesale Corporation	266

Source: Foster City Business License Data

Based on the Foster City 2020 record of business licenses, businesses in Foster City employ approximately 15,430 persons. Another source, Census on the Map from the US Census Bureau, estimated 19,186 primary jobs in Foster City in 2017. Using the Census of the Map estimate and adding the estimated increase in office, industrial and retail space, total employment in Foster City, in the year 2025 is projected to be approximately 22,147 persons. In comparison, Projections 2040, published in 2018 by the Association of Bay Area Governments/Metropolitan Transportation Commission (the latest forecast by an independent source) projected total jobs in Foster City at 23,700 in 2020 and 25,220 in 2025. The accelerated development occurring in Foster City the past 5 years has allowed the local job market to grow beyond expectations.

Source: Projections 2040, ABAG/MTC



### ***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 2020-2021 to FY 2024-2025)**

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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.

The novel coronavirus disease of 2019 (COVID-19) pandemic has caused extraordinary worldwide social, political, and economic shock. According to Johns Hopkins University data, as of June 10, 2020, there were more than 7.4 million confirmed COVID-19 cases and over 417,000 deaths worldwide. In the U.S., more than 2 million people were infected resulting in over 112,000 deaths. In the span of just twelve weeks ending June 6, 2020, unemployment claims in the U.S. surged past 44 million as major industries including travel, transportation, leisure, and hospitality industries were battered. On June 10, 2020, the Federal Reserve forecasted a 6.5% contraction in GDP in 2020 and an unemployment rate of 9.3%.

In its response to COVID-19, Foster City proclaimed a local emergency and identified its primary objectives as keeping the community safe, reducing the risk of transmission, and helping slow the spread of COVID-19. San Mateo County and many of our neighboring counties were among the earliest agencies to implement shelter in place orders and encourage social distancing. The immediate fiscal impacts for the City have been significant loss of revenues (transient occupancy tax, sales tax, parks and recreation fees and rentals, etc.), but relatively minor incremental increases in City expenditures. While the City has already applied for public assistance, it is unlikely that federal and state assistance from Federal Emergency Management Agency (FEMA), the California Office of Emergency Services (Cal-OES), or the Coronavirus Aid, Relief, and Economic Security (CARES) Act will provide relief for the City's revenue losses. Prior to the pandemic, Foster City was experiencing robust Bay Area economic growth and unemployment rates were at 10-year lows, with San Mateo County and Foster City registering 2.1% and 2.0% as of February 2020. While City staff is projecting a small surplus of \$173,600, essentially a break-even FY 2019-2020 as compared to a \$1.8 million surplus, this represents a \$2.6 million decline of General Fund revenues, offset by an estimated \$900,000 in expenditure savings primarily from unfilled vacant positions and a hiring freeze. The preliminary 5-year financial plan prepared in early May indicated General Fund deficits in each year as the COVID-19 fiscal shock is anticipated to extend multiple years beyond FY 2020-2021. Increases in pension costs are forecasted to surface starting in FY 2022-2023 when anticipated CalPERS investment losses materialize in the form of higher annual unfunded liability payments. On the bright side, staff is projecting its largest revenue source, property taxes to hold steady and increase at a 3% annual clip.

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. It took until FY 2013-2014 before the City's General Fund showed a balanced budget. City staff will once again be tasked with solving the General Fund operating deficits forecasted for the next 5 years.

The five-year forecast for the General Fund is a financial planning tool to understand multi-year budgetary impacts in the context of economic conditions, 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 had 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 six projects are included in the 5-year financial plan. They consist of the Lennar housing project at Foster Square, Gilead's campus-wide office and laboratory tenant improvements, Gilead's Wellbeing Center, Pilgrim Triton Phase C for 92 units of housing, Family

Dental expansion 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 housing at 1601 Beach Park Boulevard could move forward over the next few years. In FY 2019-2020, the California Legislative Analyst Office issued a report on Excess ERAF with a different interpretation on school funding and the Excess ERAF computation performed by various counties, including San Mateo County. As a result, the City is reducing its estimated ERAF refund in fiscal year 2019-2020 from \$2.14 million to \$1.79 million and by an additional \$760,000 to \$1.03 million in fiscal year 2020-2021 to cushion for further State findings and/or potential State takeaways. Also, in FY 2019-2020, San Mateo County had a \$9.18 million funding shortfall of Property Tax in lieu of Vehicle License Fees (VLF) due to a decline of funding sources (from non-basic aid school districts property taxes and ERAF entitlements) available for making these payments. The County is working with legislative advocates to file a claim with the State in FY 2020-2021 for payment in FY 2021-2022. Although the claim is more likely than not to be approved by the State, City staff is conservatively excluding the recovery of the claim (Foster City's portion being \$192,166) in its budget in light of the history of State takeaways during challenging financial times. In addition, City staff is reducing FY 2020-2021 projected VLF revenues by 10% to cushion potential additional declines in the funding sources identified above.

The financial forecast incorporates compensation adjustments based on labor agreements in place through June 30, 2020. All city employees (AFSCME, POA, and management employees) had agreed to a one-year extension of last year's expiring agreements with a 2% increase in wages and medical benefits for FY 2019-2020. As labor negotiations continue, staff has assumed a 2% annual wage adjustment for FY 2020-2021 to FY 2024-2025 for each of the City's bargaining units. Retirement benefit costs are expected to escalate significantly starting in FY 2022-2023 as City staff has cautiously estimated a ten percent investment loss for CalPERS in FY 2019-2020. Other contributors to generally higher pension costs are the 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 General Fund's 5-year financial plan is \$8.01 million for FY 2020-2021; \$8.75 million for FY 2021-2022; \$9.92 million for FY 2022-2023; \$11.15 million for FY 2023-2024; and \$12.39 million for FY 2024-2025. A 3-year history and forecast of pension costs and estimated unfunded liability is provided below.

All Dollar Amounts in Thousands								
Fiscal Year	Citywide Covered Payroll	Citywide Contribution Cost	Citywide Contribution Rate (i.e., Contribution Cost as % of Payroll)	City Unfunded Liability	City Funded Percentage	General Fund Spending	Contribution Cost as % of General Fund Spending*	
<b>Actuals</b>								
2016-2017	\$19,875	\$7,209	36.3%	\$75,111	67.9%	\$36,416	19.8%	
2017-2018	\$20,859	\$6,506	31.2%	\$84,664	67.6%	\$37,842	17.2%	
* 2018-2019	\$19,729	\$10,604	53.7%	\$82,326	69.5%	\$43,864	22.0%	
<b>Estimates</b>								
* 2019-2020	\$19,587	\$8,504	43.4%	\$115,659	58.5%	\$44,584	16.1%	
* 2020-2021	\$20,484	\$9,332	45.6%	\$119,405	57.9%	\$46,448	17.3%	
* 2021-2022	\$21,544	\$10,173	47.2%	\$122,831	57.9%	\$48,432	18.1%	
* 2022-2023	\$21,969	\$11,558	52.6%	\$124,612	57.4%	\$50,183	19.8%	
* 2023-2024	\$22,392	\$12,979	58.0%	\$125,791	58.3%	\$52,041	21.4%	
* 2024-2025	\$22,738	\$14,406	63.4%	\$122,094	60.3%	\$53,965	23.0%	
* In January 2019, the City's Fire Department became employees of San Mateo Consolidated Fire Department (SMC Fire), a Joint Powers Authority of the Cities of Belmont, Foster City, San Mateo. All Fire personnel became SMC Fire employees, but each City, including Foster City retained its respective Fire personnel unfunded pension liability up until the January 2019 commencement of SMC Fire operations. As a result, the Foster City's citywide payroll decreased, but the citywide unfunded liability contribution costs remained, thereby pushing up the citywide contribution amount as a percentage of covered payroll. In June 2019, the City made an additional discretionary payment of \$3.48 million payment to CalPERS to reduce its unfunded accrued liability (UAL). As a result, the contribution cost and contribution rate as a % of payroll and as a % of General Fund spending for are higher for that year.								

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 additional discretionary payment (ADP) from its Pension Stabilization Fund including interest earnings accumulated in the Fund to CalPERS to pay down the City's then estimated \$78 million unfunded accrued liability (UAL). Although the ADP helped improve the City's Balance Sheet and lower the City's total long-term pension payments to CalPERS as of last year, City staff's assumed 10% investment loss for CalPERS in FY 2019-2020 (caused by the valuation downturn in multiple asset classes from COVID-19) is anticipated to elevate the City's total unfunded pension liability and increase its future annual pension payments. In March 2020, the City Council was steadfast in its efforts to address the City pension UAL and authorized the transfer of \$3.5 million from the General Fund's FY 2018-2019 rollover surplus totaling \$6,773,154 to the Pension Stabilization Fund. The remaining rollover surplus of \$3,273,154 was transferred to the City's CIP Fund and the City Facilities Fund for \$1,636,577 each

Even after the use of the FY 2018-2019 rollover surplus, the General Fund reserve stood at \$45.4 million, which is 100% of FY 2019-2020 operating expenditures and 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 annual General Fund deficits in each year of the 5-year financial plan. These deficits are \$0.64 million, \$4.15 million, \$1.38 million, \$1.66 million, and \$2.18 million respectively as there is still great uncertainty regarding the timing and extent of a recovery from the COVID-19 pandemic. On June 1, the City Council gave direction to City staff to bring forth for adoption a balanced budget for FY 2020-2021 that included the implementation of the Interim City Manager's recommended budget reduction strategy, funding for non-profits, and the use of General Fund reserves.

Preliminary General Fund (Funds 001 too 003) Budget Deficit		\$(3,767,947)
Budget Reduction Strategy		
Hiring freeze	\$467,461	
Travel and Training	\$113,078	
Contract Services	\$384,710	
Total	<u>\$965,249</u>	
Reduction of Transfer Out to the City CIP Fund from \$3.5 million to \$1.35 million (\$2.15 million deferred to FY 2021-2022)	<u>\$2,150,000</u>	\$3,115,249
Reduction of donations/sponsorships associated with the planned cancellation of Summer Concerts (removal of Transfer In from the Foundation Fund to the General Fund - Special Recreation)		\$(13,500)
Non-Profit funding: Difference between placeholder of \$74,700 and awards totaling \$52,440		\$22,260
Use of General Fund Reserves		<u>\$643,938</u>
Proposed Net General Fund Budget (i.e. a Balanced Budget)		<u><u>\$0</u></u>

The budget strategy indicated above is only the beginning of a methodical process needed to address the City's structural deficits as indicated in the 5-year financial plan below.

General Fund (Fund 001 to 003)  
Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Total Revenues</b>	<b>\$48,239,495</b>	<b>\$47,153,978</b>	<b>\$49,916,877</b>	<b>\$52,286,403</b>	<b>\$53,865,003</b>	<b>\$55,265,381</b>
<b>Projected Expenditures</b>	<b>\$44,583,881</b>	<b>\$46,447,916</b>	<b>\$48,431,542</b>	<b>\$50,183,361</b>	<b>\$52,039,232</b>	<b>\$53,964,922</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$3,655,614</b>	<b>\$706,062</b>	<b>\$1,485,335</b>	<b>\$2,103,042</b>	<b>\$1,825,771</b>	<b>\$1,300,459</b>
<b>Net Transfers In (Out)</b>	<b>(\$3,482,000)</b>	<b>(\$1,350,000)</b>	<b>(\$5,632,000)</b>	<b>(\$3,482,000)</b>	<b>(\$3,482,000)</b>	<b>(\$3,482,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$173,614</b>	<b>(\$643,938)</b>	<b>(\$4,146,665)</b>	<b>(\$1,378,958)</b>	<b>(\$1,656,229)</b>	<b>(\$2,181,541)</b>
Use of Reserves in FY 2020-2021 to balance budget	\$0	\$643,938	\$0	\$0	\$0	\$0
<b>Opening Fund Balance</b>	<b>\$45,403,951</b>	<b>\$45,577,565</b>	<b>\$44,933,627</b>	<b>\$40,786,962</b>	<b>\$39,408,004</b>	<b>\$37,751,775</b>
Reduction of Reserves for Use in FY 2020-2021	\$0	(\$643,938)	\$0	\$0	\$0	\$0
FY 2018-2019 Operating Surplus (Rollover Surplus)	\$6,773,154	\$0	\$0	\$0	\$0	\$0
Use of FY 2018-2019 Year's Rollover Surplus	(\$6,773,154)	\$0	\$0	\$0	\$0	\$0
<b>Ending Fund Balance (Reserves)</b>	<b>\$45,577,565</b>	<b>\$44,933,627</b>	<b>\$40,786,962</b>	<b>\$39,408,004</b>	<b>\$37,751,775</b>	<b>\$35,570,234</b>
Reserve Balance as % of Next Year's Operating Expenditures	98.1%	92.8%	81.3%	75.7%	70.0%	64.6%

Staff believes that fiscal flexibility and dexterity will be needed over the course of next few years. Staff will continue to identify options to reduce/eliminate the forecasted General Fund deficits while minimizing service level reductions to the community.

Based on the City's 10-year Capital Improvement Program analysis that was presented to the City Council on March 23, 2020, the annual transfer recommended from the General Fund is \$3.5 million. The deferral of a \$2.15 million transfer in FY 2020-2021 increases the planned transfer for FY 2021-2022 to \$5.65 million.

The City's Internal Service funds are generally well funded. The District is undertaking the expansion and upgrade of the jointly owned Wastewater Treatment Plant (WWTP) with the City of San Mateo. 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 partially finance each agency's respective WWTP capital costs. The District share of bond proceeds was \$40,131,009 (\$33,820,000 par amount plus \$6,579,286 of original issue bond premium less \$268,277 for issuance cost and underwriter fees). Debt service payments for the project are supported by 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, a 10% rate increase for FY 2023-2024 approved in June 2019, and an 2% rate increase approved in June 2020. With these rate increases, the Wastewater Enterprise Fund is projected to generate the necessary revenues to meet debt service coverage requirements and to secure the additional financing needed for the District's estimated \$154 million share of WWTP project cost.

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 up to \$90 million of General Obligation (GO) Bonds to fund this project. The measure passed with over 80% support. City staff anticipates the issuance of GO Bonds will occur between July and August 2020 to synchronize with construction timelines.

Over the course of FY 2020-2021, City staff plans to seek direction from the City Council for 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, 2025**

The City of Foster City's Five-Year Financial Plan covers the five-year period ending June 30, 2025. The analysis makes key assumptions that, based on historical trends and current information received from various sources, are considered relevant sources of information. However, unlike previous years, the uncertainty caused by the COVID-19 pandemic adds greater unpredictability to these key assumptions. 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 volatility for most of its revenue streams with property tax revenues, as its highest revenue generator providing the most stability. Unfortunately, COVID-19 has expanded the relevance of the term past performance is not a guarantee of future returns. Economic indicators such as GDP, employment, consumer spending have changed abruptly with the nation shutting down and the residents sheltering in place. While the City was experiencing normal growth over the 1<sup>st</sup> eight months of the fiscal year, the projected \$1.8 million General Fund surplus for the full year quickly evaporated and is now expected to end with a minimal \$173,600 surplus with the help of unfilled vacancies and a hiring freeze. The uncertainty over the timing and level of recovery from the pandemic has shifted what had previously been forecasted annual General Fund surpluses to forecasted annual deficits for the 5-year financial plan. Notwithstanding, the City's current General Fund reserve balance of \$45.4 million is at its highest level ever and represents 100% of FY 2019-2020's budgeted operating expenditures.

#### **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:

- *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 200 market rate for-sale units (Lennar). Both Alma Point and Atria have been in operations. Lennar has sold 149 units and have 2 under contract.
- *Family Dental* - An expansion of Family Dental is anticipated to commence in the summer of 2020 with a completion timeframe of early 2022.

- *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 to be acquired by the City upon completion of construction.
- *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 and plan review fees in its revenue assumptions. Due to uncertainty from COVID-19 and in the abundance of caution, neither property tax revenues nor transient occupancy tax revenues are included in the five-year financial plan.

The following new projects have been included in the forecast:

- *Gilead Wellbeing Center* - Gilead plans to add a well-being facility in its Foster City campus with a projected completion date of the 2<sup>nd</sup> quarter of 2022.

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.
- *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 ten years from fiscal year 2009-2010 to fiscal year 2018-2019, property tax revenues (excluding ERAF refunds) grew annually in the range of 2.5% to 22.3%. 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 2020-2021 is 2%. The City is projecting fiscal year 2020-2021 property tax revenues to increase 4.3% to \$29.18 million from its fiscal year 2019-2020 estimate of \$27.97 million based on preliminary assessed values tracked by the San Mateo County Assessor’s Office and the anticipated completion of the Lennar Foster Square condominium project in fiscal year 2020-2021. In the five-year financial plan, the City has assumed a 3% annual increase in property tax revenues for fiscal years 2021-2022 to 2024-2025 plus the addition of the Gilead Sciences wellbeing facility and the Pilgrim Triton Phase C housing project to the assessment roll starting in fiscal year 2023-2024. The 3% increases for fiscal years 2021-2022 to 2024-2025 also include property tax revenues from a forecasted \$4 million of annual tenant improvements by Gilead. The City acknowledges there is high uncertainty on the outlook of many General Fund revenue categories including property taxes and have committed to provide at a minimum, quarterly budgetary updates to the City Council in fiscal year 2020-2021 as economic and fiscal conditions change.

- In FY 2019-2020, the California Legislative Analyst Office issued a report on Excess ERAF with a different interpretation on school funding and the Excess ERAF computation performed by various counties, including San Mateo County. As a result, City staff is reducing its estimated annual ERAF refunds by 50% to \$1.03 million effective FY 2020-2021 until such time San Mateo County can provide greater visibility on the resolution of this matter.

#### Property Tax in lieu of Vehicle License Fees (VLF)

- in FY 2019-2020, due to a decline of funding sources (from non-basic aid school districts property taxes and ERAF entitlements), San Mateo County had a funding shortfall for Property Tax in lieu of Vehicle License Fees. The County is working with its legislative advocates to file a claim with the State in FY 2020-2021 for payment in FY 2021-2022 (with \$192,000 due to Foster City). Although the claim is more likely than not to be approved by the State, City staff is excluding the recovery of the claim in its proposed budget. This cautious approach is based on the history of State takeaways during challenging financial times. In addition, City staff is reducing FY 2020-2021 projected VLF revenues by 10% to \$3.7 million to cushion potential additional declines in the funding sources identified above.

#### 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. Staff is projecting a 20% decline in revenues to \$2.8 million in FY 2020-2021 as restaurants and gasoline stations are among the hardest hit by COVID-19.

#### Transient Occupancy Tax (TOT)

- The City has a transient occupancy tax of 12% and there are three hotels -- Crowne Plaza, Marriott Courtyard, and TownePlace Suites in the City. Staff is projecting a 50% decline in TOT revenues from a pre-pandemic estimate of \$4.8 million to \$2.4 million in FY 2020-2021. Occupancy rates had fallen to as low as single digits during March and all three hotels have since closed.

#### 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. A 10% reduction is included in the FY 2020-2021 revenue estimate.

#### Investment Earnings

- The average yield on the City's investment portfolio is currently at the 1.5% level. As part of the monetary stimulus, the Federal Reserve has reduced their discount rate to essentially zero. Notwithstanding, staff will continue to prioritize its investment objective in the order of safety, liquidity, and then yield. A 1% investment return is forecasted for FY 2020-2021.

#### 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 BAWSCA bonds 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. On June 1, 2020 the District Board approved an increase of 3% for variable water charges and 3% for fixed water charges for FY 2020-2021.
- Wastewater Rates - Wastewater rates are increasing 14.25% annually from FY 2020-2021 through FY 2022-2023, then 10% in FY 2023-2024, and an additional 2% in FY 2024-2025. These rate increases allow the wastewater enterprise to generate the necessary revenues to meet debt service payment and coverage obligations associated with the financing needs of the estimated \$154 million upgrade (District's portion only) of the wastewater treatment plant owned jointly with the City of San Mateo.

## Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

### Service Levels, Staffing, and Capital Improvement Projects

- While certain city facilities (e.g. Recreation Center) have been closed and various events/programs (e.g. Holi Festival) have been cancelled as a result of the shelter in place orders, the City's FY 2020-2021 budget has been developed with the goal of minimizing disruptions to its "normal" service levels. The FY 2020-2021 budget includes the following proposed staffing adjustments.
- In FY 2019-2020, the Accountant I/II relocated to So. California and the Payroll Technician retired. Other personnel from the Financial Services Department had to backfill those functions as those two positions remain vacant as a result of the City's hiring freeze. The Department is recommending a slight reorganization in FY 2020-2021 by converting the Payroll Technician position to an Accounting Specialist position so that the payroll function becomes part of the Accounting Specialist rotation consisting of the accounts payable, business license and receivables, utilities, and now the payroll functions. This allows for greater cross training of these functions. In addition, the Department is recommending the reclassification of the Accounting Manager position to a Financial Services Manager function to acknowledge the Department's need for a project manager. The incumbent has implemented several important projects including the CRW business license software conversion, cost allocation plan implementation and annual update, and credit card convenience fee implementation which has saved the City over \$100,000 annually. In addition, the incumbent is currently implementing the conversion of City's "Randyware" legacy budgeting application to a contemporary OpenGov cloud-based budgeting portal. The fiscal impact of the two recommendations is essentially cost neutral as there are savings from the Payroll Technician to offset the slight increase for the Financial Services Manager position. The Human Resources Department is requesting an additional full-time staff person for FY 2020-2021. Currently, the Department has a 30 hour per week Office Assistant II and 10 hour per week HR Analyst working off-site to provide support to its BAERS (Bay Area Employee Relations Service) program. BAERS is a local government compensation and classification database maintained by the City and offered to other public agencies for an annual fee. In FY 2020-2021, the Department is recommending adjusting staffing to a full-time Office Assistant II and removing the 10-hour off site HR Analyst, and thereby bringing all support of the BAERS program in house. Although the short-term fiscal impact is cost neutral, it adds additional compensation and potential additional unfunded liability to the City's retirement plan. The Public Works Department is recommending the addition of an Associate Civil Engineer for a fully benefited cost of \$191,300 to support the engineering team's expanded workload. In addition, the Department is recommending the conversion of a 30 hour per week part-time Office Assistant to full-time status to provide administrative support for the Vehicle and Building Maintenance programs that was transferred from the Parks and Recreation Department to the Public Works Department in FY 2019-2020. Based on a projected reduction of Recreation Center programming at the outset of FY 2020-2021, the Parks and Recreation Department has included a \$172,705 reduction of in its Special Recreation Fund.
- In FY 2010-2011, the City implemented long-term funding of Capital Improvement Projects. 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 2020-2021 funding for the City Capital Investment Fund is \$1.35 million with \$2.15 million deferred to FY 2021-2022. Thereafter, the planned annual funding is restored to \$3.5 million which would match the funding level for the current fiscal year. This annual funding amount is assumed to occur over a 10-year horizon and takes into consideration on the availability of current reserves above the \$2 million emergency reserve level. The forecast does not include any capital improvement projects that could be charged to the Capital Asset Acquisition and Replacement (CAAR) Fund, the reserves of which are expected to reach \$42 million by the end of FY 2019-2020. A \$7 million commitment to acquire 22 units of workforce housing is anticipated to be disbursed from this Fund in FY 2021-2022. Notwithstanding, \$1.1 million is added to the Fund annually for loan repayments received from NPJC.



### Employee Services

- An increase of 3.0 full-time FTE's for a citywide total of 167 FTEs is recommended for FY 2020-2021.
- In December 2016, CalPERS announced a reduction in its Discount Rate (rate of return on its investment portfolio) from 7.5% to 7.0%. Then in February 2018, CalPERS modified its amortization policy for prospective investment gains and losses from 30 years to 20 years effective FY 2021-2022. Each of these changes are expected to add significant costs to most government agencies, including Foster City. Based on an estimated ten percent investment loss in FY2019-2020, the forecasted employer pension costs in the General Fund's 5-year financial plan is \$8.01 million for FY 2020-2021; \$8.75 million for FY 2021-2022; \$9.92 million for FY 2022-2023; \$11.15 million for FY 2023-2024; and \$12.39 million for FY 2024-2025. Over the last two years, the City has taken various action to address the increase in CalPERS pension costs. In June, 2019, the City made an additional discretionary payment of \$3.48 million to reduce its unfunded pension liability with CalPERS and in March of 2020, the City transferred \$3.5 million from the General Fund to the Pension Stabilization Fund. The \$3.5 million may be used to further reduce the City's unfunded pension liability or to help supplement future General Fund payments of increases in required contributions to CalPERS. Based on CalPERS' 2019 Annual Valuation Reports as of June 30, 2018, the City's aggregate Unfunded Accrued Liability was approximately \$84.7 million.
- Much of the City's workforce falls under collective bargaining agreements. In 2019, all city employees (AFSCME, POA, and management employees) agreed to a one-year extension on expiring labor agreements with a 2% increase in wages and medical benefits for FY 2019-2020. Negotiations are currently in progress and staff has assumed a 2% annual wage adjustment in FY 2020-2021 through FY 2024-2025 for all bargaining units.
- In FY 2020-2021, the Sustainable Foster City Fund will no longer remain a Special Revenue Fund, but will become a unit of the City's General Fund. Transfers In of \$50,000 from the Demolition and Construction Fund and small cell site license fees will provide ongoing funding. The Fund's primary goals are economic development, environmental sustainability, and social equity and engagement activities.

### 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.
- The City Council has approved a \$50,000 budget in the Community Benefits Fund to celebrate the City's 50<sup>th</sup> birthday in 2021.

### Realistic Expenditure Savings Forecast

- Each year, the City realizes General Fund budgetary expenditure savings ranging from 2% to 5%. There are several factors that contribute to these savings, the most significant being salary savings generated from the employee retirements and/or separations. 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. The annual expenditure savings assumption for the 5-year financial forecast is 1 percent each year starting in FY 2021-2022. An expenditure savings is not included in FY 2020-2021 as a way of preserving the City's conservative budgeting philosophy relative to the adopted budget year.

### General Fund Reserves

- Based on the revenue and expenditure assumptions articulated in the FY 2020-2021 budget, the City Council has authorized the use of \$643,938 in General Fund reserves to close that year's deficit. As discussed previously, the COVID-19 pandemic is anticipated to bring continued uncertainty and as conditions change, budget adjustments may be necessary. City staff will be identifying additional strategies as appropriate to address the structural imbalance. . Notwithstanding, the City has a healthy General Fund reserve of over \$45 million which can serve as a temporary/ "rainy day" short-term resource until new strategies are implemented to reduce/eliminate the annual forecasted deficits indicated in years two through five of the 5-year financial plan.

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## City of Foster City, California

### Summary -- All Funds

#### Five Year Financial Plan for the Years Ended June 30, 2025

Revenues by Source:	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$27,972,100	\$33,861,823	\$34,728,375	\$35,633,125	\$36,777,975	\$37,729,823
Excess ERAF	\$1,795,970	\$1,035,520	\$1,056,230	\$1,077,350	\$1,098,900	\$1,120,880
Property tax in-lieu of Vehicle License Fee	\$4,159,600	\$3,743,640	\$3,818,510	\$3,894,880	\$3,972,780	\$4,052,240
Sales taxes	\$3,164,100	\$3,149,400	\$3,517,900	\$3,876,100	\$3,953,600	\$4,032,700
Transient occupancy taxes	\$3,401,300	\$2,424,450	\$3,879,120	\$4,848,900	\$4,945,900	\$5,044,800
Business Licenses Tax	\$1,768,100	\$1,588,400	\$1,620,170	\$1,652,570	\$1,685,620	\$1,719,330
Franchise taxes	\$1,084,500	\$1,076,000	\$1,135,820	\$1,195,600	\$1,219,500	\$1,244,000
Other taxes	\$2,509,250	\$2,511,738	\$2,561,883	\$2,632,423	\$2,687,989	\$2,744,724
Permits	\$1,279,427	\$1,373,105	\$981,392	\$1,016,883	\$1,053,202	\$1,091,286
Intergovernmental	\$451,000	\$434,960	\$439,039	\$443,200	\$447,444	\$451,773
Charges for current services	\$2,683,936	\$3,841,971	\$3,185,236	\$3,238,678	\$3,303,136	\$3,369,159
Interest and rentals	\$2,916,982	\$2,439,470	\$2,350,259	\$2,183,722	\$2,196,348	\$2,210,642
Bond and Other Financing Proceeds	\$0	\$95,137,000	\$0	\$0	\$0	\$0
Other	\$2,141,100	\$1,603,800	\$1,610,500	\$1,616,900	\$1,623,800	\$1,631,010
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$28,875,000	\$31,117,000	\$33,774,000	\$36,755,000	\$39,299,000	\$40,357,000
Connection fees	\$0	\$402,157	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$9,523,439	\$9,680,290	\$9,873,887	\$10,071,355	\$10,272,771	\$10,478,211
Interest and rentals	\$1,428,000	\$769,900	\$757,900	\$757,900	\$757,900	\$757,900
Bond and Other Financing Proceeds	\$0	\$7,805,800	\$39,868,596	\$34,455,199	\$13,239,488	\$0
Other	\$283,238	\$224,000	\$224,000	\$224,000	\$224,000	\$224,000
<b>Agency Fund Type Revenues</b>						
Sales & service charges	\$422,024	\$362,142	\$369,385	\$376,773	\$384,308	\$391,994
Interest and rentals	\$3,000	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
<b>Total Revenues</b>	<b>\$95,862,066</b>	<b>\$204,589,066</b>	<b>\$145,758,702</b>	<b>\$145,957,058</b>	<b>\$129,150,161</b>	<b>\$118,657,972</b>
<b>Expenditures (see attached)</b>	<b>\$115,312,614</b>	<b>\$196,561,614</b>	<b>\$154,422,440</b>	<b>\$152,610,094</b>	<b>\$117,203,742</b>	<b>\$114,337,298</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$19,450,548)</b>	<b>\$8,027,452</b>	<b>(\$8,663,738)</b>	<b>(\$6,653,036)</b>	<b>\$11,946,419</b>	<b>\$4,320,674</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$19,450,548)</b>	<b>\$8,027,452</b>	<b>(\$8,663,738)</b>	<b>(\$6,653,036)</b>	<b>\$11,946,419</b>	<b>\$4,320,674</b>
<b>Opening Fund Balance</b>	<b>\$205,233,344</b>	<b>\$185,782,796</b>	<b>\$193,810,248</b>	<b>\$185,146,510</b>	<b>\$178,493,474</b>	<b>\$190,439,893</b>
<b>Ending Fund Balance</b>	<b>\$185,782,796</b>	<b>\$193,810,248</b>	<b>\$185,146,510</b>	<b>\$178,493,474</b>	<b>\$190,439,893</b>	<b>\$194,760,567</b>

**City of Foster City, California**

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2025

<b>Total By Expenditure</b>	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<b>Employee Services</b>	\$34,633,219	\$37,346,429	\$39,541,562	\$41,420,660	\$43,311,589	\$45,102,122
Salaries and Wages	\$19,317,547	\$21,083,743	\$22,241,412	\$22,691,182	\$23,117,326	\$23,467,257
PERS	\$8,416,160	\$9,331,712	\$10,173,105	\$11,557,882	\$12,978,897	\$14,405,853
Flex Allowance (Health)	\$3,217,780	\$3,356,103	\$3,445,411	\$3,445,411	\$3,445,411	\$3,419,551
Workers Compensation	\$1,299,500	\$980,080	\$1,033,364	\$1,054,651	\$1,075,374	\$1,096,042
Other	\$2,382,232	\$2,594,791	\$2,648,270	\$2,671,533	\$2,694,581	\$2,713,419
<b>Supplies and other</b>	\$52,489,415	\$41,266,578	\$40,289,992	\$41,580,288	\$43,837,036	\$45,509,331
<b>Capital Improvement Projects</b>	\$15,000,000	\$105,670,501	\$62,066,535	\$56,842,372	\$17,041,420	\$10,462,615
<b>Capital Outlay</b>	\$3,204,430	\$2,480,098	\$2,529,699	\$2,580,295	\$2,631,899	\$2,684,539
<b>Total department expenses</b>	<b>\$105,327,064</b>	<b>\$186,763,606</b>	<b>\$144,427,788</b>	<b>\$142,423,615</b>	<b>\$106,821,944</b>	<b>\$103,758,607</b>
<b>Internal Services Charges</b>	\$9,985,550	\$9,798,008	\$9,994,652	\$10,186,479	\$10,381,798	\$10,578,691
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$115,312,614</b>	<b>\$196,561,614</b>	<b>\$154,422,440</b>	<b>\$152,610,094</b>	<b>\$117,203,742</b>	<b>\$114,337,298</b>

**City of Foster City, California**

General Fund (Fund 001 to 003)

Five Year Financial Plan for the Years Ended June 30, 2025

Revenues by Source:	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Property tax	\$27,972,100	\$29,176,800	\$30,043,200	\$30,950,200	\$32,091,300	\$33,043,898
Excess ERAF	\$1,795,970	\$1,035,520	\$1,056,230	\$1,077,350	\$1,098,900	\$1,120,880
Transient Occupancy Tax*	\$3,401,300	\$2,424,450	\$3,879,120	\$4,848,900	\$4,945,900	\$5,044,800
Property Taxes in-lieu of Vehicle License Fee	\$4,159,600	\$3,743,640	\$3,818,510	\$3,894,880	\$3,972,780	\$4,052,240
Sales Tax	\$2,819,100	\$2,797,500	\$3,159,000	\$3,510,000	\$3,580,200	\$3,651,800
Business License Tax	\$1,768,100	\$1,588,400	\$1,620,170	\$1,652,570	\$1,685,620	\$1,719,330
Charges for current services - Recreation	\$1,076,011	\$1,248,225	\$1,650,300	\$1,683,306	\$1,716,973	\$1,751,311
Charges for current services - CDD	\$433,835	\$558,648	\$500,116	\$514,122	\$528,560	\$543,444
Permits	\$1,279,427	\$1,373,105	\$981,392	\$1,016,883	\$1,053,202	\$1,091,286
Franchise Taxes	\$1,084,500	\$1,076,000	\$1,135,820	\$1,195,600	\$1,219,500	\$1,244,000
Interest Income	\$755,964	\$434,200	\$434,200	\$434,200	\$434,200	\$434,200
Rentals - City/EMID	\$604,916	\$606,990	\$437,129	\$267,372	\$272,720	\$278,174
Rentals - Parks and Recreation	\$272,272	\$297,000	\$396,000	\$403,920	\$411,998	\$420,238
Other (Fines, Shared Services, Street Sweeping, Other)	\$361,500	\$389,100	\$395,800	\$402,200	\$409,100	\$416,310
Other taxes (real property tax transfer)	\$304,900	\$274,400	\$279,890	\$304,900	\$314,050	\$323,470
Intergovernmental (SB90, Grants, etc)	\$150,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
<b>Total Revenues</b>	<b>\$48,239,495</b>	<b>\$47,153,978</b>	<b>\$49,916,877</b>	<b>\$52,286,403</b>	<b>\$53,865,003</b>	<b>\$55,265,381</b>
<b>Projected Expenditures <sup>(1)</sup></b>	<b>\$44,583,881</b>	<b>\$46,447,916</b>	<b>\$48,431,542</b>	<b>\$50,183,361</b>	<b>\$52,039,232</b>	<b>\$53,964,922</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$3,655,614</b>	<b>\$706,062</b>	<b>\$1,485,335</b>	<b>\$2,103,042</b>	<b>\$1,825,771</b>	<b>\$1,300,459</b>
<b>Net Transfers In (Out)</b>	<b>(\$3,482,000)</b>	<b>(\$1,350,000)</b>	<b>(\$5,632,000)</b>	<b>(\$3,482,000)</b>	<b>(\$3,482,000)</b>	<b>(\$3,482,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$173,614</b>	<b>(\$643,938)</b>	<b>(\$4,146,665)</b>	<b>(\$1,378,958)</b>	<b>(\$1,656,229)</b>	<b>(\$2,181,541)</b>
Use of Reserves in FY 2020-2021 to balance budget	\$0	\$643,938	\$0	\$0	\$0	\$0
<b>Opening Fund Balance</b>	<b>\$45,403,951</b>	<b>\$45,577,565</b>	<b>\$44,933,627</b>	<b>\$40,786,962</b>	<b>\$39,408,004</b>	<b>\$37,751,775</b>
Reduction of Reserves for Use in FY 2020-2021	\$0	(\$643,938)	\$0	\$0	\$0	\$0
FY 2018-2019 Operating Surplus (Rollover Surplus)	\$6,773,154	\$0	\$0	\$0	\$0	\$0
Use of FY 2018-2019 Year's Rollover Surplus	(\$6,773,154)	\$0	\$0	\$0	\$0	\$0
<b>Ending Fund Balance (Reserves) <sup>(2)</sup></b>	<b>\$45,577,565</b>	<b>\$44,933,627</b>	<b>\$40,786,962</b>	<b>\$39,408,004</b>	<b>\$37,751,775</b>	<b>\$35,570,234</b>
Reserve Balance as % of Next Year's Operating Expenditures	98.1%	92.8%	81.3%	75.7%	70.0%	64.6%

\* 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 2024-2025 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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$27,159,302</b>	<b>\$28,931,157</b>	<b>\$30,821,541</b>	<b>\$32,380,526</b>	<b>\$33,978,485</b>	<b>\$35,472,190</b>
Salaries and Wages	\$15,334,782	\$16,754,661	\$17,744,463	\$18,101,082	\$18,440,567	\$18,702,082
PERS	\$7,176,360	\$8,014,259	\$8,746,626	\$9,921,697	\$11,153,140	\$12,386,433
Flex Allowance (Health)	\$2,527,980	\$2,582,800	\$2,672,108	\$2,672,108	\$2,672,108	\$2,646,248
Workers Compensation	\$1,096,540	\$768,551	\$814,529	\$830,920	\$847,216	\$863,364
Other	\$1,023,640	\$810,886	\$843,815	\$854,719	\$865,454	\$874,063
<b>Supplies and other</b>	<b>\$13,971,635</b>	<b>\$13,979,527</b>	<b>\$14,491,124</b>	<b>\$14,637,070</b>	<b>\$14,847,916</b>	<b>\$15,234,646</b>
<b>Capital Improvement Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total department expenses</b>	<b>\$41,130,937</b>	<b>\$42,910,684</b>	<b>\$45,312,665</b>	<b>\$47,017,596</b>	<b>\$48,826,401</b>	<b>\$50,706,836</b>
<b>Internal Services Charges</b>	<b>\$7,018,185</b>	<b>\$7,075,790</b>	<b>\$7,216,795</b>	<b>\$7,353,558</b>	<b>\$7,492,942</b>	<b>\$7,632,786</b>
<b>Reallocation</b>	<b>(\$3,565,241)</b>	<b>(\$3,538,558)</b>	<b>(\$3,608,718)</b>	<b>(\$3,680,893)</b>	<b>(\$3,754,511)</b>	<b>(\$3,829,600)</b>
<b>Net Expenditures</b>	<b>\$44,583,881</b>	<b>\$46,447,916</b>	<b>\$48,920,742</b>	<b>\$50,690,261</b>	<b>\$52,564,832</b>	<b>\$54,510,022</b>
<b>Less: Expected Expenditure Savings (1%)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$489,200)</b>	<b>(\$506,900)</b>	<b>(\$525,600)</b>	<b>(\$545,100)</b>
<b>Projected Expenditures</b>	<b>\$44,583,881</b>	<b>\$46,447,916</b>	<b>\$48,431,542</b>	<b>\$50,183,361</b>	<b>\$52,039,232</b>	<b>\$53,964,922</b>

**City of Foster City, California**

General Fund (Fund 005 to 012)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0
Sales taxes	\$0	\$0	\$0	\$0	\$0	\$0
Transient occupancy taxes	\$0	\$0	\$0	\$0	\$0	\$0
Franchise taxes	\$0	\$0	\$0	\$0	\$0	\$0
Other taxes	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and permits	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Interest and rentals	\$84,550	\$26,250	\$7,200	\$7,200	\$7,200	\$7,200
Other	\$0	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
<b>Total Revenues</b>	<b>\$85,550</b>	<b>\$29,950</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>
<b>Projected Expenditures (see attached)</b>	<b>\$1,455,975</b>	<b>\$1,391,752</b>	<b>\$264,261</b>	<b>\$265,745</b>	<b>\$267,259</b>	<b>\$268,804</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,370,425)</b>	<b>(\$1,361,802)</b>	<b>(\$253,361)</b>	<b>(\$254,845)</b>	<b>(\$256,359)</b>	<b>(\$257,904)</b>
<b>Net Transfers In (Out)</b>	<b>(\$50,000)</b>	\$262,562	\$50,000	\$50,000	\$50,000	\$50,000
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$1,420,425)</b>	<b>(\$1,099,240)</b>	<b>(\$203,361)</b>	<b>(\$204,845)</b>	<b>(\$206,359)</b>	<b>(\$207,904)</b>
<b>Opening Fund Balance</b>	<b>\$8,438,575</b>	<b>\$7,018,150</b>	<b>\$5,918,910</b>	<b>\$5,715,549</b>	<b>\$5,510,704</b>	<b>\$5,304,345</b>
<b>Ending Fund Balance</b>	<b>\$7,018,150</b>	<b>\$5,918,910</b>	<b>\$5,715,549</b>	<b>\$5,510,704</b>	<b>\$5,304,345</b>	<b>\$5,096,441</b>

**City of Foster City, California**

General Fund (Fund 005 to 012) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$15,915	\$31,830	\$31,830	\$31,830	\$31,830
<i>Supplies and other</i>	\$1,455,975	\$1,375,837	\$232,431	\$233,915	\$235,429	\$236,974
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$1,455,975</b>	<b>\$1,391,752</b>	<b>\$264,261</b>	<b>\$265,745</b>	<b>\$267,259</b>	<b>\$268,804</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$1,455,975</b>	<b>\$1,391,752</b>	<b>\$264,261</b>	<b>\$265,745</b>	<b>\$267,259</b>	<b>\$268,804</b>
<b>Less: Expected Expenditure Savings</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures</b>	<b>\$1,455,975</b>	<b>\$1,391,752</b>	<b>\$264,261</b>	<b>\$265,745</b>	<b>\$267,259</b>	<b>\$268,804</b>



**City of Foster City, California**

Special Revenue Funds (Fund 101-135)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
<b>Sales tax</b>	\$ 345,000	\$ 351,900	\$ 358,900	\$ 366,100	\$ 373,400	\$ 380,900
<b>Other taxes</b>	\$2,204,350	\$2,237,338	\$2,281,993	\$2,327,523	\$2,373,939	\$2,421,254
<b>Licenses and permits</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Intergovernmental</b>	\$300,000	\$303,960	\$308,039	\$312,200	\$316,444	\$320,773
<b>Charges for current services</b>	\$1,174,090	\$2,035,098	\$1,034,820	\$1,041,250	\$1,057,603	\$1,074,404
<b>Special assessments</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Interest and rentals</b>	\$278,980	\$281,830	\$282,530	\$277,830	\$277,030	\$277,630
<b>Other</b>	\$668,600	\$101,000	\$101,000	\$101,000	\$101,000	\$101,000
<b>Total Revenues</b>	\$4,971,020	\$5,311,126	\$4,367,282	\$4,425,903	\$4,499,416	\$4,575,961
<b>Expenditures (see attached)</b>	\$8,009,879	\$3,668,619	\$4,565,709	\$4,430,705	\$3,891,271	\$5,571,409
<b>Net revenues over (under) expenditures before transfers</b>	(\$3,038,859)	\$1,642,507	(\$198,427)	(\$4,802)	\$608,145	(\$995,448)
<b>Net Transfers In (Out)</b>	\$32,000	(\$262,562)	(\$68,000)	(\$68,000)	(\$68,000)	(\$68,000)
<b>Net Increase (Decrease) in Fund Balance</b>	(\$3,006,859)	\$1,379,945	(\$266,427)	(\$72,802)	\$540,145	(\$1,063,448)
<b>Opening Fund Balance</b>	\$14,191,823	\$11,184,964	\$12,564,909	\$12,298,482	\$12,225,680	\$12,765,825
<b>Ending Fund Balance</b>	\$11,184,964	\$12,564,909	\$12,298,482	\$12,225,680	\$12,765,825	\$11,702,377

**City of Foster City, California**

Special Revenue Fund (Fund 101-135) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i><b>Employee Services</b></i>	<b>\$391,100</b>	<b>\$380,929</b>	<b>\$390,680</b>	<b>\$401,637</b>	<b>\$412,051</b>	<b>\$422,686</b>
Salaries and Wages	\$291,900	\$287,291	\$293,111	\$296,974	\$300,913	\$304,931
PERS	\$55,700	\$48,712	\$52,320	\$59,217	\$65,492	\$71,903
Flex Allowance (Health)	\$30,100	\$33,968	\$33,968	\$33,968	\$33,968	\$33,968
Workers Compensation	\$1,560	\$1,042	\$1,074	\$1,096	\$1,117	\$1,140
Other	\$11,840	\$9,915	\$10,207	\$10,382	\$10,561	\$10,744
<i><b>Supplies and other</b></i>	<b>\$6,593,930</b>	<b>\$669,795</b>	<b>\$622,923</b>	<b>\$634,299</b>	<b>\$645,906</b>	<b>\$657,744</b>
<i><b>Capital Improvement Projects</b></i>	<b>\$0</b>	<b>\$1,550,000</b>	<b>\$2,462,800</b>	<b>\$2,283,675</b>	<b>\$1,700,000</b>	<b>\$3,335,000</b>
<i><b>Capital Outlay</b></i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total department expenses</b>	<b>\$6,985,030</b>	<b>\$2,600,724</b>	<b>\$3,476,403</b>	<b>\$3,319,611</b>	<b>\$2,757,957</b>	<b>\$4,415,430</b>
<b>Internal Services Charges</b>	<b>\$62,203</b>	<b>\$73,393</b>	<b>\$74,914</b>	<b>\$76,413</b>	<b>\$77,941</b>	<b>\$79,499</b>
<b>Reallocation</b>	<b>\$962,646</b>	<b>\$994,502</b>	<b>\$1,014,392</b>	<b>\$1,034,681</b>	<b>\$1,055,373</b>	<b>\$1,076,480</b>
<b>Net expenditures</b>	<b>\$8,009,879</b>	<b>\$3,668,619</b>	<b>\$4,565,709</b>	<b>\$4,430,705</b>	<b>\$3,891,271</b>	<b>\$5,571,409</b>

**City of Foster City, California**

Debt Service Funds (Fund 230)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Property taxes	\$0	\$4,685,023	\$4,685,175	\$4,682,925	\$4,686,675	\$4,685,925
Other taxes	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and permits	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0
Charges for current services	\$0	\$0	\$0	\$0	\$0	\$0
Bond and Other Financing Proceeds	\$0	\$95,137,000	\$0	\$0	\$0	\$0
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$99,822,023</b>	<b>\$4,685,175</b>	<b>\$4,682,925</b>	<b>\$4,686,675</b>	<b>\$4,685,925</b>
<b>Expenditures (see attached)</b>	<b>\$0</b>	<b>\$87,530,023</b>	<b>\$15,363,175</b>	<b>\$4,605,925</b>	<b>\$4,599,675</b>	<b>\$4,588,925</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$0</b>	<b>\$12,292,000</b>	<b>(\$10,678,000)</b>	<b>\$77,000</b>	<b>\$87,000</b>	<b>\$97,000</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$0</b>	<b>\$12,292,000</b>	<b>(\$10,678,000)</b>	<b>\$77,000</b>	<b>\$87,000</b>	<b>\$97,000</b>
<b>Opening Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,292,000</b>	<b>\$1,614,000</b>	<b>\$1,691,000</b>	<b>\$1,778,000</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$12,292,000</b>	<b>\$1,614,000</b>	<b>\$1,691,000</b>	<b>\$1,778,000</b>	<b>\$1,875,000</b>

**City of Foster City, California**

Debt Service Funds (Fund 230) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$4,530,023	\$4,363,175	\$4,605,925	\$4,599,675	\$4,588,925
<i>Capital Improvement Projects</i>	\$0	\$83,000,000	\$11,000,000	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$87,530,023	\$15,363,175	\$4,605,925	\$4,599,675	\$4,588,925
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	\$0	\$87,530,023	\$15,363,175	\$4,605,925	\$4,599,675	\$4,588,925

**City of Foster City, California**

Capital Improvements (City) Fund (Fund 301)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0
Other taxes	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and permits	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0
Charges for current services	\$0	\$0	\$0	\$0	\$0	\$0
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$350,000	\$222,900	\$222,900	\$222,900	\$222,900	\$222,900
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$350,000</b>	<b>\$222,900</b>	<b>\$222,900</b>	<b>\$222,900</b>	<b>\$222,900</b>	<b>\$222,900</b>
<b>Expenditures (see attached)</b>	<b>\$5,880,650</b>	<b>\$250,000</b>	<b>\$6,487,200</b>	<b>\$4,551,900</b>	<b>\$1,647,000</b>	<b>\$4,055,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$5,530,650)</b>	<b>(\$27,100)</b>	<b>(\$6,264,300)</b>	<b>(\$4,329,000)</b>	<b>(\$1,424,100)</b>	<b>(\$3,832,100)</b>
<b>Net Transfers In (Out)</b>	<b>\$3,500,000</b>	<b>\$1,350,000</b>	<b>\$5,650,000</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>(\$2,030,650)</b>	<b>\$1,322,900</b>	<b>(\$614,300)</b>	<b>(\$829,000)</b>	<b>\$2,075,900</b>	<b>(\$332,100)</b>
<b>Opening Fund Balance</b>	<b>\$8,917,020</b>	<b>\$6,886,370</b>	<b>\$8,209,270</b>	<b>\$7,594,970</b>	<b>\$6,765,970</b>	<b>\$8,841,870</b>
<b>Ending Fund Balance</b>	<b>\$6,886,370</b>	<b>\$8,209,270</b>	<b>\$7,594,970</b>	<b>\$6,765,970</b>	<b>\$8,841,870</b>	<b>\$8,509,770</b>

**City of Foster City, California**

Capital Improvement (City) (Fund 301) Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$ 5,880,650	\$250,000	\$6,487,200	\$4,551,900	\$1,647,000	\$4,055,000
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$5,880,650</b>	<b>\$250,000</b>	<b>\$6,487,200</b>	<b>\$4,551,900</b>	<b>\$1,647,000</b>	<b>\$4,055,000</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	<b>\$5,880,650</b>	<b>\$250,000</b>	<b>\$6,487,200</b>	<b>\$4,551,900</b>	<b>\$1,647,000</b>	<b>\$4,055,000</b>

**City of Foster City, California**

Capital Asset Acquisition and Replacement Fund (Fund 326)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0
Other taxes	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and permits	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0
Charges for current services	\$0	\$0	\$0	\$0	\$0	\$0
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$570,300	\$570,300	\$570,300	\$570,300	\$570,300	\$570,300
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>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>
<b>Expenditures (see attached)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>	<b>\$1,681,300</b>
<b>Opening Fund Balance</b>	<b>\$40,301,463</b>	<b>\$41,982,763</b>	<b>\$43,664,063</b>	<b>\$45,345,363</b>	<b>\$47,026,663</b>	<b>\$48,707,963</b>
<b>Ending Fund Balance</b>	<b>\$41,982,763</b>	<b>\$43,664,063</b>	<b>\$45,345,363</b>	<b>\$47,026,663</b>	<b>\$48,707,963</b>	<b>\$50,389,263</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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0



**City of Foster City, California**

Water Operating Funds (excluding CIP) (Fund 401)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	<b>\$16,013,000</b>	<b>\$16,390,000</b>	<b>\$16,912,000</b>	<b>\$17,448,000</b>	<b>\$18,013,000</b>	<b>\$18,592,000</b>
<b>Connection fees</b>	<b>\$0</b>	<b>\$271,920</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Vehicle, equipment rental and other user charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Interest and rentals</b>	<b>\$250,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>
<b>Other</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Revenues</b>	<b>\$16,463,000</b>	<b>\$17,036,920</b>	<b>\$17,287,000</b>	<b>\$17,823,000</b>	<b>\$18,388,000</b>	<b>\$18,967,000</b>
<b>Expenditures (see attached)</b>	<b>\$14,981,725</b>	<b>\$15,022,050</b>	<b>\$15,257,854</b>	<b>\$16,060,450</b>	<b>\$16,976,910</b>	<b>\$17,860,440</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$1,481,275</b>	<b>\$2,014,870</b>	<b>\$2,029,146</b>	<b>\$1,762,550</b>	<b>\$1,411,090</b>	<b>\$1,106,560</b>
<b>Net Transfers In (Out)</b>	<b>(\$286,000)</b>	<b>(\$205,000)</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>\$1,195,275</b>	<b>\$1,809,870</b>	<b>\$1,824,146</b>	<b>\$1,557,550</b>	<b>\$1,206,090</b>	<b>\$901,560</b>
<b>Opening Fund Balance</b>	<b>\$2,890,125</b>	<b>\$4,085,400</b>	<b>\$5,895,270</b>	<b>\$7,719,416</b>	<b>\$9,276,966</b>	<b>\$10,483,056</b>
<b>Ending Fund Balance</b>	<b>\$4,085,400</b>	<b>\$5,895,270</b>	<b>\$7,719,416</b>	<b>\$9,276,966</b>	<b>\$10,483,056</b>	<b>\$11,384,616</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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$2,205,800</b>	<b>\$2,362,154</b>	<b>\$2,449,605</b>	<b>\$2,554,467</b>	<b>\$2,648,293</b>	<b>\$2,744,111</b>
Salaries and Wages	\$1,189,300	\$1,299,305	\$1,345,879	\$1,376,321	\$1,403,108	\$1,430,438
PERS	\$394,300	\$437,043	\$473,849	\$545,447	\$609,989	\$675,929
Flex Allowance (Health)	\$218,900	\$243,299	\$243,299	\$243,299	\$243,299	\$243,299
Workers Compensation	\$81,700	\$77,211	\$79,998	\$81,883	\$83,518	\$85,187
Other	\$321,600	\$305,296	\$306,580	\$307,517	\$308,379	\$309,258
<b>Supplies and other</b>	<b>\$10,535,326</b>	<b>\$10,237,676</b>	<b>\$10,337,712</b>	<b>\$10,986,257</b>	<b>\$11,758,835</b>	<b>\$12,495,494</b>
<b>Capital Improvement Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total department expenses</b>	<b>\$12,741,126</b>	<b>\$12,599,830</b>	<b>\$12,787,317</b>	<b>\$13,540,724</b>	<b>\$14,407,128</b>	<b>\$15,239,605</b>
<b>Internal Services Charges</b>	<b>\$1,176,370</b>	<b>\$1,215,046</b>	<b>\$1,239,589</b>	<b>\$1,264,159</b>	<b>\$1,289,103</b>	<b>\$1,314,543</b>
<b>Reallocation</b>	<b>\$1,064,229</b>	<b>\$1,207,174</b>	<b>\$1,230,948</b>	<b>\$1,255,567</b>	<b>\$1,280,679</b>	<b>\$1,306,292</b>
<b>Net expenditures</b>	<b>\$14,981,725</b>	<b>\$15,022,050</b>	<b>\$15,257,854</b>	<b>\$16,060,450</b>	<b>\$16,976,910</b>	<b>\$17,860,440</b>

**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Expenditures (see attached)	\$4,718,971	\$0	\$150,000	\$0	\$0	\$0
Net revenues over (under) expenditures before transfers	(\$4,718,971)	\$0	(\$150,000)	\$0	\$0	\$0
Net Transfers In (Out)	(\$2,357,000)	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
Net Increase (Decrease) in Fund Balance	(\$7,075,971)	\$205,000	\$55,000	\$205,000	\$205,000	\$205,000
Opening Fund Balance	\$10,713,862	\$3,637,891	\$3,842,891	\$3,897,891	\$4,102,891	\$4,307,891
Ending Fund Balance	\$3,637,891	\$3,842,891	\$3,897,891	\$4,102,891	\$4,307,891	\$4,512,891

**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$4,718,971	\$0	\$150,000	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$4,718,971</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$4,718,971</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Connection fees</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Vehicle, equipment rental and other user charges</b>	\$456,701	\$443,967	\$452,850	\$461,910	\$471,150	\$480,570
<b>Interest and rentals</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$456,701	\$443,967	\$452,850	\$461,910	\$471,150	\$480,570
<b>Expenditures (see attached)</b>	\$70,000	\$53,500	\$54,570	\$55,661	\$56,775	\$57,910
<b>Net revenues over (under) expenditures before transfers</b>	\$386,701	\$390,467	\$398,280	\$406,249	\$414,375	\$422,660
<b>Net Transfers In (Out)</b>	\$2,643,000	\$0	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance</b>	\$3,029,701	\$390,467	\$398,280	\$406,249	\$414,375	\$422,660
<b>Opening Fund Balance</b>	(\$206,582)	\$2,823,119	\$3,213,586	\$3,611,866	\$4,018,115	\$4,432,490
<b>Ending Fund Balance</b>	\$2,823,119	\$3,213,586	\$3,611,866	\$4,018,115	\$4,432,490	\$4,855,150

**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$70,000	\$53,500	\$54,570	\$55,661	\$56,775	\$57,910
<b>Total department expenses</b>	<b>\$70,000</b>	<b>\$53,500</b>	<b>\$54,570</b>	<b>\$55,661</b>	<b>\$56,775</b>	<b>\$57,910</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$70,000</b>	<b>\$53,500</b>	<b>\$54,570</b>	<b>\$55,661</b>	<b>\$56,775</b>	<b>\$57,910</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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	<b>\$12,862,000</b>	<b>\$14,727,000</b>	<b>\$16,862,000</b>	<b>\$19,307,000</b>	<b>\$21,286,000</b>	<b>\$21,765,000</b>
<b>Connection fees</b>	<b>\$0</b>	<b>\$130,237</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Vehicle, equipment rental and other user charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Interest and rentals</b>	<b>\$400,000</b>	<b>\$228,000</b>	<b>\$228,000</b>	<b>\$228,000</b>	<b>\$228,000</b>	<b>\$228,000</b>
<b>Other</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Total Revenues</b>	<b>\$13,263,000</b>	<b>\$15,086,237</b>	<b>\$17,091,000</b>	<b>\$19,536,000</b>	<b>\$21,515,000</b>	<b>\$21,994,000</b>
<b>Expenditures (see attached)</b>	<b>\$7,681,812</b>	<b>\$7,880,361</b>	<b>\$8,183,168</b>	<b>\$8,501,939</b>	<b>\$8,834,011</b>	<b>\$9,179,962</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$5,581,188</b>	<b>\$7,205,876</b>	<b>\$8,907,832</b>	<b>\$11,034,061</b>	<b>\$12,680,989</b>	<b>\$12,814,038</b>
<b>Net Transfers In (Out)</b>	<b>(\$3,619,364)</b>	<b>(\$8,548,890)</b>	<b>(\$4,544,644)</b>	<b>(\$14,798,669)</b>	<b>(\$5,912,573)</b>	<b>(\$8,470,438)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$1,961,824</b>	<b>(\$1,343,014)</b>	<b>\$4,363,188</b>	<b>(\$3,764,608)</b>	<b>\$6,768,416</b>	<b>\$4,343,600</b>
<b>Opening Fund Balance</b>	<b>\$9,092,034</b>	<b>\$11,053,858</b>	<b>\$9,710,844</b>	<b>\$14,074,032</b>	<b>\$10,309,423</b>	<b>\$17,077,840</b>
<b>Ending Fund Balance</b>	<b>\$11,053,858</b>	<b>\$9,710,844</b>	<b>\$14,074,032</b>	<b>\$10,309,424</b>	<b>\$17,077,839</b>	<b>\$21,421,440</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, 2025

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i><b>Employee Services</b></i>	<b>\$2,300,925</b>	<b>\$2,440,195</b>	<b>\$2,530,239</b>	<b>\$2,624,907</b>	<b>\$2,709,819</b>	<b>\$2,796,517</b>
Salaries and Wages	\$1,268,425	\$1,361,116	\$1,414,066	\$1,444,775	\$1,472,017	\$1,499,813
PERS	\$390,900	\$391,746	\$424,098	\$485,112	\$540,143	\$596,352
Flex Allowance (Health)	\$238,100	\$278,032	\$278,032	\$278,032	\$278,032	\$278,032
Workers Compensation	\$81,000	\$80,157	\$83,385	\$85,289	\$86,955	\$88,655
Other	\$322,500	\$329,144	\$330,658	\$331,699	\$332,672	\$333,665
<i><b>Supplies and other</b></i>	<b>\$3,470,250</b>	<b>\$3,500,550</b>	<b>\$3,674,213</b>	<b>\$3,858,833</b>	<b>\$4,065,834</b>	<b>\$4,284,126</b>
<i><b>Capital Improvement Projects</b></i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i><b>Capital Outlay</b></i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total department expenses</b>	<b>\$5,771,175</b>	<b>\$5,940,745</b>	<b>\$6,204,452</b>	<b>\$6,483,740</b>	<b>\$6,775,653</b>	<b>\$7,080,643</b>
<b>Internal Services Charges</b>	<b>\$1,104,195</b>	<b>\$1,151,219</b>	<b>\$1,174,793</b>	<b>\$1,198,197</b>	<b>\$1,221,956</b>	<b>\$1,246,189</b>
<b>Reallocation</b>	<b>\$806,442</b>	<b>\$788,397</b>	<b>\$803,923</b>	<b>\$820,002</b>	<b>\$836,402</b>	<b>\$853,130</b>
<b>Net expenditures</b>	<b>\$7,681,812</b>	<b>\$7,880,361</b>	<b>\$8,183,168</b>	<b>\$8,501,939</b>	<b>\$8,834,011</b>	<b>\$9,179,962</b>



**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Expenditures (see attached)	\$0	\$0	\$0	\$0	\$0	\$0
Net revenues over (under) expenditures before transfers	\$0	\$0	\$0	\$0	\$0	\$0
Net Transfers In (Out)	\$0	\$0	\$0	\$0	\$0	\$0
Net Increase (Decrease) in Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Opening Fund Balance	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Ending Fund Balance	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000

**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0

**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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Project	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$270,000	\$12,000	\$0	\$0	\$0	\$0
Loan Proceeds	\$0	\$0	\$0	\$15,317,194	\$13,239,488	\$0
<b>Total Revenues</b>	<b>\$270,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$15,317,194</b>	<b>\$13,239,488</b>	<b>\$0</b>
<b>Expenditures (see attached)</b>	<b>\$1,800,000</b>	<b>\$2,088,625</b>	<b>\$2,092,125</b>	<b>\$2,094,250</b>	<b>\$2,090,000</b>	<b>\$2,089,250</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,530,000)</b>	<b>(\$2,076,625)</b>	<b>(\$2,092,125)</b>	<b>\$13,222,944</b>	<b>\$11,149,488</b>	<b>(\$2,089,250)</b>
<b>Net Transfers In (Out)</b>	<b>(\$13,200,000)</b>	<b>(\$5,553,690)</b>	<b>\$2,092,125</b>	<b>(\$13,227,944)</b>	<b>(\$11,530,420)</b>	<b>\$2,089,250</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$14,730,000)</b>	<b>(\$7,630,315)</b>	<b>\$0</b>	<b>(\$5,000)</b>	<b>(\$380,932)</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$26,755,527</b>	<b>\$12,025,527</b>	<b>\$4,395,212</b>	<b>\$4,395,212</b>	<b>\$4,390,212</b>	<b>\$4,009,280</b>
<b>Ending Fund Balance*</b>	<b>\$12,025,527</b>	<b>\$4,395,212</b>	<b>\$4,395,212</b>	<b>\$4,390,212</b>	<b>\$4,009,280</b>	<b>\$4,009,280</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, 2025

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$1,800,000	\$2,088,625	\$2,092,125	\$2,094,250	\$2,090,000	\$2,089,250
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$1,800,000</b>	<b>\$2,088,625</b>	<b>\$2,092,125</b>	<b>\$2,094,250</b>	<b>\$2,090,000</b>	<b>\$2,089,250</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	<b>\$1,800,000</b>	<b>\$2,088,625</b>	<b>\$2,092,125</b>	<b>\$2,094,250</b>	<b>\$2,090,000</b>	<b>\$2,089,250</b>

**City of Foster City, California**

Wastewater Capital Improvement Project Funds (Fund 455)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures (see attached)</b>	<b>\$15,000,000</b>	<b>\$20,670,501</b>	<b>\$41,166,535</b>	<b>\$49,621,797</b>	<b>\$13,694,420</b>	<b>\$2,662,615</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$15,000,000)</b>	<b>(\$20,670,501)</b>	<b>(\$41,166,535)</b>	<b>(\$49,621,797)</b>	<b>(\$13,694,420)</b>	<b>(\$2,662,615)</b>
<b>Loan from General Fund for WWTP Project</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Transfers In (Out)</b>	<b>\$11,778,000</b>	<b>\$21,070,861</b>	<b>\$41,307,535</b>	<b>\$45,962,797</b>	<b>\$15,235,420</b>	<b>\$3,903,615</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$3,222,000)</b>	<b>\$400,360</b>	<b>\$141,000</b>	<b>(\$3,659,000)</b>	<b>\$1,541,000</b>	<b>\$1,241,000</b>
<b>Opening Fund Balance</b>	<b>\$9,164,574</b>	<b>\$5,942,574</b>	<b>\$6,342,934</b>	<b>\$6,483,934</b>	<b>\$2,824,934</b>	<b>\$4,365,934</b>
<b>Ending Fund Balance</b>	<b>\$5,942,574</b>	<b>\$6,342,934</b>	<b>\$6,483,934</b>	<b>\$2,824,934</b>	<b>\$4,365,934</b>	<b>\$5,606,934</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, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$15,000,000	\$20,670,501	\$41,166,535	\$49,621,797	\$13,694,420	\$2,662,615
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$15,000,000</b>	<b>\$20,670,501</b>	<b>\$41,166,535</b>	<b>\$49,621,797</b>	<b>\$13,694,420</b>	<b>\$2,662,615</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	<b>\$15,000,000</b>	<b>\$20,670,501</b>	<b>\$41,166,535</b>	<b>\$49,621,797</b>	<b>\$13,694,420</b>	<b>\$2,662,615</b>

**City of Foster City, California**

Wastewater Expansion Fund (Fund 456)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$636	\$636	\$636	\$636	\$636	\$636
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>
<b>Expenditures (see attached)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>
<b>Net Transfers In (Out)</b>	<b>(\$636)</b>	<b>(\$636)</b>	<b>(\$636)</b>	<b>(\$636)</b>	<b>(\$636)</b>	<b>(\$636)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

Wastewater Expansion Fund (Fund 456) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0



**City of Foster City, California**

Wastewater Equipment Replacement Funds (Fund 458)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$279,163	\$269,346	\$274,733	\$280,228	\$285,832	\$291,549
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$279,163</b>	<b>\$269,346</b>	<b>\$274,733</b>	<b>\$280,228</b>	<b>\$285,832</b>	<b>\$291,549</b>
<b>Expenditures (see attached)</b>	<b>\$227,000</b>	<b>\$141,060</b>	<b>\$143,881</b>	<b>\$146,759</b>	<b>\$149,694</b>	<b>\$152,688</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$52,163</b>	<b>\$128,286</b>	<b>\$130,852</b>	<b>\$133,469</b>	<b>\$136,138</b>	<b>\$138,861</b>
<b>Net Transfers In (Out)</b>	<b>\$5,042,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$5,094,163</b>	<b>\$128,286</b>	<b>\$130,852</b>	<b>\$133,469</b>	<b>\$136,138</b>	<b>\$138,861</b>
<b>Opening Fund Balance</b>	<b>(\$1,709,540)</b>	<b>\$3,384,623</b>	<b>\$3,512,909</b>	<b>\$3,643,761</b>	<b>\$3,777,230</b>	<b>\$3,913,368</b>
<b>Ending Fund Balance</b>	<b>\$3,384,623</b>	<b>\$3,512,909</b>	<b>\$3,643,761</b>	<b>\$3,777,230</b>	<b>\$3,913,368</b>	<b>\$4,052,229</b>

**City of Foster City, California**

Wastewater Equipment Replacement Funds (Fund 458) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$227,000	\$141,060	\$143,881	\$146,759	\$149,694	\$152,688
<b>Total department expenses</b>	\$227,000	\$141,060	\$143,881	\$146,759	\$149,694	\$152,688
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	\$227,000	\$141,060	\$143,881	\$146,759	\$149,694	\$152,688

**City of Foster City, California**

Water Infrastructure Finance and Innovation Act (WIFIA) (Fund 459)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	\$0	\$7,805,800	\$39,868,596	\$19,138,005	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$7,805,800</b>	<b>\$39,868,596</b>	<b>\$19,138,005</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures (see attached)</b>	<b>\$0</b>	<b>\$838,155</b>	<b>\$838,155</b>	<b>\$1,202,457</b>	<b>\$2,208,209</b>	<b>\$2,478,209</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$0</b>	<b>\$6,967,645</b>	<b>\$39,030,441</b>	<b>\$17,935,548</b>	<b>(\$2,208,209)</b>	<b>(\$2,478,209)</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>(\$6,967,645)</b>	<b>(\$38,854,380)</b>	<b>(\$17,935,548)</b>	<b>\$2,208,209</b>	<b>\$2,478,209</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,061</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,061</b>	<b>\$176,061</b>	<b>\$176,061</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,061</b>	<b>\$176,061</b>	<b>\$176,061</b>	<b>\$176,061</b>

**City of Foster City, California**

Water Infrastructure Finance and Innovation Act (WIFIA) (Fund 459)

Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$838,155	\$838,155	\$1,202,457	\$2,208,209	\$2,478,209
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$838,155	\$838,155	\$1,202,457	\$2,208,209	\$2,478,209
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	\$0	\$838,155	\$838,155	\$1,202,457	\$2,208,209	\$2,478,209

**City of Foster City, California**

Internal Service Funds (Fund 501-509)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Connection fees</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Vehicle, equipment rental and other user charges</b>	\$8,786,939	\$8,966,341	\$9,145,668	\$9,328,581	\$9,515,153	\$9,705,456
<b>Interest and rentals</b>	\$508,000	\$354,900	\$354,900	\$354,900	\$354,900	\$354,900
<b>Other</b>	\$82,238	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
<b>Total Revenues</b>	\$9,377,177	\$9,344,241	\$9,523,568	\$9,706,481	\$9,893,053	\$10,083,356
<b>Expenditures (see attached)</b>	\$10,465,387	\$10,216,911	\$11,054,864	\$10,512,344	\$10,364,987	\$11,015,163
<b>Net revenues over (under) expenditures before transfers</b>	(\$1,088,210)	(\$872,670)	(\$1,531,296)	(\$805,863)	(\$471,934)	(\$931,807)
<b>Net Transfers In (Out)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance</b>	(\$1,088,210)	(\$872,670)	(\$1,531,296)	(\$805,863)	(\$471,934)	(\$931,807)
<b>Opening Fund Balance</b>	\$30,043,275	\$28,955,065	\$28,082,395	\$26,551,099	\$25,745,236	\$25,273,302
<b>Ending Fund Balance</b>	\$28,955,065	\$28,082,395	\$26,551,099	\$25,745,236	\$25,273,302	\$24,341,495

**City of Foster City, California**

Internal Service Funds (Fund 501-509) Expenditure Detail  
Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$2,576,092</b>	<b>\$3,216,081</b>	<b>\$3,317,667</b>	<b>\$3,427,292</b>	<b>\$3,531,111</b>	<b>\$3,634,788</b>
Salaries and Wages	\$1,233,140	\$1,365,769	\$1,412,693	\$1,440,830	\$1,469,521	\$1,498,793
PERS	\$398,900	\$439,953	\$476,212	\$546,409	\$610,133	\$675,236
Flex Allowance (Health)	\$202,700	\$218,005	\$218,004	\$218,004	\$218,004	\$218,004
Workers Compensation	\$38,700	\$53,030	\$54,200	\$55,285	\$56,390	\$57,518
Other	\$702,652	\$1,139,324	\$1,156,558	\$1,166,764	\$1,177,063	\$1,185,237
<b>Supplies and other</b>	<b>\$3,640,654</b>	<b>\$3,684,248</b>	<b>\$3,757,934</b>	<b>\$3,457,382</b>	<b>\$3,526,532</b>	<b>\$3,597,063</b>
<b>Capital Improvement Projects</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$800,000</b>	<b>\$385,000</b>	<b>\$0</b>	<b>\$410,000</b>
<b>Capital Outlay</b>	<b>\$2,907,430</b>	<b>\$2,285,538</b>	<b>\$2,331,248</b>	<b>\$2,377,875</b>	<b>\$2,425,430</b>	<b>\$2,473,941</b>
<b>Total department expenses</b>	<b>\$9,124,176</b>	<b>\$9,385,867</b>	<b>\$10,206,849</b>	<b>\$9,647,549</b>	<b>\$9,483,073</b>	<b>\$10,115,792</b>
<b>Internal Services Charges</b>	<b>\$609,287</b>	<b>\$282,559</b>	<b>\$288,560</b>	<b>\$294,152</b>	<b>\$299,857</b>	<b>\$305,673</b>
<b>Reallocation</b>	<b>\$731,924</b>	<b>\$548,485</b>	<b>\$559,455</b>	<b>\$570,643</b>	<b>\$582,057</b>	<b>\$593,698</b>
<b>Net expenditures</b>	<b>\$10,465,387</b>	<b>\$10,216,911</b>	<b>\$11,054,864</b>	<b>\$10,512,344</b>	<b>\$10,364,987</b>	<b>\$11,015,163</b>

**City of Foster City, California**

Agency Funds (Fund 604)

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues by Source:</b>						
Sales & service charges	\$422,024	\$362,142	\$369,385	\$376,773	\$384,308	\$391,994
Connection fees	\$0		\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$0		\$0	\$0	\$0	\$0
Interest and rentals	\$3,000	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$425,024</b>	<b>\$368,642</b>	<b>\$375,885</b>	<b>\$383,273</b>	<b>\$390,808</b>	<b>\$398,494</b>
<b>Expenditures (see attached)</b>	<b>\$422,024</b>	<b>\$362,142</b>	<b>\$369,400</b>	<b>\$376,800</b>	<b>\$384,300</b>	<b>\$392,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$3,000</b>	<b>\$6,500</b>	<b>\$6,485</b>	<b>\$6,473</b>	<b>\$6,508</b>	<b>\$6,494</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$3,000</b>	<b>\$6,500</b>	<b>\$6,485</b>	<b>\$6,473</b>	<b>\$6,508</b>	<b>\$6,494</b>
<b>Opening Fund Balance</b>	<b>(\$778,073)</b>	<b>(\$775,073)</b>	<b>(\$768,573)</b>	<b>(\$762,088)</b>	<b>(\$755,615)</b>	<b>(\$749,107)</b>
<b>Ending Fund Balance</b>	<b>(\$775,073)</b>	<b>(\$768,573)</b>	<b>(\$762,088)</b>	<b>(\$755,615)</b>	<b>(\$749,107)</b>	<b>(\$742,613)</b>

**City of Foster City, California**

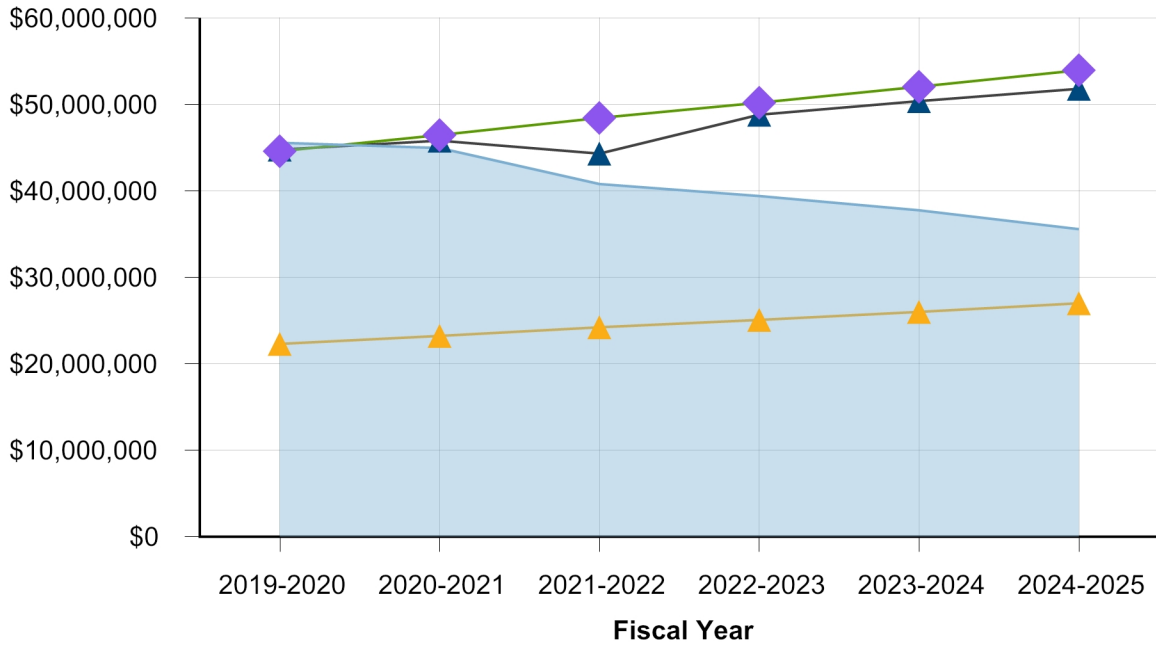
Agency Funds (Fund 604) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2025

	Projected	Five Year Financial Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$422,024	\$362,142	\$369,400	\$376,800	\$384,300	\$392,000
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$422,024</b>	<b>\$362,142</b>	<b>\$369,400</b>	<b>\$376,800</b>	<b>\$384,300</b>	<b>\$392,000</b>
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	<b>\$422,024</b>	<b>\$362,142</b>	<b>\$369,400</b>	<b>\$376,800</b>	<b>\$384,300</b>	<b>\$392,000</b>

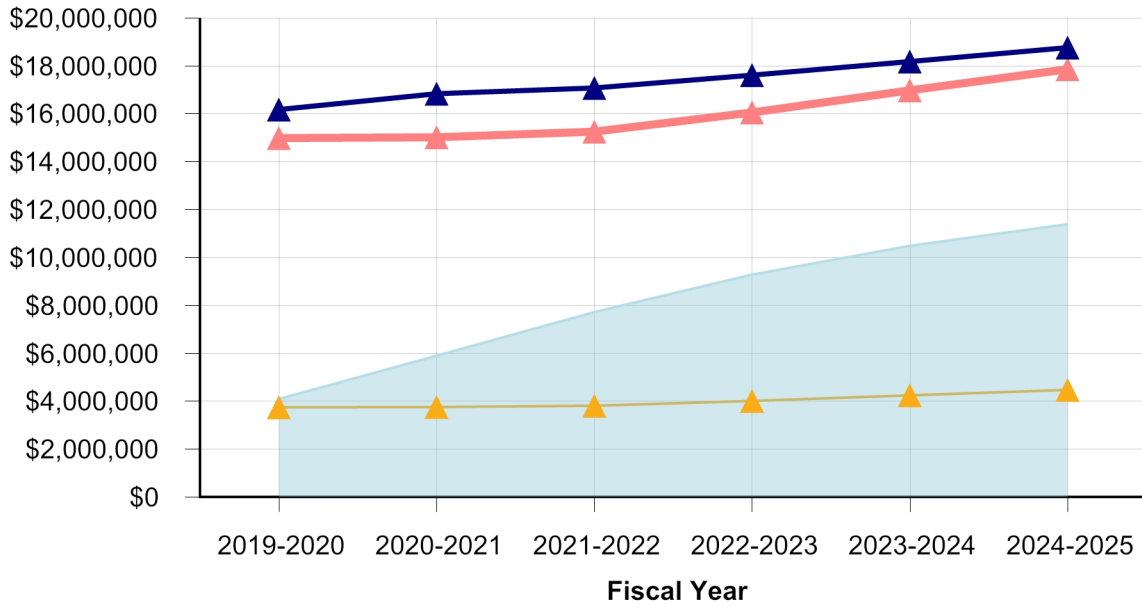


## City of Foster City General Fund (Funds 001-003)



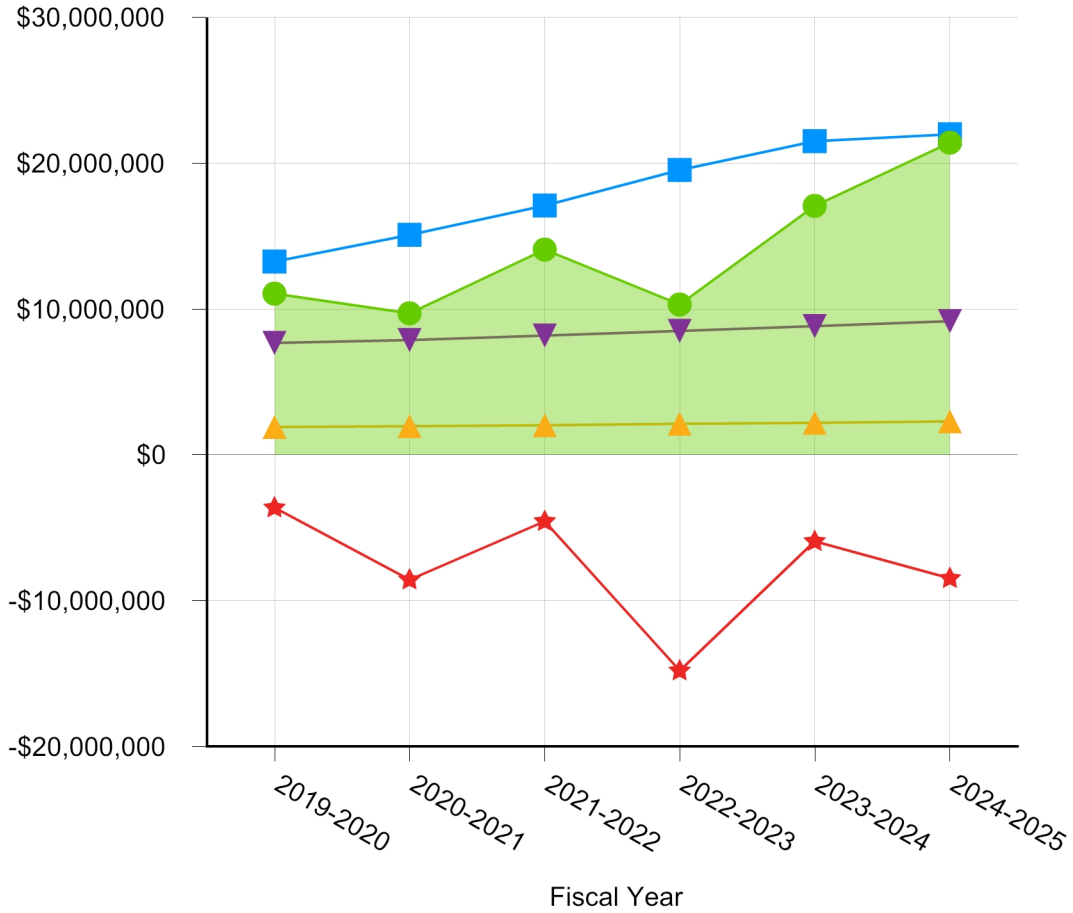
- Ending Fund Balance
- ◆— Expenditures
- ▲— Upper Range of Minimum Reserves (50% of annual operating expenditures)
- ▲— Revenues, Transfers & Other Adj.

## Estero Municipal Improvement District Water Operating Fund



- Ending Fund Balance
- ▲ Revenue + Transfer In (Out)
- ▲ Minimum Reserves (25% of annual operating expenses)
- ▲ Expenses + Capital Outlay

## Estero Municipal Improvement District Wastewater Operating Fund



- Ending Fund Balance
- Revenue
- ★ Transfer In (Out) include transfers out for WWTP debt service payments and project costs and annual funding of Wastewater Enterprise's CIP Fund
- ▲ Minimum Reserves (25% of annual operating expenses)
- ▼ Expenses + Capital Outlay

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**CITY OF FOSTER CITY / EMID**  
**Summary of Resources and Requirements by Funds**  
**For the Fiscal Year Ended June 30, 2021**

Fund	Available July 1, 2020	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2021
<b>General Funds</b>										
001 GENERAL FUND	\$45,577,565	\$14,569,243	\$30,753,910	\$1,739,349	\$89,161,369	\$44,227,742	\$0	\$44,227,742	(\$643,938)	\$44,933,627
002 GENERAL FUND-DISTRICT	\$0	\$31,037,310	\$0	\$30,753,910	\$283,400	\$283,400	\$0	\$283,400	\$0	\$0
003 SPECIAL RECREATION	\$0	\$1,547,425	\$389,349	\$0	\$1,936,774	\$1,936,774	\$0	\$1,936,774	\$0	\$0
005 COMMUNITY BENEFIT PROGRAM	\$1,000,000	\$18,000	\$0	\$0	\$1,018,000	\$1,018,000	\$0	\$1,018,000	(\$1,000,000)	\$0
006 DRUG ABUSE RESIST EDUCATION	\$1,569	\$0	\$0	\$0	\$1,569	\$600	\$0	\$600	(\$600)	\$969
007 SOLAR INCENTIVE GRANT PRG	\$66,112	\$600	\$0	\$0	\$66,712	\$50,000	\$0	\$50,000	(\$49,400)	\$16,712
008 EE HOME LOAN PROGRAM	\$58,550	\$450	\$0	\$0	\$59,000	\$59,000	\$0	\$59,000	(\$58,550)	\$0
009 ASSET SEIZURE	\$20,975	\$1,200	\$0	\$0	\$22,175	\$22,175	\$0	\$22,175	(\$20,975)	\$0
010 PENSION STABILIZATION FD	\$3,500,000	\$0	\$0	\$0	\$3,500,000	\$0	\$0	\$0	\$0	\$3,500,000
011 FACILITIES REPLACEMENT FD	\$2,370,944	\$7,000	\$0	\$0	\$2,377,944	\$0	\$0	\$0	\$7,000	\$2,377,944
012 SUSTAINABLE FC	\$0	\$2,700	\$262,562	\$0	\$265,262	\$241,977	\$0	\$241,977	\$23,285	\$23,285
<b>Subtotal General Funds</b>	<b>\$52,595,715</b>	<b>\$47,183,928</b>	<b>\$31,405,821</b>	<b>\$32,493,259</b>	<b>\$98,692,205</b>	<b>\$47,839,668</b>	<b>\$0</b>	<b>\$47,839,668</b>	<b>(\$1,743,178)</b>	<b>\$50,852,537</b>
<b>Special Revenue Funds</b>										
101 TRAFFIC SAFETY	\$0	\$84,660	\$0	\$0	\$84,660	\$83,000	\$0	\$83,000	\$1,660	\$1,660
102 MEASURE "A"	\$1,424,487	\$819,600	\$0	\$0	\$2,244,087	\$0	\$793,600	\$793,600	\$26,000	\$1,450,487
103 GAS TAX	\$47,917	\$877,838	\$0	\$0	\$925,755	\$575,900	\$294,200	\$870,100	\$7,738	\$55,655
104 PARK IN-LIEU FEES	\$2,047,577	\$35,800	\$0	\$0	\$2,083,377	\$0	\$0	\$0	\$35,800	\$2,083,377
105 MEASURE M	\$2,400	\$119,300	\$0	\$0	\$121,700	\$0	\$119,300	\$119,300	\$0	\$2,400
108 SLESF/COPS GRANT	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	\$0
114 CalOpps Fund	\$348,405	\$477,800	\$0	\$0	\$826,205	\$526,970	\$0	\$526,970	(\$49,170)	\$299,235
116 FOSTER CITY FOUNDATION FUND	\$370,066	\$86,000	\$0	\$0	\$456,066	\$112,027	\$0	\$112,027	(\$26,027)	\$344,039
119 SB1 ROAD MAINT&REHAB A/C	\$324,622	\$578,000	\$0	\$0	\$902,622	\$0	\$342,900	\$342,900	\$235,100	\$559,722
122 LMIHAF-HOUSING SUCCESSOR	\$1,837,966	\$114,160	\$0	\$0	\$1,952,126	\$133,200	\$0	\$133,200	(\$19,040)	\$1,818,926
124 FC AFFORDABLE HOUSING	\$891,540	\$64,200	\$0	\$0	\$955,740	\$0	\$0	\$0	\$64,200	\$955,740
125 SUSTAINABLE FC SPECIAL FUND	\$212,562	\$0	\$0	\$212,562	\$0	\$0	\$0	\$0	(\$212,562)	\$0
127 BAY AREA EE RELATIONS SVC	\$657,470	\$264,800	\$0	\$0	\$922,270	\$302,554	\$0	\$302,554	(\$37,754)	\$619,716
128 GENERAL PLAN MAINTENANCE	\$1,684,569	\$156,886	\$0	\$0	\$1,841,455	\$52,300	\$0	\$52,300	\$104,586	\$1,789,155
129 CONST & DEMO RECYCLING FUND	\$595,829	\$82,000	\$0	\$50,000	\$627,829	\$76,750	\$0	\$76,750	(\$44,750)	\$551,079
130 TECHNOLOGY MAINTENANCE FUND	\$205,283	\$92,922	\$0	\$0	\$298,205	\$115,618	\$0	\$115,618	(\$22,696)	\$182,587
131 SB 1186 FUND	\$14,479	\$4,100	\$0	\$0	\$18,579	\$1,300	\$0	\$1,300	\$2,800	\$17,279
132 SMIP FEE FUND	\$3,756	\$1,100	\$0	\$0	\$4,856	\$500	\$0	\$500	\$600	\$4,356
133 CRV GRANT FUND	\$7,146	\$8,600	\$0	\$0	\$15,746	\$13,000	\$0	\$13,000	(\$4,400)	\$2,746
134 CURBSIDE RECYCLING FEE FUND	\$156,868	\$21,600	\$0	\$0	\$178,468	\$25,000	\$0	\$25,000	(\$3,400)	\$153,468
135 GREEN BUILDING FEE FUND	\$7,022	\$1,860	\$0	\$0	\$8,882	\$500	\$0	\$500	\$1,360	\$8,382
136 MEASURE W	\$345,000	\$351,900	\$0	\$0	\$696,900	\$0	\$0	\$0	\$351,900	\$696,900
137 AFFORDABLE HOUSING FUND-COMMERCIAL LINKAGE FEES	\$0	\$968,000	\$0	\$0	\$968,000	\$0	\$0	\$0	\$968,000	\$968,000
<b>Subtotal Special Revenue Funds</b>	<b>\$11,184,964</b>	<b>\$5,311,126</b>	<b>\$0</b>	<b>\$262,562</b>	<b>\$16,233,528</b>	<b>\$2,118,619</b>	<b>\$1,550,000</b>	<b>\$3,668,619</b>	<b>\$1,379,945</b>	<b>\$12,564,909</b>
<b>Debt Service Fund</b>										
230 LEVEE PROTECT I&R IMP FD	\$0	\$99,822,023	\$0	\$0	\$99,822,023	\$4,530,023	\$83,000,000	\$87,530,023	\$12,292,000	\$12,292,000
<b>Subtotal Capital Projects Funds</b>	<b>\$0</b>	<b>\$99,822,023</b>	<b>\$0</b>	<b>\$0</b>	<b>\$99,822,023</b>	<b>\$4,530,023</b>	<b>\$83,000,000</b>	<b>\$87,530,023</b>	<b>\$12,292,000</b>	<b>\$12,292,000</b>
<b>(Continued on next page)</b>										

**CITY OF FOSTER CITY / EMID**  
**Summary of Resources and Requirements by Funds**  
**For the Fiscal Year Ended June 30, 2021**

Fund	Available July 1, 2020	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2021
<b>(Continued from previous page)</b>										
<b>Capital Projects Funds</b>										
301 CIP-CITY	\$6,886,370	\$222,900	\$1,350,000	\$0	\$8,459,270	\$0	\$250,000	\$250,000	\$1,322,900	\$8,209,270
326 CAPITAL ASSET PRESERVATION	\$41,982,763	\$1,681,300	\$0	\$0	\$43,664,063	\$0	\$0	\$0	\$1,681,300	\$43,664,063
<b>Subtotal Capital Projects Funds</b>	<b>\$48,869,133</b>	<b>\$1,904,200</b>	<b>\$1,350,000</b>	<b>\$0</b>	<b>\$52,123,333</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$3,004,200</b>	<b>\$51,873,333</b>
<b>Enterprise Funds</b>										
<b>Water Funds</b>										
401 WATER REVENUE	\$4,085,400	\$17,036,920	\$0	\$205,000	\$20,917,320	\$15,022,050	\$0	\$15,022,050	\$1,809,870	\$5,895,270
405 CIP-WATER	\$3,637,891	\$0	\$205,000	\$0	\$3,842,891	\$0	\$0	\$0	\$205,000	\$3,842,891
408 WATER EQUIPMENT REPLACEMENT	\$2,823,119	\$443,967	\$0	\$0	\$3,267,086	\$53,500	\$0	\$53,500	\$390,467	\$3,213,586
<b>Subtotal Water Funds</b>	<b>\$10,546,410</b>	<b>\$17,480,887</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$28,027,297</b>	<b>\$15,075,550</b>	<b>\$0</b>	<b>\$15,075,550</b>	<b>\$2,405,337</b>	<b>\$12,951,747</b>
<b>Wastewater Funds</b>										
451 WASTEWATER REVENUE	\$11,053,858	\$15,086,237	\$636	\$8,549,526	\$17,591,205	\$7,880,361	\$0	\$7,880,361	(\$1,343,014)	\$9,710,844
453 WASTEWATER SURPLUS	\$2,000,000	\$0	\$2,918,780	\$2,918,780	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
454 SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND	\$12,025,527	\$12,000	\$2,088,625	\$7,642,315	\$6,483,837	\$2,088,625	\$0	\$2,088,625	(\$7,630,315)	\$4,395,212
455 CIP-SEWER	\$5,942,574	\$0	\$21,070,861	\$0	\$27,013,435	\$0	\$20,670,501	\$20,670,501	\$400,360	\$6,342,934
456 WASTEWATER PLANT EXPANSION FD	\$0	\$636	\$0	\$636	\$0	\$0	\$0	\$0	\$0	\$0
458 WASTEWATER EQUIP REPLACEMENT	\$3,384,623	\$269,346	\$0	\$0	\$3,653,969	\$141,060	\$0	\$141,060	\$128,286	\$3,512,909
459 WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT LOAN FUND	\$0	\$7,805,800	\$838,155	\$7,805,800	\$838,155	\$838,155	\$0	\$838,155	\$0	\$0
<b>Subtotal Wastewater Funds</b>	<b>\$34,406,582</b>	<b>\$23,174,019</b>	<b>\$26,917,057</b>	<b>\$26,917,057</b>	<b>\$57,580,601</b>	<b>\$10,948,201</b>	<b>\$20,670,501</b>	<b>\$31,618,702</b>	<b>(\$8,444,683)</b>	<b>\$25,961,899</b>
<b>Subtotal Enterprise Funds</b>	<b>\$44,952,992</b>	<b>\$40,654,906</b>	<b>\$27,122,057</b>	<b>\$27,122,057</b>	<b>\$85,607,898</b>	<b>\$26,023,751</b>	<b>\$20,670,501</b>	<b>\$46,694,252</b>	<b>(\$6,039,346)</b>	<b>\$38,913,646</b>
<b>Internal Service Funds</b>										
501 VEHICLE REPLACEMENT FUND	\$3,322,607	\$1,724,071	\$0	\$0	\$5,046,678	\$2,267,865	\$0	\$2,267,865	(\$543,794)	\$2,778,813
502 EQUIPMENT REPLACEMENT FD	\$5,851,751	\$529,983	\$0	\$0	\$6,381,734	\$880,535	\$0	\$880,535	(\$350,552)	\$5,501,199
503 SELF INSURANCE FUND	\$1,139,383	\$542,597	\$0	\$0	\$1,681,980	\$689,230	\$0	\$689,230	(\$146,633)	\$992,750
504 COMMUNICATION & INFO SVC	\$3,711,249	\$2,223,137	\$0	\$0	\$5,934,386	\$2,045,833	\$0	\$2,045,833	\$177,304	\$3,888,553
505 BUILDING MAINTENANCE	\$4,052,069	\$3,362,505	\$0	\$0	\$7,414,574	\$3,267,757	\$200,000	\$3,467,757	(\$105,252)	\$3,946,817
507 EMPLOYEE BENEFITS LIAB FD	\$2,376,372	\$249,260	\$0	\$0	\$2,625,632	\$233,160	\$0	\$233,160	\$16,100	\$2,392,472
508 PEMHCA	\$5,932,426	\$255,580	\$0	\$0	\$6,188,006	\$203,580	\$0	\$203,580	\$52,000	\$5,984,426
509 COMPENSATED ABSENCES	\$2,569,208	\$457,108	\$0	\$0	\$3,026,316	\$428,951	\$0	\$428,951	\$28,157	\$2,597,365
<b>Subtotal Internal Service Funds</b>	<b>\$28,955,065</b>	<b>\$9,344,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,299,306</b>	<b>\$10,016,911</b>	<b>\$200,000</b>	<b>\$10,216,911</b>	<b>(\$872,670)</b>	<b>\$28,082,395</b>
<b>Agency Fund</b>										
604 SUCCESSOR AGENCY - REDEVELOPMENT PPTY TAX TRUST FUND	(\$775,073)	\$368,642	\$0	\$0	(\$406,431)	\$362,142	\$0	\$362,142	\$6,500	(\$768,573)
<b>Subtotal Agency Fund</b>	<b>(\$775,073)</b>	<b>\$368,642</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$406,431)</b>	<b>\$362,142</b>	<b>\$0</b>	<b>\$362,142</b>	<b>\$6,500</b>	<b>(\$768,573)</b>
<b>Total All Funds</b>	<b>\$185,782,796</b>	<b>\$204,589,066</b>	<b>\$59,877,878</b>	<b>\$59,877,878</b>	<b>\$390,371,862</b>	<b>\$90,891,113</b>	<b>\$105,670,501</b>	<b>\$196,561,614</b>	<b>\$8,027,452</b>	<b>\$193,810,248</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2021**

	2019-2020	2020-2021	
	Approved	Projected	Budget
<b>General Fund 001-003</b>			
City			
Property Taxes in-lieu of Vehicle License Fee	\$4,202,000	\$4,159,600	\$3,743,640
Sales Taxes	\$3,391,100	\$2,819,100	\$2,797,500
Transient Occupancy Tax	\$4,697,200	\$3,401,300	\$2,424,450
Business License Tax	\$1,768,100	\$1,768,100	\$1,588,400
Franchise Taxes	\$1,195,600	\$1,084,500	\$1,076,000
Real Property Transfer Tax	\$304,900	\$304,900	\$274,400
Permits	\$1,384,900	\$1,279,427	\$1,373,105
Intergovernmental (POST, SB90, Grants, etc.)	\$30,000	\$50,000	\$30,000
Charges for current services	\$415,700	\$433,835	\$558,648
Fines and forfeitures	\$53,100	\$51,100	\$51,100
Interest	\$471,200	\$574,864	\$314,000
Other (Fines, Reimbursement, Street Sweeping, Other)	\$310,400	\$310,400	\$338,000
General Fund (City) Subtotal	\$18,224,200	\$16,237,126	\$14,569,243
District			
Property Taxes	\$27,133,300	\$27,972,100	\$29,176,800
Excess ERAF	\$2,141,100	\$1,795,970	\$1,035,520
Intergovernmental	\$100,000	\$100,000	\$100,000
Rentals	\$582,000	\$604,916	\$606,990
Interest	\$177,900	\$177,900	\$118,000
General Fund (District) Subtotal	\$30,134,300	\$30,650,886	\$31,037,310
Special Recreation			
Program Revenues	\$1,650,300	\$1,076,011	\$1,248,225
Rents and Concessions	\$396,000	\$272,272	\$297,000
Interest	\$3,200	\$3,200	\$2,200
General Fund (Special Recreation) Subtotal	\$2,049,500	\$1,351,483	\$1,547,425
<b>total general fund 001-003</b>	<b>\$50,408,000</b>	<b>\$48,239,495</b>	<b>\$47,153,978</b>
<b>General Fund 005-012</b>			
City			
Community Benefits Program	\$14,000	\$68,000	\$18,000
Intergovernmental (D.A.R.E.)	\$0	\$0	\$0
Solar Incentive Grant Program	\$1,250	\$1,250	\$600
Employee Rental Assistance Program	\$900	\$900	\$450
Asset Seizure Program	\$1,400	\$1,400	\$1,200
Pension Sustainability Fund	\$0	\$0	\$0
Facilities Replacement Fund	\$14,000	\$14,000	\$7,000
Sustainable Foster City Fund	\$0	\$0	\$2,700
General Fund (City) Subtotal	\$31,550	\$85,550	\$29,950
<b>total general fund 005-012</b>	<b>\$31,550</b>	<b>\$85,550</b>	<b>\$29,950</b>
<b>Total General Fund (ALL)</b>	<b>\$50,439,550</b>	<b>\$48,325,045</b>	<b>\$47,183,928</b>

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2021**

(Continued from previous page)

	2019-2020		2020-2021
	Approved	Projected	Budget
<b>Special Revenue Funds</b>			
Traffic Safety			
Vehicle Code Fines	\$83,000	\$83,000	\$84,660
Interest	\$0	\$0	\$0
Traffic Safety Subtotal	\$83,000	\$83,000	\$84,660
Measure A			
Sales Taxes	\$640,600	\$778,050	\$793,600
Interest	\$28,000	\$28,000	\$26,000
Measure A Subtotal	\$668,600	\$806,050	\$819,600
Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$573,700	\$573,700	\$567,039
Gas Tax (2103)	\$285,600	\$285,600	\$298,699
Interest	\$21,700	\$21,700	\$12,100
Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$881,000	\$881,000	\$877,838
Park In-Lieu Fees			
Developer Fees	\$480,000	\$480,000	\$0
Interest	\$30,000	\$59,900	\$35,800
Park In-Lieu Fees Subtotal	\$510,000	\$539,900	\$35,800
Measure M			
Vehicle License Fees	\$114,600	\$117,000	\$119,300
Measure M Subtotal	\$114,600	\$117,000	\$119,300
SLESF/COPS Grant			
Grant	\$100,000	\$100,000	\$100,000
SLESF/COPS Subtotal	\$100,000	\$100,000	\$100,000
CalOpps.org			
Fees for Services	\$439,600	\$439,600	\$474,300
Interest	\$5,200	\$5,200	\$3,500
CalOpps.org Subtotal	\$444,800	\$444,800	\$477,800
Foster City Foundation			
Grants and Donations	\$148,000	\$148,000	\$86,000
Foster City Foundation Subtotal	\$148,000	\$148,000	\$86,000
SB1 Road Maintenance and Rehabilitation			
Road Maintenance and Rehabilitation Account	\$567,000	\$567,000	\$578,000
Interest	\$0	\$0	\$0
SB1 Road Maintenance and Rehabilitation Fund Subtotal	\$567,000	\$567,000	\$578,000
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayment	\$15,000	\$15,000	\$15,000
Rentals	\$55,160	\$55,160	\$55,160
Interest	\$33,900	\$33,900	\$44,000
LMIHF Fund Subtotal	\$104,060	\$104,060	\$114,160
City Affordable Housing Fund			
Loan Repayment	\$5,200	\$5,200	\$5,200
Interest	\$12,300	\$12,300	\$59,000
City Affordable Housing Fund Subtotal	\$17,500	\$17,500	\$64,200
Sustainable Foster City Fund			
Other	\$25,600	\$25,600	\$0
Interest	\$0	\$0	\$0
Sustainable Foster City Fund Subtotal	\$25,600	\$25,600	\$0

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2021**

(Continued from previous page)

	2019-2020		2020-2021
	Approved	Projected	Budget
BAERS Fund			
Other	\$257,500	\$257,500	\$257,500
Interest	\$10,200	\$10,200	\$7,300
BAERS Fund Subtotal	\$267,700	\$267,700	\$264,800
General Plan Maintenance Fund			
Other	\$209,800	\$209,800	\$139,486
Interest	\$21,200	\$21,200	\$17,400
General Plan Maintenance Fund Subtotal	\$231,000	\$231,000	\$156,886
Construction & Demo Fund			
Other	\$160,000	\$160,000	\$70,000
Interest	\$20,500	\$20,500	\$12,000
Construction & Demo Fund Subtotal	\$180,500	\$180,500	\$82,000
Technology Maintenance Fund			
Other	\$72,400	\$72,400	\$90,722
Interest	\$3,100	\$3,100	\$2,200
Technology Maintenance Fund Subtotal	\$75,500	\$75,500	\$92,922
SB 1186 Fund			
Other	\$2,000	\$2,000	\$4,000
Interest	\$100	\$100	\$100
SB 1186 Fund Subtotal	\$2,100	\$2,100	\$4,100
SMIP Fund			
Other	\$9,900	\$990	\$990
Interest	\$110	\$110	\$110
SMIP Fund Subtotal	\$10,010	\$1,100	\$1,100
CRV Grant Fund			
Other	\$8,500	\$8,500	\$8,500
Interest	\$150	\$150	\$100
CRV Grant Fund Subtotal	\$8,650	\$8,650	\$8,600
Curbside Recycling Fund			
Other	\$19,800	\$19,800	\$19,800
Interest	\$2,200	\$2,200	\$1,800
Curbside Recycling Fund Subtotal	\$22,000	\$22,000	\$21,600
Green Building Fees Fund			
Other	\$3,500	\$3,500	\$1,800
Interest	\$60	\$60	\$60
Green Building Fees Fund Subtotal	\$3,560	\$3,560	\$1,860
Measure W Fund			
Sales Taxes	\$0	\$345,000	\$351,900
Interest	\$0	\$0	\$0
Measure W Fund Subtotal	\$0	\$345,000	\$351,900
Affordable Housing Fund-Commercial Linkage Fees Fund			
Charges for current services	\$0	\$0	\$968,000
Interest	\$0	\$0	\$0
Affordable Housing Fund-Commercial Linkage Fees Fund Subtotal	\$0	\$0	\$968,000
<b>total special revenue funds</b>	<b>\$4,465,180</b>	<b>\$4,971,020</b>	<b>\$5,311,126</b>

(Continued on next page)

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2021**

(Continued from previous page)

	2019-2020	2020-2021	
	Approved	Projected	Budget
<b>Debt Services Fund</b>			
City			
Property Taxes	\$0	\$0	\$4,685,023
Bonds Proceeds	\$90,000,000	\$0	\$95,137,000
Debt Services Subtotal	\$90,000,000	\$0	\$99,822,023
<b>total debt services fund</b>	<b>\$90,000,000</b>	<b>\$0</b>	<b>\$99,822,023</b>
<b>Capital Projects Fund</b>			
City			
Intergovernmental	\$0	\$0	\$0
Interest	\$222,900	\$350,000	\$222,900
Other	\$0	\$0	\$0
City Capital Projects Subtotal	\$222,900	\$350,000	\$222,900
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	\$0	\$0	\$0
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>\$1,904,200</b>	<b>\$2,031,300</b>	<b>\$1,904,200</b>
<b>Enterprise Funds</b>			
Water Revenue			
User Charges	\$16,013,000	\$16,013,000	\$16,390,000
Connection Fees	\$1,473,400	\$0	\$271,920
Interest	\$26,000	\$250,000	\$175,000
Other Revenues	\$0	\$0	\$0
Sustainability Fund Revenues	\$200,000	\$200,000	\$200,000
Water Revenue Subtotal	\$17,712,400	\$16,463,000	\$17,036,920
Water Equipment Replacement			
Equipment Rental	\$456,701	\$456,701	\$443,967
Water Equipment Replacement Subtotal	\$456,701	\$456,701	\$443,967
Wastewater Revenue			
User Charges	\$12,862,000	\$12,862,000	\$14,727,000
Connection Fees	\$1,007,700	\$0	\$130,237
Other	\$1,000	\$1,000	\$1,000
Interest	\$36,000	\$400,000	\$228,000
Wastewater Revenue Subtotal	\$13,906,700	\$13,263,000	\$15,086,237
San Mateo-Foster City Public Financing Authority Loan			
Bond Proceeds	\$0	\$0	\$0
Interest	\$0	\$270,000	\$12,000
San Mateo-Foster City Public Financing Authority Loan Subtotal	\$0	\$270,000	\$12,000
Wastewater Expansion			
Other	\$636	\$636	\$636
Wastewater Expansion Subtotal	\$636	\$636	\$636
Wastewater Equipment Replacement			
Equipment Rental	\$279,163	\$279,163	\$269,346
Wastewater Equipment Replacement Subtotal	\$279,163	\$279,163	\$269,346

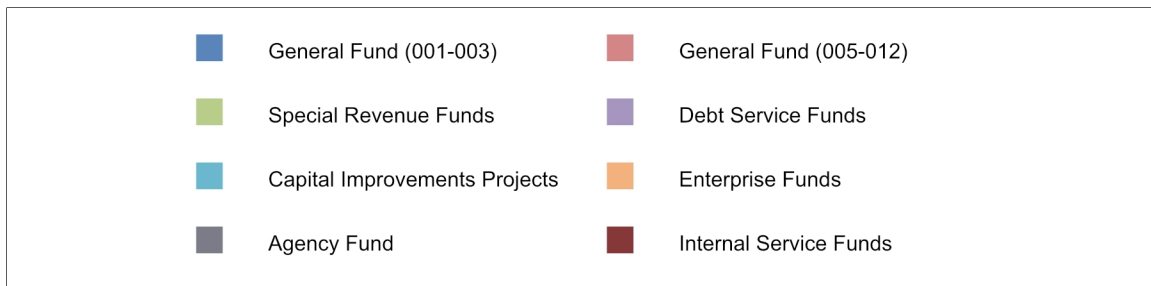
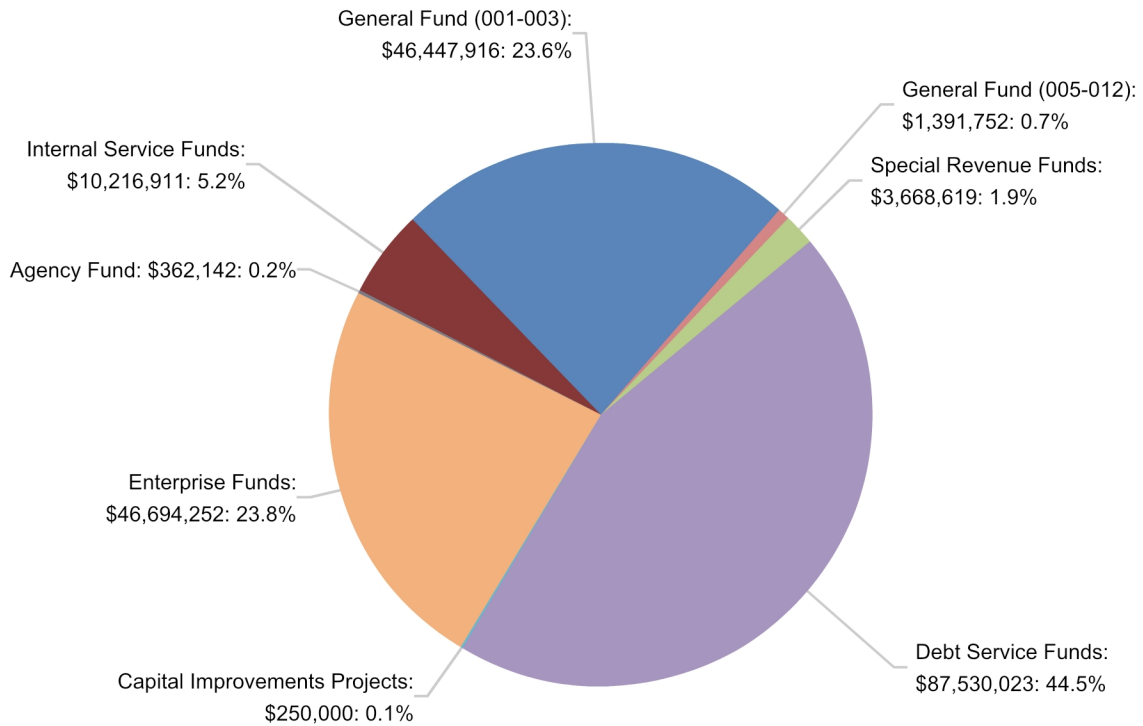
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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2021**

(Continued from previous page)

	2019-2020		2020-2021
	Approved	Projected	Budget
Water Infrastructure Finance and Innovation Act (WIFIA)			
Financing Proceeds	\$0	\$0	\$ 7,805,800
Water Infrastructure Finance and Innovation Act (WIFIA) Subtotal	\$0	\$0	\$7,805,800
<b>total enterprise funds</b>	<b>\$32,355,600</b>	<b>\$30,732,500</b>	<b>\$40,654,906</b>
<b>Internal Service Funds</b>			
Vehicle Replacement			
Vehicle Replacement Charges	\$1,598,989	\$1,598,989	\$1,646,071
Sales of Retired Vehicles	\$23,000	\$82,238	\$23,000
Interest	\$76,500	\$76,500	\$55,000
Vehicle Replacement Subtotal	\$1,698,489	\$1,757,727	\$1,724,071
Equipment Replacement			
Equipment Rental	\$456,701	\$649,912	\$464,983
Interest	\$97,500	\$97,500	\$65,000
Equipment Replacement Subtotal	\$554,201	\$747,412	\$529,983
Self Insurance			
Insurance Charges	\$457,947	\$457,947	\$530,797
Interest	\$14,600	\$14,600	\$11,800
Self Insurance Subtotal	\$472,547	\$472,547	\$542,597
Information Technology			
User Charges	\$1,912,780	\$1,912,780	\$2,172,637
Interest	\$62,100	\$62,100	\$50,500
Information Technology Subtotal	\$1,974,880	\$1,974,880	\$2,223,137
Building Maintenance			
User Charges	\$3,390,856	\$3,390,856	\$3,302,005
Interest	\$62,100	\$62,100	\$60,500
Building Maintenance Subtotal	\$3,452,956	\$3,452,956	\$3,362,505
Longevity Recognition Benefits			
Longevity Benefits Charges	\$224,160	\$224,160	\$224,160
Interest	\$45,400	\$45,400	\$25,100
Longevity Recognition Benefits Subtotal	\$269,560	\$269,560	\$249,260
PEMHCA Benefits Plan			
PEMHCA Benefits Charges	\$177,192	\$177,192	\$194,580
Interest	\$115,300	\$115,300	\$61,000
PEMHCA Benefits Plan Subtotal	\$292,492	\$292,492	\$255,580
Compensated Absences			
Employer Contributions	\$462,837	\$375,103	\$431,108
Interest	\$34,500	\$34,500	\$26,000
Compensated Absences Subtotal	\$497,337	\$409,603	\$457,108
<b>total internal service funds</b>	<b>\$9,212,462</b>	<b>\$9,377,177</b>	<b>\$9,344,241</b>
<b>Agency Fund</b>			
Successor Agency of Community Development Agency			
Property, Current Secured	\$422,024	\$422,024	\$362,142
Interest	\$3,000	\$3,000	\$6,500
Successor Agency of Community Development Agency Subtotal	\$425,024	\$425,024	\$368,642
<b>total agency funds</b>	<b>\$425,024</b>	<b>\$425,024</b>	<b>\$368,642</b>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$188,802,016</b>	<b>\$95,862,066</b>	<b>\$204,589,066</b>

**City of Foster City / Estero Municipal Improvement District  
 Appropriations by Fund  
 For the Fiscal Year Ended June 30, 2021  
 Total Appropriations: \$196,561,614**



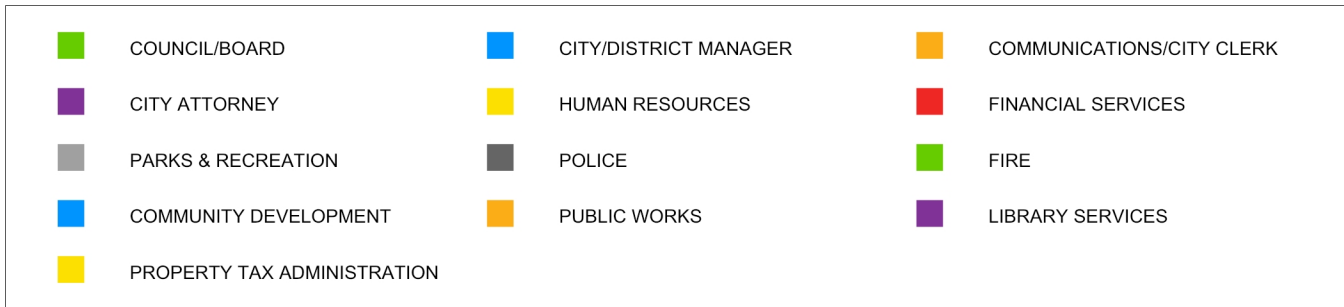
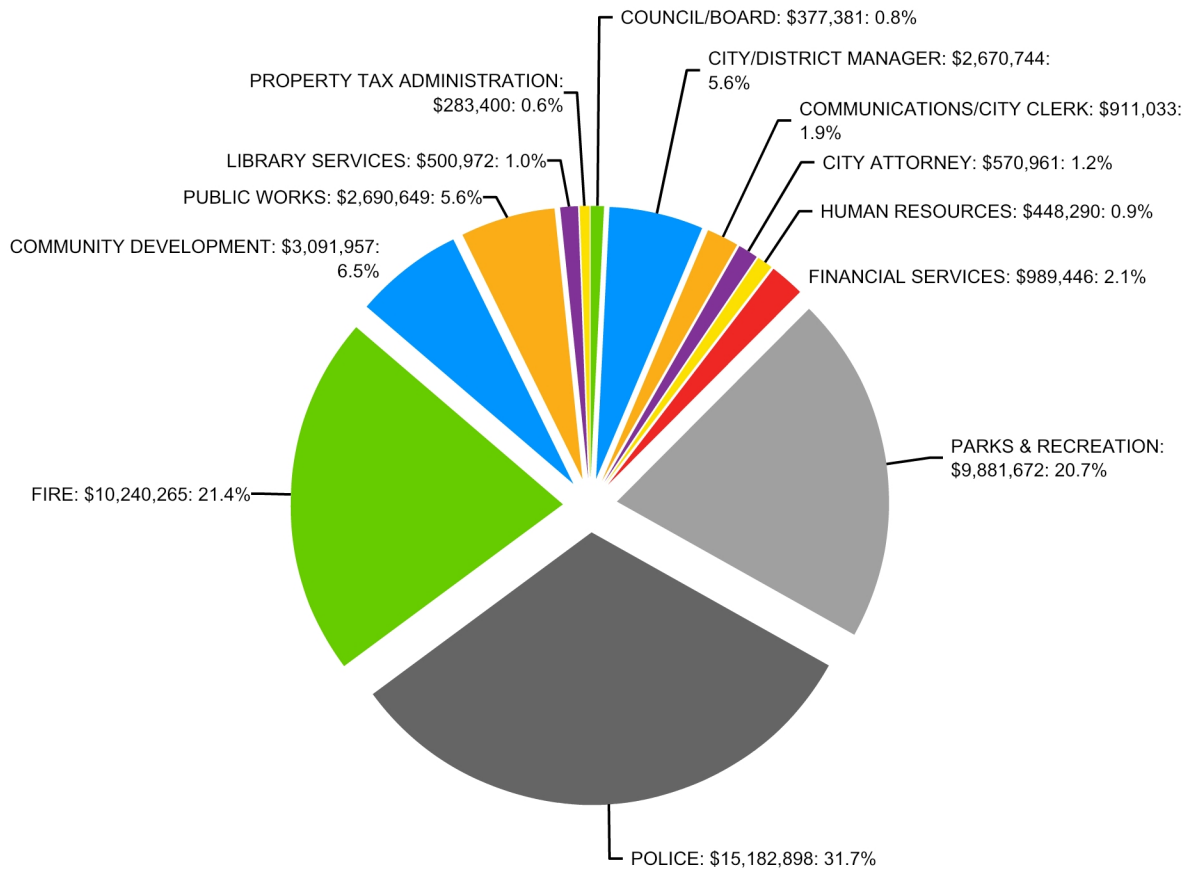
**City of Foster City, California / Estero Municipal Improvement District**  
**Summary of Appropriations by Fund**  
**Annual Appropriations for the Year Ending June 30, 2021**

	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
GENERAL FUND (001-003)	\$45,403,951	\$45,838,951	\$46,447,916
GENERAL FUND (005-012)	\$1,455,975	\$1,455,975	\$1,391,752
TRAFFIC SAFETY	\$98,691	\$98,691	\$83,000
MEASURE A	\$640,600	\$640,600	\$793,600
GAS TAX (2105-2107)	\$859,300	\$859,300	\$870,100
PARK IN-LIEU FEES	\$0	\$0	\$0
MEASURE M	\$114,600	\$114,600	\$119,300
SLESF/COPS GRANT	\$100,000	\$100,000	\$100,000
CALOPPS.ORG	\$476,380	\$499,380	\$526,970
FOSTER CITY FOUNDATION	\$110,527	\$110,527	\$112,027
SB1 ROAD MAINTENANCE AND REHABILITATION	\$309,200	\$309,200	\$342,900
LMIHAF-HOUSING SUCCESSOR	\$153,200	\$153,200	\$133,200
CITY AFFORDABLE HOUSING FUND	\$0	\$0	\$0
SUSTAINABLE FOSTER CITY FUND	\$203,200	\$203,200	\$0
BAY AREA EMPLOYEE RELATIONS SERVICES	\$302,878	\$302,878	\$302,554
GENERAL PLAN MAINTENANCE FUND	\$61,800	\$61,800	\$52,300
CONSTRUCTION AND DEMOLITION FUND	\$279,750	\$279,750	\$76,750
TECHNOLOGY MAINTENANCE FUND	\$78,618	\$78,618	\$115,618
SB 1186 FUND	\$1,300	\$1,300	\$1,300
SMIP FEE FUND	\$500	\$500	\$500
CRV GRANT FUND	\$13,200	\$13,200	\$13,000
CURBSIDE RECYCLING FEE FUND	\$25,000	\$25,000	\$25,000
GREEN BUILDING FEE FUND	\$500	\$500	\$500
DEBT SERVICES FUND	\$60,000,000	\$60,000,000	\$87,530,023
CAPITAL IMPROVEMENT PROJECTS FUND	\$3,900,000	\$3,932,500	\$250,000
WATER	\$15,421,725	\$15,711,725	\$15,075,550
WASTEWATER	\$32,811,104	\$32,811,104	\$31,618,702
VEHICLE REPLACEMENT	\$1,879,624	\$2,083,986	\$2,267,865
EQUIPMENT REPLACEMENT	\$503,535	\$1,073,535	\$880,535
SELF INSURANCE	\$620,800	\$620,800	\$689,230
INFORMATION TECHNOLOGY	\$1,844,581	\$1,844,581	\$2,045,833
BUILDING MAINTENANCE	\$4,128,084	\$4,250,860	\$3,467,757
LONGEVITY RECOGNITION BENEFITS	\$241,660	\$241,660	\$233,160
PEMHCA BENEFITS PLAN	\$194,692	\$194,692	\$203,580
COMPENSATED ABSENCES	\$375,013	\$375,013	\$428,951
SUCCESSOR AGENCY (SA) OF COMMUNITY DEVELOPMENT AGENCY	\$422,024	\$422,024	\$362,142
<b>TOTAL FOR CITY / EMID</b>	<b>\$ 173,032,012</b>	<b>\$ 174,709,650</b>	<b>\$196,561,614</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, 2021

	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$ 36,269,092	\$ 36,269,092	\$37,346,429
SERVICES AND SUPPLIES	\$ 38,875,845	\$ 39,746,621	\$41,266,578
CAPITAL OUTLAY	\$ 2,021,208	\$ 2,795,570	\$2,480,098
INTERNAL SERVICES	\$ 9,610,537	\$ 9,610,537	\$9,798,008
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$86,776,682</b>	<b>\$88,421,820</b>	<b>\$90,891,113</b>
CAPITAL EXPENDITURES	\$ 86,255,330	\$ 86,287,830	\$ 105,670,501
<b>TOTAL CITY / EMID / SA EXPENDITURES</b>	<b>\$173,032,012</b>	<b>\$174,709,650</b>	<b>\$196,561,614</b>

**City of Foster City**  
**General Fund Operating Expenditures by Department (001-012)**  
**For the Fiscal Year Ended June 30, 2021**  
**Total General Fund Operating Expenditures: \$47,839,668**



**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, 2021

	2019-2020	2019-2020	2020-2021
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
<b>COUNCIL/BOARD</b>	\$380,847	\$380,847	\$377,381
<b>CITY/DISTRICT MANAGER</b>	\$1,315,008	\$1,315,008	\$1,351,767
<b>COMMUNICATIONS/CITY CLERK</b>	\$840,863	\$935,863	\$911,033
<b>CITY ATTORNEY</b>	\$535,842	\$635,842	\$570,961
<b>HUMAN RESOURCES</b>	\$611,149	\$651,149	\$448,290
<b>FINANCIAL SERVICES</b>	\$1,086,724	\$1,086,724	\$989,446
<b>PARKS &amp; RECREATION</b>	\$9,856,909	\$9,856,909	\$9,881,672
<b>POLICE</b>	\$14,594,036	\$14,594,036	\$15,160,123
<b>FIRE</b>	\$9,384,564	\$9,584,564	\$10,240,265
<b>COMMUNITY DEVELOPMENT</b>	\$3,116,423	\$3,116,423	\$3,091,957
<b>PUBLIC WORKS</b>	\$2,919,534	\$2,919,534	\$2,640,649
<b>LIBRARY SERVICES</b>	\$509,052	\$509,052	\$500,972
<b>PROPERTY TAX ADMINISTRATION</b>	\$253,000	\$253,000	\$283,400
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$45,403,951</b>	<b>\$45,838,951</b>	<b>\$46,447,916</b>



**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department (005-012)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2021

	2019-2020	2019-2020	2020-2021
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
COUNCIL/BOARD	\$0	\$0	\$0
CITY/DISTRICT MANAGER	\$1,383,200	\$1,383,200	\$1,318,977
COMMUNICATIONS/CITY CLERK	\$0	\$0	\$0
CITY ATTORNEY	\$0	\$0	\$0
HUMAN RESOURCES	\$0	\$0	\$0
FINANCIAL SERVICES	\$0	\$0	\$0
PARKS & RECREATION	\$0	\$0	\$0
POLICE	\$22,775	\$22,775	\$22,775
FIRE	\$0	\$0	\$0
COMMUNITY DEVELOPMENT	\$0	\$0	\$0
PUBLIC WORKS	\$50,000	\$50,000	\$50,000
LIBRARY SERVICES	\$0	\$0	\$0
PROPERTY TAX ADMINISTRATION	\$0	\$0	\$0
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$1,455,975</b>	<b>\$1,455,975</b>	<b>\$1,391,752</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, 2021

	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$28,391,802	\$28,391,802	\$28,931,157
SERVICES AND SUPPLIES	\$13,543,895	\$13,978,895	\$13,979,527
CAPITAL OUTLAY	\$0	\$0	\$0
INTERNAL SERVICES	\$7,033,495	\$7,033,495	\$7,075,790
REALLOCATIONS	(\$3,565,241)	(\$3,565,241)	(\$3,538,558)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$45,403,951</b>	<b>\$45,838,951</b>	<b>\$46,447,916</b>

**City of Foster City, California / Estero Municipal Improvement District  
GENERAL FUND (005-012)**

Summary of Operating Expenditures by Type  
Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2021

	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$15,915
SERVICES AND SUPPLIES	\$1,455,975	\$1,455,975	\$1,375,837
CAPITAL OUTLAY	\$0	\$0	\$0
INTERNAL SERVICES	\$0	\$0	\$0
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$1,455,975</b>	<b>\$1,455,975</b>	<b>\$1,391,752</b>

**City of Foster City / Estero Municipal Improvement District**  
 Personnel Summary - Full-Time Employees  
 For the Fiscal Years Ended June 30, 2019 to 2021

Department	Prior Years		Budget
	2018-2019	2019-2020	2020-2021
City / District Manager	8.00	8.00	8.00
Communications/City Clerk	3.00	3.00	3.00
Human Resources	4.00	4.00	5.00
Financial Services/City Treasurer	10.00	10.00	10.00
Parks and Recreation	36.50	36.50	29.25
Police	54.00	54.00	54.00
Fire	33.00	0.00	0.00
Community Development	15.00	14.00	14.00
Public Works	34.50	34.50	43.75
<b>Totals</b>	<b>198.00</b>	<b>164.00</b>	<b>167.00</b>

**Personnel Changes FY 2020-2021**

- Public Works: Add One (1) Associates Engineer and (1) Office Assistant (Convert from a Part Time Benefit to Full Time position to cover the additional workload due to the transfer of Building Maintenance Division and Vehicle Replacement Division from Parks and Recreation Department to Public Works Department).
- Human Resources: Add One (1) Office Assistant (Convert from a Part Time Benefit to Full Time position).
- In January of 2020, a reorganization was made whereby the Building Maintenance and Vehicle Replacement Divisions were transferred from Parks and Recreation Department to Public Works Departments. The personnel transfer consisted of the following:
  - Building Maintenance Lead Worker (1)
  - Building Maintenance Worker (3)
  - Building/Vehicle Manager (1)
  - Equipment Maintenance Work (1)
  - Mechanic I (1)
  - Sr. Management Analyst (.25)

**TABLE C**  
**CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2020-2021)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2020-2021 Funding	CIP City (Fund 301)	BMF- 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)	SM-FC PFA Loan Fund/ WIFIA/SRF (Fund 454)	CWW (Fund 455)
<b>WATER PROJECTS</b>													
None	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WASTEWATER PROJECTS</b>													
WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	CWW/SM-FC PFA/WIFIA/SRF	\$50,820,816	\$42,505,235	\$8,315,581	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,041,581	\$274,000
WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	CWW	\$900,000	\$0	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$51,870,816</b>	<b>\$42,505,235</b>	<b>\$9,365,581</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,041,581</b>	<b>\$1,324,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>													
ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	MA/GT/MM/SB1	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$793,600	\$294,200	\$119,300	\$292,900	\$0	\$0	\$0
ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	CC/MW/SB1	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>2</b>	<b>\$1,550,000</b>	<b>\$0</b>	<b>\$1,550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$793,600</b>	<b>\$294,200</b>	<b>\$119,300</b>	<b>\$342,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STORMWATER/LAGOON PROJECTS</b>													
SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)	CC	\$400,000	\$150,000	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>1</b>	<b>\$400,000</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LEVEE PROJECTS</b>													
LV-01 (CIP 301-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$82,867,795	\$62,867,795	\$20,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$0	\$0
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$82,867,795</b>	<b>\$62,867,795</b>	<b>\$20,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>													
None	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PARKS PROJECTS</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUILDING PROJECTS</b>													
BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	BMF	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>	<b>1</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>8</b>	<b>\$136,888,611</b>	<b>\$105,523,030</b>	<b>\$31,365,581</b>	<b>\$250,000</b>	<b>\$200,000</b>	<b>\$793,600</b>	<b>\$294,200</b>	<b>\$119,300</b>	<b>\$342,900</b>	<b>\$20,000,000</b>	<b>\$8,041,581</b>	<b>\$1,324,000</b>

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; ERF=Equipment Replacement Fund; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; MW=Measure W; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

**City of Foster City / Estero Municipal Improvement District  
Schedule of Fund Balance Transfers  
For the Fiscal Year Ended June 30, 2021**

#	Transfer Out Fund	Transfers In										Totals
		001 General Fund	003 General Fund - Special Recreation	012 Sustainable Foster City	301 Capital Investment - City	405 Capital Investment - Water	451 Wastewater Revenue	453 Wastewater Rate Stabilization Fund	454 *SM-FC PFA Loan	455 Capital Investment - Wastewater	459 WIFIA*	
1	001 GENERAL FUND	\$0	\$389,349	\$0	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,739,349
2	002 GENERAL FUND - DISTRICT	\$30,753,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,753,910
3	125 SUSTAINABLE FC SPECIAL FUND	\$0	\$0	\$212,562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$212,562
4	129 CONST & DEMO RECYCLING FUND	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
5	401 WATER REVENUE	\$0	\$0	\$0	\$0	\$205,000	\$0	\$0	\$0	\$0	\$0	\$205,000
6	451 WASTEWATER REVENUE	\$0	\$0	\$0	\$0	\$0	\$2,918,780	\$5,000	\$5,622,746	\$3,000	\$0	\$8,549,526
7	453 WASTEWATER SURPLUS	\$0	\$0	\$0	\$0	\$0	\$0	\$2,083,625	\$0	\$835,155	\$0	\$2,918,780
8	454 SM-FC PFA LOAN FUND*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,642,315	\$0	\$0	\$7,642,315
9	456 WASTEWATER PLANT EXPANSION FD	\$0	\$0	\$0	\$0	\$0	\$636	\$0	\$0	\$0	\$0	\$636
10	459 WIFIA*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,805,800	\$0	\$0	\$7,805,800
	<b>Totals</b>	<b>\$30,753,910</b>	<b>\$389,349</b>	<b>\$262,562</b>	<b>\$1,350,000</b>	<b>\$205,000</b>	<b>\$636</b>	<b>\$2,918,780</b>	<b>\$2,088,625</b>	<b>\$21,070,861</b>	<b>\$838,155</b>	<b>\$59,877,878</b>

\*SM-FC PFA = San Mateo-Foster City Public Financing Authority; WIFIA = Water Infrastructure Finance and Innovation Act Loan

Footnotes:

- 1 Transfers to:
  - 1) Subsidize Special Recreation fund \$389,349
  - 2) Set aside funds for long-term Capital Improvement Projects \$1,350,000
- 2 Transfer of District Surplus to General Fund 001 \$30,753,910
- 3 Transfer to General Fund Sustainable Foster City \$212,562
- 4 Annual transfer to General Fund Sustainable Foster City Fund \$50,000
- 5 Transfers to set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund \$205,000
- 6 Transfers to:
  - 1) set aside funds for Wastewater Rate Stabilization Fund \$2,918,780
  - 2) set aside funds for San Mateo - Foster City Public Financing Authority Loan for fiscal agent fees and expenses - \$5,000
  - 3) set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund \$5,622,746
  - 4) set aside funds for fiscal agent fees and expenses \$3,000
- 7 Transfers to:
  - 1) PFA debt service \$2,083,625
  - 2) WIFIA debt services \$835,155
- 8 Transfer to set aside funds for WWTP Project costs \$7,642,315
- 9 Transfers to Wastewater Revenue
- 10 Transfer to set aside funds for WWTP Project costs \$7,805,800

# 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.

## 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, including the launch of a mobile rewards app for local businesses and associated marketing plan
- Continued progress on the Levee Protection Planning and Improvements Project, including receiving final approval from U.S. Army Corps of Engineers for construction and selection of a construction management consultant
- Approved the formation of a Levee Citizens Oversight Committee as a five member committee comprised of three residents and two businesses within Foster City
- Continued to discuss strategies toward addressing the City's long-term pension obligations and maintaining the City's fiscal integrity
- Approved a Transportation Management Association Feasibility Study to collaborate and pool resources together between the City, businesses and other organizations to address commuter congestion
- 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 Beacon Award for its Environmental Sustainability Programs
- Approved implementation of Community Engagement Pilot Program to work with the community in identifying solutions for housing-related issues

- Approved the purchase of 22 workforce housing apartments to provide workforce housing for City employees, including first responders

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2020-2021**

### **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

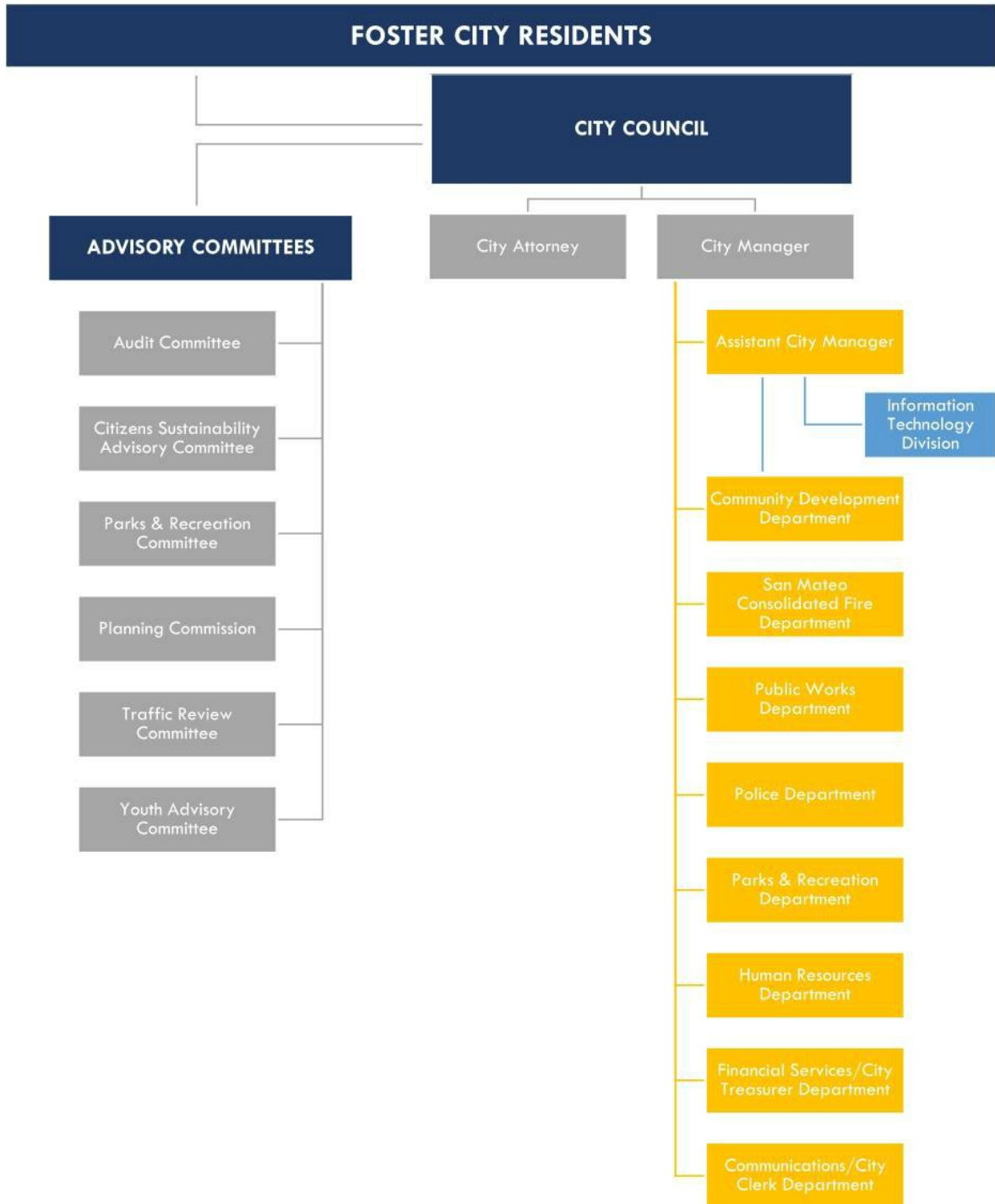
- Promote community well-being and safety, using a broad and proactive approach to achieve a high quality of life for its residents, businesses, and visitors.

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

- Fringe Benefits increased due to plan participation and flexible benefits amounts have increased (\$3,757)
- Building Maintenance decreased due to the FY 2020-2021 Internal Service Fund budget (-\$2,224)
- Membership and Dues increased due to anticipated increases for FY 2020-2021 (\$1,979)
- Training has no increase due to COVID-19 Budget Reduction Strategic Review (\$0)
- The funding for community promotions has decreased due to COVID-19 Budget Reduction Strategic Review (-\$45,000) and Non-Profit contribution of \$52,440
- The Innovation and Technology Advisory Committee has been disbanded and funding has decreased (-\$140)
- Indirect Cost Allocation decreased by (-\$50,060)



# City of Foster City Organization Chart



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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	\$300	\$300	\$300
COMMUNITY PROMOTION	\$104,800	\$104,800	\$52,740
COUNCIL/BOARD	\$248,991	\$248,991	\$300,853
PARKS & REC COMMITTEE	\$2,260	\$2,260	\$1,160
PLANNING COMMISSION	\$20,946	\$20,946	\$20,858
TECHNOLOGY COMMITTEE	\$140	\$140	\$0
YOUTH ADVISORY COMMITTEE	\$3,410	\$3,410	\$1,470
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$380,847</b>	<b>\$380,847</b>	<b>\$377,381</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$170,960	\$170,960	\$174,333
SERVICES AND SUPPLIES	\$286,744	\$286,744	\$229,809
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$457,704	\$457,704	\$404,142
INTERNAL SERVICES	\$144,862	\$144,862	\$145,224
Subtotal (Total Department Expenses before Reallocations)	\$602,566	\$602,566	\$549,366
REALLOCATIONS	(\$221,719)	(\$221,719)	(\$171,985)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$380,847</b>	<b>\$380,847</b>	<b>\$377,381</b>

Position	FY 2018-2019	FY 2019-2020	FY 2020-2021
Council Members	5.000	5.000	5.000
<b>Totals</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

## 001-1010 Council/Board - Council/Board Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$248,991</b>	<b>\$300,853</b>
<b>Totals Employee Services</b>		<b>\$154,370</b>	<b>\$157,867</b>
001-1010-413-41-15	DIR,COUNCILMEN,COMM FEES	\$34,260	\$34,000
001-1010-413-41-21	PERS RETIREMENT	\$1,100	\$1,543
001-1010-413-41-35	FLEX ALLOWANCE	\$114,800	\$117,096
001-1010-413-41-36	WORKERS COMPENSATION	\$410	\$194
001-1010-413-41-39	OTHER FRINGE BENEFITS	\$1,300	\$2,208
001-1010-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$2,500	\$2,826
<b>Totals Internal Services</b>		<b>\$143,206</b>	<b>\$143,532</b>
001-1010-413-42-56	EQUIP REPLACEMENT CHARGES	\$756	\$3,306
001-1010-413-42-69	BUILDING MAINTENANCE CHG	\$142,450	\$140,226
001-1010-413-42-69	<i>BUILDING MAINTENANCE (87% Cncl Chambers)</i>	\$100,269	\$98,703
001-1010-413-42-69	<i>BUILDING MAINTENANCE</i>	\$42,181	\$41,523
<b>Totals Services and Supplies</b>		<b>\$173,134</b>	<b>\$171,439</b>
001-1010-413-42-40	SPECIAL DEPARTMENTAL SUP	\$0	-
001-1010-413-42-41	COPY EXPENSE	\$150	\$150
001-1010-413-42-42	POSTAGE EXPENSE	\$150	\$150
001-1010-413-42-43	<i>GENERAL OFFICE SUPPLIES</i>	\$7,800	\$7,800
001-1010-413-42-43	<i>PLAQUES/NAME TAGS</i>	\$300	\$300
001-1010-413-42-43	<i>MEMENTOS FOR DIGNITARIES</i>	\$700	\$700
001-1010-413-42-43	<i>LOGO ITEMS</i>	\$1,000	\$1,000
001-1010-413-42-43	<i>GENERAL OFFICE SUPPLIES</i>	\$2,100	\$2,100
001-1010-413-42-43	<i>COUNCIL REORGANIZATION RECEPTION</i>	\$500	\$500
001-1010-413-42-43	<i>COFFEE AND SUPPLIES FOR CITY HALL</i>	\$2,900	\$2,900
001-1010-413-42-43	<i>BUSINESS CARDS</i>	\$300	\$300
001-1010-413-42-51	<i>CONTRACT, PROF, SPEC SVCS</i>	\$104,689	\$105,015
001-1010-413-42-51	<i>SAN MATEO LEADERSHIP PROGRAM</i>	\$10,000	\$10,000
001-1010-413-42-51	<i>C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)</i>	\$76,933	\$77,159
001-1010-413-42-51	<i>C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)</i>	\$17,756	\$17,856
001-1010-413-42-53	<i>MEMBERSHIP,DUES,SUBSCRIPT</i>	\$43,795	\$45,774
001-1010-413-42-53	<i>MISCELLANEOUS</i>	\$965	\$965
001-1010-413-42-53	<i>LCC PENINSULA DIVISION DUES</i>	\$100	\$100
001-1010-413-42-53	<i>LCC ANNUAL DUES</i>	\$13,246	\$13,545
001-1010-413-42-53	<i>LAFCO ASSESSMENT</i>	\$5,400	\$5,400
001-1010-413-42-53	<i>C/CAG ADMINISTRATIVE COSTS</i>	\$12,544	\$12,544
001-1010-413-42-53	<i>BAY PLANNING COALITION</i>	\$1,100	\$1,200
001-1010-413-42-53	<i>ASSOCIATION OF BAY AREA GOVERNMENTS</i>	\$8,190	\$9,770
001-1010-413-42-53	<i>AIRPORT/COMMUNITY ROUNDTABLE</i>	\$2,250	\$2,250
001-1010-413-42-54	<i>TRAVEL,CONFERENCE,MEETING</i>	\$14,550	\$10,550
001-1010-413-42-54	<i>MISCELLANEOUS BUSINESS MEETINGS</i>	\$12,050	\$12,050
001-1010-413-42-54	<i>ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES</i>	\$2,500	\$2,500
001-1010-413-42-54	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$4,000)
001-1010-413-42-55	<i>TRAINING</i>	\$2,000	\$2,000
001-1010-413-42-55	<i>TRAINING</i>	\$2,000	\$3,000
001-1010-413-42-55	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$1,000)
<b>Totals Reallocation</b>		<b>(\$221,719)</b>	<b>(\$171,985)</b>
001-1010-413-45-02	ALLOCATION OF EXP-OTHER	(\$94,689)	(\$95,015)
001-1010-413-45-05	INDIRECT COST ALLOCATION	(\$127,030)	(\$76,970)

### 001-1022 Council/Board - Audit Committee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$300</b>	<b>\$300</b>
<b>Totals Internal Services</b>		<b>\$300</b>	<b>\$300</b>
001-1022-413-42-43	GENERAL OFFICE SUPPLIES-MISCELLANEOUS SUPPLIES	\$300	\$300

### 001-1026 Council/Board - Parks & Recreation Committee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$2,260</b>	<b>\$1,160</b>
<b>Totals Services and Supplies</b>		<b>\$2,260</b>	<b>\$1,160</b>
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$1,160	\$560
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$1,160	\$1,160
001-1026-413-42-43	COVID-19 ADJUSTMENT	\$0	(\$600)
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$0
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$500
001-1026-413-42-51	COVID-19 ADJUSTMENT	\$0	(\$500)
001-1026-413-42-54	TRAVEL,CONFERENCE,MEETING	\$600	\$600

### 001-1027 Council/Board - Planning Commission Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$20,946</b>	<b>\$20,858</b>
<b>Totals Employees Services</b>		<b>\$16,590</b>	<b>\$16,466</b>
001-1027-413-41-15	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140
001-1027-413-41-36	WORKERS COMPENSATION	\$180	\$92
001-1027-413-41-39	OTHER FRINGE BENEFITS	\$270	\$234
<b>Totals Internal Services</b>		<b>\$1,656</b>	<b>\$1,692</b>
001-1027-413-41-54	PEMHCA	\$1,656	\$1,692
<b>Totals Services and Supplies</b>		<b>\$2,700</b>	<b>\$2,700</b>
001-1027-413-42-54	TRAVEL,CONFERENCE,MEETING-PLANNING COMMISSIONER INSTITUTE	\$2,700	\$2,700

### 001-1028 Council/Board - Youth Advisory Committee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$3,410</b>	<b>\$1,470</b>
<b>Totals Services and Supplies</b>		<b>\$3,410</b>	<b>\$1,470</b>
001-1028-413-42-41	COPY EXPENSE	\$20	\$20
001-1028-413-42-42	POSTAGE EXPENSE	\$200	\$200
001-1028-413-42-43	GENERAL OFFICE SUPPLIES	\$1,250	\$310
001-1028-413-42-43	GENERAL OFFICE SUPPLIES	\$1,250	\$1,250
001-1028-413-42-43	COVID-19 ADJUSTMENT	\$0	(\$940)
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$1,000	\$0
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$1,000	\$1,000
001-1028-413-42-51	COVID-19 ADJUSTMENT	\$0	(\$1,000)
001-1028-413-42-54	TRAVEL,CONFERENCE,MEETING	\$940	\$940

### 001-1030 Council/Board - Community Promotion Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$104,800</b>	<b>\$52,740</b>
<b>Totals Services and Supplies</b>		<b>\$104,800</b>	<b>\$52,740</b>
001-1030-413-42-43	GENERAL OFFICE SUPPLIES-COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300	\$300
001-1030-413-42-51	CONTRACT, PROF, SPEC SVCS	\$45,000	\$0
001-1030-413-42-51	FOURTH OF JULY FIREWORKS	\$20,000	\$21,800
001-1030-413-42-51	FOURTH OF JULY ADDITIONAL SERVICES	\$25,000	\$25,000
001-1030-413-42-51	COVID-19 ADJUSTMENT		(\$46,800)
001-1030-413-42-60	CONTRIB TO OTHER AGENCIES	\$59,500	\$52,440
001-1030-413-42-60	N/P -- SUSTAINABLE SAN MATEO COUNTY	\$2,500	\$2,700
001-1030-413-42-60	N/P -- STARVISTA	\$1,700	\$1,800
001-1030-413-42-60	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH	\$3,000	\$3,000
001-1030-413-42-60	N/P -- SAMARITAN HOUSE	\$12,000	\$15,000
001-1030-413-42-60	N/P -- PENINSULA TELEVISION	\$2,500	\$2,500
001-1030-413-42-60	N/P -- PENINSULA CONFLICT RESOLUTION CENTER	\$1,000	\$1,100
001-1030-413-42-60	N/P -- PARCA	\$2,200	\$2,700
001-1030-413-42-60	N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY	\$2,500	\$2,200
001-1030-413-42-60	N/P -- MISSION HOSPICE AND HOME CARE	\$1,000	\$0
001-1030-413-42-60	N/P -- LIFEMOVES (FORMERLY IVSN)	\$3,000	\$5,000
001-1030-413-42-60	N/P -- HILLBARN THEATRE	\$7,500	\$3,100
001-1030-413-42-60	N/P -- FOSTER CITY VILLAGE	\$1,500	\$10,000
001-1030-413-42-60	N/P -- CALL PRIMROSE CENTER	\$1,900	\$2,000
001-1030-413-42-60	N/P -- BAYBASI	\$3,700	\$1,340

### 001-1031 Council/Board - Innovation & Technology Advisory Committee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$140</b>	<b>\$0</b>
<b>Totals Services and Supplies</b>		<b>\$140</b>	<b>\$0</b>
001-1031-413-42-41	COPY EXPENSE	\$20	\$0
001-1031-413-42-42	POSTAGE EXPENSE	\$20	\$0
001-1031-413-42-43	GENERAL OFFICE SUPPLIES	\$100	\$0

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$34,260	\$34,000	(\$260)	1
4121	PERS RETIREMENT	\$1,100	\$1,543	\$443	1
4135	FLEX ALLOWANCE	\$114,800	\$117,096	\$2,296	1
4136	WORKERS COMPENSATION	\$410	\$194	(\$216)	1
4139	OTHER FRINGE BENEFITS	\$1,300	\$2,208	\$908	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$2,500	\$2,826	\$326	1
4241	COPY EXPENSE	\$150	\$150	\$0	2
4242	POSTAGE EXPENSE	\$150	\$150	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$7,800	\$7,800	\$0	2
4251	CONTRACT, PROF, SPEC SVCS	\$104,689	\$105,015	\$326	3
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$43,795	\$45,774	\$1,979	4
4254	TRAVEL,CONFERENCE,MEETING	\$14,550	\$10,550	(\$4,000)	5
4255	TRAINING	\$2,000	\$2,000	\$0	2
4256	EQUIP REPLACEMENT CHARGES	\$756	\$3,306	\$2,550	6
4269	BUILDING MAINTENANCE CHG	\$142,450	\$140,226	(\$2,224)	6
4502	ALLOCATION OF EXP-OTHER	(\$94,689)	(\$95,015)	(\$326)	7
4505	INDIRECT COST ALLOCATION	(\$127,030)	(\$76,970)	\$50,060	8
		<u>\$248,991</u>	<u>\$300,853</u>	<u>\$51,862</u>	

### Detailed Analysis:

- Note 1 Contractual adjustment to benefit formulas.
- Note 2 No change.
- Note 3 Increase due to program fee increases
- Note 4 Increase due to various changes in local/county/state membership dues.
- Note 5 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 6 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 7 Change from CCAG assessment.
- Note 8 Based on annual update of Cost Allocation Plan.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$300	\$300	\$0	1
		\$300	\$300	\$0	

**Detailed Analysis:**

Note 1      No change.

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$1,160	\$560	(\$600)	1
4251	CONTRACT, PROF, SPEC SVCS	\$500	\$0	(\$500)	1
4254	TRAVEL,CONFERENCE,MEETING	\$600	\$600	\$0	2
		<u>\$2,260</u>	<u>\$1,160</u>	<u>(\$1,100)</u>	

### Detailed Analysis:

Note 1      Decrease due to COVID-19 Budget Reduction Strategies Review.

Note 2      No change.



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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140	\$0	1
4136	WORKERS COMPENSATION	\$180	\$92	(\$88)	1
4139	OTHER FRINGE BENEFITS	\$270	\$234	(\$36)	1
4154	PEMHCA	\$1,656	\$1,692	\$36	1
4254	TRAVEL,CONFERENCE,MEETING	\$2,700	\$2,700	\$0	2
		<u>\$20,946</u>	<u>\$20,858</u>	<u>(\$88)</u>	

### Detailed Analysis:

Note 1 Contractual adjustment to benefit formulas.

Note 2 No change.

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4241	COPY EXPENSE	\$20	\$20	\$0	1
4242	POSTAGE EXPENSE	\$200	\$200	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$1,250	\$310	(\$940)	2
4251	CONTRACT, PROF, SPEC SVCS	\$1,000	\$0	(\$1,000)	2
4254	TRAVEL,CONFERENCE,MEETING	\$940	\$940	\$0	1
		\$3,410	\$1,470	(\$1,940)	

**Detailed Analysis:**

Note 1      No change.

Note 2      Decrease due to COVID-19 Budget Reduction Strategies Review.

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$300	\$300	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$45,000	\$0	(\$45,000)	2
4260	CONTRIB TO OTHER AGENCIES	\$59,500	\$52,440	(\$7,060)	3
		<u>\$104,800</u>	<u>\$52,740</u>	<u>(\$52,060)</u>	

### Detailed Analysis:

- Note 1 No change.
- Note 2 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 3 Per Council Meeting 6/1/2020

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4241	COPY EXPENSE	\$20	\$0	(\$20)	1
4242	POSTAGE EXPENSE	\$20	\$0	(\$20)	1
4243	GENERAL OFFICE SUPPLIES	\$100	\$0	(\$100)	1
		<u>\$140</u>	<u>\$0</u>	<u>(\$140)</u>	

**Detailed Analysis:**

Note 1      Removed due to committee disbandment.

# 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.

## 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 2019-2020**

- 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.
- Also part of the Economic Development Strategic Plan, Foster City launched the "Support Local Foster City" campaign that focused on supporting local businesses while educating consumers about the economic and social advantages that independent and local businesses bring to our community. The first phase of the campaign focused on a weekly promotional contest, highlighting a different Foster City restaurant. Phase two focused on improving the customer experience and streamlining the ability for businesses to offer rewards, by introducing the customer loyalty app, Stamp Me, which allows customers to gain rewards by collecting stamps at participating Foster City businesses.
- Through an agreement with EVGo, publicly available high-capacity electric vehicle chargers were installed at the shared library / community center / police station parking lot at no-cost to the City.
- Conducted over 60 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 third year of Foster City Access, a citizen reporting tool that allows for ease of communication with the City, was a success which in 2019, has had over 513 non-emergency issues successfully resolved.
- After engaging the Community in the first of its kind Community Dialogue Series in previous fiscal years, the City Manager, Community Development, and Communication's Departments took the lead in bringing the "Home is Foster City" initiative to the Foster City Community. "Home is Foster City" aims to gather a broad cross-section of community members to talk about current challenges related to housing and to share their thoughts.
- The City of Foster City was awarded a 2019 Gold Level Beacon Award for its Environmental Sustainability Programs and outstanding achievement in greenhouse gas reductions, improving from a Silver Award in 2017, from the Institute for Local Government.
- The City explored a Transportation Management Authority (TMA) feasibility study as part of the 92 Corridor Alliance, a localized voluntary coalition of the cities, major employers, and other stakeholders working together to reduce commuter traffic congestion along the 92 Corridor. The goal of a TMA is to reduce congestion with transportation demand management, which includes promoting the use of non-single occupant vehicle trips, including but not limited to transit, transit benefits, shuttles, carpools, vanpools, bicycling, and incentives/rewards.
- Foster City Business Spotlight Program is a free business recognition program designed to create awareness about the variety of local businesses in Foster City and their contributions to the community and region. In FY 19-20, the City recognized local businesses Penelope's Coffee and Tea and Zoon as part of the Business Spotlight Program.

#### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2020-2021**

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 2020-2021:

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

Manage expenses within adopted FY 2020-2021 budget and prepare FY 2021-2022 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 2021-2022 budget and related five year financial plan for adoption no later than June 30, 2021.

### ***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 2020-2021 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 2020-2021 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 by \$3,977, after allocations, and the Insurance Division is proposed to increase by \$32,782 (15.91%) for the following reasons:

### Administration Division

- Increase to the San Mateo County Animal Control contract by .5%, this increase was offset by decreases in other areas of the budget.
- Continue funding a Sustainability Intern to support 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

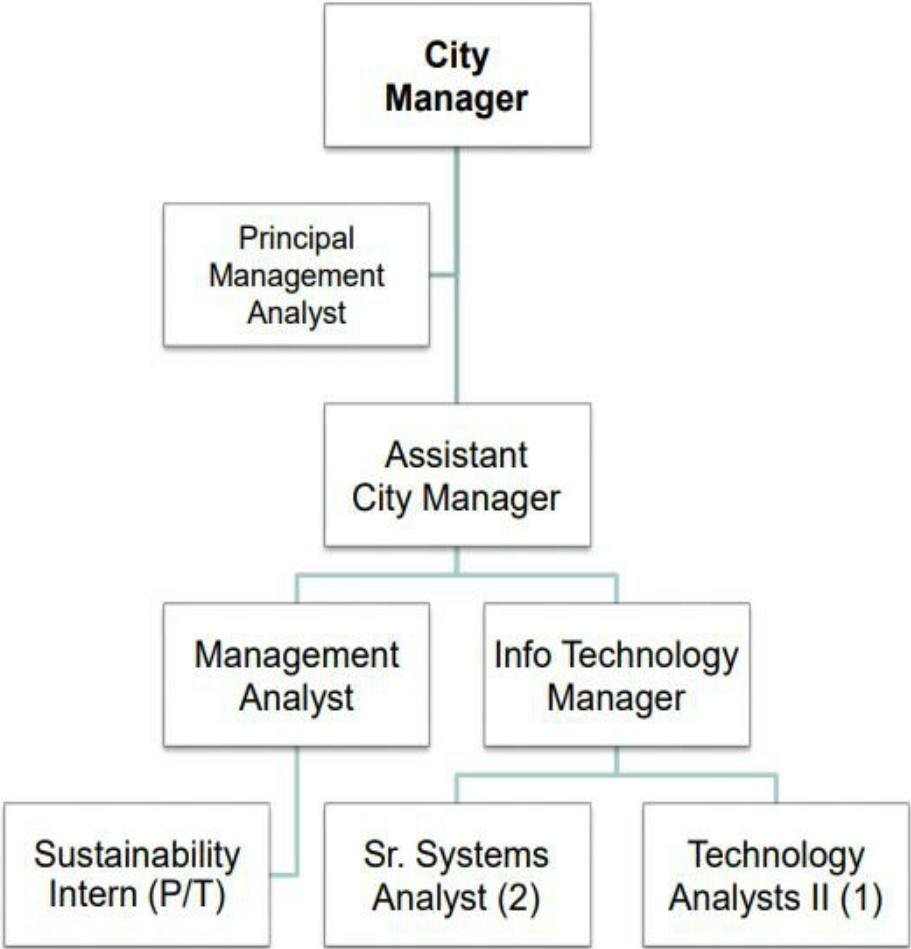
- The Rental Assistance, which helps to attract and retain City workforce talent, would provide City employees interested in renting a home, apartment or condominium in Foster City up to \$10,000 in assistance with the payment of the first, last and security deposit for the unit. This assistance would 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 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 the implementation of City Council priorities in the areas of Economic Development, Environmental Sustainability and Community Outreach and will fund the FY 2021-2022 Sustainable Foster City Plan, including Community Dialogue Series Events, Business Roundtables, 92 Corridor Alliance initiatives, and Business Development Programs.
- In Fiscal Year 2020-2021, the Sustainable Foster City Fund will be dissolved as the revenue mechanism is no longer in place. Sustainable Foster City budgeting will fall under the City Manager's Budget and will fund the Fiscal Year 2021-2022 Sustainable Foster City Plan, which will include economic development, environmental sustainability, and social equity and engagement strategies.
- To fund the Sustainable Foster City Plan, staff recommends several new and existing funding sources, including;
  1. \$50,000 from available from Demolition and Construction Fund.
  2. 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$1,108,932	\$1,108,932	\$1,112,909
INSURANCE & RISK MANAGEMENT	\$206,076	\$206,076	\$238,858
COMMUNITY BENEFITS PROGRAM FUND	\$1,323,200	\$1,323,200	\$1,018,000
EE HOME LOAN PROGRAM	\$60,000	\$60,000	\$59,000
SUSTAINABLE FC	\$0	\$0	\$241,977
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,698,208</b>	<b>\$2,698,208</b>	<b>\$2,670,744</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$1,210,100	\$1,210,100	\$1,246,875
SERVICES AND SUPPLIES	\$1,592,956	\$1,592,956	\$1,503,052
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,803,056	\$2,803,056	\$2,749,927
INTERNAL SERVICES	\$402,220	\$402,220	\$448,528
Subtotal (Total Department Expenses before Reallocations)	\$3,205,276	\$3,205,276	\$3,198,455
REALLOCATIONS	(\$507,068)	(\$507,068)	(\$527,711)
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,698,208</b>	<b>\$2,698,208</b>	<b>\$2,670,744</b>

**Staffing (Full Time Equivalents)**

Full Time Position	FY 2018-2019	FY 2019-2020	FY 2020-2021
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Principal Management Analyst	0.00	1.00	1.00
Management Analyst	2.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Sr. Systems Analyst	1.00	2.00	3.00
Technology Analyst II	2.00	1.00	0.00
<b>Total Full Time Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>Part Time without Benefits Position</b>			
Department Intern - Sustainability	0.50	0.50	0.50
<b>Total Part Time with Benefits Position</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
 Total Full Time Equivalents	 <b>8.50</b>	 <b>8.50</b>	 <b>8.50</b>

**001-0110 City Manager - Administration Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,108,932</b>	<b>\$1,112,909</b>
<b>Totals Employee Services</b>		<b>\$1,210,100</b>	<b>\$1,230,960</b>
001-0110-413-41-10	PERMANENT SALARIES	\$760,000	\$810,544
001-0110-413-41-11	HOURLY & PART TIME SALARY	\$31,200	\$0
001-0110-413-41-11	SUSTAINABILITY INTERN	\$31,200	\$31,200
001-0110-413-41-11	SUSTAINABILITY INTERN (TRANSFER TO SUSTAINABLE FC)	\$0	(\$31,200)
001-0110-413-41-21	PERS RETIREMENT	\$82,000	\$89,754
001-0110-413-41-35	FLEX ALLOWANCE	\$94,100	\$97,985
001-0110-413-41-36	WORKERS COMPENSATION	\$7,600	\$4,391
001-0110-413-41-36	WORKERS COMPENSATION	\$7,600	\$4,569
001-0110-413-41-36	SUSTAINABILITY INTERN (TRANSFER TO SUSTAINABLE FC)	\$0	(\$178)
001-0110-413-41-39	OTHER FRINGE BENEFITS	\$56,100	\$53,721
001-0110-413-41-39	OTHER FRINGE BENEFITS	\$56,100	\$54,173
001-0110-413-41-36	SUSTAINABILITY INTERN (TRANSFER TO SUSTAINABLE FC)	\$0	(\$452)
001-0110-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$179,100	\$174,565
<b>Totals Internal Services</b>		<b>\$196,144</b>	<b>\$209,670</b>
001-0110-413-41-40	COMPENSATED ABSENCES	\$17,659	\$21,184
001-0110-413-41-54	PEMHCA	\$6,624	\$6,768
001-0110-413-42-44	VEHICLE RENTAL CHARGES	\$17,204	\$20,899
001-0110-413-42-57	COMM & INFO SERVICES CHGS	\$66,660	\$74,196
001-0110-413-42-69	BUILDING MAINTENANCE CHG	\$87,997	\$86,623
<b>Totals Services and Supplies</b>		<b>\$209,756</b>	<b>\$199,990</b>
001-0110-413-42-41	COPY EXPENSE	\$3,000	\$3,000
001-0110-413-42-42	POSTAGE EXPENSE	\$150	\$150
001-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$7,500	\$6,000
001-0110-413-42-43	COMCAST DIGITAL RECEIVER BOXES	\$4,000	\$3,000
001-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$3,500	\$3,000
001-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$176,356	\$177,190
001-0110-413-42-51	ANIMAL CONTROL CONTRACT W/COUNTY	\$172,856	\$173,690
001-0110-413-42-51	CONTRACTUAL, PROF., & SPEC. SVC.	\$1,500	\$1,500
001-0110-413-42-51	SAMCAT JPA MEMBERSHIP	\$1,000	\$1,000
001-0110-413-42-51	TRANSPORTATION SYSTEM MGMT PROGRAM	\$1,000	\$1,000
001-0110-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$4,100	\$3,950
001-0110-413-42-53	ICMA MEMBERSHIP DUES (2)	\$2,800	\$2,800
001-0110-413-42-53	NEWSPAPER SUBSCRIPTIONS (2)	\$800	\$650
001-0110-413-42-53	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$250	\$250
001-0110-413-42-53	MMANC MEMBERSHIP DUES (2)	\$150	\$150
001-0110-413-42-53	MISCELLANEOUS	\$100	\$100
001-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$18,650	\$9,700
001-0110-413-42-54	MMANC ANNUAL CONFERENCE (2)	\$3,500	\$3,500
001-0110-413-42-54	ICMA CONFERENCE (1)	\$3,000	\$3,000
001-0110-413-42-54	LOCC ANNUAL CONFERENCE (1)	\$2,500	\$2,500

**001-0110 City Manager - Administration Expenses (continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
001-0110-413-42-54	LOCC CM DEPARTMENT MEETING (1)	\$2,500	\$2,500
001-0110-413-42-54	NATIONAL LEAGUE OF CITIES	\$2,500	\$2,500
001-0110-413-42-54	MISCELLANEOUS CONFERENCES & MEETINGS	\$1,500	\$1,500
001-0110-413-42-54	NEW MAYORS & COUNCILMEMBERS CONF.	\$1,500	\$1,500
001-0110-413-42-54	PROGRESS SEMINAR	\$1,500	\$1,500
001-0110-413-42-54	SAN MATEO CO. CITY MANAGERS' ASSOCIATION LUNCHEON	\$200	\$200
001-0110-413-42-54	COVID-19 ADJUSTMENTS	\$0	(\$9,000)
<b>Totals Reallocation</b>		<b>(\$507,068)</b>	<b>(\$527,711)</b>
001-0110-413-45-05	INDIRECT COST ALLOCATION	(\$507,068)	(\$527,711)

**001-0170 City Manager - Self Insurance Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$206,076</b>	<b>\$238,858</b>
<b>Totals Internal Services</b>		<b>\$206,076</b>	<b>\$238,858</b>
001-0170-413-42-62	INSURANCE & OTHER COSTS	\$206,076	\$238,858

**005-0110 City Manager - Community Benefits Program Fund Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,323,200</b>	<b>\$1,018,000</b>
<b>Totals Services and Supplies</b>		<b>\$1,323,200</b>	<b>\$1,018,000</b>
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS-Carryover	\$1,323,200	\$1,018,000
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS-Carryover	\$1,323,200	\$968,000
005-0110-413-42-51	FOSTER CITY BIRTHDAY CELEBRATION	\$0	\$50,000

**008-0110 City Manager - Employee Rental Assistance Program Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$60,000</b>	<b>\$59,000</b>
<b>Totals Employees Services</b>		<b>\$60,000</b>	<b>\$59,000</b>
008-0110-413-42-90	EE HOME LOAN PROGRAM	\$0	\$0
008-0110-413-42-91	EE RENTAL ASSISTANCE PRGM	\$60,000	\$59,000

**012-0110 City Manager - SUSTAINABLE FC**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$0</b>	<b>\$241,977</b>
<b>Totals Employee Services</b>		<b>\$0</b>	<b>\$15,915</b>
012-0110-413-41-11	HOURLY & PART TIME SALARY	\$0	\$15,600
012-0110-413-41-11	SUSTAINABILITY INTERN	\$0	\$31,200
012-0110-413-41-11	COVID-19 ADJUSTMENT	\$0	(\$15,600)
012-0110-413-41-36	WORKERS COMPENSATION	\$0	\$89
012-0110-413-41-36	SUSTAINABILITY INTERN	\$0	\$178
012-0110-413-41-36	COVID-19 ADJUSTMENT	\$0	(\$89)
012-0110-413-41-39	OTHER FRINGE BENEFITS	\$0	\$226
012-0110-413-41-39	SUSTAINABILITY INTERN	\$0	\$452
012-0110-413-41-39	COVID-19 ADJUSTMENT	\$0	(\$226)
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$226,062</b>
012-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$212,862
012-0110-413-42-51	CLIMATE ACTION PLAN UPDATE	\$0	\$60,000
012-0110-413-42-51	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	\$0	\$20,862
012-0110-413-42-51	TRANSPORTATION INITIATIVES	\$0	\$50,000
012-0110-413-42-51	ECONOMIC DEVELOPMENT INITIATIVES	\$0	\$75,000
012-0110-413-42-51	SOCIAL EQUITY AND ENGAGEMENT INITIATIVES	\$0	\$7,000
012-0110-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$0	\$5,700
012-0110-413-42-53	ICLEI MEMBERSHIP	\$0	\$700
012-0110-413-42-53	SVEDA MEMBERSHIP	\$0	\$5,000
012-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$0	\$7,500
012-0110-413-42-54	ICSC DEAL MAKING CONFERENCE	\$0	\$2,000
012-0110-413-42-54	SMART CITIES CONFERENCE	\$0	\$3,000
012-0110-413-42-54	ICSC ReCON	\$0	\$2,500

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$760,000	\$810,544	\$50,544	1
4111	HOURLY & PART TIME SALARY	\$31,200	\$0	(\$31,200)	2
4121	PERS RETIREMENT	\$82,000	\$89,754	\$7,754	3
4135	FLEX ALLOWANCE	\$94,100	\$97,985	\$3,885	3
4136	WORKERS COMPENSATION	\$7,600	\$4,391	(\$3,209)	3
4139	OTHER FRINGE BENEFITS	\$56,100	\$53,721	(\$2,379)	3
4140	COMPENSATED ABSENCES	\$17,659	\$21,184	\$3,525	4
4154	PEMHCA	\$6,624	\$6,768	\$144	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$179,100	\$174,566	(\$4,534)	3
4241	COPY EXPENSE	\$3,000	\$3,000	\$0	5
4242	POSTAGE EXPENSE	\$150	\$150	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$7,500	\$6,000	(\$1,500)	6
4244	VEHICLE RENTAL CHARGES	\$17,204	\$20,899	\$3,695	4
4251	CONTRACT, PROF, SPEC SVCS	\$176,356	\$177,190	\$834	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,100	\$3,950	(\$150)	6
4254	TRAVEL,CONFERENCE,MEETING	\$18,650	\$9,700	(\$8,950)	6
4257	COMM & INFO SERVICES CHGS	\$66,660	\$74,196	\$7,536	4
4269	BUILDING MAINTENANCE CHG	\$87,997	\$86,623	(\$1,374)	4
4505	INDIRECT COST ALLOCATION	(\$507,068)	(\$527,711)	(\$20,643)	8
		\$1,108,932	\$1,112,909	\$3,977	

### Detailed Analysis:

- Note 1      Merit (Step) increase. Assumption of 2% COLA increase.
- Note 2      Transfer Intern expenditure to Sustainable Foster City (Fund 012).
- Note 3      Contractual adjustment to benefit formulas and transfer Intern's benefits to Sustainable FC (Fund 012).
- Note 4      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5      No change.
- Note 6      Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 7      Animal Control Contract increase from FY 2019-2020 of \$172,856 to \$173,690.
- Note 8      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 FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4262	INSURANCE & OTHER COSTS	\$206,076	\$238,858	\$32,782	1
		<u>\$206,076</u>	<u>\$238,858</u>	<u>\$32,782</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 FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$1,323,200	\$1,018,000	(\$305,200)	1
		<u>\$1,323,200</u>	<u>\$1,018,000</u>	<u>(\$305,200)</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)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4291	EE RENTAL ASSISTANCE PRGM	\$60,000	\$59,000	(\$1,000)	1
		<u>\$60,000</u>	<u>\$59,000</u>	<u>(\$1,000)</u>	

**Detailed Analysis:**

Note 1      Carryover \$59,000 for the rental assistance program as part of the FY 2020-2021 budget.

**City Manager Department Budget Comparisons -  
Sustainable Foster City Fund (012-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4111	HOURLY & PART TIME SALARY	\$0	\$15,600	\$15,600	1
4136	WORKERS COMPENSATION	\$0	\$89	\$89	1
4139	OTHER FRINGE BENEFITS	\$0	\$226	\$226	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$212,862	\$212,862	2
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$0	\$5,700	\$5,700	3
4254	TRAVEL,CONFERENCE,MEETING	\$0	\$7,500	\$7,500	3
		<u>\$0</u>	<u>\$241,977</u>	<u>\$241,977</u>	

**Detailed Analysis:**

- Note 1      Transfer from City Manager Division.
- Note 2      Carryover from FY 2019-2020 Sustainability Fund (#125); Carryover from Kiva Program Funds and \$50K FC Birthday celebration.
- Note 3      No change from Sustainable Foster City Special Fund (#125).

# 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.

## 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 continue to 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 continue implement a PRA management system to increase transparency to the public; increase public engagement and interest in City processes via Citizen Advisory Committee recruitments
- 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 2019-2020 included the following:

### Records Management

- Updated the City's Records Retention Schedule to comply with legal requirements
- Improved processes in the use of Docuphase, the City's records management system, to increase records processing efficiency

### Legislative Administration

- Developed reference materials and conducted training for staff on the agenda management process in CivicClerk, the City's agenda management system
- Implemented the City's electronic signature policy and use of DocuSign, in collaboration with the City Manager's Department, to expedite the signing of documents, such as resolutions and agreements, and reduce printing and paper usage

#### Administering Elections

- Administered the required filings and statutory timelines to conduct the March 3, 2020 election
- Maintained election transparency through the timely filing and posting of Fair Political Practices Commission (FPPC) campaign statement forms

#### 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
- Implemented a Public Records Act (PRA) request management system and provided training to staff

#### 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, redesign, and release the City's fourth Community Annual Report for FY 18-19
- Provided outreach support to departments for major projects by creating outreach plans, updating web pages, developing marketing materials, producing videos and providing staff support at events. Projects included the: Levee Improvement Project, Summer Days, SamTrans FCX, Home is Foster City, Support Local Foster City, Traffic Relief Pilot Program, Census 2020, and community events.
- Developed new branding for recruitment of Citizen Advisory Committees materials and completed recruitment for the Audit, Parks and Recreation, and Traffic Review Committees (all of which are termed out at the end of 2019). A complementary video was also developed to promote recruitment, which had over 700 views (combined on YouTube and Facebook)
- Maintained Archive Social, a social media archiving program
- Used videos as an outreach element to inform and educate the community about programs, services, and projects. Completed videos included:
  1. Quick Spot | EVgo Ribbon Cutting
  2. Foster City | 2019 Summer Concert Series
  3. Foster City | Summer Days 2019
  4. Instagram Short | PD Recruitment Teaser - SWAT
  5. Instagram Short | PD Recruitment Teaser - Community
  6. Achieve Excellence at the Foster City Police Department | Recruitment Video
  7. Foster City | Local Business Spotlight: Penelope's Coffee & Tea
  8. 2019 Summer Days Highlight Recap
  9. Foster City | A Day in the Life: Emergency Services Manager
  10. Foster City | Join a Citizen Advisory Committee
  11. Instagram | Bocce Ball recap
  12. Foster City | Local Business Spotlight: Gilead
  13. Foster City | State of the City 2019
  14. Foster City | 2019 Foster City Tree Lighting Ceremony
  15. Foster City | Holiday Wishes 2019
  16. Foster City | 2019 Highlight Reel
  17. Foster City | A Day in the Life: Wastewater Management
  18. Foster City | What's New, Foster City - March 2020 Edition
- 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 platform
- 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 2020-2021**

Key initiatives and service levels planned for FY 2020-2021 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, including the newly approved Independent Citizens' Bond Oversight Committee for Measure P
- 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 additional livestreaming options
- Oversee the upgrade of the audio system in the Council Chambers to ensure continuous, quality audio for meeting participants and viewers at home
- 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
- Administer the November 2020 election in collaboration with the San Mateo County Elections Office
- Install three councilmembers following the results of the November 2020 election

### **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; 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 the Levee Project
- Enhance current communications platforms and/or explore new opportunities to foster 2-way dialogue with the community

### **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
- 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,” “What's New, Foster City,” Community Annual Report, and State of the City
- Create and implement a video strategic plan for FY 2020 – 2021
- Develop a reel showcasing videos that are released in 2020
- Maintain the FCTV slide deck and more effectively use the platform to promote City information

#### CHANGES IN FINANCIAL RESOURCES REQUIRED

##### City Clerk

- There is an increase in salaries based on contractual adjustment (\$16,793). The increase is based on merit (step) increase and an assumption of 2% COLA increase.
- Benefits decreased due to the benefits formula (-\$22).
- Compensated Absences increased due to the FY 2020-2021 Internal Service Fund budget (\$2,635).
- PEMHCA increased due to the FY 2020-2021 Internal Service Fund budget (\$72).
- Information Technology Services increased due to the FY 2020-2021 Internal Service Fund budget (\$4,436).
- Building Maintenance Services decreased due to the FY 2020-2021 Internal Service Fund budget (-\$929).
- General Office Supplies decreased based on 3 Year Expenditures Review (-\$200).

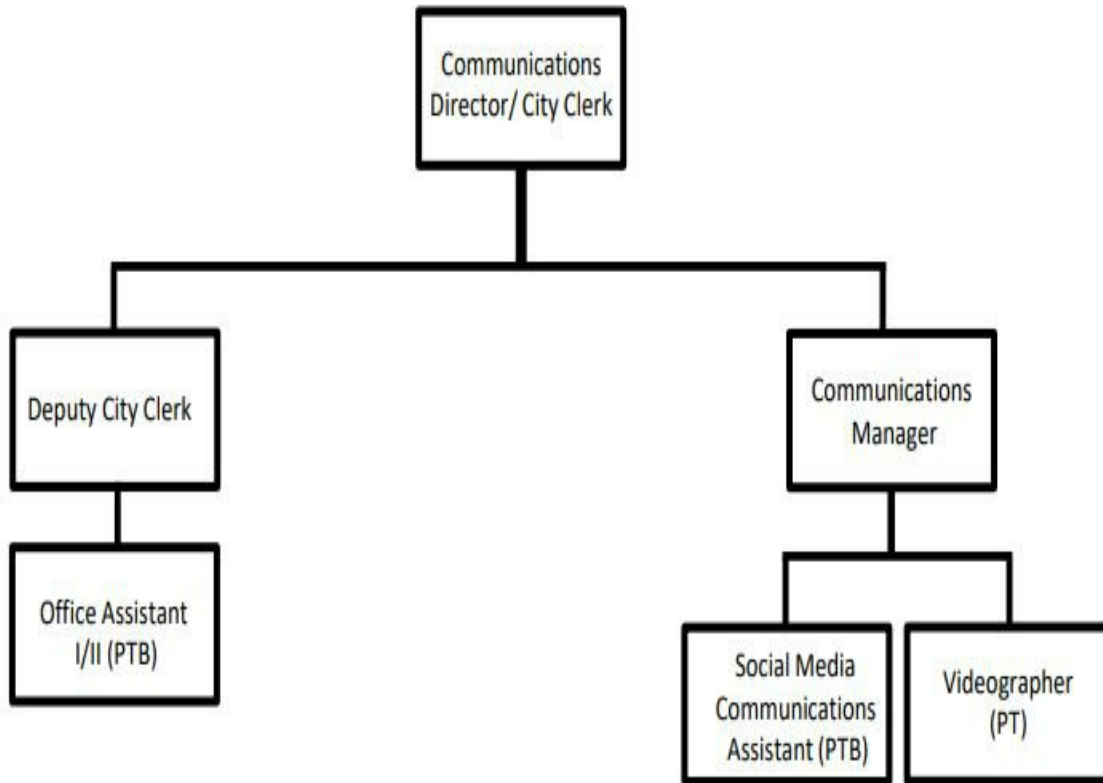
##### Municipal Elections

- November 2020 Election has three Council vacancies and possible TOT measure (\$85,200).
- New law seminar (\$1,500).

##### Communications

- There is an increase in salaries based on contractual adjustment (\$5,922). The increase is based on merit (step) increase and an assumption of 2% COLA increase.
- Benefits decreased due to the benefits formula (-\$4,814).
- Compensated Absences increased due to the FY 2020/21 Internal Service Fund budget (\$2,221).
- Equipment Replacement increased due to the FY 2020/21 Internal Service Fund budget (\$2,094).
- Building Maintenance Services decreased due to the FY 2020-2021 Internal Service Fund budget (-\$225).
- Office Supplies decreased due to cost savings (-\$250).
- Consulting and Contracting increased due to increase in services for FY 2020-2021 (-\$21,300).
- Membership and Dues increased due to increase in membership fees (\$470).

# Communications/City Clerk Department





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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$614,543	\$614,543	\$639,418
MUNICIPAL ELECTIONS	\$0	\$95,000	\$86,700
COMMUNICATIONS	\$226,320	\$226,320	\$184,915
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$840,863</b>	<b>\$935,863</b>	<b>\$911,033</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$844,500	\$844,500	\$862,358
SERVICES AND SUPPLIES	\$104,730	\$199,730	\$168,150
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$949,230	\$1,044,230	\$1,030,508
INTERNAL SERVICES	\$146,240	\$146,240	\$156,543
Subtotal (Total Department Expenses before Reallocations)	\$1,095,470	\$1,190,470	\$1,187,051
REALLOCATIONS	(\$254,607)	(\$254,607)	(\$276,018)
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$840,863</b>	<b>\$935,863</b>	<b>\$911,033</b>

**Staffing (Full Time Equivalents)**

Full Time Position	FY 2018-2019	FY 2019-2020	FY 2020-2021
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	1.00
<b>Total Full Time Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**Part Time with Benefits Position**

Office Assistant I/I	0.75	0.75	0.75
Social Media & Communications Assistant	0.75	0.75	0.75
<b>Total Part Time with Benefits Positions</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

**Part Time without Benefits Position**

Videographer	0.50	0.50	0.50
<b>Total Part Time without Benefits Position</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
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**001-0210 Communications/City Clerk - Administration Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$614,543</b>	<b>\$639,418</b>
<b>Totals Employee Services</b>		<b>\$546,200</b>	<b>\$562,950</b>
001-0210-411-41-10	PERMANENT SALARIES	\$293,600	\$310,393
001-0210-411-41-11	HOURLY & PART TIME SALARY	\$53,500	\$53,478
001-0210-411-41-21	PERS RETIREMENT	\$35,900	\$41,281
001-0210-411-41-35	FLEX ALLOWANCE	\$57,900	\$59,007
001-0210-411-41-36	WORKERS COMPENSATION	\$2,960	\$2,028
001-0210-411-41-39	OTHER FRINGE BENEFITS	\$23,940	\$23,291
001-0210-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$78,400	\$73,472
<b>Totals Internal Services</b>		<b>\$119,970</b>	<b>\$126,184</b>
001-0210-411-41-40	COMPENSATED ABSENCES	\$7,148	\$9,783
001-0210-411-41-54	PEMHCA	\$3,312	\$3,384
001-0210-411-42-57	COMM & INFO SERVICES CHGS	\$50,012	\$54,448
001-0210-411-42-69	BUILDING MAINTENANCE CHG	\$59,498	\$58,569
<b>Totals Services and Supplies</b>		<b>\$25,150</b>	<b>\$24,090</b>
001-0210-411-42-41	COPY EXPENSE	\$4,000	\$4,000
001-0210-411-42-42	POSTAGE EXPENSE	\$500	\$500
001-0210-411-42-43	GENERAL OFFICE SUPPLIES	\$3,500	\$3,300
001-0210-411-42-49	ADVERTISING/PUBLICITY-LEGAL ADVERTISING	\$1,500	\$1,500
001-0210-411-42-51	CONTRACT, PROF, SPEC SVCS	\$11,400	\$11,400
001-0210-411-42-51	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,000	\$2,400
001-0210-411-42-51	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,400	\$2,000
001-0210-411-42-51	PUBLIC RECORDS ACT MGT SYSTEM	\$7,000	\$7,000
001-0210-411-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$750	\$750
001-0210-411-42-53	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	\$210	\$195
001-0210-411-42-53	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	\$345	\$345
001-0210-411-42-53	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	\$195	\$210
001-0210-411-42-54	TRAVEL,CONFERENCE,MEETING-IIMC CONFERENCE/CCAC	\$2,000	\$2,000
001-0210-411-42-55	TRAINING	\$1,500	\$640
001-0210-411-42-55	ARMA & OTHER CITY CLERK/USERS GROUP TRAINING	\$300	\$300
001-0210-411-42-55	CLERK TRAINING	\$1,200	\$1,200
001-0210-411-42-55	COVID-19 ADJUSTMENT	\$0	(\$860)
<b>Totals Reallocation</b>		<b>(\$76,777)</b>	<b>(\$73,806)</b>
001-0210-411-45-05	INDIRECT COST ALLOCATION	(\$76,777)	(\$73,806)

**001-0220 Communications/City Clerk - Municipal Elections Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$0</b>	<b>\$86,700</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$86,700</b>
001-0220-414-42-41	COPY EXPENSE	\$0	\$150
001-0220-414-42-42	POSTAGE EXPENSE	\$0	\$250
001-0220-414-42-43	GENERAL OFFICE SUPPLIES	\$0	\$300
001-0220-414-42-49	ADVERTISING/PUBLICITY	\$0	\$7,500
001-0220-414-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$77,000
001-0220-414-42-54	TRAVEL,CONFERENCE,MEETING	\$0	\$1,500

**001-0230 Communications/City Clerk - Communications Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$226,320</b>	<b>\$184,915</b>
<b>Totals Employee Services</b>		<b>\$298,300</b>	<b>\$299,407</b>
001-0230-411-41-10	PERMANENT SALARIES	\$101,500	\$104,892
001-0230-411-41-11	HOURLY & PART TIME SALARY	\$97,100	\$99,630
001-0230-411-41-21	PERS RETIREMENT	\$17,300	\$19,663
001-0230-411-41-35	FLEX ALLOWANCE	\$32,350	\$32,967
001-0230-411-41-36	WORKERS COMPENSATION	\$1,760	\$1,150
001-0230-411-41-39	OTHER FRINGE BENEFITS	\$10,490	\$8,451
001-0230-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$37,800	\$32,654
<b>Totals Internal Services</b>		<b>\$26,270</b>	<b>\$30,360</b>
001-0230-411-41-40	COMPENSATED ABSENCES	\$2,471	\$4,692
001-0230-411-42-56	EQUIP REPLACEMENT CHARGES	\$9,368	\$11,462
001-0230-411-42-69	BUILDING MAINTENANCE CHG - (13% Council Chambers)	\$14,431	\$14,206
<b>Totals Services and Supplies</b>		<b>\$79,580</b>	<b>\$57,360</b>
001-0230-411-42-41	COPY EXPENSE	\$500	\$500
001-0230-411-42-42	POSTAGE EXPENSE	\$50	\$50
001-0230-411-42-43	GENERAL OFFICE SUPPLIES-FCTV CHANNEL 27	\$1,750	\$1,500
001-0230-411-42-45	TOOLS & EQUIP(<5000@ITEM)-VIDEO/PHOTOGRAPHY EQUIP	\$1,000	\$1,000
001-0230-411-42-46	MAINT-FACILITY & EQUIP-MEETING/BROADCAST EQUIP MAINT.	\$10,000	\$10,000
001-0230-411-42-51	CONTRACT, PROF, SPEC SVCS	\$60,650	\$39,350
001-0230-411-42-51	SOCIAL MEDIA ARCHIVAL SYSTEM	\$4,800	\$4,800
001-0230-411-42-51	PUBLIC ENGAGEMENT PROGRAM	\$12,350	\$12,350
001-0230-411-42-51	CLOSED CAPTIONING SERVICE	\$15,000	\$15,000
001-0230-411-42-51	VIDEO TECHNICIAN CONTRACT	\$28,500	\$30,000
001-0230-411-42-51	COVID-19 ADJUSTMENT	\$0	(\$22,800)
001-0230-411-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,630	\$2,100
001-0230-411-42-53	FCTV PROGRAMMING LICENSING	\$0	\$400
001-0230-411-42-53	ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP	\$30	\$40
001-0230-411-42-53	GRAPHIC DESIGN SUBSCRIPTION/ONLINE SERVICES	\$150	\$185
001-0230-411-42-53	GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP	\$200	\$200
001-0230-411-42-53	MUSIC SUBSCRIPTION SERVICE	\$250	\$250
001-0230-411-42-53	CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP	\$250	\$275
001-0230-411-42-53	ONLINE VIDEO HOST / WEB SOLUTIONS	\$750	\$750
001-0230-411-42-54	TRAVEL,CONFERENCE,MEETING, expo	\$2,000	\$2,000
001-0230-411-42-55	TRAINING-FCTV-RELATED/SOCIAL MEDIA/ COMMUNICATIONS TRAINING	\$2,000	\$860
001-0230-411-42-55	TRAINING-FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING	\$2,000	\$2,000
001-0230-411-42-55	COVID-19 ADJUSTMENT	\$0	(\$1,140)
<b>Totals Reallocation</b>		<b>(\$177,830)</b>	<b>(\$202,212)</b>
001-0230-411-45-05	INDIRECT COST ALLOCATION	(\$177,830)	(\$202,212)

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$293,600	\$310,393	\$16,793	1
4111	HOURLY & PART TIME SALARY	\$53,500	\$53,478	(\$22)	2
4121	PERS RETIREMENT	\$35,900	\$41,281	\$5,381	2
4135	FLEX ALLOWANCE	\$57,900	\$59,007	\$1,107	2
4136	WORKERS COMPENSATION	\$2,960	\$2,028	(\$932)	2
4139	OTHER FRINGE BENEFITS	\$23,940	\$23,291	(\$649)	2
4140	COMPENSATED ABSENCES	\$7,148	\$9,783	\$2,635	3
4154	PEMHCA	\$3,312	\$3,384	\$72	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$78,400	\$73,472	(\$4,928)	2
4241	COPY EXPENSE	\$4,000	\$4,000	\$0	4
4242	POSTAGE EXPENSE	\$500	\$500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$3,500	\$3,300	(\$200)	5
4249	ADVERTISING/PUBLICITY	\$1,500	\$1,500	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$11,400	\$11,400	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$750	\$750	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$2,000	\$0	4
4255	TRAINING	\$1,500	\$640	(\$860)	5
4257	COMM & INFO SERVICES CHGS	\$50,012	\$54,448	\$4,436	3
4269	BUILDING MAINTENANCE CHG	\$59,498	\$58,569	(\$929)	3
4505	INDIRECT COST ALLOCATION	(\$76,777)	(\$73,806)	\$2,971	6
		<u>\$614,543</u>	<u>\$639,418</u>	<u>\$24,875</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Cost savings due to 3-year budget exercise and COVID-19 Adjustments.
- Note 6 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 FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4241	COPY EXPENSE	\$0	\$150	\$150	1
4242	POSTAGE EXPENSE	\$0	\$250	\$250	1
4243	GENERAL OFFICE SUPPLIES	\$0	\$300	\$300	1
4249	ADVERTISING/PUBLICITY	\$0	\$7,500	\$7,500	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$77,000	\$77,000	2
4254	TRAVEL,CONFERENCE,MEETING	\$0	\$1,500	\$1,500	3
		<u>\$0</u>	<u>\$86,700</u>	<u>\$86,700</u>	

**Detailed Analysis:**

- Note 1      Increase due to three Council vacancies on November 2020 election.
- Note 2      Based on estimate from County for November 2020 election.
- Note 3      New law conference and related expenses.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$101,500	\$104,892	\$3,392	1
4111	HOURLY & PART TIME SALARY	\$97,100	\$99,630	\$2,530	1
4121	PERS RETIREMENT	\$17,300	\$19,663	\$2,363	2
4135	FLEX ALLOWANCE	\$32,350	\$32,967	\$617	2
4136	WORKERS COMPENSATION	\$1,760	\$1,150	(\$610)	2
4139	OTHER FRINGE BENEFITS	\$10,490	\$8,451	(\$2,039)	2
4140	COMPENSATED ABSENCES	\$2,471	\$4,692	\$2,221	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$37,800	\$32,654	(\$5,146)	2
4241	COPY EXPENSE	\$500	\$500	\$0	4
4242	POSTAGE EXPENSE	\$50	\$50	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,750	\$1,500	(\$250)	5
4245	TOOLS & EQUIP(<5000@ITEM)	\$1,000	\$1,000	\$0	4
4246	MAINT-FACILITY & EQUIP	\$10,000	\$10,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$60,650	\$39,350	(\$21,300)	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,630	\$2,100	\$470	7
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$2,000	\$0	4
4255	TRAINING	\$2,000	\$860	(\$1,140)	6
4269	BUILDING MAINTENANCE CHG	\$14,431	\$14,206	(\$225)	3
4256	EQUIP REPLACEMENT CHARGES	\$9,368	\$11,462	\$2,094	3
4505	INDIRECT COST ALLOCATION	(\$177,830)	(\$202,212)	(\$24,382)	8
		<u>\$226,320</u>	<u>\$184,915</u>	<u>(\$41,405)</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to cost saving.
- Note 6 Decrease due to COVID-19 Budget Reduction Strategies Review
- Note 7 Increase due to increase in memberships fees.
- Note 8 Based on annual update of Cost Allocation Plan.

# 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 FISCAL YEAR 2020-2021

During FY 2020-2021, 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 improvement project as the project is moving into the construction phase, reviewing contracts for the wastewater treatment plant expansion project, providing advice and counsel to staff on a routine basis for ongoing projects and initiatives, reviewing new State legislation related to housing to determine whether or not the City's ordinances are in compliance with new legislative mandates, providing state mandated training for employees, assisting with code enforcement, and drafting ordinance amendments and supporting documentation.

## INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FISCAL YEAR 2020-2021

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 increased by 2% for the FY 2020-2021 in order to reflect the fact that additional legal support will be required this year on both the levee improvement project and the wastewater treatment plant expansion. Given the unique nature of these projects, 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 2020-2021. The Finance and City Manager's Departments will closely track the City Attorney's billings 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$573,615	\$673,615	\$582,272
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$573,615	\$673,615	\$582,272
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$573,615	\$673,615	\$582,272
REALLOCATIONS	(\$37,773)	(\$37,773)	(\$11,311)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$535,842</b>	<b>\$635,842</b>	<b>\$570,961</b>



**001-0310 City Attorney - Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$535,842</b>	<b>\$570,961</b>
<b>Totals Services and Supplies</b>		<b>\$573,615</b>	<b>\$582,272</b>
001-0310-412-42-51	CONTRACT, PROF, SPEC SVCS	\$572,865	\$581,522
001-0310-412-42-51	OTHER ATTORNEY SERVICES	\$90,000	\$90,000
001-0310-412-42-51	LEGAL SERVICES - MUNICIPAL CODE UPDATE	\$50,000	\$50,000
001-0310-412-42-51	CITY ATTORNEY CONTRACTUAL SERVICES	\$532,865	\$441,522
001-0310-412-42-54	TRAVEL,CONFERENCE,MEETING-LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750	\$750
<b>Totals Reallocation</b>		<b>(\$37,773)</b>	<b>(\$11,311)</b>
001-0310-412-45-05	INDIRECT COST ALLOCATION	(\$37,773)	(\$11,311)

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4251	CONTRACT, PROF, SPEC SVCS	\$572,865	\$581,522	\$8,657	1
4254	TRAVEL,CONFERENCE,MEETING	\$750	\$750	\$0	2
4505	INDIRECT COST ALLOCATION	(\$37,773)	(\$11,311)	\$26,462	3
		<u>\$535,842</u>	<u>\$570,961</u>	<u>\$35,119</u>	

### Detailed Analysis:

- Note 1      2% increase to City Attorney costs.
- Note 2      No change.
- Note 3      Based on annual update of Cost Allocation Plan.

# 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 workforce development and planning programs.

## 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 2019-2020

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2019-2020. Some examples of the key services provided include:

### CALOPPS

- Continued oversight and improvements to CalOpps.org, the recruitment and applicant-tracking website hosted by Foster City and used by over two hundred agencies. Over 1 million job seekers use and benefit from the user-friendly applicant tracking system. The Human Resources Staff continues to assist agencies and the public on using the system and troubleshooting any issues which may arise.

### BAERS

- Continued oversight and improvements to BAERS (Bay Area Employee Relations Service), the local government compensation and classification database. Twenty-three member agencies utilize the database to run classification and compensation surveys.

### Training and Development

- 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 PLAN JPA.
- 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, 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 negotiated labor negotiations with AFSCME and FCPOA implementing 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.

### **Recruitment and Selection**

- Successfully conducted 21 recruitments during FY 2019-2020. The City promoted six employees to fill vacant positions and welcomed 15 new employees to the workforce.
- Departments hosted one internship for college students.
- Worked with Police Department on promotional testing process for Lieutenant, Sergeant and Corporal.

### **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 2020-2021**

Key initiatives and service levels planned for FY 2020-2021 include the following:

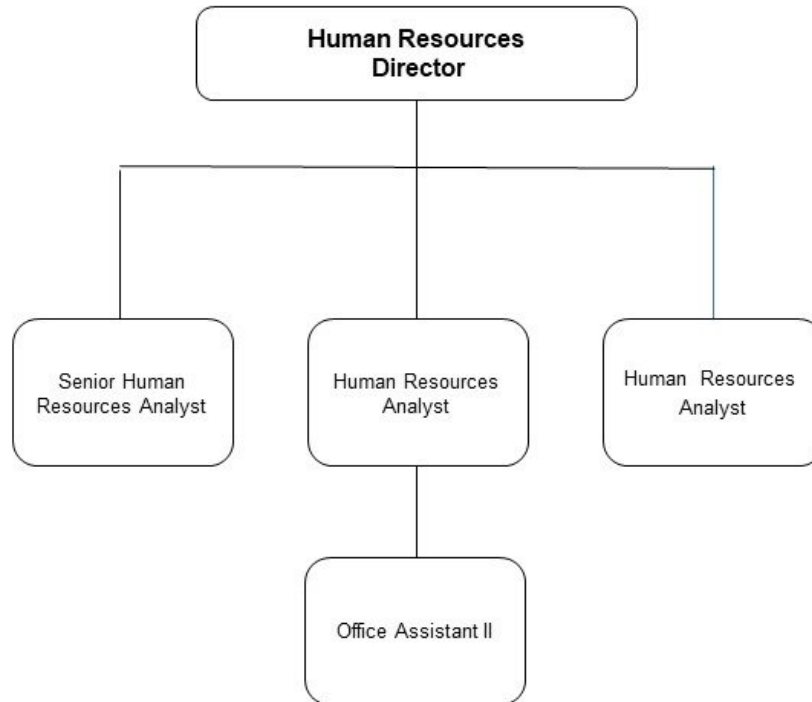
- Initiate a classification study to review and update all job specifications as necessary, making sure they reflect current qualifications, core competencies and duties.
- Complete labor negotiations with AFSCME and FCPOA and implement successor Memorandum of Understandings (MOUs). Also review Management Group Compensation and Benefits Plan for implementing updates.
- 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.
- Continue to manage FISH Committee events and employee recognition programs for staff.
- Host the employee wellness fair, coordinating with outside vendors to staff event to provide outside resources for employees' general well-being.
- Continue to review and revise HR policies to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets quarterly to review claims and maintain accountability for correcting identified hazards.
- Apprise Department Heads periodically to review their department's open workers' compensation cases.
- 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.
- 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.
- Revamp workers compensation process and forms; train managers on new processes
- 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) plans.
- Thorough review of HR's policies and procedures and make changes and/or updates where necessary.

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

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). In FY 19-20, support staff of a 30 hour per week Office Assistant II and 10 hour per week HR Analyst working off-site provided support to BAERS for updating and customer service. For FY 20-21, the department is adjusting staffing to a FT Office Assistant II and removing the 10-hour off site HR Analyst, bringing all support to the BAERS program in house. There are no other changes to the Human Resources Department staff, the remainder of which is made up of a Human Resources Director, Senior Human Resources Analyst, and two Human Resources Analyst. The revenue generated through these shared services continue to provide partial funding of the 5.0 FTE human resources personnel.

## Human Resources Department



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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$651,700	\$651,700	\$664,181
SERVICES AND SUPPLIES	\$188,000	\$228,000	\$93,050
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$839,700	\$879,700	\$757,231
INTERNAL SERVICES	\$125,345	\$125,345	\$133,141
Subtotal (Total Department Expenses before Reallocations)	\$965,045	\$1,005,045	\$890,372
REALLOCATIONS	\$(353,896)	\$(353,896)	\$(442,082)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$611,149</b>	<b>\$651,149</b>	<b>\$448,290</b>

**Staffing (Full Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Human Resources Director	1.00	1.00	1.00
Sr. Human Resources Analyst	0.00	1.00	1.00
Human Resources Analyst	3.00	2.00	2.00
Office Assistant II	0.00	0.00	1.00
<b>Permanent</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>
<b>Part-Time with Benefits Positions</b>			
Office Assistant I/I (BAERS & CALOPPS)	0.00	0.75	0.00
<b>Part-Time with Benefits</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>
<b>Part-Time without Benefits Positions</b>			
Office Assistant I/I (CALOPPS)	0.50	0.00	0.00
Human Resources Analyst (BAERS)	0.90	0.25	0.00
<b>Part-Time without Benefits</b>	<b>1.40</b>	<b>0.25</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>5.40</b>	<b>5.00</b>	<b>5.00</b>

## 001-1210 Human Resources - Administration Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$611,149</b>	<b>\$448,290</b>
<b>Totals Employee Services</b>		<b>\$651,700</b>	<b>\$664,181</b>
001-1210-415-41-10	PERMANENT SALARIES	\$417,900	\$426,470
001-1210-415-41-21	PERS RETIREMENT	\$43,000	\$47,717
001-1210-415-41-35	FLEX ALLOWANCE	\$61,400	\$67,000
001-1210-415-41-36	WORKERS COMPENSATION	\$3,500	\$2,334
001-1210-415-41-39	OTHER FRINGE BENEFITS	\$32,000	\$29,291
001-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$93,900	\$91,369
<b>Totals Internal Services</b>		<b>\$125,345</b>	<b>\$133,141</b>
001-1210-415-41-40	COMPENSATED ABSENCES	\$10,173	\$11,262
001-1210-415-41-54	PEMHCA	\$3,312	\$5,076
001-1210-415-42-56	EQUIP REPLACEMENT CHARGES	\$1,700	\$1,842
001-1210-415-42-57	COMM & INFO SERVICES CHGS	\$42,046	\$47,910
001-1210-415-42-69	BUILDING MAINTENANCE CHG	\$68,114	\$67,051
<b>Totals Services and Supplies</b>		<b>\$188,000</b>	<b>\$93,050</b>
001-1210-415-42-40	SPECIAL DEPARTMENTAL SUP	\$9,450	\$10,450
001-1210-415-42-40	SERVICE (PINS) AWARD PROGRAM	\$3,700	\$3,700
001-1210-415-42-40	WELLNESS / HEALTH SCREENINGS	\$2,500	\$2,500
001-1210-415-42-40	EMPLOYEE EVENTS	\$2,500	\$3,500
001-1210-415-42-40	GYM MAINTENANCE	\$500	\$500
001-1210-415-42-40	EMPLOYEE RECOGNITION PROGRAMS	\$250	\$250
001-1210-415-42-41	COPY EXPENSE	\$5,000	\$5,000
001-1210-415-42-42	POSTAGE EXPENSE	\$2,000	\$2,000
001-1210-415-42-43	GENERAL OFFICE SUPPLIES	\$1,750	\$1,750
001-1210-415-42-49	ADVERTISING/PUBLICITY	\$30,000	\$15,500
001-1210-415-42-49	POLICE PROMOTIONAL TESTING PROCESS	\$20,000	\$1,000
001-1210-415-42-49	INTERVIEWING/ASSESSMENT CENTER EXPENSES	\$6,000	\$6,000
001-1210-415-42-49	STATE DOJ FINGERPRINTING SERVICES	\$2,500	\$2,500
001-1210-415-42-49	WRITTEN EXAMS/JOINT TESTING EXPENSES	\$500	\$3,000
001-1210-415-42-49	RECRUITMENT EXPENSES	\$500	\$2,000
001-1210-415-42-49	RECRUITMENT ADVERTISING	\$500	\$1,000
001-1210-415-42-51	CONTRACT, PROF, SPEC SVCS	\$50,000	\$41,500
001-1210-415-42-51	LEGAL SERVICES	\$20,000	\$30,000
001-1210-415-42-51	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	\$13,500	\$6,500
001-1210-415-42-51	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE	\$8,000	\$8,000
001-1210-415-42-51	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS	\$4,000	\$4,000
001-1210-415-42-51	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	\$3,500	\$3,500
001-1210-415-42-51	Home Loan Program	\$1,000	\$0
001-1210-415-42-51	Classification Study	\$0	\$87,000
001-1210-415-42-51	COVID-19 ADJUSTMENT	\$0	(\$97,500)



**001-1210 Human Resources - Administration Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
001-1210-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,300	\$1,600
001-1210-415-42-53	IPMA MEMBERSHIP	\$500	\$500
001-1210-415-42-53	HR PROFESSIONAL MEMBERSHIP DUES	\$500	\$500
001-1210-415-42-53	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	\$300	\$400
001-1210-415-42-53	ICMA		\$200
001-1210-415-42-54	TRAVEL,CONFERENCE,MEETING	\$3,000	\$250
001-1210-415-42-54	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	\$1,000	\$1,500
001-1210-415-42-54	CONSORTIUM & REGIONAL MEETINGS	\$1,000	\$2,000
001-1210-415-42-54	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	\$750	\$1,500
001-1210-415-42-54	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	\$250	\$250
001-1210-415-42-54	Legal Conference (LCW)	\$0	\$1,500
001-1210-415-42-54	IPMA Western Regional and National Conference	\$0	\$4,000
001-1210-415-42-54	NCC-IPMA-HR Meetings	\$0	\$2,000
001-1210-415-42-54	COVID-19 ADJUSTMENT	\$0	(\$12,500)
001-1210-415-42-55	TRAINING	\$85,500	\$15,000
001-1210-415-42-55	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$54,000	\$30,000
001-1210-415-42-55	SUCCESSION PLANNING EMPLOYEE DEVELOPMENT	\$30,000	\$5,000
001-1210-415-42-55	SAFETY TRAINING	\$1,500	\$10,000
001-1210-415-42-55	COVID-19 ADJUSTMENT	\$0	(\$30,000)
<b>Totals Reallocation</b>		<b>(\$353,896)</b>	<b>(\$442,082)</b>
001-1210-415-45-05	INDIRECT COST ALLOCATION	(\$353,896)	(\$442,082)

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$417,900	\$426,470	\$8,570	1
4121	PERS RETIREMENT	\$43,000	\$47,717	\$4,717	2
4135	FLEX ALLOWANCE	\$61,400	\$67,000	\$5,600	2
4136	WORKERS COMPENSATION	\$3,500	\$2,334	(\$1,166)	2
4139	OTHER FRINGE BENEFITS	\$32,000	\$29,291	(\$2,709)	2
4140	COMPENSATED ABSENCES	\$10,173	\$11,262	\$1,089	3
4154	PEMHCA	\$3,312	\$5,076	\$1,764	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$93,900	\$91,369	(\$2,531)	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$9,450	\$10,450	\$1,000	4
4241	COPY EXPENSE	\$5,000	\$5,000	\$0	5
4242	POSTAGE EXPENSE	\$2,000	\$2,000	\$0	5
4249	ADVERTISING/PUBLICITY	\$30,000	\$15,500	(\$14,500)	6
4251	CONTRACT, PROF, SPEC SVCS	\$50,000	\$41,500	(\$8,500)	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,300	\$1,600	\$300	8
4254	TRAVEL,CONFERENCE,MEETING	\$3,000	\$250	(\$2,750)	7
4255	TRAINING	\$85,500	\$15,000	(\$70,500)	7
4256	EQUIP REPLACEMENT CHARGES	\$1,700	\$1,842	\$142	3
4257	COMM & INFO SERVICES CHGS	\$42,046	\$47,910	\$5,864	3
4269	BUILDING MAINTENANCE CHG	\$68,114	\$67,051	(\$1,063)	3
4505	INDIRECT COST ALLOCATION	(\$353,896)	(\$442,082)	(\$88,186)	9
		<u>\$611,149</u>	<u>\$448,290</u>	<u>(\$162,859)</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 Use of catering services for employee holiday party.
- Note 5 No change.
- Note 6 Anticipated limited PD recruitment for FY2020-2021, and COVID-19 Budget Reduction Strategies Review.
- Note 7 Changes include legal services increase from 20k to 30k, specialized medical expenses reduction due to removal of Fire to JPA, and COVID-19 Budget Reduction Strategies Review.
- Note 8 Increase in membership fees.
- Note 9 Based on annual update of Cost Allocation Plan.

# 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 also 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, cashiering, 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 the 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.

## 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 the 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 the 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).
- Collaborate with the City Clerk and City Attorney for a Transient Occupancy Tax ballot measure in November 2020 to help fund the City's infrastructure, pension expenditures, and other General Fund needs.
- Based on City Council's direction, plan and implement a potential lease revenue bond issuance to finance the replacement of the City's Recreation Center.

- Work with the Human Resources Department to develop a long-term pension funding policy for the Pension Subcommittee and the City Council.
- 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.
- Complete mid-cycle actuarial update of the City's Longevity and Other Post Employment Benefit (OPEB) plans.
- 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 2019-2020.

### **Administration**

- Prepared the City/District's FY 2020-2021 budget and five-year financial plan in collaboration with all City Departments.
- Prepared and presented quarterly financial updates to 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.
- Coordinated with the City of San Mateo as co-applicants for a \$ \$277 million Water Infrastructure Financing and Innovation Act (WIFIA) loan. If approved, the District would receive approximately \$64.8 million to finance its share of wastewater treatment plant (WWTP) costs.
- Assisted the Public Works Department in Water and Wastewater rate setting and analysis.
- Provided a budget and financial information update to the bargaining units as part of the City's transparency initiative during labor negotiations.
- Implemented OpenGov Budget Book software, replacing the City's legacy "Randyware" budget application.
- Evaluated pension sustainability strategies and together with the Human Resources Department presented alternatives to the City Council Pension Subcommittee. These discussions resulted in the City Council's authorization of a \$3.5 million transfer to the City's Pension Sustainability Fund.

### **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 2018-2019 CAFR from the Government Finance Officers Association (GFOA). This was the 27th 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).

### **Utility**

- Completed and updated rate study of water and wastewater rates for FY 2020-2021 and implemented a conservation-based water rate model for residential and irrigation customers.
- Assisted the Public Works Department in administering the 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.
- Assisted the Public Works Department in implementing a Collection and Discontinuation of Residential Water Service Policy

### **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 2020-2021**

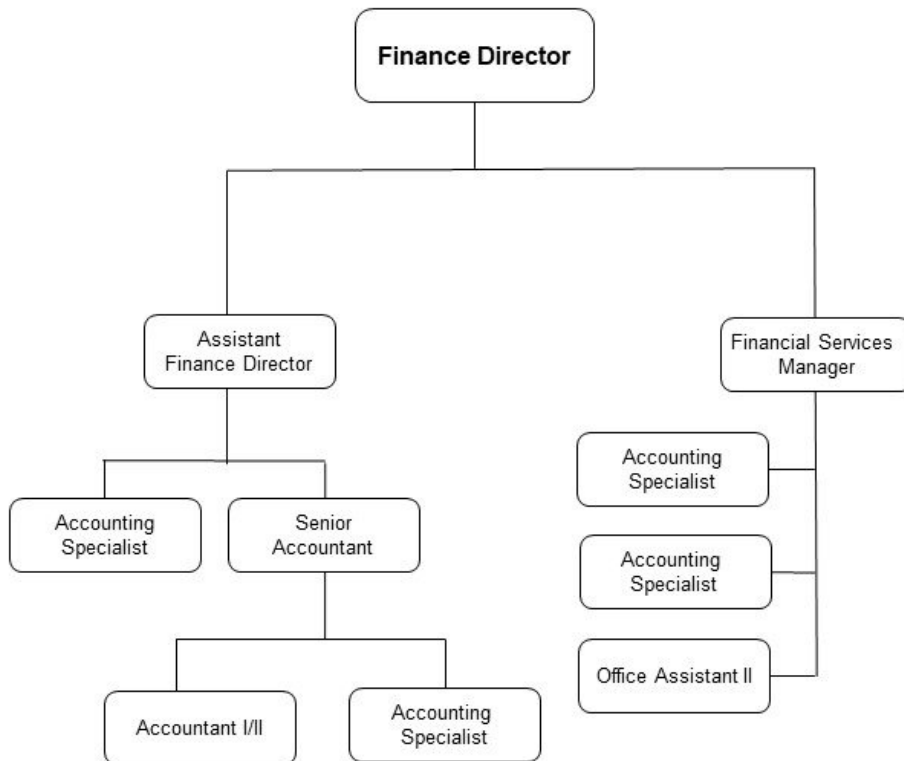
The key initiatives planned for FY 2020-2021 include the following.

- Continue to provide leadership training opportunities for succession plan.
- Provide internal cross-training for backup and support.
- Prepare the City/District's FY 2021-2022 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.
- Prepare biennial actuarial studies for the City's Longevity Benefits plan and Public Employees Medical and Hospital Act (PEMHCA) Benefits plan.
- Provide annual Financial Services Department policies and procedures training to City staff.
- Prepare the City/District's Comprehensive Annual Financial Report (CAFR).
- Complete the annual financial audit.
- Submit application for Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2019-2020 CAFR to the Government Finance Officers Association (GFOA). The City/District has received this award for 27 consecutive years.
- Provide financial analytical support to City Departments.
- Administer outstanding City and EMID bonds, including continuing disclosure filings.
- Collaborate with Human Resources Department and Pension Subcommittee in development of pension sustainability strategies to reduce the City's Unfunded Accrued Liability and improve the City's funded status.
- Implement OpenGov performance monitoring software.

## CHANGES IN FINANCIAL RESOURCES REQUIRED

- Employee services (wages and fringe benefits) costs have been adjusted upward based on merit (step) increases, an assumed general wage adjustment of 2%, and benefit formula changes (e.g. increase in CalPERS employer rate/unfunded accrued liability charges, medical premium changes, etc.). Total FY 2020-2021 employee services expenditures for the Department are \$1,750,062 an increase of (\$58,038) ((3.21)%) from the prior fiscal year. City staff has included a classification change for the Accounting Manager to a Financial Services Manager. The change reflects the Department's need for an individual to manage special assignments. Over the past several years, the Accounting Manager has implemented the City's business license software conversion and credit card convenience fee program for utilities, development permits and fees, and business license renewals. She is also the project manager for the OpenGov budget implementation that is replacing City's legacy Randyware budget app. The retirement of the City's Payroll Technician in March also brought about a change in the Department. Staff has since reinstated the payroll function as part of the Accounting Specialist work scope along with accounts payable, taxes and receivables, and utilities. This change allows for broader Department cross-training and provides the organization with an additional layer of staff backup.
- Internal Services charges are based on assessments from the Equipment Replacement, Information Technology, Compensated Absences, PEMHCA, Longevity and Building Maintenance Internal Services Funds. The aggregate charges for FY 2020-2021 is \$292,772, an increase of \$23,729 from the prior fiscal year.
- Aggregate Service and Supplies expenditures for FY 2020-2021 are budgeted for \$128,390, a reduction of \$40,195 from prior fiscal year due primarily to a transfer of citywide software subscription from the Finance Department to the Information Technology Internal Service Fund.
- Reallocation of expenses to other Departments which serves to reduce overall Department expenses is increasing by \$22,774 to \$1,181,778 due to a slightly higher FY 2020-2021 Financial Services Department expenditure budget.
- After the inclusion of re-allocations, the overall Financial Services Department expenditures are increasing by \$97,278 ((8.95)%) to \$989,446.

## 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$294,637	\$294,637	\$367,267
GENERAL ACCOUNTING	\$680,270	\$680,270	\$523,713
UTILITY ACCOUNTING	\$0	\$0	\$0
TAXES & LICENSES	\$111,817	\$111,817	\$98,466
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$1,086,724</b>	<b>\$1,086,724</b>	<b>\$989,446</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$1,808,100	\$1,808,100	\$1,750,062
SERVICES AND SUPPLIES	\$168,585	\$168,585	\$128,390
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,976,685	\$1,976,685	\$1,878,452
INTERNAL SERVICES	\$269,043	\$269,043	\$292,772
Subtotal (Total Department Expenses before Reallocations)	\$2,245,728	\$2,245,728	\$2,171,224
REALLOCATIONS	(\$1,159,004)	(\$1,159,004)	(\$1,181,778)
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$1,086,724</b>	<b>\$1,086,724</b>	<b>\$989,446</b>

**Staffing (Full Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Finance Director/City Treasurer	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Financial Services Manager	0.00	0.00	1.00
Accounting Manager	1.00	1.00	0.00
Senior Accountant	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00
Payroll Technician	1.00	1.00	0.00
Sr Acct Spec/Acct Spec	3.00	3.00	4.00
Office Assistant II	1.00	1.00	1.00
<b>Total Full Time Equivalents</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>



## DETAIL LINE ITEM REPORT

### 001-1110 Financial Services/City Treasurer - Administration Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$294,637</b>	<b>\$367,267</b>
<b>Totals Employee Services</b>		<b>\$490,400</b>	<b>\$506,074</b>
001-1110-415-41-10	PERMANENT SALARIES	\$318,500	\$329,185
001-1110-415-41-21	PERS RETIREMENT	\$32,000	\$36,587
001-1110-415-41-35	FLEX ALLOWANCE	\$38,900	\$39,606
001-1110-415-41-36	WORKERS COMPENSATION	\$2,700	\$1,788
001-1110-415-41-39	OTHER FRINGE BENEFITS	\$28,300	\$23,238
001-1110-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$70,000	\$75,670
<b>Totals Internal Services</b>		<b>\$64,181</b>	<b>\$68,987</b>
001-1110-415-41-40	COMPENSATED ABSENCES	\$7,584	\$8,626
001-1110-415-41-53	LONGEVITY	\$3,900	\$3,900
001-1110-415-41-54	PEMHCA	\$6,624	\$6,768
001-1110-415-42-56	EQUIP REPLACEMENT CHARGES	\$1,084	\$1,084
001-1110-415-42-57	COMM & INFO SERVICES CHGS	\$29,318	\$33,183
001-1110-415-42-69	BUILDING MAINTENANCE CHG	\$15,671	\$15,426
<b>Totals Services and Supplies</b>		<b>\$102,250</b>	<b>\$65,525</b>
001-1110-415-42-41	COPY EXPENSE	\$2,800	\$2,800
001-1110-415-42-41	PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,300	\$2,300
001-1110-415-42-41	COPIES FOR CORRESPONDENCE, AGENDAS, ETC.	\$500	\$500
001-1110-415-42-42	POSTAGE EXPENSE	\$200	\$200
001-1110-415-42-43	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500
001-1110-415-42-49	ADVERTISING/PUBLICITY	\$300	\$300
001-1110-415-42-51	CONTRACT, PROF, SPEC SVCS	\$82,500	\$54,505
001-1110-415-42-51	TEMPORARY HELP	\$1,995	\$1,995
001-1110-415-42-51	CAFR STATISTICS REPORTS	\$1,500	\$1,500
001-1110-415-42-51	PENSION SOFTWARE ANNUAL LICENSING/CONSULTING FEE - CITYWIDE SOFTWARE SUBSCRIPTION MOVED TO IT ISF	\$15,000	\$0
001-1110-415-42-51	MANDATED COST ALLOCATION SB90 CLAIMS	\$3,000	\$3,000
001-1110-415-42-51	GFOA CAFR AWARD APPLICATION FEE	\$505	\$505
001-1110-415-42-51	AUDIT FEES (1X REDUCTION OF \$3K FOR CONTRACT EXTENSION)	\$60,500	\$57,500
001-1110-415-42-51	COVID-19 ADJUSTMENT	\$0	(\$9,995)
001-1110-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$9,000	\$3,950
001-1110-415-42-53	GOVERNMENT FINANCE OFFICERS ASSOCIATION (3)	\$400	\$400
001-1110-415-42-53	PROFESSIONAL LICENSE	\$215	\$130
001-1110-415-42-53	FIXED ASSET PORTAL SUBSCRIPTION	\$3,000	\$3,000
001-1110-415-42-53	COST ALLOCATION PLAN SUBSCRIPTION-CITYWIDE APPLICATION MOVED TO IT ISF	\$5,000	\$0

**001-1110 Financial Services/City Treasurer - Administration Expenses (Continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
001-1110-415-42-53	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$120	\$130
001-1110-415-42-53	CALIFORNIA MUNICIPAL TREASURER ASSN	\$155	\$160
001-1110-415-42-53	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110	\$130
001-1110-415-42-54	TRAVEL,CONFERENCE,MEETING	\$4,950	\$1,640
001-1110-415-42-54	MISCELLANEOUS MEETINGS	\$150	\$150
001-1110-415-42-54	LEAGUE OF CALIFORNIA CITIES	\$1,000	\$1,000
001-1110-415-42-54	GFOA ANNUAL CONFERENCE	\$1,800	\$1,800
001-1110-415-42-54	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$1,200	\$1,200
001-1110-415-42-54	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE	\$800	\$800
001-1110-415-42-54	COVID-19 ADJUSTMENT	\$0	(\$3,310)
001-1110-415-42-55	TRAINING	\$1,000	\$630
001-1110-415-42-55	GOVT TAX SEMINAR	\$400	\$450
001-1110-415-42-55	CSMFO, GFOA, AGA TRAINING	\$600	\$600
001-1110-415-42-55	COVID-19 ADJUSTMENT	\$0	(\$420)
<b>Totals Reallocation</b>		<b>(\$362,194)</b>	<b>(\$273,319)</b>
001-1110-415-45-05	INDIRECT COST ALLOCATION	(\$362,194)	(\$273,319)

## 001-1120 Financial Services/City Treasurer - General Accounting Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$680,270</b>	<b>\$523,713</b>
<b>Totals Employee Services</b>		<b>\$934,800</b>	<b>\$861,934</b>
001-1120-415-41-10	PERMANENT SALARIES	\$580,300	\$531,008
001-1120-415-41-10	PERMANENT SALARIES	\$580,300	\$600,070
001-1120-415-41-10	COVID-19 ADJUSTMENT	\$0	\$(69,062)
001-1120-415-41-21	PERS RETIREMENT	\$60,000	\$56,217
001-1120-415-41-21	PERS RETIREMENT	\$60,000	\$66,933
001-1120-415-41-21	COVID-19 ADJUSTMENT	\$0	\$(10,716)
001-1120-415-41-35	FLEX ALLOWANCE	\$112,600	\$102,653
001-1120-415-41-35	FLEX ALLOWANCE	\$112,600	\$128,813
001-1120-415-41-35	COVID-19 ADJUSTMENT	\$0	\$(26,160)
001-1120-415-41-36	WORKERS COMPENSATION	\$4,900	\$2,758
001-1120-415-41-36	WORKERS COMPENSATION	\$4,900	\$3,282
001-1120-415-41-36	COVID-19 ADJUSTMENT	\$0	\$(524)
001-1120-415-41-39	OTHER FRINGE BENEFITS	\$46,000	\$30,203
001-1120-415-41-39	OTHER FRINGE BENEFITS	\$46,000	\$36,446
001-1120-415-41-39	COVID-19 ADJUSTMENT	\$0	\$(6,243)
001-1120-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$131,000	\$139,095
<b>Totals Internal Services</b>		<b>\$107,350</b>	<b>\$118,130</b>
001-1120-415-41-40	COMPENSATED ABSENCES	\$14,061	\$15,835
001-1120-415-41-54	PEMHCA	\$3,312	\$5,076
001-1120-415-42-57	COMM & INFO SERVICES CHGS	\$58,635	\$66,366
001-1120-415-42-69	BUILDING MAINTENANCE CHG	\$31,342	\$30,853
<b>Totals Services and Supplies</b>		<b>\$14,935</b>	<b>\$12,195</b>
001-1120-415-42-41	COPY EXPENSE	\$1,000	\$1,000
001-1120-415-42-42	POSTAGE EXPENSE	\$2,650	\$2,650
001-1120-415-42-43	GENERAL OFFICE SUPPLIES	\$6,000	\$5,500
001-1120-415-42-43	PAYROLL WINDOW ENVELOPES	\$300	\$300
001-1120-415-42-43	PAYROLL CHECKS & W2	\$1,000	\$1,000
001-1120-415-42-43	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250	\$2,250
001-1120-415-42-43	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	\$800	\$300
001-1120-415-42-43	CALCULATORS (2)	\$200	\$200
001-1120-415-42-43	AP SIGNATURE CARD	\$800	\$800
001-1120-415-42-43	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	\$650	\$650
001-1120-415-42-46	MAINT-FACILITY & EQUIP	\$500	\$500
001-1120-415-42-46	WHEELWRITER	\$150	\$150
001-1120-415-42-46	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$350	\$350
001-1120-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$230	\$230
001-1120-415-42-53	MEMBERSHIP FOR CSMFO	\$120	\$120
001-1120-415-42-53	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110	\$110

**001-1120 Financial Services/City Treasurer - General Accounting Expenses (Continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
001-1120-415-42-54	TRAVEL,CONFERENCE,MEETING	\$1,380	\$490
001-1120-415-42-54	MISCELLANEOUS MEETING	\$180	\$180
001-1120-415-42-54	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$1,200	\$1,300
001-1120-415-42-54	COVID-19 ADJUSTMENT	\$0	\$(990)
001-1120-415-42-55	TRAINING	\$3,175	\$1,825
001-1120-415-42-55	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$2,000	\$2,000
001-1120-415-42-55	GOVERNMENT TAX SEMINAR	\$1,000	\$900
001-1120-415-42-55	GFOA ANNUAL GAAP UPDATE	\$175	\$175
001-1120-415-42-55	COVID-19 ADJUSTMENT	\$0	\$(1,250)
<b>Totals Reallocation</b>		<b>\$(376,815)</b>	<b>\$(468,546)</b>
001-1120-415-45-05	INDIRECT COST ALLOCATION	\$(376,815)	\$(468,546)

## 001-1130 Financial Services/City Treasurer - Utility Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>
<b>Totals Employee Services</b>		<b>\$201,400</b>	<b>\$189,158</b>
001-1130-415-41-10	PERMANENT SALARIES	\$120,000	\$123,031
001-1130-415-41-21	PERS RETIREMENT	\$13,800	\$13,958
001-1130-415-41-35	FLEX ALLOWANCE	\$30,300	\$15,090
001-1130-415-41-36	WORKERS COMPENSATION	\$1,100	\$699
001-1130-415-41-39	OTHER FRINGE BENEFITS	\$6,000	\$3,895
001-1130-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$30,200	\$32,485
<b>Totals Internal Services</b>		<b>\$70,471</b>	<b>\$76,286</b>
001-1130-415-41-40	COMPENSATED ABSENCES	\$2,988	\$3,372
001-1130-415-42-57	COMM & INFO SERVICES CHGS	\$43,977	\$49,775
001-1130-415-42-69	BUILDING MAINTENANCE CHG	\$23,506	\$23,139
<b>Totals Services and Supplies</b>		<b>\$43,800</b>	<b>\$43,800</b>
001-1130-415-42-41	COPY EXPENSE	\$500	\$500
001-1130-415-42-42	POSTAGE EXPENSE	\$400	\$400
001-1130-415-42-43	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200
001-1130-415-42-43	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	\$500	\$500
001-1130-415-42-43	MAILING AND RETURN ENVELOPES	\$200	\$200
001-1130-415-42-43	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$500	\$500
001-1130-415-42-51	CONTRACT, PROF, SPEC SVCS	\$40,200	\$40,200
001-1130-415-42-51	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	\$30,000	\$30,000
001-1130-415-42-51	ONLINE ACH TRANSACTION FEES	\$5,400	\$5,400
001-1130-415-42-51	BANK DRAFT FEES	\$4,800	\$4,800
001-1130-415-42-55	TRAINING	\$1,500	\$1,500
<b>Totals Reallocation</b>		<b>(\$315,671)</b>	<b>(\$309,244)</b>
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$315,671)	(\$309,244)
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$406,883)	(\$400,459)
001-1130-415-45-05	INDIRECT COST ALLOCATION - 2nd ROUND	\$91,212	\$91,215

**001-1140 Financial Services/City Treasurer - Taxes & Licenses Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$111,817</b>	<b>\$98,466</b>
<b>Totals Employee Services</b>		<b>\$181,500</b>	<b>\$192,896</b>
001-1140-415-41-10	PERMANENT SALARIES	\$116,100	\$126,246
001-1140-415-41-21	PERS RETIREMENT	\$12,200	\$13,958
001-1140-415-41-35	FLEX ALLOWANCE	\$19,700	\$20,035
001-1140-415-41-36	WORKERS COMPENSATION	\$1,000	\$699
001-1140-415-41-39	OTHER FRINGE BENEFITS	\$5,800	\$4,013
001-1140-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$26,700	\$27,945
<b>Totals Internal Services</b>		<b>\$27,041</b>	<b>\$29,369</b>
001-1140-415-41-40	COMPENSATED ABSENCES	\$2,891	\$3,372
001-1140-415-41-54	PEMHCA	\$1,656	\$1,692
001-1140-415-42-57	COMM & INFO SERVICES CHGS	\$14,659	\$16,592
001-1140-415-42-69	BUILDING MAINTENANCE CHG	\$7,835	\$7,713
<b>Totals Services and Supplies</b>		<b>\$7,600</b>	<b>\$6,870</b>
001-1140-415-42-41	COPY EXPENSE	\$300	\$300
001-1140-415-42-42	POSTAGE EXPENSE	\$2,000	\$2,000
001-1140-415-42-43	GENERAL OFFICE SUPPLIES	\$2,500	\$2,020
001-1140-415-42-43	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	\$200	\$200
001-1140-415-42-43	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	\$500	\$500
001-1140-415-42-43	BUSINESS LICENSE RELATED INFORMATION	\$300	\$300
001-1140-415-42-43	BUSINESS LICENSE CERTIFICATES ENVELOPES	\$1,000	\$1,000
001-1140-415-42-43	BUSINESS LICENSE APPLICATION FORMS	\$500	\$500
001-1140-415-42-43	COVID-19 ADJUSTMENT	\$0	(\$480)
001-1140-415-42-51	CONTRACT, PROF, SPEC SVCS	\$2,500	\$2,500
001-1140-415-42-51	MRC SALES TAX AUDIT	\$1,500	\$1,500
001-1140-415-42-51	BANK FEES & CREDIT CARD FEES	\$1,000	\$1,000
001-1140-415-42-55	TRAINING	\$300	\$50
001-1140-415-42-55	TRAINING	\$300	\$300
001-1140-415-42-55	COVID-19 ADJUSTMENT		(\$250)
<b>Totals Reallocation</b>		<b>(\$104,324)</b>	<b>(\$130,669)</b>
001-1140-415-45-05	INDIRECT COST ALLOCATION	(\$104,324)	(\$130,669)

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

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$318,500	\$329,184	\$10,684	1
4121	PERS RETIREMENT	\$32,000	\$36,587	\$4,587	2
4135	FLEX ALLOWANCE	\$38,900	\$39,606	\$706	2
4136	WORKERS COMPENSATION	\$2,700	\$1,788	(\$912)	2
4139	OTHER FRINGE BENEFITS	\$28,300	\$23,238	(\$5,062)	2
4140	COMPENSATED ABSENCES	\$7,584	\$8,626	\$1,042	3
4153	LONGEVITY	\$3,900	\$3,900	\$0	3
4154	PEMHCA	\$6,624	\$6,768	\$144	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$70,000	\$75,670	\$5,670	2
4241	COPY EXPENSE	\$2,800	\$2,800	\$0	4
4242	POSTAGE EXPENSE	\$200	\$200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500	\$0	4
4249	ADVERTISING/PUBLICITY	\$300	\$300	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$82,500	\$54,505	(\$27,995)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$9,000	\$3,950	(\$5,050)	6
4254	TRAVEL,CONFERENCE,MEETING	\$4,950	\$1,640	(\$3,310)	6
4255	TRAINING	\$1,000	\$630	(\$370)	6
4256	EQUIP REPLACEMENT CHARGES	\$1,084	\$1,084	\$0	4
4257	COMM & INFO SERVICES CHGS	\$29,318	\$33,183	\$3,865	3
4269	BUILDING MAINTENANCE CHG	\$15,671	\$15,426	(\$245)	3
4505	INDIRECT COST ALLOCATION	(\$362,194)	(\$273,319)	\$88,875	7
		<u>\$294,637</u>	<u>\$367,267</u>	<u>\$72,630</u>	

### Detailed Analysis:

- Note 1 Personnel realignment and classification change,merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Transfer of citywide software subscription from the Finance Department to the Information Technology Internal Service Fund, and COVID-19 Budget Reduction Strategies Review.
- Note 6 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 7 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$580,300	\$531,009	(\$49,291)	1
4121	PERS RETIREMENT	\$60,000	\$56,217	(\$3,783)	2
4135	FLEX ALLOWANCE	\$112,600	\$102,653	(\$9,947)	2
4136	WORKERS COMPENSATION	\$4,900	\$2,758	(\$2,142)	2
4139	OTHER FRINGE BENEFITS	\$46,000	\$30,203	(\$15,797)	2
4140	COMPENSATED ABSENCES	\$14,061	\$15,835	\$1,774	3
4154	PEMHCA	\$3,312	\$5,076	\$1,764	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$131,000	\$139,095	\$8,095	2
4241	COPY EXPENSE	\$1,000	\$1,000	\$0	4
4242	POSTAGE EXPENSE	\$2,650	\$2,650	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$6,000	\$5,500	(\$500)	5
4246	MAINT-FACILITY & EQUIP	\$500	\$500	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$230	\$230	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,380	\$490	(\$890)	5
4255	TRAINING	\$3,175	\$1,825	(\$1,350)	5
4257	COMM & INFO SERVICES CHGS	\$58,635	\$66,366	\$7,731	3
4269	BUILDING MAINTENANCE CHG	\$31,342	\$30,853	(\$489)	3
4505	INDIRECT COST ALLOCATION	(\$376,815)	(\$468,546)	(\$91,731)	6
		<u>\$680,270</u>	<u>\$523,713</u>	<u>(\$156,557)</u>	

### Detailed Analysis:

- Note 1 Personnel realignment and classification change, merit (Step) increase, assumption of 2% COLA increase, and COVID-19 Budget Reduction Strategies Review.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Change reflect expecting expenditures level and COVID-19 Budget Reduction Strategies Review.
- Note 6 Based on annual update of Cost Allocation Plan.



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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$120,000	\$123,031	\$3,031	1
4121	PERS RETIREMENT	\$13,800	\$13,958	\$158	2
4135	FLEX ALLOWANCE	\$30,300	\$15,090	(\$15,210)	2
4136	WORKERS COMPENSATION	\$1,100	\$699	(\$401)	2
4139	OTHER FRINGE BENEFITS	\$6,000	\$3,895	(\$2,105)	2
4140	COMPENSATED ABSENCES	\$2,988	\$3,372	\$384	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$30,200	\$32,485	\$2,285	2
4241	COPY EXPENSE	\$500	\$500	\$0	4
4242	POSTAGE EXPENSE	\$400	\$400	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$40,200	\$40,200	\$0	4
4255	TRAINING	\$1,500	\$1,500	\$0	4
4257	COMM & INFO SERVICES CHGS	\$43,977	\$49,775	\$5,798	3
4269	BUILDING MAINTENANCE CHG	\$23,506	\$23,139	(\$367)	3
4505	INDIRECT COST ALLOCATION	(\$315,671)	(\$309,244)	\$6,427	5
		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Based on annual update of Cost Allocation Plan.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$116,100	\$126,246	\$10,146	1
4121	PERS RETIREMENT	\$12,200	\$13,958	\$1,758	2
4135	FLEX ALLOWANCE	\$19,700	\$20,034	\$334	2
4136	WORKERS COMPENSATION	\$1,000	\$699	(\$301)	2
4139	OTHER FRINGE BENEFITS	\$5,800	\$4,013	(\$1,787)	2
4140	COMPENSATED ABSENCES	\$2,891	\$3,372	\$481	3
4154	PEMHCA	\$1,656	\$1,692	\$36	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$26,700	\$27,945	\$1,245	2
4241	COPY EXPENSE	\$300	\$300	\$0	4
4242	POSTAGE EXPENSE	\$2,000	\$2,000	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$2,500	\$2,020	(\$480)	5
4251	CONTRACT, PROF, SPEC SVCS	\$2,500	\$2,500	\$0	4
4255	TRAINING	\$300	\$50	(\$250)	5
4257	COMM & INFO SERVICES CHGS	\$14,659	\$16,592	\$1,933	3
4269	BUILDING MAINTENANCE CHG	\$7,835	\$7,713	(\$122)	3
4505	INDIRECT COST ALLOCATION	(\$104,324)	(\$130,669)	(\$26,345)	6
		<u>\$111,817</u>	<u>\$98,466</u>	<u>(\$13,351)</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 6 Based on annual update of Cost Allocation Plan.

# Parks and Recreation



## **DEPARTMENT DESCRIPTION**

The Parks and Recreation 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 of 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.

## **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 four key functions where we will:

- Provide high-quality parks and recreation facilities
- Provide high-quality recreational programs
- 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
- 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
- Contribute to Foster City's brand 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 2019-2020**

### **Parks**

*Park Infrastructure Improvements:*

- Soccer fields S1, S2, and baseball field B1 synthetic turf installation at Sea Cloud Park, CIP 301-659
- Fitness court installation at Shorebird Park CIP 301-683
- Synthetic turf replacement at Port Royal Park completed under warranty.
- Installation of 920 linear feet of chain link fencing along the boardwalk at Catamaran Park CIP 301-692.
- Installation of chain link fencing extension at Edgewater Park at basketball court to protect basketball players from fly balls from the softball field
- Playground replacements at Killdeer, Farragut, Edgewater, and Arcturus Parks and ASTM-required fencing installation at Farragut and Edgewater Parks
- Installation of soccer ball netting and framework at Port Royal Park to protect the home at 23 Dory Lane
- Sport field renovations at Sea Cloud Park
- Solar lighting installed at Pilgrim Walkway to increase safety
- City Hall/ Council Chambers Landscape Improvements
- Tree Removal (28) and Replacement (19) at Farragut Park
- Tree Plantings (31) at Killdeer Park
- Bluefish Court Landscape improvements

**Recreation**

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

**INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2020-2021*****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. Foster advocacy of Parks and Recreation services
- 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

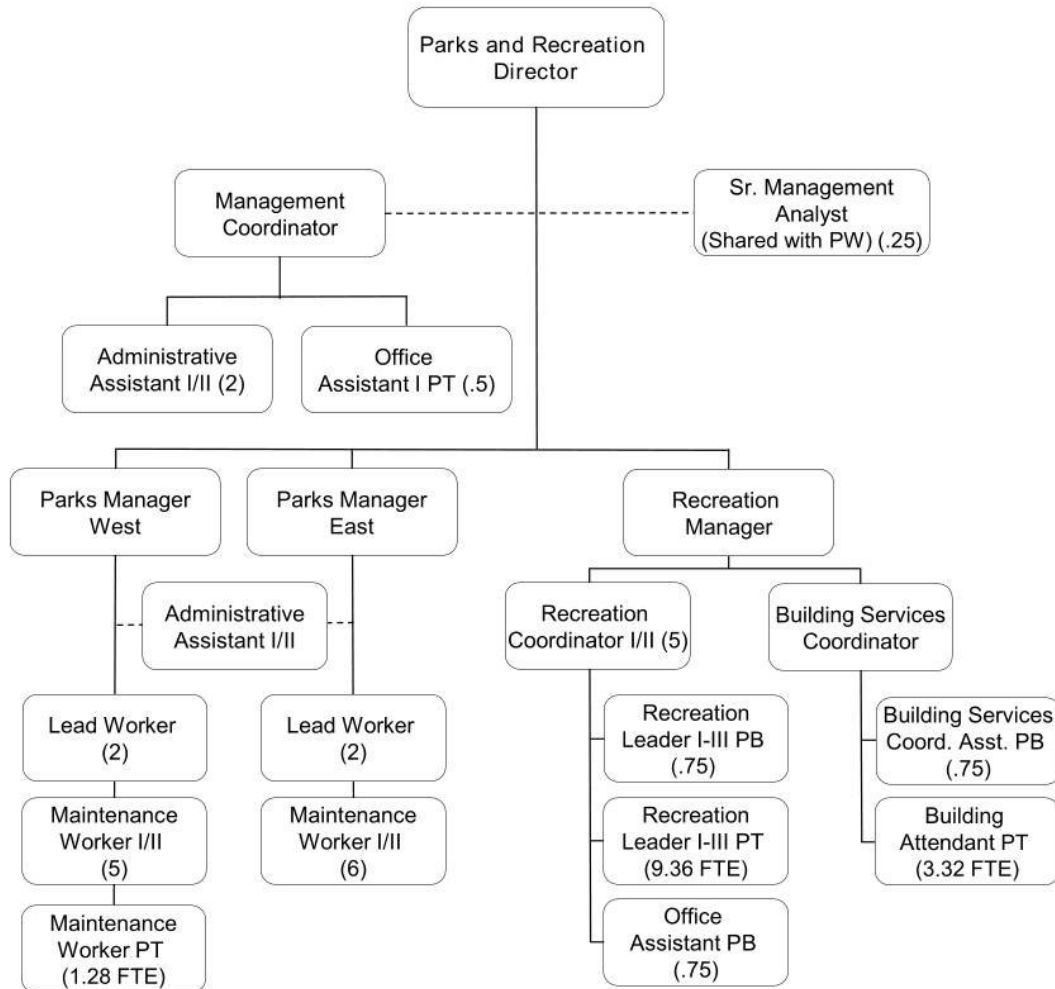
**CHANGES IN FINANCIAL RESOURCES REQUIRED*****Recreation Division***

- Adjustment has been made to programs that will be affected by COVID-19.

***Parks Division***

- Water Meter/ Water Charges - The cost of water, wastewater and meter charges are expected to increase significantly in FY 2020-2021, resulting in an overall increase in the line item of \$37,000
- Parks overtime is expected to increase by \$9,350 due to an increase in the number and duration of events as well as an overall increase in personnel costs
- Costs for Median Maintenance are scheduled to increase by the Consumer Price Index, equal to \$3,100 per the current agreement with the competitively bid vendor

**Parks and Recreation  
Department  
FY2020-2021**



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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
REC ADMINISTRATION	\$2,104,461	\$2,104,461	\$2,370,704
PARKS MAINTENANCE	\$5,546,274	\$5,546,274	\$5,574,194
Subtotal - City General Fund Divisions	\$7,650,735	\$7,650,735	\$7,944,898
ADULT CONTRACT CLASSES	\$189,780	\$189,780	\$187,626
ADULTS SPORTS	\$45,000	\$45,000	\$58,733
ADVERTISING	\$51,277	\$51,277	\$37,200
FACILITY OPERATIONS	\$597,949	\$597,949	\$588,789
SENIORS / VOLUNTEERS	\$212,349	\$212,349	\$188,979
SPECIAL EVENTS	\$41,071	\$41,071	\$10,600
TEEN PROGRAMS	\$358,568	\$358,568	\$271,672
YOUTH CAMPS	\$412,517	\$412,517	\$293,235
YOUTH CONTRACT CLASSES	\$297,663	\$297,663	\$299,940
Subtotal - Special Recreation Fund	\$2,206,174	\$2,206,174	\$1,936,774
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$9,856,909</b>	<b>\$9,856,909</b>	<b>\$9,881,672</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$5,135,350	\$5,135,350	\$5,070,044
SERVICES AND SUPPLIES	\$2,568,079	\$2,568,079	\$2,465,333
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$7,703,429	\$7,703,429	\$7,535,377
INTERNAL SERVICES	\$2,500,792	\$2,500,792	\$2,346,295
Subtotal (Total Department Expenses before Reallocations)	\$10,204,221	\$10,204,221	\$9,881,672
REALLOCATIONS	(\$347,312)	(\$347,312)	\$0
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$9,856,909</b>	<b>\$9,856,909</b>	<b>\$9,881,672</b>

**Parks and Recreation Department  
Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Parks & Recreation Director	1.00	1.00	1.00
Parks Manager	2.00	2.00	2.00
Recreation Manager	1.00	1.00	1.00
Building/Vehicle Manager	1.00	1.00	0.00
Recreation Coordinator I/II	5.00	5.00	5.00
Mechanic I	1.00	1.00	0.00
Equipment Maintenance Worker	1.00	1.00	0.00
Parks Maintenance Lead Worker	4.00	4.00	4.00
Parks Maintenance Worker I/II	11.00	11.00	11.00
Sr. Management Analyst	0.50	0.50	0.25
Management Coordinator	1.00	1.00	1.00
Administration Secretary I/II	3.00	3.00	3.00
Building Maintenance Worker I/II	3.00	3.00	0.00
Building Maintenance Lead Worker	1.00	1.00	0.00
Building Services Coordinator	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>36.50</b>	<b>36.50</b>	<b>29.25</b>
<b>Part Time with Benefits Position</b>			
Recreation Leader III	0.75	0.75	0.75
Office Assistant I/II	0.75	1.13	0.75
Building Services Coordinator Assistant	0.75	0.75	0.75
<b>Total Part Time with Benefits Positions</b>	<b>2.25</b>	<b>2.63</b>	<b>2.25</b>
<b>Part Time without Benefits Position</b>			
Recreation Leader I (7)	3.25	3.25	4.64
Recreation Leader II (14) > (13)	7.00	7.00	2.62
Recreation Leader III (14) > (13)	7.20	7.20	2.10
Office Assistant I/II	0.50	0.00	0.50
Building Service Assistant (10)	6.00	6.00	3.32
Park Maintenance Worker (3)	2.00	2.00	1.28
<b>Total Part Time without Benefits Positions</b>	<b>25.95</b>	<b>25.45</b>	<b>14.46</b>
<b>Total Full Time Equivalents</b>	<b>64.70</b>	<b>64.58</b>	<b>45.96</b>



**001-0510 Parks & Recreation - Recreation Administration Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$2,104,461</b>	<b>\$2,370,704</b>
<b>Totals Employee Services</b>		<b>\$924,800</b>	<b>\$884,034</b>
001-0510-451-41-10	PERMANENT SALARIES	\$603,800	\$546,574
001-0510-451-41-11	HOURLY & PART TIME SALARY	\$0	\$26,606
001-0510-451-41-21	PERS RETIREMENT	\$61,200	\$60,988
001-0510-451-41-35	FLEX ALLOWANCE	\$76,700	\$69,768
001-0510-451-41-36	WORKERS COMPENSATION	\$12,700	\$5,772
001-0510-451-41-39	OTHER FRINGE BENEFITS	\$36,700	\$30,208
001-0510-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$133,700	\$144,118
<b>Totals Internal Services</b>		<b>\$1,475,467</b>	<b>\$1,452,462</b>
001-0510-451-41-40	COMPENSATED ABSENCES	\$16,266	\$14,514
001-0510-451-41-53	LONGEVITY	\$5,550	\$5,550
001-0510-451-41-54	PEMHCA	\$1,656	\$1,692
001-0510-451-42-44	VEHICLE RENTAL CHARGES	\$56,984	\$56,133
001-0510-451-42-56	EQUIP REPLACEMENT CHARGES	\$30,468	\$29,777
001-0510-451-42-57	COMM & INFO SERVICES CHGS	\$133,916	\$150,040
001-0510-451-42-69	BUILDING MAINTENANCE CHG - RC, SR, TC, CC	\$1,230,627	\$1,194,756
<b>Totals Services and Supplies</b>		<b>\$51,506</b>	<b>\$34,208</b>
001-0510-451-42-41	COPY EXPENSE - LETTERS AND STAFF REPORTS	\$255	\$100
001-0510-451-42-42	POSTAGE EXPENSE-LETTERS, FACILITY AND PLAYFIELD PERMITS	\$1,515	\$1,200
001-0510-451-42-43	GENERAL OFFICE SUPPLIES	\$16,832	\$12,000
001-0510-451-42-46	MAINT-FACILITY & EQUIP	\$10,353	\$10,000
001-0510-451-42-46	SUPPLIES & EQUIPMENT	\$6,818	\$6,500
001-0510-451-42-46	YOUTH SUMMIT / YOUTH LEADERSHIP	\$3,535	\$3,500
001-0510-451-42-49	ADVERTISING/PUBLICITY	\$5,500	\$5,000
001-0510-451-42-51	CONTRACT, PROF, SPEC SVCS	\$1,000	\$500
001-0510-451-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$3,748	\$3,748
001-0510-451-42-53	CPRS STAFF MEMBERSHIP	\$1,276	\$1,276
001-0510-451-42-53	NATIONAL RECREATION & PARKS SOCIETY - AGENCY	\$786	\$786
001-0510-451-42-53	CALIF. PARKS & RECREATION SOCIETY - AGENCY	\$612	\$612
001-0510-451-42-53	NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS	\$510	\$510
001-0510-451-42-53	LERN MEMBERSHIP	\$358	\$358
001-0510-451-42-53	NATIONAL LEGISLATIVE BULLETIN	\$154	\$154
001-0510-451-42-53	NRPA NET	\$52	\$52
001-0510-451-42-54	TRAVEL,CONFERENCE,MEETING	\$11,589	\$1,100
001-0510-451-42-54	CPRS REGIONAL - REC COORDINATORS (5)	\$5,111	\$5,000
001-0510-451-42-54	NRPA - DIRECTOR	\$2,550	\$2,400
001-0510-451-42-54	CA PARKS & REC TRAINING - MANAGER (1)	\$1,530	\$1,400
001-0510-451-42-54	ANNUAL DEPARTMENT RETREAT - JANUARY	\$1,224	\$1,200
001-0510-451-42-54	PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR	\$1,174	\$1,000
001-0510-451-42-54	COVID-19 ADJUSTMENT	\$0	(\$9,900)
001-0510-451-42-55	TRAINING	\$714	\$560
001-0510-451-42-55	TRAINING	\$714	\$800
001-0510-451-42-55	COVID-19 ADJUSTMENT	\$0	(\$240)
<b>Totals Reallocation</b>		<b>(\$347,312)</b>	<b>\$0</b>
001-0510-451-45-05	INDIRECT COST ALLOCATION	(\$347,312)	\$0

**001-0520 Parks & Recreation - Parks Maintenance Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$5,546,274</b>	<b>\$5,574,194</b>
<b>Totals Employee Services</b>		<b>\$2,742,850</b>	<b>\$2,877,040</b>
001-0520-452-41-10	PERMANENT SALARIES	\$1,587,500	\$1,718,515
001-0520-452-41-11	HOURLY & PART TIME SALARY	\$72,900	\$38,340
001-0520-452-41-11	HOURLY & PART TIME SALARY	\$72,900	\$74,400
001-0520-452-41-11	COVID -19 ADJUSTMENT	\$0	(\$36,060)
001-0520-452-41-12	OVERTIME	\$61,350	\$70,700
001-0520-452-41-21	PERS RETIREMENT	\$167,810	\$202,851
001-0520-452-41-35	FLEX ALLOWANCE	\$359,220	\$387,186
001-0520-452-41-36	WORKERS COMPENSATION	\$58,610	\$29,567
001-0520-452-41-36	WORKERS COMPENSATION	\$58,610	\$30,184
001-0520-452-41-36	COVID -19 ADJUSTMENT	\$0	(\$617)
001-0520-452-41-39	OTHER FRINGE BENEFITS	\$69,010	\$69,741
001-0520-452-41-39	OTHER FRINGE BENEFITS	\$69,010	\$70,264
001-0520-452-41-39	COVID -19 ADJUSTMENT	\$0	(\$523)
001-0520-452-41-61	EMPLOYEE BENEFIT-PERS UAL	\$366,450	\$360,140
<b>Totals Internal Services</b>		<b>\$997,374</b>	<b>\$861,979</b>
001-0520-452-41-40	COMPENSATED ABSENCES	\$38,990	\$46,798
001-0520-452-41-53	LONGEVITY	\$750	\$750
001-0520-452-41-54	PEMHCA	\$13,248	\$15,228
001-0520-452-42-44	VEHICLE RENTAL CHARGES	\$336,869	\$355,419
001-0520-452-42-56	EQUIP REPLACEMENT CHARGES	\$359,683	\$204,856
001-0520-452-42-69	BUILDING MAINTENANCE CHG-CORP YARD	\$247,834	\$238,928
<b>Totals Services and Supplies</b>		<b>\$1,806,050</b>	<b>\$1,835,175</b>
001-0520-452-42-40	SPECIAL DEPARTMENTAL SUP - BOOTS, PANTS, UNIFORMS	\$6,800	\$6,800
001-0520-452-42-41	COPY EXPENSE	\$100	\$100
001-0520-452-42-42	POSTAGE EXPENSE	\$200	\$200
001-0520-452-42-43	GENERAL OFFICE SUPPLIES	\$7,000	\$7,000
001-0520-452-42-45	TOOLS & EQUIP(<5000@ITEM)	\$16,100	\$130,300
001-0520-452-42-45	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$13,000	\$13,000
001-0520-452-42-45	TOOLS, WORK PROGRAM	\$3,100	\$3,100
001-0520-452-42-45	AERWAY TURF AERATION	\$0	\$9,000
001-0520-452-42-45	TORO 11' GANG MOWER	\$0	\$87,200
001-0520-452-42-45	TORO STX-26 STUMP GRINDER	\$0	\$18,000
001-0520-452-42-46	MAINT-FACILITY & EQUIP	\$339,250	\$339,250
001-0520-452-42-46	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$63,000	\$63,000
001-0520-452-42-46	SOIL/CONCRETE/BARK/PLAYGROUND	\$51,800	\$51,800
001-0520-452-42-46	JANITORIAL SUPPLIES FOR PARK RESTROOMS	\$50,800	\$50,800
001-0520-452-42-46	IRRIGATION SUPPLIES & REPAIRS	\$27,300	\$27,300
001-0520-452-42-46	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$20,300	\$20,300
001-0520-452-42-46	HARDWARE & MISC. MATERIALS INCL. SIGNS	\$15,900	\$15,900
001-0520-452-42-46	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,500	\$15,500
001-0520-452-42-46	VANDALISM REPAIR	\$15,100	\$15,100

**001-0520 Parks & Recreation - Parks Maintenance Expenses (continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
001-0520-452-42-46	LEEVE MAINTENANCE (Repairs, Erosion Control)	\$13,000	\$13,000
001-0520-452-42-46	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$12,200	\$12,200
001-0520-452-42-46	FENCING	\$12,200	\$12,200
001-0520-452-42-46	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,600	\$10,600
001-0520-452-42-46	DOG BAGS/ SUPPLIES	\$6,900	\$6,900
001-0520-452-42-46	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	\$6,100	\$6,100
001-0520-452-42-46	ELECTRICAL SUPPLIES & REPAIRS	\$5,550	\$5,550
001-0520-452-42-46	PAINT & CHALK - LINING FIELDS	\$3,700	\$3,700
001-0520-452-42-46	TRASH CONTAINERS	\$3,100	\$3,100
001-0520-452-42-46	TENNIS & BALLFIELD WINDSCREENS	\$3,100	\$3,100
001-0520-452-42-46	HOLIDAY DECORATIONS	\$3,100	\$3,100
001-0520-452-42-47	RENTS AND LEASES	\$2,500	\$2,500
001-0520-452-42-48	UTILITIES & COMMUNICATION	\$825,000	\$860,000
001-0520-452-42-48	METERS/WATER/WASTEWATER	\$771,500	\$809,000
001-0520-452-42-48	ELECTRICITY	\$52,000	\$50,000
001-0520-452-42-48	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,500	\$1,000
001-0520-452-42-51	CONTRACT, PROF, SPEC SVCS	\$600,000	\$482,885
001-0520-452-42-51	MEDIAN & CUL-DE-SAC MAINTENANCE CONTRACT	\$207,000	\$210,100
001-0520-452-42-51	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$101,100	\$90,000
001-0520-452-42-51	PLAYGROUND FENCING	\$48,000	\$45,000
001-0520-452-42-51	TREE MAINTENANCE - PARKS	\$40,000	\$35,000
001-0520-452-42-51	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$36,000	\$35,000
001-0520-452-42-51	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$31,000	\$30,000
001-0520-452-42-51	TREE MAINTENANCE - DISEASE PREVENTION	\$26,000	\$22,000
001-0520-452-42-51	CANADIAN GEESE CONTROL - PARKS	\$26,000	\$20,000
001-0520-452-42-51	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$24,000	\$22,000
001-0520-452-42-51	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$16,500	\$10,000
001-0520-452-42-51	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	\$15,100	\$15,000
001-0520-452-42-51	PARKS LIGHTING - LED	\$15,000	\$10,000
001-0520-452-42-51	IRRIGATION & PLUMBING SERVICES	\$10,200	\$10,000
001-0520-452-42-51	FENCE MAINTENANCE CONTRACT	\$4,100	\$4,000
001-0520-452-42-51	IMPROVEMENTS TO SOLAR SYSTEM AT BAYWINDS PARK	\$0	\$10,000
001-0520-452-42-51	COVID-19 ADJUSTMENT	\$0	(\$85,215)
001-0520-452-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$600	\$800
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - DIVISON RETREAT	\$1,000	\$100
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - DIVISON RETREAT	\$1,000	\$1,000
001-0520-452-42-54	COVID-19 ADJUSTMENT	\$0	(\$900)
001-0520-452-42-55	TRAINING	\$7,500	\$5,240
001-0520-452-42-55	CERT/TRAIN/RENEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	\$3,000	\$3,000
001-0520-452-42-55	PARK MANAGER PROFESSIONAL TRAINING	\$2,500	\$2,500
001-0520-452-42-55	MAINTENANCE WORKERS TRAINING	\$2,000	\$2,000
001-0520-452-42-55	COVID-19 ADJUSTMENT	\$0	(\$2,260)

**003-0525 Parks & Recreation - Facility Operations Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$597,949</b>	<b>\$588,789</b>
<b>Totals Employee Services</b>		<b>\$506,250</b>	<b>\$503,038</b>
003-0525-451-41-10	PERMANENT SALARIES	\$173,800	\$171,213
003-0525-451-41-11	HOURLY & PART TIME SALARY	\$175,950	\$175,952
003-0525-451-41-12	OVERTIME	\$3,200	\$3,200
003-0525-451-41-21	PERS RETIREMENT	\$25,800	\$28,136
003-0525-451-41-35	FLEX ALLOWANCE	\$52,300	\$53,334
003-0525-451-41-36	WORKERS COMPENSATION	\$8,640	\$4,192
003-0525-451-41-39	OTHER FRINGE BENEFITS	\$10,360	\$7,982
003-0525-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$56,200	\$59,029
<b>Totals Internal Services</b>		<b>\$18,354</b>	<b>\$21,451</b>
003-0525-451-41-40	COMPENSATED ABSENCES	\$4,252	\$6,724
003-0525-451-42-56	EQUIP REPLACEMENT CHARGES	\$14,102	\$14,727
<b>Totals Services and Supplies</b>		<b>\$73,345</b>	<b>\$64,300</b>
003-0525-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0525-451-42-43	GENERAL OFFICE SUPPLIES	\$12,000	\$8,000
003-0525-451-42-46	MAINT-FACILITY & EQUIP-SM/FC SCHOOL JOINT-USE FACILITIES	\$60,045	\$55,000
003-0525-451-42-65	MISC EXPENSE - PAYMENT PROCESSING FEES	\$1,200	\$1,200

**003-0530 Parks & Recreation - Adult Sports Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$45,000</b>	<b>\$58,733</b>
<b>Totals Employee Services</b>		<b>\$0</b>	<b>\$13,733</b>
003-0530-451-41-11	HOURLY & PART TIME SALARY	\$0	\$13,312
003-0530-451-41-36	WORKERS COMPENSATION	\$0	\$228
003-0530-451-41-39	OTHER FRINGE BENEFITS	\$0	\$193
<b>Totals Services and Supplies</b>		<b>\$45,000</b>	<b>\$45,000</b>
003-0530-451-42-43	GENERAL OFFICE SUPPLIES-EXPANSION OF PICKLEBALL AND BOCCE, ADULT SOFTBALL	\$45,000	\$45,000

### 003-0534 Parks & Recreation - Youth Camps Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$412,517</b>	<b>\$293,235</b>
<b>Totals Employee Services</b>		<b>\$312,840</b>	<b>\$222,243</b>
003-0534-451-41-10	PERMANENT SALARIES	\$82,900	\$88,785
003-0534-451-41-11	HOURLY & PART TIME SALARY	\$168,450	\$79,324
003-0534-451-41-11	<i>Workforce Calculation</i>	\$168,450	\$162,210
003-0534-451-41-11	<i>COVID-19 Adjustment</i>	\$0	(\$82,886)
003-0534-451-41-12	OVERTIME	\$2,080	\$0
003-0534-451-41-21	PERS RETIREMENT	\$8,800	\$10,073
003-0534-451-41-35	FLEX ALLOWANCE	\$14,700	\$15,000
003-0534-451-41-36	WORKERS COMPENSATION	\$9,510	\$2,875
003-0534-451-41-36	<i>Workforce Calculation</i>	\$9,510	\$4,292
003-0534-451-41-36	<i>COVID-19 Adjustment</i>	\$0	(\$1,417)
003-0534-451-41-39	OTHER FRINGE BENEFITS	\$7,100	\$3,579
003-0534-451-41-39	<i>Workforce Calculation</i>	\$7,100	\$4,781
003-0534-451-41-39	<i>COVID-19 Adjustment</i>	\$0	(\$1,202)
003-0534-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$19,300	\$22,607
<b>Totals Internal Services</b>		<b>\$2,399</b>	<b>\$2,442</b>
003-0534-451-41-40	COMPENSATED ABSENCES	\$2,399	\$2,442
<b>Totals Services and Supplies</b>		<b>\$97,278</b>	<b>\$68,550</b>
003-0534-451-42-42	POSTAGE EXPENSE	\$250	\$250
003-0534-451-42-43	GENERAL OFFICE SUPPLIES	\$10,818	\$6,100
003-0534-451-42-43	<i>General Office Supplies</i>	\$10,818	\$11,000
003-0534-451-42-43	<i>COVID-19 Adjustment</i>	\$0	(\$4,900)
003-0534-451-42-51	CONTRACT, PROF, SPEC SVCS	\$86,210	\$62,200
003-0534-451-42-51	<i>Contractual Services</i>	\$86,210	\$87,000
003-0534-451-42-51	<i>COVID-19 Adjustment</i>	\$0	(\$24,800)

### 003-0535 Parks & Recreation - Adult Contracts Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$189,780</b>	<b>\$187,626</b>
<b>Totals Employee Services</b>		<b>\$83,370</b>	<b>\$81,781</b>
003-0535-451-41-10	PERMANENT SALARIES	\$48,000	\$48,943
003-0535-451-41-11	HOURLY & PART TIME SALARY	\$2,500	\$0
003-0535-451-41-12	OVERTIME	\$520	\$520
003-0535-451-41-20	FRINGE BENEFITS	\$0	\$0
003-0535-451-41-21	PERS RETIREMENT	\$5,100	\$5,612
003-0535-451-41-35	FLEX ALLOWANCE	\$12,700	\$12,930
003-0535-451-41-36	WORKERS COMPENSATION	\$1,900	\$837
003-0535-451-41-39	OTHER FRINGE BENEFITS	\$1,650	\$1,322
003-0535-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,000	\$11,617
<b>Totals Internal Services</b>		<b>\$1,200</b>	<b>\$1,346</b>
003-0535-451-41-40	COMPENSATED ABSENCES	\$1,200	\$1,346
<b>Totals Services and Supplies</b>		<b>\$105,210</b>	<b>\$104,500</b>
003-0535-451-42-43	GENERAL OFFICE SUPPLIES	\$2,200	\$2,000
003-0535-451-42-46	MAINT-FACILITY & EQUIP	\$1,010	\$500
003-0535-451-42-51	CONTRACT, PROF, SPEC SVCS	\$102,000	\$102,000

### 003-0537 Parks & Recreation - Special Events Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$41,071</b>	<b>\$10,600</b>
<b>Totals Employee Services</b>		<b>\$3,400</b>	<b>\$0</b>
003-0537-451-41-11	HOURLY & PART TIME SALARY	\$3,200	\$0
003-0537-451-41-36	WORKERS COMPENSATION	\$100	\$0
003-0537-451-41-39	OTHER FRINGE BENEFITS	\$100	\$0
<b>Totals Services and Supplies</b>		<b>\$37,671</b>	<b>\$10,600</b>
003-0537-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0537-451-42-43	GENERAL OFFICE SUPPLIES	\$7,957	\$8,000
003-0537-451-42-49	ADVERTISING/PUBLICITY	\$2,000	\$2,000
003-0537-451-42-51	CONTRACT, PROF, SPEC SVCS	\$27,314	\$500
003-0537-451-42-51	CONTRACTUAL SERVICES	\$27,314	\$28,000
003-0537-451-42-51	SUMMER DAY EVENT	\$0	\$63,500
003-0537-451-42-51	COVID-19 ADJUSTMENT	\$0	(\$91,000)
003-0537-451-42-65	MISC EXPENSE	\$300	\$0

**003-0538 Parks & Recreation - Youth Contract Classes Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$297,663</b>	<b>\$299,940</b>
<b>Totals Employee Services</b>		<b>\$80,200</b>	<b>\$81,194</b>
003-0538-451-41-10	PERMANENT SALARIES	\$48,000	\$48,943
003-0538-451-41-12	OVERTIME	\$0	\$0
003-0538-451-41-20	FRINGE BENEFITS	\$0	\$0
003-0538-451-41-21	PERS RETIREMENT	\$5,100	\$5,553
003-0538-451-41-35	FLEX ALLOWANCE	\$12,700	\$12,930
003-0538-451-41-36	WORKERS COMPENSATION	\$1,800	\$837
003-0538-451-41-39	OTHER FRINGE BENEFITS	\$1,600	\$1,314
003-0538-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,000	\$11,617
<b>Totals Internal Services</b>		<b>\$1,200</b>	<b>\$1,346</b>
003-0538-451-41-40	COMPENSATED ABSENCES	\$1,200	\$1,346
<b>Totals Services and Supplies</b>		<b>\$216,263</b>	<b>\$217,400</b>
003-0538-451-42-43	GENERAL OFFICE SUPPLIES	\$1,263	\$1,400
003-0538-451-42-51	CONTRACT, PROF, SPEC SVCS	\$215,000	\$216,000

**003-0539 Parks & Recreation - Advertising Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$51,277</b>	<b>\$37,200</b>
<b>Totals Services and Supplies</b>		<b>\$51,277</b>	<b>\$37,200</b>
003-0539-451-42-42	POSTAGE EXPENSE	\$11,388	\$11,600
003-0539-451-42-43	GENERAL OFFICE SUPPLIES	\$3,828	\$2,000
003-0539-451-42-43	SUPPLIES	\$828	\$500
003-0539-451-42-43	BUDGET CARRYOVER-PROFESSIONAL GRAPHIC ARTIST	\$3,000	\$1,500
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS-CONTRACTUAL SERVICES	\$36,061	\$23,600
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS-CONTRACTUAL SERVICES	\$36,061	\$36,000
003-0539-451-42-51	COVID-19 ADJUSTMENT	\$0	(\$12,400)

**003-0540 Parks & Recreation - Senior/Volunteers Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$212,349</b>	<b>\$188,979</b>
<b>Totals Employee Services</b>		<b>\$169,850</b>	<b>\$147,986</b>
003-0540-451-41-10	PERMANENT SALARIES	\$96,000	\$97,886
003-0540-451-41-11	HOURLY & PART TIME SALARY	\$22,600	\$0
003-0540-451-41-12	OVERTIME	\$750	\$750
003-0540-451-41-20	FRINGE BENEFITS	\$0	\$0
003-0540-451-41-21	PERS RETIREMENT	\$10,100	\$11,190
003-0540-451-41-35	FLEX ALLOWANCE	\$9,900	\$10,056
003-0540-451-41-36	WORKERS COMPENSATION	\$4,500	\$1,674
003-0540-451-41-39	OTHER FRINGE BENEFITS	\$3,800	\$2,567
003-0540-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$22,200	\$23,863
<b>Totals Internal Services</b>		<b>\$2,399</b>	<b>\$2,692</b>
003-0540-451-41-40	COMPENSATED ABSENCES	\$2,399	\$2,692
<b>Totals Services and Supplies</b>		<b>\$40,100</b>	<b>\$38,300</b>
003-0540-451-42-42	POSTAGE EXPENSE	\$300	\$200
003-0540-451-42-43	GENERAL OFFICE SUPPLIES	\$17,700	\$16,000
003-0540-451-42-43	SENIOR PROGRAMS TRIPS & TOURS	\$15,799	\$14,500
003-0540-451-42-43	SUPPLIES	\$1,901	\$1,500
003-0540-451-42-49	ADVERTISING/PUBLICITY	\$100	\$100
003-0540-451-42-51	CONTRACT, PROF, SPEC SVCS-SENIOR TRIPS AND PROGRAM TRANSPORTATION	\$22,000	\$22,000



### 003-0541 Parks & Recreation - Teen Programs Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$358,568</b>	<b>\$271,672</b>
<b>Totals Employee Services</b>		<b>\$311,790</b>	<b>\$258,995</b>
003-0541-451-41-10	PERMANENT SALARIES	\$96,000	\$97,886
003-0541-451-41-11	HOURLY & PART TIME SALARY	\$127,820	\$98,582
003-0541-451-41-11	<i>Workforce Calculation</i>	\$127,820	\$120,393
003-0541-451-41-11	<i>COVID-19 Adjustment</i>	\$0	(\$21,811)
003-0541-451-41-12	OVERTIME	\$1,270	\$953
003-0541-451-41-21	PERS RETIREMENT	\$13,200	\$14,452
003-0541-451-41-35	FLEX ALLOWANCE	\$30,410	\$15,000
003-0541-451-41-36	WORKERS COMPENSATION	\$8,470	\$3,360
003-0541-451-41-36	<i>Workforce Calculation</i>	\$8,470	\$3,733
003-0541-451-41-36	<i>COVID-19 Adjustment</i>	\$0	(\$373)
003-0541-451-41-39	OTHER FRINGE BENEFITS	\$5,920	\$4,271
003-0541-451-41-39	<i>Workforce Calculation</i>	\$5,920	\$4,587
003-0541-451-41-39	<i>COVID-19 Adjustment</i>	\$0	(\$316)
003-0541-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$28,700	\$24,491
<b>Totals Internal Services</b>		<b>\$2,399</b>	<b>\$3,477</b>
003-0541-451-41-40	COMPENSATED ABSENCES	\$2,399	\$3,477
<b>Totals Services and Supplies</b>		<b>\$44,379</b>	<b>\$9,200</b>
003-0541-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0541-451-42-43	GENERAL OFFICE SUPPLIES	\$6,975	\$3,000
003-0541-451-42-43	<i>General Office Supplies</i>	\$6,975	\$7,000
003-0541-451-42-43	<i>COVID-19 Adjustment</i>	\$0	(\$4,000)
003-0541-451-42-49	ADVERTISING/PUBLICITY	\$253	\$100
003-0541-451-42-51	CONTRACT, PROF, SPEC SVCS	\$37,051	\$6,000
003-0541-451-42-51	<i>BUS TRANSPORTATION - SUMMER CAMP</i>	\$33,051	\$33,000
003-0541-451-42-51	<i>TEEN PROGRAMS</i>	\$2,000	\$2,000
003-0541-451-42-51	<i>MIDDLE SCHOOL DANCES</i>	\$2,000	\$2,000
003-0541-451-42-51	<i>COVID-19 Adjustment</i>	\$0	(\$31,000)

**Parks and Recreation Department Budget Comparisons -  
Recreation Administration (001-0510)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$603,800	\$546,574	(\$57,226)	1
4111	HOURLY & PART TIME SALARY	\$0	\$26,605	\$26,605	2
4121	PERS RETIREMENT	\$61,200	\$60,988	(\$212)	3
4135	FLEX ALLOWANCE	\$76,700	\$69,768	(\$6,932)	3
4136	WORKERS COMPENSATION	\$12,700	\$5,772	(\$6,928)	3
4139	OTHER FRINGE BENEFITS	\$36,700	\$30,208	(\$6,492)	3
4140	COMPENSATED ABSENCES	\$16,266	\$14,514	(\$1,752)	4
4153	LONGEVITY	\$5,550	\$5,550	\$0	4
4154	PEMHCA	\$1,656	\$1,692	\$36	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$133,700	\$144,118	\$10,418	3
4241	COPY EXPENSE	\$255	\$100	(\$155)	5
4242	POSTAGE EXPENSE	\$1,515	\$1,200	(\$315)	5
4243	GENERAL OFFICE SUPPLIES	\$16,832	\$12,000	(\$4,832)	5
4244	VEHICLE RENTAL CHARGES	\$56,984	\$56,133	(\$851)	4
4246	MAINT-FACILITY & EQUIP	\$10,353	\$10,000	(\$353)	5
4249	ADVERTISING/PUBLICITY	\$5,500	\$5,000	(\$500)	5
4251	CONTRACT, PROF, SPEC SVCS	\$1,000	\$500	(\$500)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,748	\$3,748	\$0	6
4254	TRAVEL,CONFERENCE,MEETING	\$11,589	\$1,100	(\$10,489)	5
4255	TRAINING	\$714	\$560	(\$154)	5
4256	EQUIP REPLACEMENT CHARGES	\$30,468	\$29,777	(\$691)	4
4257	COMM & INFO SERVICES CHGS	\$133,916	\$150,040	\$16,124	4
4269	BUILDING MAINTENANCE CHG	\$1,230,627	\$1,194,756	(\$35,871)	4
4505	INDIRECT COST ALLOCATION	(\$347,312)	\$0	\$347,312	7
		<u>\$2,104,461</u>	<u>\$2,370,704</u>	<u>\$266,243</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Redistribution of existing Hourly and Part-Time staff costs per comprehensive review of division staffing levels.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 Adjusted in line with actuals for the previous three years and COVID-19 Budget Reduction Strategies Review.
- Note 6 No change.
- Note 7 Building and Vehicle Maintenance Division Indirect Cost Allocation shifted to Public Works.

**Parks and Recreation Department Budget Comparisons -  
Parks Maintenance (001-0520)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$1,587,500	\$1,718,515	\$131,015	1
4111	HOURLY & PART TIME SALARY	\$72,900	\$38,340	(\$34,560)	2
4112	OVERTIME	\$61,350	\$70,700	\$9,350	3
4121	PERS RETIREMENT	\$167,810	\$202,851	\$35,041	4
4135	FLEX ALLOWANCE	\$359,220	\$387,186	\$27,966	4
4136	WORKERS COMPENSATION	\$58,610	\$29,567	(\$29,043)	4
4139	OTHER FRINGE BENEFITS	\$69,010	\$69,741	\$731	4
4140	COMPENSATED ABSENCES	\$38,990	\$46,798	\$7,808	5
4153	LONGEVITY	\$750	\$750	\$0	5
4154	PEMHCA	\$13,248	\$14,328	\$1,080	5
4161	EMPLOYEE BENEFIT-PERS UAL	\$366,450	\$360,140	(\$6,310)	4
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$6,800	\$6,800	\$0	6
4241	COPY EXPENSE	\$100	\$100	\$0	6
4242	POSTAGE EXPENSE	\$200	\$200	\$0	6
4243	GENERAL OFFICE SUPPLIES	\$7,000	\$7,000	\$0	6
4244	VEHICLE RENTAL CHARGES	\$336,869	\$355,419	\$18,550	5
4245	TOOLS & EQUIP(<5000@ITEM)	\$16,100	\$130,300	\$114,200	7
4246	MAINT-FACILITY & EQUIP	\$339,250	\$339,250	\$0	6
4247	RENTS AND LEASES	\$2,500	\$2,500	\$0	6
4248	UTILITIES & COMMUNICATION	\$825,000	\$860,000	\$35,000	8
4251	CONTRACT, PROF, SPEC SVCS	\$600,000	\$482,885	(\$117,115)	9
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$600	\$800	\$200	6
4254	TRAVEL,CONFERENCE,MEETING	\$1,000	\$1,000	\$0	6
4255	TRAINING	\$7,500	\$5,240	(\$2,260)	9
4256	EQUIP REPLACEMENT CHARGES	\$359,683	\$204,856	(\$154,827)	5
4269	BUILDING MAINTENANCE CHG	\$247,834	\$238,928	(\$8,906)	5
		<u>\$5,546,274</u>	<u>\$5,574,194</u>	<u>\$27,920</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 COVID-19 Budget Reduction Strategies Review.
- Note 3 Based on historical use with adjustment for increase cost of FTE and anticipated event support
- Note 4 Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 6 No Change/No Significant Change.
- Note 7 Includes one-time purchase costs for aerator, gang mower and stump grinder.
- Note 8 Anticipated increases to the cost of water and wastewater utilities.
- Note 9 Adjusted in line with actuals for the previous three years and COVID-19 Budget Reduction Strategies Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Facility Operations (003-0525)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$173,800	\$171,213	(\$2,587)	1
4111	HOURLY & PART TIME SALARY	\$175,950	\$175,952	\$2	2
4112	OVERTIME	\$3,200	\$3,200	\$0	2
4121	PERS RETIREMENT	\$25,800	\$28,136	\$2,336	3
4135	FLEX ALLOWANCE	\$52,300	\$53,334	\$1,034	3
4136	WORKERS COMPENSATION	\$8,640	\$4,192	(\$4,448)	3
4139	OTHER FRINGE BENEFITS	\$10,360	\$7,982	(\$2,378)	3
4140	COMPENSATED ABSENCES	\$4,252	\$6,724	\$2,472	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$56,200	\$59,029	\$2,829	3
4242	POSTAGE EXPENSE	\$100	\$100	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$12,000	\$8,000	(\$4,000)	5
4246	MAINT-FACILITY & EQUIP	\$60,045	\$55,000	(\$5,045)	5
4256	EQUIP REPLACEMENT CHARGES	\$14,102	\$14,727	\$625	4
4265	MISC EXPENSE	\$1,200	\$1,200	\$0	2
		<u>\$597,949</u>	<u>\$588,789</u>	<u>(\$9,160)</u>	

**Detailed Analysis:**

- Note 1      Merit (Step) increase and assumption of 2% COLA increase.
- Note 2      No Change/No Significant Change.
- Note 3      Contractual adjustment to benefit formulas.
- Note 4      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5      Adjusted in line with actuals for the previous three years and COVID-19 Budget Reduction Strategies Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Adult Sports (003-0530)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4111	HOURLY & PART TIME SALARY	\$0	\$13,312	\$13,312	1
4136	WORKERS COMPENSATION	\$0	\$228	\$228	1
4139	OTHER FRINGE BENEFITS	\$0	\$193	\$193	1
4243	GENERAL OFFICE SUPPLIES	\$45,000	\$45,000	\$0	2
		<u>\$45,000</u>	<u>\$58,733</u>	<u>\$13,733</u>	

**Detailed Analysis:**

- Note 1      Redistribution of existing Hourly and Part-Time staff costs per comprehensive review of division staffing levels.
- Note 2      No change.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Youth Camps (003-0534)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$82,900	\$88,786	\$5,886	1
4111	HOURLY & PART TIME SALARY	\$168,450	\$79,324	(\$89,126)	2
4112	OVERTIME	\$2,080	\$0	(\$2,080)	2
4121	PERS RETIREMENT	\$8,800	\$10,073	\$1,273	3
4135	FLEX ALLOWANCE	\$14,700	\$15,000	\$300	3
4136	WORKERS COMPENSATION	\$9,510	\$2,875	(\$6,635)	3
4139	OTHER FRINGE BENEFITS	\$7,100	\$3,579	(\$3,521)	3
4140	COMPENSATED ABSENCES	\$2,399	\$2,442	\$43	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$19,300	\$22,607	\$3,307	4
4242	POSTAGE EXPENSE	\$250	\$250	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$10,818	\$6,100	(\$4,718)	2
4251	CONTRACT, PROF, SPEC SVCS	\$86,210	\$62,200	(\$24,010)	6
		<u>\$412,517</u>	<u>\$293,235</u>	<u>(\$119,282)</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 Adjustment due to COVID-19.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 No change.
- Note 6 Adjusted in line with actuals for the previous three years (+\$790) and COVID-19 Budget Reduction Strategies Review (-\$24,800).

**Parks and Recreation Department Budget Comparisons -  
Special Rec Adult Contracts( 003-0535)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$48,000	\$48,943	\$943	1
4111	HOURLY & PART TIME SALARY	\$2,500	\$0	(\$2,500)	2
4112	OVERTIME	\$520	\$520	\$0	3
4121	PERS RETIREMENT	\$5,100	\$5,612	\$512	4
4135	FLEX ALLOWANCE	\$12,700	\$12,930	\$230	4
4136	WORKERS COMPENSATION	\$1,900	\$837	(\$1,063)	4
4139	OTHER FRINGE BENEFITS	\$1,650	\$1,322	(\$328)	4
4140	COMPENSATED ABSENCES	\$1,200	\$1,346	\$146	5
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,000	\$11,617	\$617	4
4243	GENERAL OFFICE SUPPLIES	\$2,200	\$2,000	(\$200)	6
4246	MAINT-FACILITY & EQUIP	\$1,010	\$500	(\$510)	6
4251	CONTRACT, PROF, SPEC SVCS	\$102,000	\$102,000	\$0	3
		<u>\$189,780</u>	<u>\$187,626</u>	<u>(\$2,154)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment and merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Redistribution of existing Hourly and Part-Time staff costs per comprehensive review of division staffing levels.
- Note 3 No change.
- Note 4 Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 6 Adjusted in line with actuals for the previous three years and COVID-19 Budget Reduction Strategies Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Special Events (003-0537)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4111	HOURLY & PART TIME SALARY	\$3,200	\$0	(\$3,200)	1
4136	WORKERS COMPENSATION	\$100	\$0	(\$100)	1
4139	OTHER FRINGE BENEFITS	\$100	\$0	(\$100)	1
4242	POSTAGE EXPENSE	\$100	\$100	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$7,957	\$8,000	\$43	3
4249	ADVERTISING/PUBLICITY	\$2,000	\$2,000	\$0	2
4251	CONTRACT, PROF, SPEC SVCS	\$27,314	\$500	(\$26,814)	4
4265	MISC EXPENSE	\$300	\$0	(\$300)	4
		<u>\$41,071</u>	<u>\$10,600</u>	<u>(\$30,471)</u>	

**Detailed Analysis:**

- Note 1      Redistribution of existing Hourly and Part-Time staff costs per comprehensive review of division staffing levels.
- Note 2      No change.
- Note 3      Increased to support Summer Days Expenses.
- Note 4      Adjustment based on 3 Year Expenditures Review and COVID-19 Budget Reduction Strategies Review.



**Parks and Recreation Department Budget Comparisons -  
Special Rec Youth Contract (003-0538)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$48,000	\$48,943	\$943	1
4121	PERS RETIREMENT	\$5,100	\$5,553	\$453	2
4135	FLEX ALLOWANCE	\$12,700	\$12,930	\$230	2
4136	WORKERS COMPENSATION	\$1,800	\$837	(\$963)	2
4139	OTHER FRINGE BENEFITS	\$1,600	\$1,314	(\$286)	2
4140	COMPENSATED ABSENCES	\$1,200	\$1,346	\$146	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,000	\$11,617	\$617	2
4243	GENERAL OFFICE SUPPLIES	\$1,263	\$1,400	\$137	4
4251	CONTRACT, PROF, SPEC SVCS	\$215,000	\$216,000	\$1,000	4
		<u>\$297,663</u>	<u>\$299,940</u>	<u>\$2,277</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 Adjustment based on 3 Year Expenditures Review.

**Parks and Recreation Department Budget Comparisons -  
Special Rec Advertising (003-0539)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4242	POSTAGE EXPENSE	\$11,388	\$11,600	\$212	1
4243	GENERAL OFFICE SUPPLIES	\$3,828	\$2,000	(\$1,828)	2
4251	CONTRACT, PROF, SPEC SVCS	\$36,061	\$23,600	(\$12,461)	2
		<u>\$51,277</u>	<u>\$37,200</u>	<u>(\$14,077)</u>	

**Detailed Analysis:**

Note 1 Adjustment based on 3 Year Expenditures Review.

Note 2 COVID-19 Budget Reduction Strategies Review.

**Parks and Recreation Department Budget Comparisons -  
Senior / Volunteer (003-0540)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$96,000	\$97,886	\$1,886	1
4111	HOURLY & PART TIME SALARY	\$22,600	\$0	(\$22,600)	2
4112	OVERTIME	\$750	\$750	\$0	3
4121	PERS RETIREMENT	\$10,100	\$11,190	\$1,090	4
4135	FLEX ALLOWANCE	\$9,900	\$10,056	\$156	4
4136	WORKERS COMPENSATION	\$4,500	\$1,674	(\$2,826)	4
4139	OTHER FRINGE BENEFITS	\$3,800	\$2,567	(\$1,233)	4
4140	COMPENSATED ABSENCES	\$2,399	\$2,692	\$293	5
4161	EMPLOYEE BENEFIT-PERS UAL	\$22,200	\$23,863	\$1,663	4
4242	POSTAGE EXPENSE	\$300	\$200	(\$100)	6
4243	GENERAL OFFICE SUPPLIES	\$17,700	\$16,000	(\$1,700)	6
4249	ADVERTISING/PUBLICITY	\$100	\$100	\$0	3
4251	CONTRACT, PROF, SPEC SVCS	\$22,000	\$22,000	\$0	3
		<u>\$212,349</u>	<u>\$188,979</u>	<u>(\$23,370)</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Redistribution of existing Hourly and Part-Time staff costs per comprehensive review of division staffing levels.
- Note 3 No change.
- Note 4 Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 6 Adjustment based on 3 Year Expenditures Review.

**Parks and Recreation Department Budget Comparisons -  
Teens Program (003-0541)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$96,000	\$97,886	\$1,886	1
4111	HOURLY & PART TIME SALARY	\$127,820	\$98,582	(\$29,238)	2
4112	OVERTIME	\$1,270	\$953	(\$318)	3
4121	PERS RETIREMENT	\$13,200	\$14,452	\$1,252	4
4135	FLEX ALLOWANCE	\$30,410	\$15,000	(\$15,410)	4
4136	WORKERS COMPENSATION	\$8,470	\$3,360	(\$5,110)	4
4139	OTHER FRINGE BENEFITS	\$5,920	\$4,271	(\$1,649)	4
4140	COMPENSATED ABSENCES	\$2,399	\$3,477	\$1,078	5
4242	POSTAGE EXPENSE	\$100	\$100	\$0	6
4161	EMPLOYEE BENEFIT-PERS UAL	\$28,700	\$24,491	(\$4,209)	4
4243	GENERAL OFFICE SUPPLIES	\$6,975	\$3,000	(\$3,975)	7
4249	ADVERTISING/PUBLICITY	\$253	\$100	(\$153)	8
4251	CONTRACT, PROF, SPEC SVCS	\$37,051	\$6,000	(\$31,051)	7
		<u>\$358,568</u>	<u>\$271,672</u>	<u>(\$86,896)</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 3 No Significant Change.
- Note 4 Contractual adjustment to benefit formulas.
- Note 5 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 6 No change.
- Note 7 Decrease Due to Reduction of Supply Purchases and COVID-19 Budget Reduction Strategies Review.
- Note 8 Adjustment based on 3 Year Expenditures Review.

# POLICE DEPARTMENT



*Excellent Service – Every Call – Every Contact- Every Day*

## 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 in this division is 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, Recruitment, Crime Prevention, Community Outreach, Property & Evidence, Dispatch, and Records Bureau personnel. Also included are the Department Emergency Service Volunteers and Police Explorers.

## 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.

In FY 2020-2021, we will likely retain our current staffing levels.

**Single Year Comparison:** Calls for service increased by 5.06% in 2019 as compared to 2018 (16,577 / 17,416). Total incidents increased by 1.7% in 2019 as compared to 2018 (31,295 / 31,824). 9-1-1 emergency calls into dispatch increased by 11.25% in 2019 as compared to 2018 (6,362 / 7,078). Arrests, officer initiated incidents, reports taken by officers, and citations issued all show decreases when compared to 2018; much of these decreases can be attributed to unfilled officer positions throughout 2019 in combination with increased calls for service, which reduces opportunity for officers to be proactive.

**Five Year Comparison:** Calls for service increased by 36.44% in 2019 as compared to 2015 (12,764 / 17,416). Total incidents increased by 8.66% in 2019 as compared to 2015 (29,286 / 31,824). 9-1-1 emergency calls into dispatch increased by 15.46 % in 2019 as compared to 2015 (6,130 / 7,078). Non-emergency calls into dispatch increased by 4.85% in 2019 as compared to 2015 (26,623 / 27,916). Reports taken increased by 4.39% in 2019 as compared to 2015 (2,118 / 2,211). Arrests, officer initiated incidents, and citations issued all show decreases when compared to 2015; much of these decreases can be attributed to unfilled officer positions throughout 2019 in combination with significant increases in calls for service, which reduces opportunity for officers to be proactive.

## **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 first 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 2020-2021 Strategic Plan.



## **STRATEGIC PLAN GOALS**

### **Community Collaboration**

Further our community policing efforts by creating additional opportunities for positive and meaningful interactions with members of our community

- Enhance Communications with the Foster City Community
- Increase Opportunities for Community Engagement

### **Proactive Crime Fighting Strategies**

Continue to develop strategies to reduce crime and improve the quality of life in Foster City

- Identify and Develop Expertise for Addressing the Community's Crime and Quality of Life Concerns
- Create and Develop Methods to Stay Current with Modern Policing

### **Recruitment / Retention**

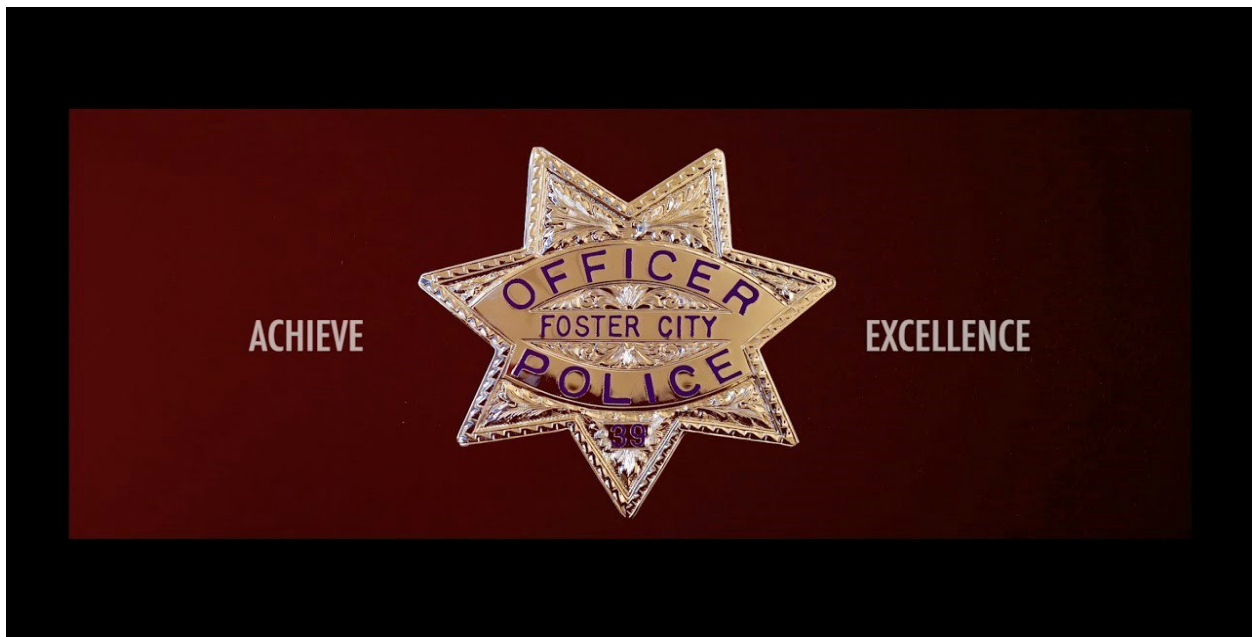
Use creative and innovative methods to attract and retain the most talented employees from around the United States to become employees of our Department

- Review Recruiting Process
- Develop Employee Retention Strategies

### **Employee Development / Empowerment**

Foster a supportive culture that helps employees grow and utilize their skills to better serve the community

- Review and Enhance Current Succession Plan
- Continue to Facilitate Career Growth Opportunities



## **2019 KEY INITIATIVES COMPLETED**

Some of our accomplishments during the past year include:



**Chief Tracy Avelar entered into her first year as Police Chief in 2019.**

- FCPD staff handled 31,824 incidents, which included 17,416 calls for service, 14,408 officer initiated incidents, and 598 arrests. A total of 34,994 calls were made into the dispatch center.
- Crime statistics led to Foster City being ranked as the 10th safest city in California when compared to cities of like population.
- FCPD worked towards being adequately staffed while utilizing available resources to mitigate the local impacts of a growing population of probationers and parolees, who continued to return to California's communities.
- In 2019, Foster City experienced the following when compared to 2018: 14% decrease in graffiti / 23% increase in thefts from vehicles / 1% increase in general thefts / 25% decrease in commercial burglary / 24% increase in residential burglary / auto thefts remained the same.
- In 2019, traffic collisions increased to 231 from 229 in 2018, a 1% increase. There were no traffic-related fatalities in 2019.
- Members within all ranks continued participation with County-wide efforts, such as the San Mateo County North Central Regional SWAT Team, the Gang Task Force, the County Saturation Traffic Enforcement Program (STEP) operations, the County Investigation Team, and the Adult Threat Advisory Team.
- FCPD assisted allied agencies in providing police services in support of regional emergencies such as the Sonoma wildfires.
- For the 28th 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 4th and 6th grades completed the program.
- Body-worn cameras continued to be regularly used in the field by officers.
- The Department's Explorer Program was active and consisted of young adults who learned about the law enforcement profession and about providing a service to their community.
- The Department hired one police officer and one per-diem dispatcher.
- 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 annual open house community event.
- Members of the Department organized and participated in several events targeted at engaging with community members. Citizens were recognized through the Citizen Commendation Program, the Coffee-with-a-Cop Program continued with two successful events, and the Department hosted two successful Community Academies where community members learned about the operations of the FCPD and law enforcement in general.
- 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 Burlingame, Foster City, San Mateo, Hillsborough joint Leadership Program.
- In 2019, additional college degrees were achieved by sworn staff. 81.4% (31) of our sworn staff have a 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. Promotions included a new Chief, a new Captain, a new Lieutenant, two new Sergeants, and two new Corporals.



## **INITIATIVES & SERVICE LEVEL EXPECTATIONS**

### **FOR FY 2020-2021**

The Police Department's current management team was formed in late 2019 as Chief Avelar entered into her new position. The management team is motivated and excited to work together to ensure the Department delivers the highest level of service to our community.

We continue to face several significant challenges as we head into the next Fiscal Year. Propositions 47 and 57 continue to present challenges due to the number of criminals being issued citations and released rather than being booked into the county jail for their crimes. 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. Law Enforcement agencies throughout San Mateo County will continue to collaborate and remain committed to providing resources to handle the increased population of probationers and parolees regionally, as well as other issues, resulting from the Public Safety Realignment legislation.

Locally, we continued to see an increase in our population, an increase in calls for service and certain criminal activities, new building developments, and increased traffic issues. While challenged with our staffing levels, our Department staff did a great job of providing the high quality and full service public safety and administrative services the Foster City community has come to expect from their 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/bicyclist safety.
- Juvenile intervention through involvement in schools, programs, and when appropriate, diversion rather than prosecution, 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, the Narcotics Task Force, the Vehicle Theft Task Force, the regional SWAT team, and regional traffic safety programs.
- Abandoned vehicle abatement.
- Maintain services related to requests for records, criminal report processing, Public Records Act request, and State mandated reporting.
- Response times for non-emergency calls for service will remain at current expectations.
- Proactive community outreach by our Crime Prevention/Community Outreach Corporal.
- Support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Continued utilization of social media to communicate effectively with our community. Information disseminated via social media will be relevant and timely, addressing community concerns, providing crime prevention recommendations and resources, sharing Department topics and successes, and remaining as a media to support Department transparency and community partnerships.
- Continue to partner with other City Departments and community members/organizations in the interest of achieving shared goals.
- Continue providing personnel training in the areas of de-escalation and crisis intervention as required by law and in the interest of working through communication rather than force.
- Continued use of body-worn cameras in the field.

## **CHANGES IN RESOURCES/FUNDING**

The Department's authorized staffing levels will remain at 39 Police Officers, four Senior Community Service Officers, seven Dispatchers, three Records employees, and one Management Analyst. Staffing increases may need to be considered when looking into our current staffing levels against criminal, safety, and quality of life concerns within the city. Some of the considerations would include the ongoing population increases, continued increases in calls for service, continued increases in criminal activity, maintaining reasonable response times, increases in traffic safety concerns, the need for officers to have time to work proactively, and the expectation that we maintain our standard of excellent service for our community members.

Foster City continues to have the densest population of cities within the central San Mateo County area. San Mateo County experienced a 10% growth rate through the most recent recorded year according to worldpopulationreview.com (2018); Foster City's growth rate during the same period was 11.8% (3,608 citizens).

The Department will continue providing daily school safety patrols, community engagement services, and will provide excellent service overall. Programs will continue to be active, allowing us to foster the bond between the community and their police department. For example, in 2020-2021, 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. We will continue 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 2020-2021.

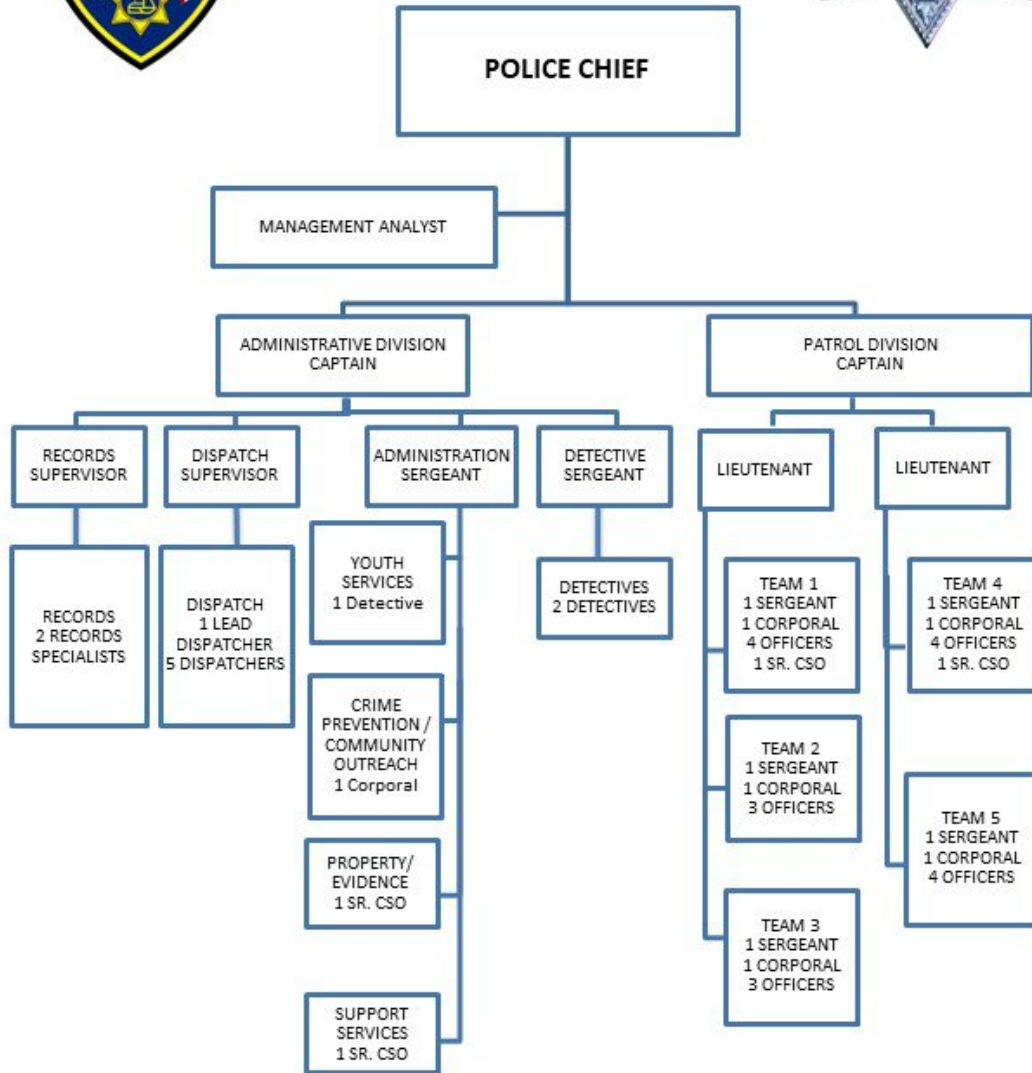
## Services and Supplies

- 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 2020-2021. 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. We also 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.





# Police Department



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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
CHIEF'S OFFICE	\$694,177	\$707,677	\$718,646
FIELD OPERATIONS	\$8,428,817	\$8,428,817	\$8,793,067
ADMINISTRATION	\$5,384,134	\$5,384,134	\$5,571,502
CROSSING GUARDS	\$21,600	\$21,600	\$21,600
POST TRAINING	\$40,000	\$40,000	\$30,000
BSCAA PROP 47 GRANT	\$25,308	\$11,808	\$25,308
DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$600	\$600	\$600
ASSET SEIZURE	\$22,175	\$22,175	\$22,175
<b>TOTAL FOR POLICE</b>	<b>\$14,616,811</b>	<b>\$14,616,811</b>	<b>\$15,182,898</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$12,594,342	\$12,594,342	\$13,039,890
SERVICES AND SUPPLIES	\$396,650	\$396,650	\$419,250
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$12,990,992	\$12,990,992	\$13,459,140
INTERNAL SERVICES	\$1,625,819	\$1,625,819	\$1,723,758
Subtotal (Total Department Expenses before Reallocations)	\$14,616,811	\$14,616,811	\$15,182,898
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR POLICE</b>	<b>\$14,616,811</b>	<b>\$14,616,811</b>	<b>\$15,182,898</b>

**Police Department  
Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Police Chief	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00
Police Lieutenant	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00
Police Corporal	6.00	6.00	6.00
Police Officer	21.00	21.00	21.00
Sr. Community Services Officer	4.00	4.00	4.00
Communications Supervisor	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00
Lead Dispatcher	1.00	1.00	1.00
Police Dispatcher	5.00	5.00	5.00
Police Records Specialist	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>54.00</b>	<b>54.00</b>	<b>54.00</b>
<hr/>			
<b>Part Time without Benefits Position</b>			
Police Dispatcher (2)	0.25	0.25	0.25
<b>Total Part Time without Benefits Position</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<hr/>			
Total Full Time Equivalents	<b>54.25</b>	<b>54.25</b>	<b>54.25</b>

**001-0610 Police - Chief's Office Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$694,177</b>	<b>\$718,646</b>
<b>Totals Employee Services</b>		<b>\$620,600</b>	<b>\$650,917</b>
001-0610-421-41-10	PERMANENT SALARIES	\$348,100	\$360,577
001-0610-421-41-21	PERS RETIREMENT	\$54,000	\$66,475
001-0610-421-41-35	FLEX ALLOWANCE	\$33,100	\$38,616
001-0610-421-41-36	WORKERS COMPENSATION	\$30,900	\$21,758
001-0610-421-41-39	OTHER FRINGE BENEFITS	\$24,500	\$14,315
001-0610-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$130,000	\$149,176
<b>Totals Internal Services</b>		<b>\$49,097</b>	<b>\$50,669</b>
001-0610-421-41-40	COMPENSATED ABSENCES	\$8,474	\$9,508
001-0610-421-41-53	LONGEVITY	\$14,220	\$14,220
001-0610-421-41-54	PEMHCA	\$6,624	\$6,768
001-0610-421-42-44	VEHICLE RENTAL CHARGES	\$19,779	\$20,173
<b>Totals Services and Supplies</b>		<b>\$24,480</b>	<b>\$17,060</b>
001-0610-421-42-43	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000
001-0610-421-42-51	CONTRACT, PROF, SPEC SVCS	\$19,000	\$12,000
001-0610-421-42-51	PRE-EMPLOYMENT EXAMS	\$15,000	\$8,000
001-0610-421-42-51	LEGAL SERVICES	\$4,000	\$4,000
001-0610-421-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,755	\$1,755
001-0610-421-42-53	SAN MATEO COUNTY CHIEFS OF POLICE	\$1,000	\$1,000
001-0610-421-42-53	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$440	\$440
001-0610-421-42-53	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$190	\$190
001-0610-421-42-53	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$125	\$125
001-0610-421-42-54	TRAVEL,CONFERENCE,MEETING	\$1,225	\$1,225
001-0610-421-42-54	LOCAL MEETINGS AND TOLLS	\$625	\$625
001-0610-421-42-54	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	\$600	\$600
001-0610-421-42-55	TRAINING	\$1,500	\$1,080
001-0610-421-42-55	TRAINING	\$1,500	\$1,500
001-0610-421-42-55	COVID-19 ADJUSTMENT	\$0	(\$420)

**001-0620 Police - Field Operations Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$8,428,817</b>	<b>\$8,793,067</b>
<b>Totals Employee Services</b>		<b>\$7,808,698</b>	<b>\$8,127,258</b>
001-0620-421-41-10	PERMANENT SALARIES	\$4,150,500	\$4,318,852
001-0620-421-41-10	PERMANET SALARIES	\$4,250,500	\$4,438,950
001-0620-421-41-10	Reallocation to SLESF/COPS GRANT	(\$100,000)	(\$100,000)
001-0620-421-41-10	COVID-19 ADJUSTMENT	\$0	(\$20,098)
001-0620-421-41-12	OVERTIME	\$156,998	\$251,290
001-0620-421-41-17	HOLIDAY PAY	\$209,100	\$212,851
001-0620-421-41-21	PERS RETIREMENT	\$812,000	\$852,587
001-0620-421-41-21	PERS RETIREMENT	\$812,000	\$854,886
001-0620-421-41-21	COVID-19 ADJUSTMENT	\$0	(\$2,299)
001-0620-421-41-35	FLEX ALLOWANCE	\$592,400	\$612,651
001-0620-421-41-35	FLEX ALLOWANCE	\$592,400	\$619,116
001-0620-421-41-35	COVID-19 ADJUSTMENT	\$0	(\$6,465)
001-0620-421-41-36	WORKERS COMPENSATION	\$562,700	\$394,997
001-0620-421-41-36	WORKERS COMPENSATION	\$562,700	\$396,852
001-0620-421-41-36	COVID-19 ADJUSTMENT	\$0	(\$1,855)
001-0620-421-41-39	OTHER FRINGE BENEFITS	\$279,000	\$219,304
001-0620-421-41-39	OTHER FRINGE BENEFITS	\$279,000	\$220,030
001-0620-421-41-39	COVID-19 ADJUSTMENT	\$0	(\$726)
001-0620-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,046,000	\$1,264,726
<b>Totals Internal Services</b>		<b>\$555,400</b>	<b>\$602,350</b>
001-0620-421-41-40	COMPENSATED ABSENCES	\$105,448	\$118,239
001-0620-421-41-53	LONGEVITY	\$72,420	\$75,720
001-0620-421-41-54	PEMHCA	\$23,184	\$25,380
001-0620-421-42-44	VEHICLE RENTAL CHARGES	\$317,156	\$340,259
001-0620-421-42-56	EQUIP REPLACEMENT CHARGES	\$37,192	\$42,752
<b>Totals Services and Supplies</b>		<b>\$64,719</b>	<b>\$63,459</b>
001-0620-421-42-40	SPECIAL DEPARTMENTAL SUP	\$24,195	\$24,195
001-0620-421-42-40	RANGE/FIREARM PROGRAM	\$10,295	\$10,295
001-0620-421-42-40	MOTOR OFFICER EQUIPMENT	\$5,000	\$5,000
001-0620-421-42-40	EVIDENCE SUPPLIES	\$3,200	\$3,200
001-0620-421-42-40	LEATHER AND SAFETY EQUIPMENT	\$2,500	\$2,500
001-0620-421-42-40	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000	\$1,000
001-0620-421-42-40	FLASHLIGHT EQUIPMENT	\$1,000	\$1,000
001-0620-421-42-40	BADGE REFURBISHING	\$600	\$600
001-0620-421-42-40	FLARES	\$500	\$500
001-0620-421-42-40	FIRST AID KIT SUPPLIES	\$100	\$100
001-0620-421-42-46	MAINT-FACILITY & EQUIP	\$850	\$850
001-0620-421-42-51	CONTRACT, PROF, SPEC SVCS	\$33,674	\$33,674
001-0620-421-42-51	STAR VISTA/FIRST CHANCE FACILITY	\$23,140	\$23,140
001-0620-421-42-51	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$6,084	\$6,084
001-0620-421-42-51	RANGE FEES	\$4,000	\$4,000
001-0620-421-42-51	CRITICAL REACH SUPPORT FEE	\$450	\$450



**001-0620 Police - Field Operations Expenses (Continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
001-0620-421-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$675	\$675
001-0620-421-42-53	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	\$375	\$375
001-0620-421-42-53	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	\$145	\$145
001-0620-421-42-53	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$125	\$125
001-0620-421-42-53	CALIFORNIA TACTICAL OFFICERS ASSOCIATION	\$30	\$30
001-0620-421-42-54	TRAVEL,CONFERENCE,MEETING	\$825	\$825
001-0620-421-42-55	TRAINING	\$4,500	\$3,240
001-0620-421-42-55	ARPOC RESERVE TRAINING CONFERENCE	\$3,000	\$3,000
001-0620-421-42-55	CPCA TRAINING CONFERENCE - CAPTAIN	\$1,500	\$1,500
001-0620-421-42-55	COVID-19 ADJUSTMENT	\$0	(\$1,260)

**001-0630 Police - Administrative Bureau Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$5,384,134</b>	<b>\$5,571,502</b>

**Totals Employee Services**

<b>Totals Employee Services</b>		<b>\$4,165,044</b>	<b>\$4,261,715</b>
001-0630-421-41-10	PERMANENT SALARIES	\$2,207,320	\$2,227,444
001-0630-421-41-10	PERMANENT SALARIES	\$2,207,320	\$2,296,253
001-0630-421-41-10	COVID-19 ADJUSTMENT	\$0	(\$68,809)
001-0630-421-41-11	HOURLY & PART TIME SALARY	\$22,440	\$52,811
001-0630-421-41-12	OVERTIME	\$65,384	\$153,039
001-0630-421-41-17	HOLIDAY PAY	\$65,900	\$89,571
001-0630-421-41-21	PERS RETIREMENT	\$331,700	\$375,163
001-0630-421-41-21	PERS RETIREMENT	\$331,700	\$383,971
001-0630-421-41-21	COVID-19 ADJUSTMENT	\$0	(\$8,808)
001-0630-421-41-35	FLEX ALLOWANCE	\$399,600	\$391,353
001-0630-421-41-35	FLEX ALLOWANCE	\$399,600	\$397,224
001-0630-421-41-35	COVID-19 ADJUSTMENT	\$0	(\$5,871)
001-0630-421-41-36	WORKERS COMPENSATION	\$288,400	\$198,122
001-0630-421-41-36	WORKERS COMPENSATION	\$288,400	\$210,482
001-0630-421-41-36	COVID-19 ADJUSTMENT	\$0	(\$12,360)
001-0630-421-41-39	OTHER FRINGE BENEFITS	\$195,300	\$111,323
001-0630-421-41-39	OTHER FRINGE BENEFITS	\$195,300	\$112,992
001-0630-421-41-39	COVID-19 ADJUSTMENT	\$0	(\$1,669)
001-0630-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$589,000	\$662,889

**Totals Internal Services**

<b>Totals Internal Services</b>		<b>\$1,021,322</b>	<b>\$1,070,739</b>
001-0630-421-41-40	COMPENSATED ABSENCES	\$54,044	\$61,259
001-0630-421-41-53	LONGEVITY	\$23,820	\$20,520
001-0630-421-41-54	PEMHCA	\$13,248	\$11,844
001-0630-421-42-44	VEHICLE RENTAL CHARGES	\$95,478	\$92,626
001-0630-421-42-56	EQUIP REPLACEMENT CHARGES	\$25,174	\$25,174
001-0630-421-42-57	COMM & INFO SERVICES CHGS	\$512,066	\$572,083
001-0630-421-42-69	BUILDING MAINTENANCE CHG	\$297,492	\$287,233

**001-0630 Police - Administrative Bureau Expenses (Continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals Services and Supplies</b>		<b>\$197,768</b>	<b>\$239,048</b>
001-0630-421-42-40	SPECIAL DEPARTMENTAL SUP	\$8,000	\$8,000
001-0630-421-42-40	BALLISTIC VEST REPLACEMENT	\$7,000	\$7,000
001-0630-421-42-40	PENAL CODES/PUBLICATIONS	\$800	\$800
001-0630-421-42-40	FILM/PHOTO PROCESSING	\$200	\$200
001-0630-421-42-42	POSTAGE EXPENSE	\$2,200	\$2,200
001-0630-421-42-43	GENERAL OFFICE SUPPLIES	\$18,500	\$18,500
001-0630-421-42-43	OFFICE SUPPLIES	\$15,000	\$15,000
001-0630-421-42-43	PRINTING	\$2,000	\$2,000
001-0630-421-42-43	CITATIONS	\$1,500	\$1,500
001-0630-421-42-46	MAINT-FACILITY & EQUIP	\$29,852	\$29,852
001-0630-421-42-46	FIXED RADIO EQUIP (TEA)	\$22,752	\$22,752
001-0630-421-42-46	VEHICLE EQUIPMENT MAINTENANCE	\$2,000	\$2,000
001-0630-421-42-46	PLAIN PAPER COPIERS (6765 AND 6632)	\$1,500	\$1,500
001-0630-421-42-46	MOBILE RADIO REPAIR	\$1,100	\$1,100
001-0630-421-42-46	UPS (BEST POWER INC.)	\$1,000	\$1,000
001-0630-421-42-46	COMMUNICATIONS CENTER EQUIPMENT	\$1,000	\$1,000
001-0630-421-42-46	SHREDDER AND FAX	\$500	\$500
001-0630-421-42-49	ADVERTISING/PUBLICITY	\$3,700	\$3,700
001-0630-421-42-49	COMMUNITY OUTREACH	\$3,500	\$3,500
001-0630-421-42-49	ADVERTISING	\$200	\$200
001-0630-421-42-51	CONTRACT, PROF, SPEC SVCS	\$113,321	\$153,321
001-0630-421-42-51	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$47,000	\$47,000
001-0630-421-42-51	SAN MATEO COUNTY CRIME LAB FEES	\$27,000	\$27,000
001-0630-421-42-51	SAN MATEO COUNTY INFORMATION SERVICES DIVISION	\$25,000	\$25,000
001-0630-421-42-51	COPWARE/LEXIPOL (SOFTWARE UPDATES)	\$9,400	\$9,400
001-0630-421-42-51	WEB ANALYTICS (CLEAR PLUS)	\$3,721	\$3,721
001-0630-421-42-51	VOIANCE INTERPRETATION SERVICES LINE	\$1,200	\$1,200
001-0630-421-42-51	FLOCK SAFETY ALPR CAMERAS - CC 2020 3/16	\$0	\$40,000
001-0630-421-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$745	\$745
001-0630-421-42-53	CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S	\$205	\$205
001-0630-421-42-53	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER	\$145	\$145
001-0630-421-42-53	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	\$120	\$120
001-0630-421-42-53	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$100	\$100
001-0630-421-42-53	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.	\$75	\$75
001-0630-421-42-53	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$50	\$50
001-0630-421-42-53	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS	\$50	\$50
001-0630-421-42-54	TRAVEL,CONFERENCE,MEETING-LOCAL MEETINGS AND TOLLS	\$1,350	\$1,350

**001-0630 Police - Administrative Bureau Expenses (Continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
001-0630-421-42-55	TRAINING	\$17,600	\$12,680
001-0630-421-42-55	TRAINING NON-POST	\$10,000	\$10,000
001-0630-421-42-55	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)	\$5,000	\$5,000
001-0630-421-42-55	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500	\$1,500
001-0630-421-42-55	CAPE/CCUG TRAINING	\$1,100	\$1,100
001-0630-421-42-55	COVID-19 ADJUSTMENT	\$0	(\$4,920)
001-0630-421-42-65	MISC EXPENSE	\$2,500	\$8,700
001-0630-421-42-65	ADMINISTRATIVE INVESTIGATIVE FUND	\$2,500	\$2,500
001-0630-421-42-65	INVESTIGATION TECHNOLOGY	\$0	\$6,200

**001-0650 Police - Crossing Guards Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$21,600</b>	<b>\$21,600</b>
<b>Totals Services and Supplies</b>		<b>\$21,600</b>	<b>\$21,600</b>
001-0650-421-42-51	CONTRACT, PROF, SPEC SVCS-CROSSING GUARDS	\$21,600	\$21,600

**001-0670 Police - POST Training Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$40,000</b>	<b>\$30,000</b>
<b>Totals Services and Supplies</b>		<b>\$40,000</b>	<b>\$30,000</b>
001-0670-421-42-55	TRAINING-POST	\$40,000	\$30,000
001-0670-421-42-55	TRAINING-POST	\$40,000	\$40,000
001-0670-421-42-55	COVID-19 ADJUSTMENT	\$0	(\$10,000)

**001-0680 Police - BSCAA Prop 47 Grant Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$25,308</b>	<b>\$25,308</b>
<b>Totals Services and Supplies</b>		<b>\$25,308</b>	<b>\$25,308</b>
001-0680-421-42-55	TRAINING-BUDGET CARRYOVER	\$25,308	\$25,308

**006-0610 Police - Drug Abuse Resistance Education (DARE)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$600</b>	<b>\$600</b>
<b>Totals Services and Supplies</b>		\$600	\$600
006-0610-421-42-51	CONTRACT, PROF, SPEC SVCS-BUDGET CARRYOVER	\$600	\$600

**009-0610 Police - Asset Seizure Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$22,175</b>	<b>\$22,175</b>
<b>Totals Services and Supplies</b>		\$22,175	\$22,175
009-0610-421-42-51	CONTRACT, PROF, SPEC SVCS-BUDGET CARRYOVER	\$22,175	\$22,175

## Police Department Budget Comparisons - Chief (001-0610)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$348,100	\$360,577	\$12,477	1
4121	PERS RETIREMENT	\$54,000	\$66,475	\$12,475	2
4135	FLEX ALLOWANCE	\$33,100	\$38,616	\$5,516	2
4136	WORKERS COMPENSATION	\$30,900	\$21,758	(\$9,142)	2
4139	OTHER FRINGE BENEFITS	\$24,500	\$14,315	(\$10,185)	2
4140	COMPENSATED ABSENCES	\$8,474	\$9,508	\$1,034	3
4153	LONGEVITY	\$14,220	\$14,220	\$0	3
4154	PEMHCA	\$6,624	\$6,768	\$144	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$130,000	\$149,176	\$19,176	2
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$19,779	\$20,173	\$394	3
4251	CONTRACT, PROF, SPEC SVCS	\$19,000	\$12,000	(\$7,000)	5
4253	MEMBERSHIP, DUES, SUBSCRIPTION	\$1,755	\$1,755	\$0	4
4254	TRAVEL, CONFERENCE, MEETING	\$1,225	\$1,225	\$0	4
4255	TRAINING	\$1,500	\$1,080	(\$420)	5
		<u>\$694,177</u>	<u>\$718,646</u>	<u>\$24,469</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Adjustment based on 3 Year Expenditures Review and COVID-19 Budget Reduction Strategies Review.

## Police Department Budget Comparisons - Field Operations (001-0620)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$4,150,500	\$4,318,853	\$168,353	1
4112	OVERTIME	\$156,998	\$251,290	\$94,292	2
4117	HOLIDAY PAY	\$209,100	\$212,851	\$3,751	1
4121	PERS RETIREMENT	\$812,000	\$852,587	\$40,587	3
4135	FLEX ALLOWANCE	\$592,400	\$612,651	\$20,251	3
4136	WORKERS COMPENSATION	\$562,700	\$394,997	(\$167,703)	3
4139	OTHER FRINGE BENEFITS	\$279,000	\$219,304	(\$59,696)	3
4140	COMPENSATED ABSENCES	\$105,448	\$118,239	\$12,791	4
4153	LONGEVITY	\$72,420	\$75,720	\$3,300	4
4154	PEMHCA	\$23,184	\$25,380	\$2,196	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$1,046,000	\$1,264,726	\$218,726	3
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$24,195	\$24,195	\$0	5
4244	VEHICLE RENTAL CHARGES	\$317,156	\$340,259	\$23,103	4
4246	MAINT-FACILITY & EQUIP	\$850	\$850	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$33,674	\$33,674	\$0	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$675	\$675	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$825	\$825	\$0	5
4255	TRAINING	\$4,500	\$3,240	(\$1,260)	6
4256	EQUIP REPLACEMENT CHARGES	\$37,192	\$42,752	\$5,560	4
		<u>\$8,428,817</u>	<u>\$8,793,067</u>	<u>\$364,250</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 2% COLA increase COVID-19 Budget Reduction Strategies Review.
- Note 2 Adjustment based on historical amounts.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 No change.
- Note 6 COVID-19 Budget Reduction Strategies Review.

## Police Department Budget Comparisons - Admin (001-0630)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$2,207,320	\$2,227,444	\$20,124	1
4111	HOURLY & PART TIME SALARY	\$22,440	\$52,811	\$30,371	2
4112	OVERTIME	\$65,384	\$153,039	\$87,655	2
4117	HOLIDAY PAY	\$65,900	\$89,571	\$23,671	2
4121	PERS RETIREMENT	\$331,700	\$375,163	\$43,463	3
4135	FLEX ALLOWANCE	\$399,600	\$391,353	(\$8,247)	3
4136	WORKERS COMPENSATION	\$288,400	\$198,122	(\$90,278)	3
4139	OTHER FRINGE BENEFITS	\$195,300	\$111,322	(\$83,978)	3
4140	COMPENSATED ABSENCES	\$54,044	\$61,259	\$7,215	4
4153	LONGEVITY	\$23,820	\$20,520	(\$3,300)	4
4154	PEMHCA	\$13,248	\$11,844	(\$1,404)	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$589,000	\$662,889	\$73,889	3
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$8,000	\$8,000	\$0	5
4242	POSTAGE EXPENSE	\$2,200	\$2,200	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$18,500	\$18,500	\$0	5
4244	VEHICLE RENTAL CHARGES	\$95,478	\$92,626	(\$2,852)	4
4246	MAINT-FACILITY & EQUIP	\$29,852	\$29,852	\$0	5
4249	ADVERTISING/PUBLICITY	\$3,700	\$3,700	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$113,321	\$153,321	\$40,000	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$745	\$745	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$1,350	\$1,350	\$0	5
4255	TRAINING	\$17,600	\$12,680	(\$4,920)	8
4256	EQUIP REPLACEMENT CHARGES	\$25,174	\$25,174	\$0	5
4257	COMM & INFO SERVICES CHGS	\$512,066	\$572,083	\$60,017	4
4265	MISC EXPENSE	\$2,500	\$8,700	\$6,200	7
4269	BUILDING MAINTENANCE CHG	\$297,492	\$287,233	(\$10,259)	4
		<u>\$5,384,134</u>	<u>\$5,571,502</u>	<u>\$187,368</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 2% COLA increase and COVID-19 Budget Reduction Strategies Review.
- Note 2 Adjustment based on historical amounts.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 No change.
- Note 6 Licensing of Twenty (20) Automated License Plate Readers (ALPR)
- Note 7 Purchase of cellular telephone investigation Technology
- Note 8 Decrease due to COVID-19 Budget Reduction Strategies Review.

**Police Department Budget Comparisons - Crossing Guard (001-0650)**

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$21,600	\$21,600	\$0	1
		\$21,600	\$21,600	\$0	

**Detailed Analysis:**

Note 1 No change.



**Police Department Budget Comparisons - POST (001-0670)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$40,000	\$30,000	(\$10,000)	1
		<u>\$40,000</u>	<u>\$30,000</u>	<u>(\$10,000)</u>	

**Detailed Analysis:**

Note 1      Decrease due to COVID-19 Budget Reduction Strategies Review.

**Police Department Budget Comparisons - BSCAA Prop 47 Grant (001-0680)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$25,308	\$25,308	\$0	1
		<u>\$25,308</u>	<u>\$25,308</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      No change.

**Police Department Budget Comparisons -  
Drug Abuse Resistance Education (DARE) (006-0610)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$600	\$600	\$0	1
		\$600	\$600	\$0	

**Detailed Analysis:**

Note 1      No change.

**Police Department Budget Comparisons - Asset Seizure (009-0610)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$22,175	\$22,175	\$0	1
		\$22,175	\$22,175	\$0	

**Detailed Analysis:**

Note 1 No change.

# ***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 13th, 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,

## **MISSION STATEMENT**

Enhancing the quality of life for our community through professionalism, collaboration, and public trust.

## **SMC FIRE DEPARTMENT STRATEGIC PLAN**

Following the commencement of San Mateo Consolidated Fire Department on January 13, 2019, the department embarked on a strategic planning process. On February 20th and March 27th personnel representing FACT, Labor, Command Staff and Administration participated in a facilitated process, the goal of which was the development of a Mission Statement and Core Values of our new organization. As a result, the following was produced:

## **CORE VALUES**

- **Respect**
- **Compassion**
- **Integrity**
- **Dedication**
- **innovation**

Additionally, through this process, the group developed a Strategic Plan outline, which included the development of four Strategic Elements within the organization with associated Initiatives, Projects and Outcomes for each. These projects were then assigned to an individual(s) and prioritized.

### **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 and/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 are 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 addressing incident command for Acting & Full-Time Fire Captains and Acting & Full-Time Battalion Chiefs.
- Standardize all training manuals across the organization to provide consistent training and testing.
- Continue to participate in cadet program to provide training, mentoring and evaluation of firefighter 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. The Operations Division:**

- Meets or exceeds the county mandated 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, provides budget oversight, 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 the 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.

### **Emergency Preparedness**

**SMC Fire Department personnel will continue to provide emergency preparedness education to the community, businesses, and City employees and manage the city's emergency operations center (EOC) on behalf of the City Manager.**

- 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 3-Year Multi Year Training and Exercise Plan (MYTEP) which will include training staff in their Type III EOC Positions.
- Participate in the implementation of mitigation strategies identified in the 2016 Local Hazard Mitigation Plan (LHMP)/ Safety Element.
- Standardize EOC operations within the Multiagency Coordination model.
- 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 San Mateo Consolidated Fire Department oversees one of the most dynamic and sustainable CERT programs in the County. Within Foster City, over 900 community members have been trained, of which over 250 remain active program volunteers, The CERT program 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 retaining 400 active CERT members throughout the entire SMCFD CERT program.
- Develop and expand opportunities for local businesses to participate in a “business CERT” program.
- Continue to conduct CERT training exercises and continuing educational opportunities for CERT volunteers. .
- Continue the development of existing and new CERT Trainers.

### **KEY INITIATIVES COMPLETED IN FISCAL YEAR 2019-2020**

- In 2019, the SMC Fire Department responded to 2,021 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+ Chief Officers occur three times each year.
- The SMC Fire Department personnel responded as part of the California’s Mutual Aid Response to 6 separate fire incidents throughout the state.
- The SMC Fire Department’s Office of Emergency Services (OES) 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 SMC 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 Bureau of Fire Protection and Life Safety partnered with the American Red Cross Home Fire Preparedness Campaign to deliver a successful smoke alarm installation event that resulted in the installation of 212 smoke detectors in 55 homes throughout the three cities we serve, 13 of those homes were in Foster City
- The SMC Fire Department and Foster City Police Departments opened their doors to the public at their annual Open House in October 2019. All residents were invited to come by for a fun-filled and informative trip through Fire Station 28 and the Police station. 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, Fire Cadets performed free blood pressure checks.



- Every year, the 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 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 2019-2020, with over 250 members staying active in their community. We have continued to grow the 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. Throughout the course of the BERT program, the Fire Department has trained 80 Gilead Sciences employees. If a disaster strikes while Gilead Sciences employees are on campus, these trained CERT members will respond to Gilead first, and are then available to support other emergency activities within Foster City.
- In November 2019, SMC Fire Department enhanced the City's emergency sheltering capabilities by partnering with the San Mateo County Health Department for the Statewide Medical Health Exercise. This exercise simulated a scenario requiring a large emergency shelter that was staffed by employees and volunteers from other city departments, agencies throughout the county including the Peninsula Humane Society, American Red Cross, and SMCFD CERT.
- SMC Fire Department continues to administer the CERT continuing education program for CERT members 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 SMC Fire Department also provides 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, and Shelter Management
- The Bureau of Fire Protection and Life Safety conducted plan reviews and construction approvals on several high-profile property development and redevelopment projects.
- The 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 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 2020-2021**

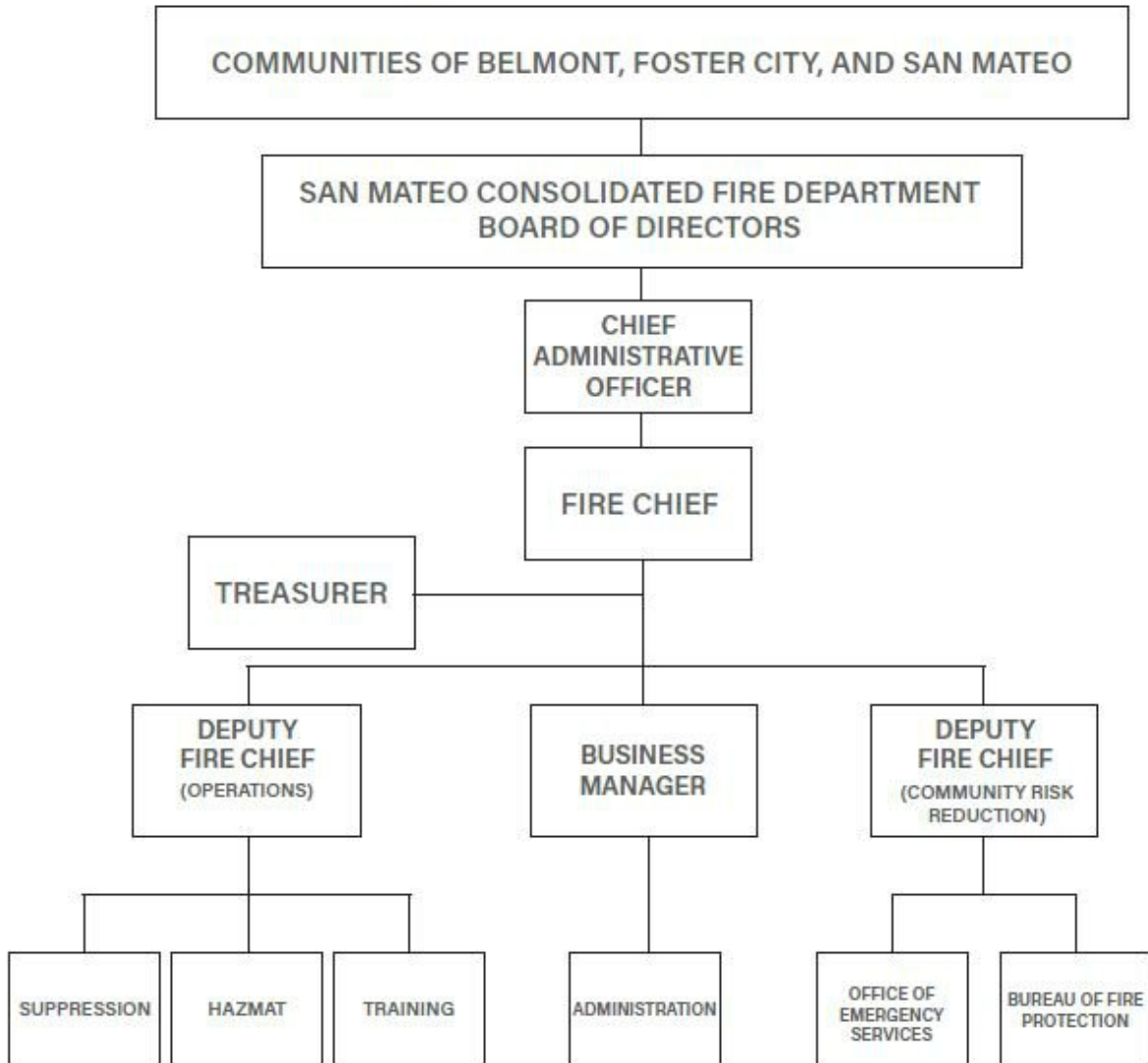
Service levels to the residents remained high and will continue to remain high in Fiscal Year 2020-2021.

- 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**

- Foster City pays 20% of SMC Fire's adopted annual budget.

## San Mateo Consolidated Fire Department Organizational Chart



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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
DISASTER PREPAREDNESS	\$1,595	\$1,595	\$1,567
SMC FIRE	\$7,669,992	\$7,869,992	\$8,289,188
FIRE LEGACY COSTS	\$1,486,000	\$1,486,000	\$1,722,533
3 YR CONTRIBUTION TO SMC	\$226,977	\$226,977	\$226,977
<b>TOTAL FOR FIRE</b>	<b>\$9,384,564</b>	<b>\$9,584,564</b>	<b>\$10,240,265</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$1,486,000	\$1,486,000	\$1,722,533
SERVICES AND SUPPLIES	\$7,714,284	\$7,914,284	\$8,366,604
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$9,200,284	\$9,400,284	\$10,089,137
INTERNAL SERVICES	\$202,190	\$202,190	\$188,908
Subtotal (Total Department Expenses before Reallocations)	\$9,402,474	\$9,602,474	\$10,278,045
REALLOCATIONS	(\$17,910)	(\$17,910)	(\$37,780)
<b>TOTAL FOR FIRE</b>	<b>\$9,384,564</b>	<b>\$9,584,564</b>	<b>\$10,240,265</b>

**Fire Department  
Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Fire Chief	1.00	1.00
Administrative Assistant	4.00	4.00
Administrative Technician	1.00	1.00
Business Manager	1.00	1.00
Deputy Fire Chief	2.00	2.00
Deputy Fire Marshal	1.00	1.00
Emergency Services Manager	1.00	1.00
EMS Clinical Education Specialist	1.00	1.00
Emergency Services Specialist	2.00	2.00
Facilities and Fleet Services Manager	1.00	1.00
Fire Battalion Chief	7.00	7.00
Fire Captain	39.00	39.00
Fire Marshal	1.00	1.00
Fire Prevention Inspector I/II	6.00	6.00
Firefighters	84.00	84.00
Management Analyst I/II	1.00	1.00
Office Assistant I/II	1.00	1.00
<b>Total Full Time Positions</b>	<b>154.00</b>	<b>154.00</b>
<b>Part Time Position</b>		
Per Diem	3.10	3.01
<b>Total Part Time Positions</b>	<b>3.10</b>	<b>3.01</b>
<b>Total Full Time Equivalents</b>	<b>157.10</b>	<b>157.01</b>

**001-0740 Fire - Disaster Preparedness Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,595</b>	<b>\$1,567</b>
<b>Totals Internal Services</b>		<b>\$19,505</b>	<b>\$19,147</b>
001-0740-422-42-44	VEHICLE RENTAL CHARGES	\$16,576	\$16,218
001-0740-422-42-56	EQUIP REPLACEMENT CHARGES	\$2,929	\$2,929
<b>Totals Reallocation</b>		<b>(\$17,910)</b>	<b>(\$17,580)</b>
001-0740-422-45-05	INDIRECT COST ALLOCATION	(\$17,910)	(\$17,580)

**001-0750 Fire - JPA-SMC Fire Operating Costs Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$7,669,992</b>	<b>\$8,289,188</b>
<b>Totals Internal Services</b>		<b>\$182,685</b>	<b>\$169,761</b>
001-0750-422-41-53	LONGEVITY	\$93,000	\$93,000
001-0750-422-41-54	PEMHCA	\$33,120	\$35,532
001-0750-422-42-57	COMM & INFO SERVICES CHGS	\$15,310	\$0
001-0750-422-42-69	BUILDING MAINTENANCE CHG	\$41,255	\$41,229
<b>Totals Services and Supplies</b>		<b>\$7,487,307</b>	<b>\$8,139,627</b>
001-0750-422-42-51	CONTRACT, PROF, SPEC SVCS-SMC Fire Operating Cost	\$7,487,307	\$8,139,627
<b>Totals Reallocation</b>		<b>\$0</b>	<b>(\$20,200)</b>
001-0750-422-45-05	INDIRECT COST ALLOCATION	\$0	(\$20,200)

**001-0760 Fire - Legacy Costs Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,486,000</b>	<b>\$1,722,533</b>
<b>Totals Employee Services</b>		<b>\$1,486,000</b>	<b>\$1,722,533</b>
001-0760-422-41-21	PERS RETIREMENT	\$1,486,000	\$0
001-0760-422-41-61	EMPLOYEE BENEFIT-PERS UAL	\$0	\$1,722,533

**001-0770 Fire - General Fund 3 Years Contribution Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$226,977</b>	<b>\$226,977</b>
<b>Totals Services and Supplies</b>		<b>\$226,977</b>	<b>\$226,977</b>
001-0770-422-42-92	CONTRIBUTION TO FIRE JPA	\$226,977	\$226,977

**Fire Department Budget Comparisons -Emergency Preparedness (001-0740)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4244	VEHICLE RENTAL CHARGES	\$16,576	\$16,218	\$(358)	1
4256	EQUIP REPLACEMENT CHARGES	\$2,929	\$2,929	\$0	1
4505	INDIRECT COST ALLOCATION	\$(17,910)	\$(17,580)	\$330	2
	Total	\$1,595	\$1,567	\$(28)	

**Detailed Analysis:**

Note 1 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

Note 2 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 FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4153	LONGEVITY	\$93,000	\$93,000	\$0	1
4154	PEMHCA	\$33,120	\$35,532	\$2,412	1
4251	CONTRACT, PROF, SPEC SVCS	\$7,487,307	\$8,139,627	\$652,320	2
4257	COMM & INFO SERVICES CHGS	\$15,310	\$0	(\$15,310)	1
4269	BUILDING MAINTENANCE CHG	41,255	41,229	(26)	1
4505	INDIRECT COST ALLOCATION	—	(20,200)	(20,200)	3
	<b>Total</b>	<b>\$7,669,992</b>	<b>\$8,289,188</b>	<b>\$619,196</b>	

**Detailed Analysis:**

- Note 1 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 2 San Mateo Consolidated Fire Department (SMC FD) annual operating cost.
- Note 3 Based on annual update of Cost Allocation Plan.

## Fire Department Budget Comparisons -Legacy Costs (001-0760)

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4121	PERS RETIREMENT	\$1,486,000	\$0	(\$1,486,000)	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$0	\$1,722,533	\$1,722,533	1
	Total	<u>\$1,486,000</u>	<u>\$1,722,533</u>	<u>\$236,533</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)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease</u>	<u>Notes</u>
4292	CONTRIBUTION TO FIRE JPA	\$226,977	\$226,977	\$0	1
	Total	<u>\$226,977</u>	<u>\$226,977</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      2nd of 3rd year payment to SMC FD for additional Internal Service Fund contribution authorized by Council Reso 2018-86.

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# 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 land use and 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.

## **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 Programs and Policies
- Provide building 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 building codes and regulations
- Streamline development review processes through the implementation and promotion of technology and online permitting software
- Maintain the unique character of Foster City's commercial and residential areas

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

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2019-2020. The Department has accomplished many significant objectives during FY 2019-2020 including the following major items:

- **Policy/Code Updates and other Initiatives**
  - An Ordinance update to Chapters 1 and 15, of the Foster City Municipal Code to adopt the 2019 California Building Code Standards was adopted by the City Council on November 18, 2019.
  - An amendment to Planning Commission Policy P-2-2000, Re-roofing for Single-Family Dwellings to allow flexibility to homeowners in the choice of roofing materials including allowing Building Integrated Photovoltaics (BIPVs).
  - Collaborated with the Public Works Department in preparation of a new Green Infrastructure Plan (GI Plan) to transition the City's stormwater infrastructure from "gray", where runoff flows directly into the storm drain, to "green"- that is, to a more-resilient, sustainable system that slows runoff by dispersing it to vegetated areas. The GI Plan was adopted by the City Council in September 2019.
  - The General Plan was updated to include new Goals, Policies, and Programs facilitating integration of Green Infrastructure Plan strategies and elements in City review processes.

- To support implementation of the GI Plan, the Community Development Department coordinated with the Public Works Department to prepare a new chapter of the Municipal Code, Chapter 13.12, Stormwater Drainage and Control, of Title 13, Water and Sewers. The Ordinance was passed by the City Council in September 2019 and became effective in October 2019.
  - An amendment to resolution 2000-123, Preferences, to include tenants at risk of displacement because of termination of affordability restrictions, as included in the Housing Element was approved by the City Council in April 2020.
  - Initiated policy discussions with the City Council and Sustainability Subcommittee regarding Reach Codes.
  - Initiated policy discussions with the Land Use Subcommittee regarding the Affordable Housing Overlay Zone.
  - Applied for and received the SB 2 Planning Grant in the amount of \$160,000 from the State to be used towards housing related policies.
  - Foster City participated in the DAHLIA (Database of Affordable Housing Listings, Information, and Application), a San Mateo County Pilot Program and was able to assist the Triton in filling Below Market Rate (BMR) unit vacancies through the Pilot Program.
- **Development Projects**
    - Provided ongoing inspections related to construction at Foster Square including:
      - Lennar Homes consists of 200 for-sale senior housing units. 90 units were completed in 2017-2018 and 62 of the 200 units were completed in 2019. The remainder of the units are expected to be completed in the Summer of 2020.
      - Completion of many Tenant Improvement for the retail/restaurant businesses with ongoing construction through to the end of 2020.
    - Provided ongoing inspections for the construction of 20-unit townhomes for Waverly Cove of Pilgrim Triton that is expected to be completed in the Spring-Summer of 2020.
    - Reviewed Use Permit and Tentative Map applications for Pilgrim Triton Phase C that includes 70 townhouses and 22 workforce housing units was completed in April 2019.
      - Building permit plan checking began in late Fall 2019 and is expected to be completed in Spring 2020.
      - The demolition permits for Phase C of Pilgrim Triton was issued in February 2020.
    - A Use Permit request for a proposed two-story approximately 60,836-square foot amenity building (Wellbeing Center) for Gilead was reviewed by the Planning Commission at a Study Session in February 2020.
    - Planning Commission continued review of site and architectural plans for the proposed development of an approximately 83,187 square-foot, seven-story hotel with 156 guest rooms at the vacant lot located at the southwest corner of Metro Center Boulevard and Shell Boulevard in the Town Center Neighborhood.
      - Environmental Analysis related to the project was initiated with an Environmental Impact Report.
    - An application for Façade Improvements and Master Sign Program for the Beach Park Plaza Shopping Center was approved in January 2019 and the building permit was issued in December 2019.
    - Environmental Review for a 32-unit Townhome proposal at the vacant church sit located at 1601 Beach Park Boulevard was initiated in late 2019.
  - **Staff Training**
    - The Community Development Director attended the California American Planning Association (APA), UCLA 34<sup>th</sup> Land Use and Bay Area Planning Directors Association (BAPDA) conferences.
    - The Planning Manager attended the Association of Bay Area Governments (ABAG) conference.
    - The Principal and Senior Building Inspector attended the California Building Officials (CALBO) 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.
  - The Chief Building Official attended Code Development hearings.
  - Planning Staff attended several meetings organized by San Mateo County 21 Elements and Home For All.
- **Permit Processing**
    - Planning Permits - During calendar year 2019, the Planning/Code Enforcement Division processed 182 permits, including the major categories of 61 Architectural Review permits, 4 Major Use Permits, 43 Use Permit Modifications, 2 Environmental Assessment and 33 Sign Review permits, 2 Accessory Dwelling Units (ADU) compared to 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 in 2018.
    - Building Permit Processing - In calendar year 2019, the Building Inspection Division processed 1,416 applications, issued 2,765 permits and conducted 8,794 inspections, compared to 1,657 applications 3,664 permits and 8,220 inspections in 2018.
- **Permitting Streamlining and Process Improvements**
    - Online permitting and inspection scheduling was implemented during the FY 2019-2020.
    - Plan Review by SMC Fire staff for minor permits such as Photovoltaic permits and residential remodel that is less than 50% for Fire Department Access Clearances was transitioned to Building Division staff resulting in quicker turn-around for issuing such permits.
    - Ongoing implementation of ETrakit to enable customers to look up permit records and status of building and planning permits online.
    - CDD worked with IT in launching the new GIS Portal that is customer-friendly and easier for residents to navigate.
    - CDD worked with IT to develop an Affordable Housing Map was created to display the location of all apartment complexes with affordable units in Foster City
    - iPads were deployed for Inspectors so they can view Agency Center on site, view permits and input inspection results on the field.
    - CDD issued the Master License Agreement (MLA) process for wireless providers and updated the review process and submittal requirements for wireless communications facilities to provide concurrent review by all City departments through an in-person appointment.
      - Staff also worked on a Pole Reservation Policy and worked with IT to enable wireless providers to reserve city-owned poles through an interactive GIS link
    - Implemented electronic binders for Commissioners by deploying iPads.
    - Updated the Planning Commissioner Binder as part of the onboarding process for the new Commissioner.
    - Coordinated with the City Manager's office to attend and present at HOA meetings and prepare handout materials for residential permitting to be distributed at the meetings.
    - Began the process of implementing the Camino Guided Application Process software.
- **Code Enforcement**
    - During calendar year 2019, a total of 817 code enforcement related complaints were handled, including major categories of 302 property maintenance cases, 20 work without permits, and 8 hoarding cases compared to 2018 totals of 969 code enforcement complaints, including the major categories of 211 property maintenance cases, 13 building without permits and 2 hoarding cases.
- **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.

- Staff continued to provide administrative oversight of existing loans.
- Staff worked with Essex Property Trust to ensure proper tenant noticing at Foster's Landing for the scheduled termination of affordability covenants were met.
- Staff continued to explore funding and other opportunities to extend the covenants and/or provide relocation assistance to the tenants.

***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2020-2021***

The Community Development Department will continue to provide the required planning, building and code enforcement 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 2020-2021 include the following:

**Planning/Code Enforcement Division**

- Continue to review site and architectural plans for the proposed development of an approximately 83,187 square-foot, seven-story hotel with 156 guest rooms at the vacant lot located at the southwest corner of Metro Center Boulevard and Shell Boulevard in the Town Center Neighborhood.
  - Environmental Analysis related to the project was initiated with an Environmental Impact Report expected to be considered in May 2020.
- Review and process the construction plans associated with Phase C of the Pilgrim Triton Master Plan, including the City's option to purchase the workforce housing.
- Planning Review of the construction plans associated with the Family Dental Expansion.
- Begin policy discussions with the Planning Commission and City Council related to the implementation of the Affordable Housing Overlay Zone and other policies and programs, as identified in the Housing Element.
- Assist in the Home is Foster City initiative through community outreach efforts in order to foster constructive dialogue around the topic of housing.
- Continue to participate on the DAHLIA Steering Committee in an effort to develop a regional database of affordable housing listings, information, and applications to streamline the housing seeking process for affordable housing applicants.
- Review and process General Plan Amendment, Rezoning, and Major Use Permit applications for the proposed 32-units townhomes at 1601 Beach Park Boulevard.
  - Continue to process the Environmental Review for the above by preparation of a Mitigated Negative Declaration.
- Review and process Planning Entitlements and construction plans for the 60,000 sq.ft. Gilead Wellbeing Center.
- Assist City Manager on ongoing Sustainability and Economic Development efforts including implementation of the recommended measures in the Climate Action Plan and Transportation Management Association efforts.
- Serve as staff liaison to City Council Land Use Sub-committee.
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency (CDA).
- Continue to implement and administer housing programs.
- Continue to explore options related to the protection and preservation of the affordability covenants due to expire at Fosters Landing including:
  - Monitoring the availability of local, state or federal funding sources that could be used to provide funding to extend the affordable housing covenant.
  - Continuing to work with Essex Property Trust and other organizations to extend the affordable units or other options.
  - Continuing to work with other agencies, local officials, non-profits to minimize the impacts of the expiration of affordability covenants through vouchers, a tenant relocation assistance program, or other means.
- Continue to process planning permits with the target turnaround time for most minor property improvement applications of 72 hours.

- Continue to monitor and implement State mandated laws and programs; Adopt/amend city ordinances to comply with changes in State law including but not limited to:
  - Adopting Objective Design Standards for multifamily residential development.
  - Updating the City Ordinance related to Accessory Dwelling Units
  - Adopting new CEQA thresholds related to Vehicle Miles Traveled (VMT) in accordance with SB 743
- Continue to review land development projects and CIP projects for CEQA compliance.
- Continue to process various Gilead Tenant Improvements/upgrades for existing Gilead Buildings.
- Update the City's Architectural and Solar Design Guidelines and other Planning Policies.
- Assist the Parks & Recreation Department as needed with the development of the Recreation Center Master Plan.
- Continue to improve internal development review processes and permit streamlining.
- Work with IT to provide iPad check-in and feedback kiosk at the front public counter including installing a display TV that provides visual information to customers.
- Begin work on the Housing Sites Inventory as part of the next Housing Element Update cycle.
  - Review the current Safety Element as part of the concurrent update that is required as part of the next Housing Element Update Cycle.

### **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 under construction including the various tenant improvements in the Gilead campus.
- Review construction plans and provide inspections for the Wellbeing Center in the Gilead campus.
- Review construction plans and provide inspections for the Metro Center Hotel.
- Continue to provide inspection services for the For-Sale Condominiums (Lennar Homes) at Foster Square for the remaining 48 units that are expected to be completed in the Summer of 2020.
- 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 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.
- Continue discussions with Peninsula Clean Energy (PCE) regarding conducting cost analysis for implementation of options related to Reach Codes and bring those policy considerations to the City Council.

### ***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.

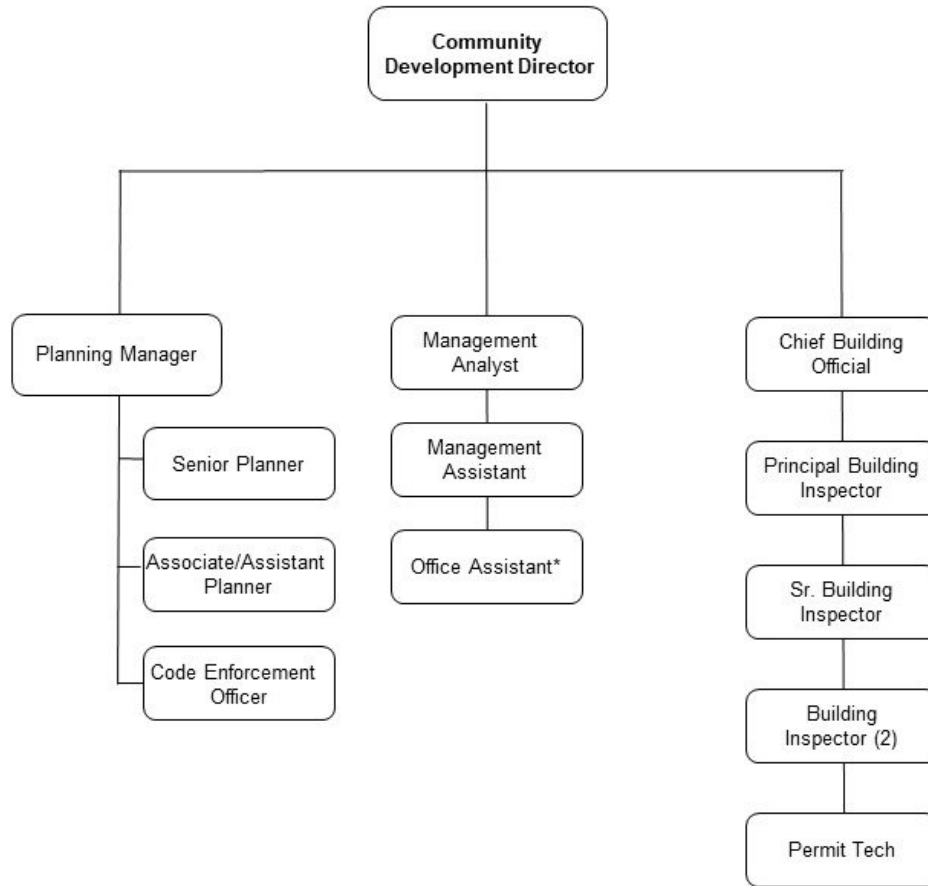
#### **Personnel Changes**

- The Building Inspection Division will continue to use consultant services as necessary to assist with permit processing and those costs are paid by applicants of those projects.

- 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$224,861	\$224,861	\$280,078
BUILDING SAFETY, CODE, PLAN CHECK	\$1,649,924	\$1,649,924	\$1,616,165
CURRENT PLANNING	\$592,111	\$592,111	\$527,474
ORDINANCE ENFORCEMENT	\$202,281	\$202,281	\$199,949
PLANNING ADMINISTRATION	\$447,246	\$447,246	\$468,291
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,116,423</b>	<b>\$3,116,423</b>	<b>\$3,091,957</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$2,656,200	\$2,656,200	\$2,624,044
SERVICES AND SUPPLIES	\$76,627	\$76,627	\$61,529
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,732,827	\$2,732,827	\$2,685,573
INTERNAL SERVICES	\$383,596	\$383,596	\$406,384
Subtotal (Total Department Expenses before Reallocations)	\$3,116,423	\$3,116,423	\$3,091,957
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,116,423</b>	<b>\$3,116,423</b>	<b>\$3,091,957</b>

**Staffing (Full Time Equivalents)**

Full Time Position	FY 2018-2019	FY 2019-2020	FY 2020-2021
Community Development Director	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Assistant/Associate Planner	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Management Assistant	1.00	1.00	1.00
Office Assistant I/II	1.00	1.00	1.00
Chief Building Officer	1.00	1.00	1.00
Principal Building Inspector	0.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Building Inspector	4.00	2.00	2.00
Building Permit Technician	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>15.00</b>	<b>14.00</b>	<b>14.00</b>

### 001-0810 CDD - Planning Administration Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$447,246</b>	<b>\$468,291</b>
<b>Totals Employee Services</b>		<b>\$249,100</b>	<b>\$270,020</b>
001-0810-419-41-10	PERMANENT SALARIES	\$158,500	\$173,661
001-0810-419-41-21	PERS RETIREMENT	\$16,300	\$19,606
001-0810-419-41-35	FLEX ALLOWANCE	\$24,200	\$26,851
001-0810-419-41-36	WORKERS COMPENSATION	\$3,000	\$1,686
001-0810-419-41-39	OTHER FRINGE BENEFITS	\$11,500	\$11,794
001-0810-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$35,600	\$36,422
<b>Totals Internal Services</b>		<b>\$161,446</b>	<b>\$168,571</b>
001-0810-419-41-40	COMPENSATED ABSENCES	\$3,858	\$4,626
001-0810-419-41-53	LONGEVITY	\$4,200	\$4,200
001-0810-419-41-54	PEMHCA	\$6,624	\$6,768
001-0810-419-42-44	VEHICLE RENTAL CHARGES	\$40,582	\$40,247
001-0810-419-42-57	COMM & INFO SERVICES CHGS	\$56,732	\$64,052
001-0810-419-42-69	BUILDING MAINTENANCE CHG	\$49,450	\$48,678
<b>Totals Services and Supplies</b>		<b>\$36,700</b>	<b>\$29,700</b>
001-0810-419-42-41	COPY EXPENSE	\$4,500	\$3,000
001-0810-419-42-42	POSTAGE EXPENSE	\$4,000	\$4,000
001-0810-419-42-43	GENERAL OFFICE SUPPLIES	\$9,500	\$9,500
001-0810-419-42-49	ADVERTISING/PUBLICITY	\$5,000	\$5,000
001-0810-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$4,200	\$4,200
001-0810-419-42-53	SUBSCRIPTIONS/MAGAZINES	\$200	\$200
001-0810-419-42-53	AMERICAN PLANNING ASSOC. (2 MEMBERSHIPS)	\$4,000	\$4,000
001-0810-419-42-55	TRAINING	\$9,500	\$4,000
001-0810-419-42-55	MISCELLANEOUS TECHNICAL TRAINING	\$5,000	\$5,000
001-0810-419-42-55	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$4,500	\$5,000
001-0810-419-42-55	COVID-19 ADJUSTMENT		(\$6,000)

### 001-0811 CDD - Advance Planning Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$224,861</b>	<b>\$280,078</b>
<b>Totals Employee Services</b>		<b>\$220,500</b>	<b>\$274,033</b>
001-0811-419-41-10	PERMANENT SALARIES	\$138,300	\$188,309
001-0811-419-41-21	PERS RETIREMENT	\$14,200	\$21,321
001-0811-419-41-35	FLEX ALLOWANCE	\$21,800	\$28,092
001-0811-419-41-36	WORKERS COMPENSATION	\$5,100	\$2,161
001-0811-419-41-39	OTHER FRINGE BENEFITS	\$10,000	\$12,799
001-0811-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$31,100	\$21,351
<b>Totals Internal Services</b>		<b>\$4,361</b>	<b>\$6,045</b>
001-0811-419-41-40	COMPENSATED ABSENCES	\$3,367	\$5,030
001-0811-419-41-54	PEMHCA	\$994	\$1,015

### 001-0812 CDD - Current Planning Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$592,111</b>	<b>\$527,474</b>
<b>Totals Employee Services</b>		<b>\$581,600</b>	<b>\$517,094</b>
001-0812-419-41-10	PERMANENT SALARIES	\$367,200	\$328,517
001-0812-419-41-21	PERS RETIREMENT	\$37,800	\$37,175
001-0812-419-41-35	FLEX ALLOWANCE	\$56,500	\$49,457
001-0812-419-41-36	WORKERS COMPENSATION	\$11,800	\$4,220
001-0812-419-41-39	OTHER FRINGE BENEFITS	\$25,800	\$21,741
001-0812-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$82,500	\$75,984
<b>Totals Internal Services</b>		<b>\$10,511</b>	<b>\$10,380</b>
001-0812-419-41-40	COMPENSATED ABSENCES	\$8,938	\$8,773
001-0812-419-41-54	PEMHCA	\$1,573	\$1,607

### 001-0813 CDD - Ordinance Enforcement Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$202,281</b>	<b>\$199,949</b>
<b>Totals Employee Services</b>		<b>\$199,000</b>	<b>\$196,327</b>
001-0813-419-41-10	PERMANENT SALARIES	\$119,000	\$120,343
001-0813-419-41-21	PERS RETIREMENT	\$12,500	\$13,656
001-0813-419-41-35	FLEX ALLOWANCE	\$30,500	\$26,040
001-0813-419-41-36	WORKERS COMPENSATION	\$4,500	\$1,867
001-0813-419-41-39	OTHER FRINGE BENEFITS	\$5,300	\$4,907
001-0813-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$27,200	\$29,514
<b>Totals Internal Services</b>		<b>\$3,281</b>	<b>\$3,622</b>
001-0813-419-41-40	COMPENSATED ABSENCES	\$2,950	\$3,284
001-0813-419-41-54	PEMHCA	\$331	\$338

### 001-0820 CDD - Building Safety, Code, Plan Check Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,649,924</b>	<b>\$1,616,165</b>
<b>Totals Employee Services</b>		<b>\$1,406,000</b>	<b>\$1,366,570</b>
001-0820-424-41-10	PERMANENT SALARIES	\$879,300	\$864,266
001-0820-424-41-10	PERMANENT SALARIES	\$879,300	\$892,188
001-0820-424-41-10	COVID-19 ADJUSTMENT	\$0	(\$27,922)
001-0820-424-41-21	PERS RETIREMENT	\$94,800	\$100,560
001-0820-424-41-21	PERS RETIREMENT	\$94,800	\$103,907
001-0820-424-41-21	COVID-19 ADJUSTMENT	\$0	(\$3,347)

**001-0820 CDD - Building Safety, Code, Plan Check Expenses (Continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
001-0820-424-41-35	FLEX ALLOWANCE	\$135,400	\$115,815
001-0820-424-41-35	<i>FLEX ALLOWANCE</i>	\$135,400	\$122,280
001-0820-424-41-35	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$6,465)
001-0820-424-41-36	WORKERS COMPENSATION	\$27,000	\$12,369
001-0820-424-41-36	<i>WORKFORCE CALCULATION</i>	\$27,000	\$12,846
001-0820-424-41-36	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$477)
001-0820-424-41-39	OTHER FRINGE BENEFITS	\$62,600	\$56,911
001-0820-424-41-39	<i>OTHER FRINGE BENEFITS</i>	\$62,600	\$59,242
001-0820-424-41-39	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$2,331)
001-0820-424-41-61	EMPLOYEE BENEFIT-PERS UAL	\$206,900	\$216,649
<b>Totals Internal Services</b>		<b>\$203,997</b>	<b>\$217,766</b>
001-0820-424-41-40	COMPENSATED ABSENCES	\$24,155	\$24,310
001-0820-424-41-54	PEMHCA	\$5,382	\$7,191
001-0820-424-42-44	VEHICLE RENTAL CHARGES	\$68,277	\$73,535
001-0820-424-42-57	COMM & INFO SERVICES CHGS	\$56,733	\$64,052
001-0820-424-42-69	BUILDING MAINTENANCE CHG	\$49,450	\$48,678
<b>Totals Services and Supplies</b>		<b>\$39,927</b>	<b>\$31,829</b>
001-0820-424-42-41	COPY EXPENSE	\$200	\$200
001-0820-424-42-42	POSTAGE EXPENSE	\$1,000	\$1,000
001-0820-424-42-43	GENERAL OFFICE SUPPLIES	\$4,000	\$4,000
001-0820-424-42-51	CONTRACT, PROF, SPEC SVCS - IMAGING - DOCUMENTS AND PLANS	\$14,500	\$12,000
001-0820-424-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$5,001	\$5,031
001-0820-424-42-53	<i>UNIFORM CODES &amp; AMENDMENTS SUBSCRIPTION</i>	\$1,275	\$1,275
001-0820-424-42-53	<i>STATE CODES AND AMENDMENTS</i>	\$1,381	\$1,381
001-0820-424-42-53	<i>PENINSULA CHAPTER OF ICBO</i>	\$150	\$180
001-0820-424-42-53	<i>MISCELLANEOUS PUBLICATIONS &amp; SUBSCRIPTIONS</i>	\$1,430	\$790
001-0820-424-42-53	<i>INTERNATIONAL CODE COUNCIL</i>	\$300	\$300
001-0820-424-42-53	<i>INTERNATIONAL ASSN. OF PLMB &amp; HTG OFFICIALS</i>	\$250	\$250
001-0820-424-42-53	<i>CALIFORNIA BUILDING OFFICIALS</i>	\$215	\$215
001-0820-424-42-53	<i>INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS</i>	\$0	\$640
001-0820-424-42-55	TRAINING	\$15,226	\$9,598
001-0820-424-42-55	<i>EDUCATION WEEK FOR INSPECTORS</i>	\$7,500	\$3,235
001-0820-424-42-55	<i>PENINSULA CHAPTER ICC MONTHLY TRAINING</i>	\$420	\$420
001-0820-424-42-55	<i>PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)</i>	\$600	\$600
001-0820-424-42-55	<i>ICC ANNUAL TRAINING MEETINGS</i>	\$3,008	\$3,338
001-0820-424-42-55	<i>CALBO ANNUAL TRAINING MEETING</i>	\$2,978	\$2,978
001-0820-424-42-55	<i>CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING</i>	\$720	\$540
001-0820-424-42-55	<i>CALBO/IAEI/IAPMO ANNUAL TRAINING MEETINGS</i>	\$0	\$4,350
001-0820-424-42-55	<i>COVID-19 ADJUSTMENT</i>	\$0	(\$5,863)

## Community Development Department Budget Comparisons - Planning Administration (001-0810)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$158,500	\$173,661	\$15,161	1
4121	PERS RETIREMENT	\$16,300	\$19,606	\$3,306	2
4135	FLEX ALLOWANCE	\$24,200	\$26,851	\$2,651	2
4136	WORKERS COMPENSATION	\$3,000	\$1,686	(\$1,314)	2
4139	OTHER FRINGE BENEFITS	\$11,500	\$11,794	\$294	2
4140	COMPENSATED ABSENCES	\$3,858	\$4,626	\$768	3
4153	LONGEVITY	\$4,200	\$4,200	\$0	3
4154	PEMHCA	\$6,624	\$6,768	\$144	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$35,600	\$36,422	\$822	2
4241	COPY EXPENSE	\$4,500	\$3,000	(\$1,500)	4
4242	POSTAGE EXPENSE	\$4,000	\$4,000	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$9,500	\$9,500	\$0	5
4244	VEHICLE RENTAL CHARGES	\$40,582	\$40,247	(\$335)	3
4249	ADVERTISING/PUBLICITY	\$5,000	\$5,000	\$0	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,200	\$4,200	\$0	5
4255	TRAINING	\$9,500	\$4,000	(\$5,500)	6
4257	COMM & INFO SERVICES CHGS	\$56,732	\$64,052	\$7,320	3
4269	BUILDING MAINTENANCE CHG	\$49,450	\$48,678	(\$772)	3
		\$447,246	\$468,291	\$21,045	

**Detailed Analysis:**

- Note 1      Personnel realignment and merit (Step) increase, Assumption of 2% COLA increase.
- Note 2      Personnel realignment and contractual adjustment to benefit formulas.
- Note 3      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4      Due to Planning Commissioners using iPads less copying is needed for PC Mtg packets.
- Note 5      No change.
- Note 6      Decrease due to COVID-19 Budget Reduction Strategies Review.

## Community Development Department Budget Comparisons - Advance Planning (001-0811)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$138,300	\$188,309	\$50,009	1
4121	PERS RETIREMENT	\$14,200	\$21,321	\$7,121	2
4135	FLEX ALLOWANCE	\$21,800	\$28,092	\$6,292	2
4136	WORKERS COMPENSATION	\$5,100	\$2,161	(\$2,939)	2
4139	OTHER FRINGE BENEFITS	\$10,000	\$12,799	\$2,799	2
4140	COMPENSATED ABSENCES	\$3,367	\$5,030	\$1,663	3
4154	PEMHCA	\$994	\$1,015	\$21	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$31,100	\$21,351	(\$9,749)	2
		\$224,861	\$280,078	\$55,217	

**Detailed Analysis:**

- Note 1      Personnel realignment and merit (Step) increase, Assumption of 2% COLA increase.
- Note 2      Personnel realignment and contractual adjustment to benefit formulas.
- Note 3      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

## Community Development Department Budget Comparisons - Current Planning (001-0812)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$367,200	\$328,517	(\$38,683)	1
4121	PERS RETIREMENT	\$37,800	\$37,175	(\$625)	2
4135	FLEX ALLOWANCE	\$56,500	\$49,457	(\$7,043)	2
4136	WORKERS COMPENSATION	\$11,800	\$4,220	(\$7,580)	2
4139	OTHER FRINGE BENEFITS	\$25,800	\$21,741	(\$4,059)	2
4140	COMPENSATED ABSENCES	\$8,938	\$8,773	(\$165)	3
4154	PEMHCA	\$1,573	\$1,607	\$34	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$82,500	\$75,984	(\$6,516)	2
		<u>\$592,111</u>	<u>\$527,474</u>	<u>(\$64,637)</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.



## Community Development Department Budget Comparisons - Ordinance Enforcement (001-0813)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$119,000	\$120,343	\$1,343	1
4121	PERS RETIREMENT	\$12,500	\$13,656	\$1,156	2
4135	FLEX ALLOWANCE	\$30,500	\$26,040	(\$4,460)	2
4136	WORKERS COMPENSATION	\$4,500	\$1,867	(\$2,633)	2
4139	OTHER FRINGE BENEFITS	\$5,300	\$4,907	(\$393)	2
4140	COMPENSATED ABSENCES	\$2,950	\$3,283	\$333	3
4154	PEMHCA	\$331	\$338	\$7	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$27,200	\$29,514	\$2,314	2
		\$202,281	\$199,949	(\$2,332)	

**Detailed Analysis:**

- Note 1      Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2      Personnel realignment and contractual adjustment to benefit formulas.
- Note 3      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

## Community Development Department Budget Comparisons - Building Safety, Code and Plan Check (001-0820)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$879,300	\$864,266	(\$15,034)	1
4121	PERS RETIREMENT	\$94,800	\$100,560	\$5,760	2
4135	FLEX ALLOWANCE	\$135,400	\$115,815	(\$19,585)	2
4136	WORKERS COMPENSATION	\$27,000	\$12,369	(\$14,631)	2
4139	OTHER FRINGE BENEFITS	\$62,600	\$56,911	(\$5,689)	2
4140	COMPENSATED ABSENCES	\$24,155	\$24,310	\$155	3
4154	PEMHCA	\$5,382	\$7,191	\$1,809	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$206,900	\$216,649	\$9,749	2
4241	COPY EXPENSE	\$200	\$200	\$0	4
4242	POSTAGE EXPENSE	\$1,000	\$1,000	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$4,000	\$4,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$68,277	\$73,535	\$5,258	3
4251	CONTRACT, PROF, SPEC SVCS	\$14,500	\$12,000	(\$2,500)	5
4253	MEMBERSHIP, DUES, SUBSCRIPTION	\$5,001	\$5,031	\$30	6
4255	TRAINING	\$15,226	\$9,598	(\$5,628)	7
4257	COMM & INFO SERVICES CHGS	\$56,733	\$64,052	\$7,319	3
4269	BUILDING MAINTENANCE CHG	\$49,450	\$48,678	(\$772)	3
		\$1,649,924	\$1,616,165	(\$33,759)	

**Detailed Analysis:**

- Note 1 Personnel realignment and merit (Step) increase, Assumption of 2% COLA increase and Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Credit Card services fee pay by card users.
- Note 6 CALBO dues increase.
- Note 7 Decrease due to COVID-19 Budget Reduction Strategies Review.

# Public Works

## **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, buildings & vehicle maintenance, 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.

## **MISSION STATEMENT**

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, water, wastewater, lagoon, levee, buildings and city vehicles 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. Collaborate with regulatory agencies to complete the Levee Improvement Project to Federal Emergency Management Agency (FEMA) requirements.
2. Ensure consistent, reliable, and high-quality service while effectively maintaining infrastructure and capital assets.
3. Optimize the use of public funds to further the City's programs and objectives.
4. Administration of CIP projects from conceptual plan/design through construction.
5. Provide timely plan check review and inspection in support of development projects including Gilead Offices and Wellbeing Center, Waverly Townhomes, Foster Square Senior Housing, Hotel on Shell and Metro Center Boulevard, Laguna Vista Townhomes, and Workforce Housing projects.
6. Perform timely building plan checks for tenant improvements, residential remodel, and fire sprinkler upgrades.
7. Review, update, and implement a comprehensive Urban Water Management Plan in an effort to support Environmental Sustainability and Resources.
8. Collaborate with other City Departments in an effort to update the Municipal Code.
9. Administer, process, and perform inspections for encroachment permits related to construction within the Public right-of-way.
10. Ensure the City's storm water program is in compliance with the National Pollutant Discharge Elimination System (NPDES) permit regulations.

**Goal # 2** – Lagoon & Levees Division shall maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Construction of the Levee Protection Planning and Improvements (CIP 301-657) project to raise the levee to meet FEMA requirements.
2. 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.
3. Maintain lagoon system infrastructure including intake and outfall gates, City-owned bulkheads, and associated cathodic protection systems, and lagoon pump station to provide reliable flood control and safe recreational uses.

**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 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. Work collaboratively with the City of San Mateo to deliver the Clean Water Program for the construction of the WWTP Expansion Project (CIP455-652).
2. 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.
3. Work cooperatively with the wastewater treatment plant operations.

**Goal # 6** – Solid Waste Collection program shall ensure that all solid waste generated within the City is collected, transported, sorted and disposed 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 and implemented state-mandated programs.

**Goal #7** – Building Maintenance Division – Provide safe, secure, and clean places for Foster City employees and the community.

**Goal #8** – Vehicle Maintenance Division – Provide a safe and efficient City vehicle fleet.

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

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**

1. Obtained all regulatory permits necessary to begin construction of Levee Protection Planning and Improvements Project (CIP 301-657). Selected a Construction Management firm to provide support during construction and issued RFQ to qualify prospective contractors to bid on the project.
2. Awarded construction contract for Guaranteed Maximum Price 1 (GMP 1) of the Wastewater Treatment Plan (WWTP) Project and issued bids for GMP 2.
3. Issued wastewater revenue bonds in the amount of \$270 million dollars to fund the WWTP project.
4. Design initiated for the following CIP Projects:
  - a. Water Tanks Improvements Project (CIP 450-660).
  - b. Seismic Improvements at Water Booster Pump Station Project (CIP 405-688).
  - c. Seismic Improvements at Lagoon Pump Station Project (CIP 301-690).
  - d. Traffic Relief Pilot Program (TRPP) (CIP 301-694).
  - e. New Traffic Signals at Various Locations Project (CIP 301-681).
5. Completed the following CIP Projects:
  - a. Sanitary Sewer Rehabilitation Project (CIP 455-611).
  - b. Sanitary Sewer Force Main Rehabilitation Project (CIP 455-661).
  - c. Road Improvements at Foster City Blvd./3rd Ave. and Foster City Blvd./Metro Center Blvd. Intersections (CIP 301-667).
  - d. Enhanced Pedestrian Safety Crosswalk System Project (CIP 301-680).
  - e. Wastewater Collection System Master Plan Study (CIP 455-662).
  - f. Water Distribution System Master Plan Study to allow for strategic planning and budgeting efforts for long-range Capital Improvement Projects (CIP 405-668).
6. Construction of Street Rehabilitation (2018-2019) Project (CIP 301-679).
7. Completed design of Chess Drive Road Widening at Foster City Boulevard Project (CIP 301-637).
8. Advertised construction contract for the Street Rehabilitation (2019-2020) Project (CIP 301-689).
9. Redevelopment
  - a. Performed engineering review, plan checking, and inspection services for development projects including: Gilead Office buildings and Wellbeing Center, Waverly Townhomes, Foster Square Senior Housing, Foster City Dental, Shell and Metro Centre Boulevard Hotel, Laguna Vista Townhomes, and Workforce housing Projects.
  - b. Performed engineering review for the rehabilitation of Lift Station #27 adjacent to the New Building at 357 Lakeside Drive.
  - c. Performed construction inspections within public right-of-way to support development projects.
  - d. Performed building plan checks for tenant improvements, residential remodel, and fire sprinkler upgrades.
  - e. Processed seventy (70) Waste Management Plans as part of the building plan check process.
10. Processed and inspected 127 encroachment permits.
11. Executed various consultant services contracts.

12. Renewed a 5-year Encroachment Agreement with Gilead for the installation of fiber optic network facilities within the public right-of-way.
13. Administered PG&E electric network capacity upgrade and gas line replacement projects at various locations.
14. Coordinated with Maintenance Department to implement a trial run of a fiber seal product on Constitution Drive as pavement maintenance strategy.
15. Completed Benchmark Replacement Project to replace missing Foster City Benchmarks.
16. Implemented a program with the Community Development Department for managing Polychlorinated Biphenyls (PCBs) in building materials during construction demolition.
17. Collaborated with the Community Development Department to develop the City's Green Infrastructure Plan, adopt a new ordinance adding Chapter 13.12 to the Municipal Code, and adopt a resolution amend the City's General Plan to ensure compliance with the NPDES permit requirements.
18. Implemented a program with the Community Development Department for the coordinated review of wireless installations (cell-sites) on City facilities.
19. Issued RFP for street lighting and maintenance contract.
20. Compiled and submitted Annual NPDES (National Pollutant Discharge Elimination System) report.
21. Held five (5) Traffic Review Committee meetings.
22. Responded to forty (40) traffic issues and actively resolved (per SeeClickFix).
23. Performed annual NPDES industrial and commercial business inspections of 42 (forty-two) sites.
24. Maintained and updated the Pavement Management Program.

### **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 50% of red-curb painting.
4. Inspected 50% of catch basin inlets and removed debris as necessary.
5. Responded to four (4) graffiti complaint calls within 24 hours or less. (per SeeClickFix).
6. Responded to ten (10) sidewalk issues and actively resolved. (per SeeClickFix).
7. Responded to fourteen (14) lagoon issues and actively resolved. (per SeeClickFix).
8. Responded to thirteen (13) pothole complaints and actively resolved. (per SeeClickFix).
9. Responded to twelve (12) street sign repair/ replacement issues and actively resolved. (per SeeClickFix).
10. Responded to eight (8) storm drain issues and actively resolved. (per SeeClickFix).
11. Continued to implement the Traffic Relief Pilot Program.
12. Issued an RFP for the Sidewalk Replacement Program.
13. 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.
14. Restriped and installed signage to improve traffic flow and safety on four roadways.
15. Performed asphalt repairs of eight 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 troubleshoot 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. Performed the triennial Lead and Copper Rule water testing.
6. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
7. Responded to twenty-three (23) emergency water service and water main leaks and took appropriate actions.
8. Responded to and resolved over thirty public service requests/inquiries and water conservation issues. (per SeeClickFix).
9. Refurbished 2 Pressure Reducing valves at PR Station.
10. Refurbished Pressure Reducing valve at Belmont Intertie.
11. Refurbished 1 Pressure Relief valve at Corporation Yard.
12. Replaced 2 Rectifiers and performed cathodic protection testing.
13. Performed Inflow preventer testing and inspections.
14. Assisted the Finance department with water meter billing discrepancies, and water turn on/off.
15. Performed proactive water meter water loss investigations using RNI and Sensus Logic.
16. Performed quarterly Emissions testing for Engines at Water Booster Pump house.
17. Replaced 11 broken valves.
18. 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.
19. Coordinated with Engineering Division to provide input and identify projects for the 20-Year Water Distribution System Master Plan Project (CIP 405-668).

#### **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. Monitored and performed monthly maintenance of 48 lift stations throughout the City.
7. Inspected all air release valves and by-pass plug valves throughout the City.
8. Mobilized crew to maintain wastewater flow during unscheduled PG&E power outages.
9. Responded to and resolved dozens of public service requests/inquiries in addition to SeeClickFix.
10. Replaced 4 manhole frames and covers on Vintage Park Dr. prior to resurfacing.
11. 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 Division to prepare Financial Documents in preparation for the issuance of Bonds for the WWTP Expansion Project.
12. Supported the Engineering Division during construction of Sanitary Sewer Lift Station Improvements Phase 5 (CIP 455-626).
13. Coordinated with the Engineering Division to provide input and identify projects for the 20-Year Wastewater Collection System Master Plan Project (CIP 455-662).
14. Load Bank tested all Emergency Generators for the Lift stations and Corporation Yard.
15. Procured and awarded a contract to CD & Power for preventive maintenance on all of the Emergency Generators throughout the City.

#### **Building Maintenance Division**

1. Closed 920 Service Requests (Calendar Year 2019).
2. Completed Corporation Yard men's bathroom/locker room remodeling.
3. Completed Corporation Yard Administration interior paint.
4. Completed City Hall 3rd Floor conference room and mayor office remodel.
5. Library/Community Center interior and exterior LED lighting retrofit.
6. Police Station Gym remodel.
7. Community Center Wind Room patio upgrade.

8. Community Center/Library HVAC replacement.
9. Corporation Yard Vehicle shop air compressor installation.
10. Community Center, Fire Station and Police Station exterior wall and roof water sealing.

#### **Vehicle Maintenance Division**

1. Conducted 244 regularly scheduled vehicle services (Calendar Year 2019).
2. Completed 345 Small Engine Repairs (Calendar Year 2019).
3. Purchased and built-up 7 Police and Public Works vehicles.

#### **Solid Waste Collection**

1. Provided analysis for the City Council to set new solid waste rates for 2020.
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 coat 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. Provided five (5) Compost Bin Incentive grants totaling \$182 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 2020-2021**

Key initiatives and service levels planned for FY 2020-2021 include the following.

#### *Public Works Engineering*

1. Initiate construction of Levee Protection Planning and Improvements project (CIP 301-657).
2. Work cooperatively with the City of San Mateo to administer the WWTP Expansion Project (Clean Water Program) (CIP455-652).
3. Continue to develop and implement Capital Improvement Program to maintain infrastructure.
4. Issue and update City Engineering and Construction Standards.
5. Process and issue encroachment permits and transportation permits to monitor and control construction activities within public rights-of-way.
6. Review private development projects in a timely manner.
7. Develop and maintain GIS infrastructure record system (plan, mapping, records).
8. Maintain and organize records consistent with the Records Retention Schedule.
9. Conduct Traffic Review Committee meetings and implement recommendations from the Committee.
10. Respond to public inquiries.
11. Pursue available Federal and State grants and monies.
12. Pursue possible water supply alternatives.
13. Maintain and continue to implement PMP (Pavement Management Program).
14. Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner.
15. Continue to integrate permitting and plan review software into current operation.
16. Continue implementation of residential solar rebate program.
17. Work cooperatively with the City of San Mateo and BAWSCA to investigate regional recycled water opportunities.

#### *Lagoon & Levees*

1. Monitor lagoon water surface levels with seasonal needs.
2. Implement algae and widgeon weed control program by inspecting the lagoon twice a week.
3. Monitor water quality by taking monthly samples.
4. Regulate monthly lagoon water exchange by allowing fresh bay water through intake gates during high tides.



5. Maintain and repair bulkheads, intakes and outfall.
6. Maintain lagoon pump station.
7. Prepare for rainstorms and provide flood control.
8. Conduct quarterly inspection of levee and make repairs as needed to maintain FEMA certification.

#### *Streets and Storm Drains*

1. Maintain streetlights and traffic signals.
2. Identify and replace out of compliance regulatory signs.
3. Maintain pavement striping and markings including red curb.
4. Manage public/private sidewalk policy.
5. Clean 25% of the storm drain inlets to prevent localized flooding.
6. Participate and comply with National Pollution Discharge Elimination System (NPDES) program requirements.
7. Conduct quarterly inspection of City-owned bridges.
8. Change/install regulatory and notification signs as needed.

#### *Water*

1. Test water supply in compliance with State Water Resources Control Board (SWRCB) Regulations.
2. Perform preventative maintenance: flushing, tank cleaning, exercising valves, monitoring corrosion protection systems, and performing condition assessment.
3. Support testing of backflow prevention devices administered by the San Mateo County.
4. Maintain relationships with emergency water purveyors.
5. Review development plans for impacts on public utilities.
6. Support indoor/outdoor water conservation use ordinances.
7. Continue public awareness of voluntary and/or mandatory water reduction.
8. Administer water conservation related rebate programs.
9. Issue annual Water Quality Report called Consumer Confidence Report (CCR).
10. Conduct Unregulated Contaminant Monitoring Rule (UCMR) testing and reporting as required by EPA.

#### *Wastewater*

1. Prevent sewer spills and overflows by cleaning pipelines and performing routine maintenance at Lift Stations and exercising valves.
2. Inspect and replace air release valves as needed on the sanitary sewer force mains.
3. Utilize video inspections to assess condition of the collection system.
4. Update emergency response trailer quarterly, maintain (System Control and Data Acquisition (SCADA) and standby generators).

#### *Building Maintenance 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 Maintenance 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.

#### *Solid Waste Collection*

1. Monitor collection and operations contractor's performance.
2. Respond to customers' concerns and inquiries.
3. Provide analysis for the City Council to establish sufficient rates to support the Solid Waste collection program for 2021, which is the first year of the Amended and Restated Franchise Agreement with the hauler.

4. Comply with the requirements of AB 341 - Mandatory Commercial Recycling.
5. Comply with the requirements of AB 1826 – Organics Collection.
6. Begin study and implementation of new programs and practices to comply with SB 1383 Short-lived climate pollutants: methane emissions: dairy and livestock: organic waste: landfills.
7. 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.
8. 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.
9. Administer Compost Bin Incentive Program to encourage backyard composting.

#### *Solar Rebate Fund*

1. Administer Solar Rebate Incentive program.

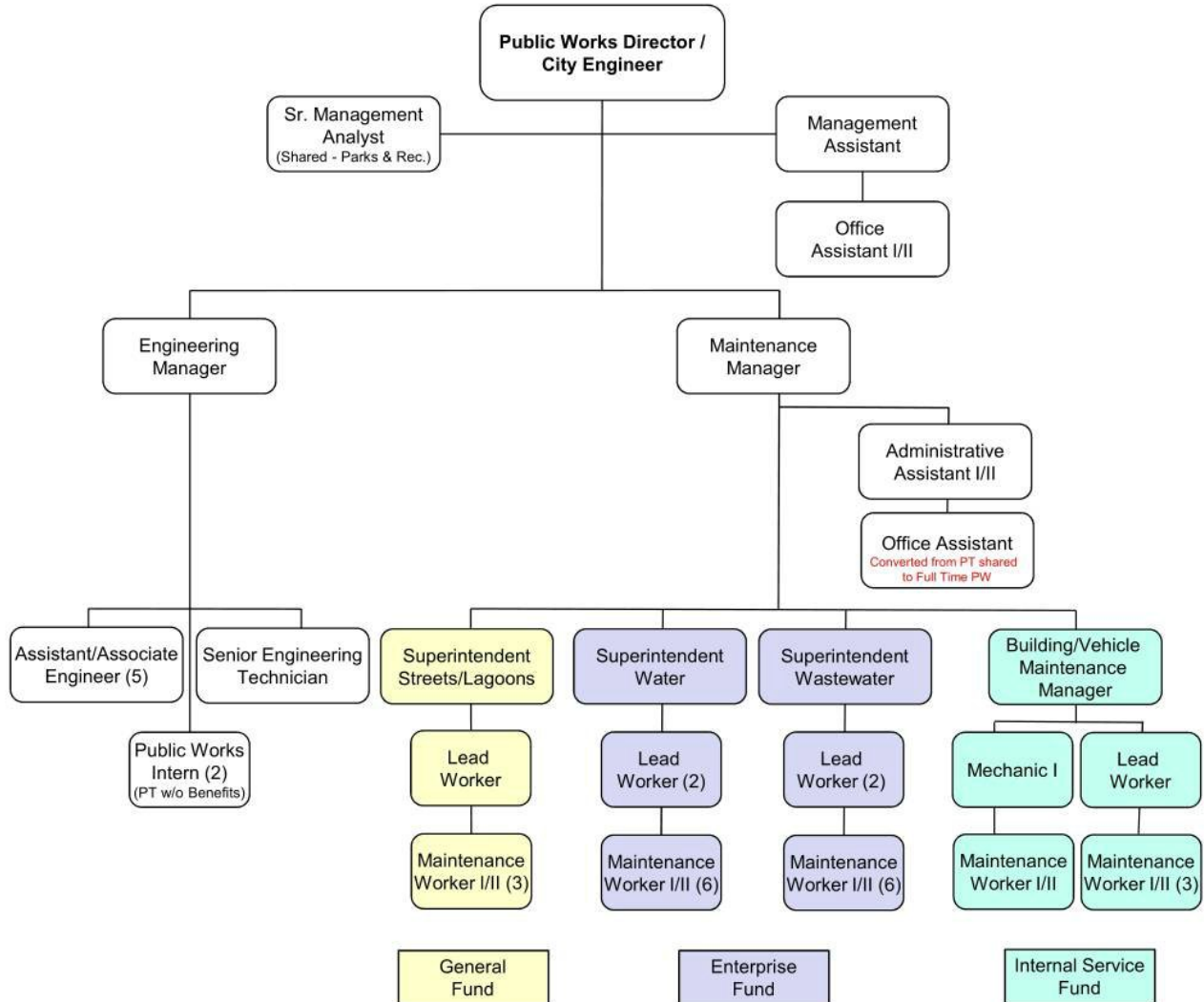
### **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The San Mateo-Foster City Public Financing Authority issued \$270 million dollars in wastewater revenue bonds for the WWTP Expansion Project in June 2019. Foster City's share is approximately \$33.8 million dollars. On September 6, 2019, the Clean Water Program submitted an application to the Water Infrastructure Finance and Innovation Act (WIFIA) requesting a loan in an amount not to exceed \$277 million dollars (49% of project costs, and the maximum allowed) to be funded by WIFIA. It is expected to finance approximately \$64.8 million of the District's share of the WWTP costs. In September 2019, The State Water Board indicated that the Clean Water Program was eligible for approximately \$137 million of SRF low-interest loans. The program submitted the SRF technical application in February 2020.

In June 2018, a \$90-million dollar 30-year GO Bond Ballot Measure was passed by Foster City residents. The City is in the process of preparing for the first bond issuance for the Levee Protection Planning and Improvements Project (CIP 301-657) and working on placing the assessment on the 2020 Tax Roles.

Public Works Department personnel change in full-time employees (FTE) from 34.5 to FTE 43.75 FTE with benefits as part of departmental reorganization to include Building and Vehicle Maintenance Divisions; and Part-time employee (PTE) with benefits from 0.375 to 0.924. The increase in PTE with benefits is assuming part-time staff might be a CALPERS member.

## Public Works Department FY 2020-2021



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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$1,071,022	\$1,071,022	\$778,784
LAGOON & LEVEES	\$881,409	\$881,409	\$902,843
STREETS	\$967,103	\$967,103	\$959,022
SOLAR REBATE	\$50,000	\$50,000	\$50,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$2,969,534</b>	<b>\$2,969,534</b>	<b>\$2,690,649</b>

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$1,834,550	\$1,834,550	\$1,792,752
SERVICES AND SUPPLIES	\$1,076,600	\$1,076,600	\$1,054,525
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,911,150	\$2,911,150	\$2,847,277
INTERNAL SERVICES	\$724,336	\$724,336	\$733,265
Subtotal (Total Department Expenses before Reallocations)	\$3,635,486	\$3,635,486	\$3,580,542
REALLOCATIONS	(\$665,952)	(\$665,952)	(\$889,893)
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$2,969,534</b>	<b>\$2,969,534</b>	<b>\$2,690,649</b>

**Public Works Department  
Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>
Administrative Assistant I/II	1.000	1.000	1.000
Engineering Manager	1.000	1.000	1.000
Junior/Assistant/Associate Engineer	4.000	4.000	5.000
Maintenance Manager	1.000	1.000	1.000
Management Assistant	1.000	1.000	1.000
Office Assistant I/II	1.000	1.000	2.000
Public Works Director/City Engineer	1.000	1.000	1.000
PW Maint Worker/ MW1/MW2	15.000	15.000	15.000
PW Maintenance Lead Worker	5.000	5.000	5.000
PW Maintenance Superintendent	3.000	3.000	3.000
Senior Engineering Technician	1.000	1.000	1.000
Senior Management Analyst	0.500	0.500	0.750
Vehicle & Bldg Manager	0.000	0.000	1.000
Mechanic	0.000	0.000	1.000
Equipment Maintenance Worker	0.000	0.000	1.000
Building Maintenance Lead Worker	0.000	0.000	1.000
Building Maintenance Worker I/II	0.000	0.000	3.000
<b>Total Full Time Positions</b>	<b>34.500</b>	<b>34.500</b>	<b>43.750</b>
<b>Part Time with Benefits Position</b>			
PW Maintenance Worker/MW1/MW2 (4)	0.000	0.000	0.924
Office Assistant I/I	0.000	0.375	0.000
<b>Total Part Time with Benefits Positions</b>	<b>0.000</b>	<b>0.375</b>	<b>0.924</b>
<b>Part Time without Benefits Position</b>			
Office Assistant I/II	0.500	0.000	0.000
Department Interns (2)	1.000	1.000	1.000
<b>Total Part Time without Benefits Positions</b>	<b>1.500</b>	<b>1.000</b>	<b>1.000</b>
<b>Total Full Time Equivalents</b>	<b>36.000</b>	<b>35.875</b>	<b>45.674</b>

## 001-0910 Public Works - Administration & Engineering Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,071,022</b>	<b>\$778,784</b>
<b>Totals Employee Services</b>		<b>\$838,700</b>	<b>\$784,818</b>
001-0910-431-41-10	PERMANENT SALARIES	\$508,900	\$483,141
001-0910-431-41-11	HOURLY & PART TIME SALARY	\$25,000	\$12,460
001-0910-431-41-11	HOURLY & PART TIME SALARY	\$25,000	\$24,960
001-0910-431-41-11	COVID-19 ADJUSTMENT	\$0	(\$12,500)
001-0910-431-41-21	PERS RETIREMENT	\$52,500	\$54,794
001-0910-431-41-35	FLEX ALLOWANCE	\$72,600	\$59,735
001-0910-431-41-36	WORKERS COMPENSATION	\$32,200	\$27,316
001-0910-431-41-39	OTHER FRINGE BENEFITS	\$32,700	\$29,314
001-0910-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$114,800	\$118,058
<b>Totals Internal Services</b>		<b>\$263,372</b>	<b>\$272,450</b>
001-0910-431-41-40	COMPENSATED ABSENCES	\$12,431	\$12,977
001-0910-431-41-54	PEMHCA	\$6,823	\$7,479
001-0910-431-42-44	VEHICLE RENTAL CHARGES	\$55,574	\$53,562
001-0910-431-42-57	COMM & INFO SERVICES CHGS	\$120,986	\$131,928
001-0910-431-42-69	BUILDING MAINTENANCE CHG	\$67,558	\$66,504
<b>Totals Services and Supplies</b>		<b>\$57,200</b>	<b>\$47,525</b>
001-0910-431-42-40	SPECIAL DEPARTMENTAL SUP	\$3,500	\$3,500
001-0910-431-42-40	REPRODUCIBLE DRAWINGS	\$1,000	\$1,000
001-0910-431-42-40	LARGE COPIER SUPPLIES	\$1,500	\$1,500
001-0910-431-42-40	ENGINEERING TOOLS AND SUPPLIES	\$1,000	\$1,000
001-0910-431-42-41	COPY EXPENSE	\$4,500	\$4,500
001-0910-431-42-42	POSTAGE EXPENSE	\$1,500	\$1,500
001-0910-431-42-43	GENERAL OFFICE SUPPLIES	\$4,000	\$4,000
001-0910-431-42-46	MAINT-FACILITY & EQUIP-SMALL EQUIPMENT	\$1,000	\$1,000
001-0910-431-42-51	CONTRACT, PROF, SPEC SVCS-MISC CONSULTANT SVCS	\$30,000	\$22,500
001-0910-431-42-51	CONTRACT, PROF, SPEC SVCS-MISC CONSULTANT SERVICES	\$30,000	\$30,000
001-0910-431-42-51	COVID-19 ADJUSTMENT	\$0	(\$7,500)
001-0910-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$4,000	\$4,000
001-0910-431-42-53	PROFESSIONAL PUBLICATIONS	\$1,000	\$1,000
001-0910-431-42-53	PROFESSIONAL LICENSE RENEWAL (3)	\$600	\$600
001-0910-431-42-53	PROFESSIONAL ASSOCIATIONS	\$2,400	\$2,400
001-0910-431-42-54	TRAVEL,CONFERENCE,MEETING	\$3,200	\$2,400
001-0910-431-42-54	STATE CONFERENCE/WORKSHOP	\$800	\$800
001-0910-431-42-54	LOCAL MEETINGS	\$700	\$700
001-0910-431-42-54	DEPARTMENT RETREAT	\$1,000	\$1,000
001-0910-431-42-54	APWA NATIONAL CONGRESS (DIRECTOR)	\$700	\$700
001-0910-431-42-54	COVID-19 ADJUSTMENT	\$0	(\$800)
001-0910-431-42-55	TRAINING-PROFESSIONAL TECHNICAL TRAINING	\$5,500	\$4,125
001-0910-431-42-55	TRAINING-PROFESSIONAL TECHNICAL TRAINING	\$5,500	\$5,500
001-0910-431-42-55	COVID-19 ADJUSTMENT	\$0	(\$1,375)
<b>Totals Reallocation</b>		<b>(\$88,250)</b>	<b>(\$326,008)</b>
001-0910-431-45-05	INDIRECT COST ALLOCATION	(\$88,250)	(\$326,008)

## 001-0920 Public Works - Lagoon & Levees Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$881,409</b>	<b>\$902,843</b>
<b>Totals Employee Services</b>		<b>\$485,050</b>	<b>\$508,556</b>
001-0920-431-41-10	PERMANENT SALARIES	\$294,200	\$308,941
001-0920-431-41-10	PERMANENT SALARIES	\$294,200	\$325,537
001-0920-431-41-10	COVID-19 ADJUSTMENT	\$0	(\$16,596)
001-0920-431-41-12	OVERTIME	\$6,250	\$8,411
001-0920-431-41-21	PERS RETIREMENT	\$30,800	\$36,128
001-0920-431-41-21	PERS RETIREMENT	\$30,800	\$38,011
001-0920-431-41-21	COVID-19 ADJUSTMENT	\$0	(\$1,883)
001-0920-431-41-35	FLEX ALLOWANCE	\$52,600	\$53,274
001-0920-431-41-35	FLEX ALLOWANCE	\$52,600	\$56,544
001-0920-431-41-35	COVID-19 ADJUSTMENT	\$0	(\$3,270)
001-0920-431-41-36	WORKERS COMPENSATION	\$18,700	\$19,290
001-0920-431-41-36	WORKERS COMPENSATION	\$18,700	\$20,381
001-0920-431-41-36	COVID-19 ADJUSTMENT	\$0	(\$1,091)
001-0920-431-41-39	OTHER FRINGE BENEFITS	\$15,100	\$14,378
001-0920-431-41-39	OTHER FRINGE BENEFITS	\$15,100	\$15,900
001-0920-431-41-39	COVID-19 ADJUSTMENT	\$0	(\$1,522)
001-0920-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$67,400	\$68,134
<b>Totals Internal Services</b>		<b>\$195,759</b>	<b>\$195,136</b>
001-0920-431-42-44	VEHICLE RENTAL CHARGES	\$19,976	\$20,955
001-0920-431-41-40	COMPENSATED ABSENCES	\$7,280	\$8,839
001-0920-431-41-53	LONGEVITY	\$6,300	\$4,050
001-0920-431-41-54	PEMHCA	\$2,268	\$3,130
001-0920-431-42-56	EQUIP REPLACEMENT CHARGES	\$58,122	\$59,236
001-0920-431-42-57	COMM & INFO SERVICES CHGS	\$27,257	\$27,049
001-0920-431-42-69	BUILDING MAINTENANCE CHG	\$74,556	\$71,877
<b>Totals Services and Supplies</b>		<b>\$200,600</b>	<b>\$199,150</b>
001-0920-431-42-40	SPECIAL DEPARTMENTAL SUP	\$35,500	\$35,500
001-0920-431-42-40	SMALL TOOLS	\$500	\$500
001-0920-431-42-40	LAGOON MANAGEMENT PRODUCTS	\$30,500	\$30,500
001-0920-431-42-40	BOOTS AND SAFETY GEAR	\$4,500	\$4,500
001-0920-431-42-43	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000
001-0920-431-42-45	TOOLS & EQUIP(<5000@ITEM)-PORTABLE FIELD DATA UNITS	\$1,500	\$1,500
001-0920-431-42-46	MAINT-FACILITY & EQUIP	\$24,000	\$24,000
001-0920-431-42-46	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000	\$5,000
001-0920-431-42-46	REPAIR MATERIALS	\$17,000	\$17,000
001-0920-431-42-46	OIL FOR DIESEL ENGINES	\$2,000	\$2,000
001-0920-431-42-51	CONTRACT, PROF, SPEC SVCS	\$135,000	\$135,000
001-0920-431-42-51	UNIFORM SERVICES	\$3,000	\$3,000
001-0920-431-42-51	SMC FLOOD & SEA LEVEL RISE RESILENCY AGENCY	\$40,000	\$40,000
001-0920-431-42-51	NPDES PERMIT FEE	\$20,000	\$20,000
001-0920-431-42-51	MOSQUITO ABATEMENT PROGRAM	\$45,000	\$45,000
001-0920-431-42-51	LAB TESTS REQUIRED FOR NPDES	\$20,000	\$20,000
001-0920-431-42-51	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,000	\$7,000

**001-0920 Public Works - Lagoon & Levees Expenses (Continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
001-0920-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT-VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350	\$350
001-0920-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,250	\$300
001-0920-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,250	\$1,250
001-0920-431-42-54	COVID-19 ADJUSTMENT	\$0	(\$950)
001-0920-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$1,500
001-0920-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0920-431-42-55	COVID-19 ADJUSTMENT	\$0	(\$500)

**001-0930 Public Works - Streets Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$967,103</b>	<b>\$959,022</b>

<b>Totals Employee Services</b>		<b>\$510,800</b>	<b>\$499,378</b>
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001-0930-431-41-10	PERMANENT SALARIES	\$294,200	\$272,109
001-0930-431-41-10	PERMANENT SALARIES	\$294,200	\$326,090
001-0930-431-41-10	COVID-19 ADJUSTMENT	\$0	(\$53,981)
001-0930-431-41-11	HOURLY & PART TIME SALARY	\$25,000	\$27,653
001-0930-431-41-12	OVERTIME	\$7,000	\$8,411
001-0930-431-41-21	PERS RETIREMENT	\$30,800	\$36,128
001-0930-431-41-21	PERS RETIREMENT	\$30,800	\$41,211
001-0930-431-41-21	COVID-19 ADJUSTMENT	\$0	(\$5,083)
001-0930-431-41-35	FLEX ALLOWANCE	\$52,600	\$53,274
001-0930-431-41-35	FLEX ALLOWANCE	\$52,600	\$68,491
001-0930-431-41-35	COVID-19 ADJUSTMENT	\$0	(\$15,217)
001-0930-431-41-36	WORKERS COMPENSATION	\$18,700	\$19,290
001-0930-431-41-36	WORKERS COMPENSATION	\$18,700	\$22,285
001-0930-431-41-36	COVID-19 ADJUSTMENT	\$0	(\$2,995)
001-0930-431-41-39	OTHER FRINGE BENEFITS	\$15,100	\$14,379
001-0930-431-41-39	OTHER FRINGE BENEFITS	\$15,100	\$16,465
001-0930-431-41-39	COVID-19 ADJUSTMENT	\$0	(\$2,086)
001-0930-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$67,400	\$68,134

<b>Totals Internal Services</b>		<b>\$265,205</b>	<b>\$265,679</b>
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001-0930-431-41-40	COMPENSATED ABSENCES	\$7,280	\$9,615
001-0930-431-41-53	LONGEVITY	\$0	\$2,250
001-0930-431-41-54	PEMHCA	\$3,097	\$3,976
001-0930-431-42-56	EQUIP REPLACEMENT CHARGES	\$60,766	\$67,839
001-0930-431-42-57	COMM & INFO SERVICES CHGS	\$27,257	\$27,049
001-0930-431-42-69	BUILDING MAINTENANCE CHG	\$74,556	\$71,877
001-0930-431-42-44	VEHICLE RENTAL CHARGES - UNITS # 13,14,15,16,23	\$92,249	\$83,073



**001-0930 Public Works - Streets Expenses (Continued)**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals Services and Supplies</b>		<b>\$768,800</b>	<b>\$757,850</b>
001-0930-431-42-40	SPECIAL DEPARTMENTAL SUP	\$102,200	\$102,200
001-0930-431-42-40	STORM SEWER REPAIR MATERIALS	\$14,700	\$14,700
001-0930-431-42-40	SIGN REPAIR MATERIALS	\$7,000	\$7,000
001-0930-431-42-40	SEALER AND ASPHALT, CUT BACK	\$4,000	\$4,000
001-0930-431-42-40	SANDBAGS, SAND, ROCK MATERIALS	\$8,000	\$8,000
001-0930-431-42-40	PAVEMENT MATERIALS (GAS TAX 2103)	\$25,000	\$25,000
001-0930-431-42-40	MISC. SUPPLIES	\$1,000	\$1,000
001-0930-431-42-40	MATERIALS FOR TRAFFIC MARKINGS	\$13,000	\$13,000
001-0930-431-42-40	CRACK SEAL (GAS TAX 2103)	\$25,000	\$25,000
001-0930-431-42-40	BOOTS AND SAFETY GEAR	\$3,500	\$3,500
001-0930-431-42-40	BARRICADES AND ACCESSORIES	\$1,000	\$1,000
001-0930-431-42-43	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500
001-0930-431-42-46	MAINT-FACILITY & EQUIP	\$4,000	\$4,000
001-0930-431-42-46	TRAFFIC MARKING EQUIPMENT AND PARTS	\$2,000	\$2,000
001-0930-431-42-46	SMALL EQUIPMENT MAINTENANCE	\$1,500	\$1,500
001-0930-431-42-46	LUBRICATING OIL AND GREASE	\$500	\$500
001-0930-431-42-47	RENTS AND LEASES	\$1,500	\$1,500
001-0930-431-42-48	UTILITIES & COMMUNICATION - ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS	\$170,000	\$170,000
001-0930-431-42-51	CONTRACT, PROF, SPEC SVCS	\$484,850	\$474,850
001-0930-431-42-51	UNIFORM SERVICES	\$2,000	\$2,000
001-0930-431-42-51	STREET SWEEPING	\$102,000	\$102,000
001-0930-431-42-51	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	\$10,000	\$10,000
001-0930-431-42-51	PAVEMENT REPAIR (GAS TAX 2103)	\$75,000	\$75,000
001-0930-431-42-51	NPDES CONSULTANT SERVICES	\$50,000	\$50,000
001-0930-431-42-51	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	\$60,850	\$60,850
001-0930-431-42-51	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	\$65,000	\$65,000
001-0930-431-42-51	CURB RAMP INSTALLATION / REPLACEMENT	\$50,000	\$50,000
001-0930-431-42-51	CONCRETE REPAIR (GAS TAX 2103)	\$50,000	\$50,000
001-0930-431-42-51	BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS	\$20,000	\$20,000
001-0930-431-42-51	COVID-19 ADJUSTMENT	\$0	(\$10,000)
001-0930-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,000	\$1,000
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,750	\$1,300
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,750	\$1,750
001-0930-431-42-54	COVID-19 ADJUSTMENT	\$0	(\$450)
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$1,500
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0930-431-42-55	COVID-19 ADJUSTMENT	\$0	(\$500)
<b>Totals Reallocation</b>		<b>(\$577,702)</b>	<b>(\$563,885)</b>
001-0930-431-45-02	ALLOCATION OF EXP-OTHER	(\$577,702)	(\$563,885)
001-0930-431-45-02	REALLOCATION FROM PW STREETS (2105-2107.5)	(\$479,011)	(\$480,885)
001-0930-431-45-02	REALLOCATION FROM PW STREETS	(\$98,691)	(\$83,000)

**007-0914 Public Works - Solar Incentive Grant Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
<b>Totals</b>		<b>\$50,000</b>	<b>\$50,000</b>
<b>Totals Services and Supplies</b>		<b>\$50,000</b>	<b>\$50,000</b>
007-0914-431-42-79	REBATES - SOLAR INCENTIVE GRANT PROGRAM	\$50,000	\$50,000

## Public Works Department Budget Comparisons - Administration & Engineering (001-0910)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$508,900	\$483,141	(\$25,759)	1
4111	HOURLY & PART TIME SALARY	\$25,000	\$12,460	(\$12,540)	1
4121	PERS RETIREMENT	\$52,500	\$54,794	\$2,294	2
4135	FLEX ALLOWANCE	\$72,600	\$59,735	(\$12,865)	2
4136	WORKERS COMPENSATION	\$32,200	\$27,316	(\$4,884)	2
4139	OTHER FRINGE BENEFITS	\$32,700	\$29,314	(\$3,386)	2
4140	COMPENSATED ABSENCES	\$12,431	\$12,977	\$546	3
4154	PEMHCA	\$6,823	\$7,479	\$656	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$114,800	\$118,058	\$3,258	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$3,500	\$3,500	\$0	4
4241	COPY EXPENSE	\$4,500	\$4,500	\$0	4
4242	POSTAGE EXPENSE	\$1,500	\$1,500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$4,000	\$4,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$55,574	\$53,562	(\$2,012)	3
4246	MAINT-FACILITY & EQUIP	\$1,000	\$1,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$30,000	\$22,500	(\$7,500)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,000	\$4,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$3,200	\$2,400	(\$800)	5
4255	TRAINING	\$5,500	\$4,125	(\$1,375)	5
4257	COMM & INFO SERVICES CHGS	\$120,986	\$131,928	\$10,942	3
4269	BUILDING MAINTENANCE CHG	\$67,558	\$66,504	(\$1,054)	3
4505	INDIRECT COST ALLOCATION	(\$88,250)	(\$326,008)	(\$237,758)	6
		<u>\$1,071,022</u>	<u>\$778,784</u>	<u>(\$292,238)</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase, and COVID-19 Budget Reduction Strategies Review.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 6 Based on annual update of Cost Allocation Plan.

## Public Works Department Budget Comparisons - Lagoon & Levees (001-0920)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$294,200	\$308,941	\$14,741	1
4112	OVERTIME	\$6,250	\$8,411	\$2,161	1
4121	PERS RETIREMENT	\$30,800	\$36,128	\$5,328	2
4135	FLEX ALLOWANCE	\$52,600	\$53,274	\$674	2
4136	WORKERS COMPENSATION	\$18,700	\$19,290	\$590	2
4139	OTHER FRINGE BENEFITS	\$15,100	\$14,378	(\$722)	2
4140	COMPENSATED ABSENCES	\$7,280	\$8,839	\$1,559	3
4153	LONGEVITY	\$6,300	\$4,050	(\$2,250)	3
4154	PEMHCA	\$2,268	\$3,130	\$862	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$67,400	\$68,134	\$734	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$35,500	\$35,500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$19,976	\$20,955	\$979	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$1,500	\$1,500	\$0	4
4246	MAINT-FACILITY & EQUIP	\$24,000	\$24,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$135,000	\$135,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$350	\$350	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,250	\$300	(\$950)	5
4255	TRAINING	\$2,000	\$1,500	(\$500)	5
4256	EQUIP REPLACEMENT CHARGES	\$58,122	\$59,236	\$1,114	3
4257	COMM & INFO SERVICES CHGS	\$27,257	\$27,049	(\$208)	3
4269	BUILDING MAINTENANCE CHG	\$74,556	\$71,877	(\$2,679)	3
		<u>\$881,409</u>	<u>\$902,843</u>	<u>\$21,434</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, add Associate Civil Engineer , merit (Step) increase, Assumption of 2% COLA increase, and COVID-19 Budget Reduction Strategies Review.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 COVID-19 Budget Reduction Strategies Review.

## Public Works Department Budget Comparisons - Street (001-0930)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$294,200	\$272,109	(\$22,091)	1
4111	HOURLY & PART TIME SALARY	\$25,000	\$27,653	\$2,653	1
4112	OVERTIME	\$7,000	\$8,411	\$1,411	1
4121	PERS RETIREMENT	\$30,800	\$36,128	\$5,328	2
4135	FLEX ALLOWANCE	\$52,600	\$53,274	\$674	2
4136	WORKERS COMPENSATION	\$18,700	\$19,290	\$590	2
4139	OTHER FRINGE BENEFITS	\$15,100	\$14,379	(\$721)	2
4140	COMPENSATED ABSENCES	\$7,280	\$9,615	\$2,335	3
4153	LONGEVITY	\$0	\$2,250	\$2,250	3
4154	PEMHCA	\$3,097	\$3,976	\$879	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$67,400	\$68,134	\$734	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$102,200	\$102,200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$92,249	\$83,073	(\$9,176)	3
4246	MAINT-FACILITY & EQUIP	\$4,000	\$4,000	\$0	4
4247	RENTS AND LEASES	\$1,500	\$1,500	\$0	4
4248	UTILITIES & COMMUNICATION	\$170,000	\$170,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$484,850	\$474,850	(\$10,000)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,000	\$1,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,750	\$1,300	(\$450)	5
4255	TRAINING	\$2,000	\$1,500	(\$500)	5
4256	EQUIP REPLACEMENT CHARGES	\$60,766	\$67,839	\$7,073	3
4257	COMM & INFO SERVICES CHGS	\$27,257	\$27,049	(\$208)	3
4269	BUILDING MAINTENANCE CHG	\$74,556	\$71,877	(\$2,679)	3
4502	ALLOCATION OF EXP-OTHER	(\$577,702)	(\$563,885)	\$13,817	6
		<u>\$967,103</u>	<u>\$959,022</u>	<u>(\$8,081)</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, add Associate Civil Engineer, merit (Step) increase, Assumption of 2% COLA increase, and COVID-19 Budget Reduction Strategies Review.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to COVID-19 Budget Reduction Strategies Review.
- Note 6 Reallocation reflects based on revenue changes.

**Public Works Department Budget Comparisons -  
Solar Panel Rebates (007-0914)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4279	REBATES	\$50,000	\$50,000	\$0	1
		\$50,000	\$50,000	\$0	

**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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$0
INTERNAL SERVICES	\$509,052	\$509,052	\$500,972
Subtotal (Total Department Expenses before Reallocations)	\$509,052	\$509,052	\$500,972
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$509,052</b>	<b>\$509,052</b>	<b>\$500,972</b>



**001-1310 - Library Services Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$509,052</b>	<b>\$500,972</b>
<b>Totals Internal Services</b>		\$509,052	\$500,972
001-1310-413-42-69	BUILDING MAINTENANCE CHG	\$509,052	\$500,972

## Library Services Department Budget Comparisons - Administration (001-1310)

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4269	BUILDING MAINTENANCE CHG	\$509,052	\$500,972	(\$8,080)	1
		<u>\$509,052</u>	<u>\$500,972</u>	<u>(\$8,080)</u>	

### Detailed Analysis:

Note 1 Change in assessment per proposed FY 2020-2021 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$253,000	\$253,000	\$283,400
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$253,000	\$253,000	\$283,400
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$253,000	\$253,000	\$283,400
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$253,000</b>	<b>\$253,000</b>	<b>\$283,400</b>

002-1120 Financial Services/City Treasurer - Property Tax Administration

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$253,000</b>	<b>\$283,400</b>
<b>Totals Internal Services</b>		\$253,000	\$283,400
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	\$253,000	\$283,400

**Property Tax Administration Department Budget Comparisons (002-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$253,000	\$283,400	\$30,400	1
		<u>\$253,000</u>	<u>\$283,400</u>	<u>\$30,400</u>	

**Detailed Analysis:**

Note 1     Adjustment based on an increasing in County apportioned FY 2019-2020 expenses, which included cost recovery associated with a 3-year 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$0
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$0
REALLOCATIONS	\$98,691	\$98,691	\$83,000
<b>TOTAL FOR TRAFFIC SAFETY</b>	<b>\$98,691</b>	<b>\$98,691</b>	<b>\$83,000</b>



**101 Special Revenue Funds - Traffic Safety**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$98,691</b>	<b>\$83,000</b>
<b>Totals Reallocation</b>		<b>\$98,691</b>	<b>\$83,000</b>
101-0930-431-42-63	ALLOCATION OF OVERHEAD - REALLOCATION FROM PW STREETS	\$98,691	\$83,000

## Traffic Safety Fund Budget Comparisons (101-1120)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4263	ALLOCATION OF OVERHEAD	98,691	83,000	(15,691)	1
		<u>98,691</u>	<u>83,000</u>	<u>(15,691)</u>	

### Detailed Analysis:

Note 1 Funding change to Public Works Street maintenance program due to change in projected FY 2020-2021 Traffic Revenue 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 2020-2021 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$0
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$0
REALLOCATIONS	\$573,700	\$573,700	\$575,900
<b>TOTAL FOR GAS TAX</b>	<b>\$573,700</b>	<b>\$573,700</b>	<b>\$575,900</b>

**103 Special Revenue Funds - Gas Tax Fund**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$573,700</b>	<b>\$575,900</b>
<b>Totals Reallocation</b>		\$573,700	\$575,900
103-0930-431-42-63	ALLOCATION OF OVERHEAD-REALLOCATION FROM PW STREETS (2105-2107.5)	\$479,011	\$480,885
103-1010-413-42-63	ALLOCATION OF OVERHEAD-REALLOCATION FROM COUNCIL/BOARD	\$94,689	\$95,015

## Gas Tax Fund Budget Comparisons (103-1120)

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4263	ALLOCATION OF OVERHEAD	\$573,700	\$575,900	\$2,200	1
		<u>\$573,700</u>	<u>\$575,900</u>	<u>\$2,200</u>	

### Detailed Analysis:

Note 1 Funding of PW Streets maintenance program and C/CAG annual dues using FY 2020-2021 Gas Tax revenue (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 2020-2021. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2020-2021.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**POLICE**  
**SLESF / COPS GRANT**  
Annual Budget Appropriation for Fiscal Year

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$100,000	\$100,000	\$100,000
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$100,000	\$100,000	\$100,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$100,000	\$100,000	\$100,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SLESF/COPS GRANT</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>



**108 - SLESF/COPS Grant Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Totals Employee Services</b>		<b>\$100,000</b>	<b>\$100,000</b>
108-0620-421-41-10	PERMANENT SALARIES	\$100,000	\$100,000

**Police Department Budget Comparisons -  
SLESF / COPS Grant Fund (108-0620)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$100,000	\$100,000	\$0	1
		\$100,000	\$100,000	\$0	

**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. Because of a rise in CalOpps maintenance and server costs, there will be an increase of 2% on the agency fees. Employers will be charged an initiation fee of up to \$6,120 to join CalOpps, and then an annual maintenance fee of \$3,570. Agencies can also opt not to become members and pay to advertise on the site for a fee of \$510 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 \$145,000 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, 25% of one Senior Human Resources Analyst, 10% of each of the two Human Resources Analysts and 50% of one 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**  
Annual Budget Appropriation for Fiscal Year

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$158,510	\$158,510	\$160,913
SERVICES AND SUPPLIES	\$137,350	\$160,350	\$160,350
CAPITAL OUTLAY	\$0	\$0	\$0
<i>Subtotal (Total Department-Controlled Expenses)</i>	<i>\$295,860</i>	<i>\$318,860</i>	<i>\$321,263</i>
INTERNAL SERVICES	\$13,514	\$13,514	\$14,555
<i>Subtotal (Total Department Expenses before Reallocations)</i>	<i>\$309,374</i>	<i>\$332,374</i>	<i>\$335,818</i>
REALLOCATIONS	\$167,006	\$167,006	\$191,152
<b>TOTAL FOR CALOPPS FUND</b>	<b>\$476,380</b>	<b>\$499,380</b>	<b>\$526,970</b>

## 114 - CalOpps Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$476,380</b>	<b>\$526,970</b>
<b>Totals Employee Services</b>		<b>\$158,510</b>	<b>\$160,913</b>
114-1210-415-41-10	PERMANENT SALARIES	\$74,100	\$109,533
114-1210-415-41-11	HOURLY & PART TIME SALARY	\$27,000	\$0
114-1210-415-41-21	PERS RETIREMENT	\$10,500	\$12,343
114-1210-415-41-35	FLEX ALLOWANCE	\$16,650	\$18,620
114-1210-415-41-36	WORKERS COMPENSATION	\$980	\$609
114-1210-415-41-39	OTHER FRINGE BENEFITS	\$6,480	\$5,993
114-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$22,800	\$13,815
<b>Totals Internal Services</b>		<b>\$13,514</b>	<b>\$14,555</b>
114-1210-415-41-40	COMPENSATED ABSENCES	\$1,804	\$2,940
114-1210-415-42-57	COMM & INFO SERVICES CHGS	\$11,710	\$11,615
<b>Totals Services and Supplies</b>		<b>\$137,350</b>	<b>\$160,350</b>
114-1210-415-42-41	COPY EXPENSE	\$2,500	\$500
114-1210-415-42-48	UTILITIES & COMMUNICATION	\$118,450	\$143,450
114-1210-415-42-48	TRANSACTION EMAIL	\$1,250	\$1,250
114-1210-415-42-48	COMMUNICATION COSTS - WEBSITE HOSTING	\$37,200	\$37,200
114-1210-415-42-48	APPLICATION SUPPORT	\$80,000	\$80,000
114-1210-415-42-48	Infrastructure Maintenance (Mission Cloud)	\$0	\$25,000
114-1210-415-42-49	ADVERTISING/PUBLICITY-MARKETING / TRADE SHOWS	\$6,400	\$6,400
114-1210-415-42-51	CONTRACT, PROF, SPEC SVCS-CONSULTING SERVICES	\$10,000	\$10,000
<b>Totals Reallocation</b>		<b>\$167,006</b>	<b>\$191,152</b>
114-1210-415-42-63	ALLOCATION OF OVERHEAD	\$167,006	\$191,152

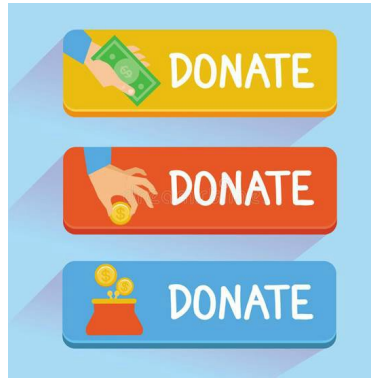
## Human Resources Department Budget Comparisons - CALOPPS Grant Fund (114-1210)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$74,100	\$109,533	\$35,433	1
4111	HOURLY & PART TIME SALARY	\$27,000	\$0	(\$27,000)	2
4121	PERS RETIREMENT	\$10,500	\$12,343	\$1,843	3
4135	FLEX ALLOWANCE	\$16,650	\$18,620	\$1,970	3
4136	WORKERS COMPENSATION	\$980	\$609	(\$371)	3
4139	OTHER FRINGE BENEFITS	\$6,480	\$5,993	(\$487)	3
4140	COMPENSATED ABSENCES	\$1,804	\$2,940	\$1,136	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$22,800	\$13,815	(\$8,985)	3
4241	COPY EXPENSE	\$2,500	\$500	(\$2,000)	5
4248	UTILITIES & COMMUNICATION	\$118,450	\$143,450	\$25,000	6
4249	ADVERTISING/PUBLICITY	\$6,400	\$6,400	\$0	7
4251	CONTRACT, PROF, SPEC SVCS	\$10,000	\$10,000	\$0	7
4257	COMM & INFO SERVICES CHGS	\$11,710	\$11,615	(\$95)	4
4263	ALLOCATION OF OVERHEAD	\$167,006	\$191,152	\$24,146	8
		<u>\$476,380</u>	<u>\$526,970</u>	<u>\$50,590</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, Convert Part Time Office Assistant to Full Time, merit (Step) increase, Assumption of 2% COLA increase
- Note 2 Convert Part Time Office Assistant to Full Time
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 Decrease cost based on prior 3 year history.
- Note 6 Anticipated CALOPPS support costs.
- Note 7 No change.
- Note 8 Based on Annual Update of Cost Allocation Plan.

# 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$110,527	\$110,527	\$112,027
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$110,527	\$110,527	\$112,027
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$110,527	\$110,527	\$112,027
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR FOSTER CITY FOUNDATION FUND</b>	<b>\$110,527</b>	<b>\$110,527</b>	<b>\$112,027</b>



## 116 - Foster City Foundation Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals Parks &amp; Recreation</b>		<b>\$110,527</b>	<b>\$112,027</b>
<b>Totals Services and Supplies</b>		<b>\$100,000</b>	<b>\$100,000</b>
116-0510-451-42-65	MISC EXPENSE	\$100,000	\$100,000
<b>Totals Police - Chief's Office</b>		<b>\$8,500</b>	<b>\$10,000</b>
<b>Totals Services and Supplies</b>		<b>\$8,500</b>	<b>\$10,000</b>
116-0610-421-42-65	MISC EXPENSE	\$8,500	\$10,000
<b>Totals Public Works</b>		<b>\$1,250</b>	<b>\$1,250</b>
<b>Totals Services and Supplies</b>		<b>\$1,250</b>	<b>\$1,250</b>
116-0910-431-42-65	MISC EXPENSE-CARRYOVER FROM FY 2019-2020	\$1,250	\$1,250
<b>Totals Human Resources</b>		<b>\$777</b>	<b>\$777</b>
<b>Totals Services and Supplies</b>		<b>\$777</b>	<b>\$777</b>
116-1210-415-42-65	MISC EXPENSE-CARRYOVER FROM FY 2019-2020	\$777	\$777

**City Manager Department Budget Comparisons -  
Foundation Fund - Parks & Recreation (116-0510)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$100,000	\$100,000	\$0	1
		\$100,000	\$100,000	\$0	

**Detailed Analysis:**

Note 1      No change.

**City Manager Department Budget Comparisons -  
Foundation Fund - Police (116-0610)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$8,500	\$10,000	\$1,500	1
		\$8,500	\$10,000	\$1,500	

**Detailed Analysis:**

Note 1      Additional donation available.

**City Manager Department Budget Comparisons -  
Foundation Fund - Public Works (116-0910)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$1,250	\$1,250	\$0	1
		\$1,250	\$1,250	\$0	

**Detailed Analysis:**

Note 1      Carry forward from FY 2019-2020.

**City Manager Department Budget Comparisons -  
Foundation Fund - Human Resources (116-1210)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$777	\$777	\$0	1
		<u>\$777</u>	<u>\$777</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      Carry forward from FY 2019-2020.

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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 1st 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 2020-2021 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**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$153,200	\$153,200	\$133,200
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$153,200	\$153,200	\$133,200
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$153,200	\$153,200	\$133,200
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LMIHAF-HOUSING SUCCESSOR</b>	<b>\$153,200</b>	<b>\$153,200</b>	<b>\$133,200</b>

**122-0832 LMIHF - Monitor & Preserve Long-Term Affordability Exp**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$137,000</b>	<b>\$117,000</b>
<b>Totals Services and Supplies</b>		<b>\$137,000</b>	<b>\$117,000</b>
122-0832-463-42-51	CONTRACT, PROF, SPEC SVCS	\$27,000	\$27,000
122-0832-463-42-51	LEGAL SERVICES	\$2,000	\$2,000
122-0832-463-42-51	HOUSING STAFFING ADMINISTRATION-MONITORING	\$25,000	\$25,000
122-0832-463-42-81	MANAGEMENT FEE-HIP	\$15,000	\$15,000
122-0832-463-42-84	REPAIR & MAINT-HIP	\$50,000	\$30,000
122-0832-463-42-85	LANDSCAPE & PEST CONTROL	\$10,000	\$10,000
122-0832-463-42-86	HSINGSTAFFADMIN-EXISTUNIT	\$10,000	\$10,000
122-0832-463-42-87	CONTINGENCY MAJOR REPAIRS	\$25,000	\$25,000

**122-0836 LMIHF - Homeless Prevention & Rapid Rehousing Svcs Exp**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$5,000</b>	<b>\$5,000</b>
<b>Totals Services and Supplies</b>		<b>\$5,000</b>	<b>\$5,000</b>
122-0836-463-42-51	CONTRACT, PROF, SPEC SVCS-HIP HOUSING HOMESHARE PROGRAM	\$5,000	\$5,000

**122-0837 LMIHF - Homeless Prevention & Rapid Rehousing Svcs Exp**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$11,200</b>	<b>\$11,200</b>
<b>Totals Services and Supplies</b>		<b>\$11,200</b>	<b>\$11,200</b>
122-0837-463-42-53	MEMBERSHIP,DUES,SUBSCRIPT-SAN MATEO COUNTY HEART DUES	\$11,200	\$11,200

**Community Development Department Budget Comparisons -  
LMIHF Housing Successor Monitoring & Preserving Long Term Affordability  
(122-0832)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$27,000	\$27,000	\$0	1
4281	MANAGEMENT FEE-HIP	\$15,000	\$15,000	\$0	1
4284	REPAIR & MAINT-HIP	\$50,000	\$30,000	(\$20,000)	2
4285	LANDSCAPE & PEST CONTROL	\$10,000	\$10,000	\$0	1
4286	HSINGSTAFFADMIN-EXISTUNIT	\$10,000	\$10,000	\$0	1
4287	CONTINGENCY MAJOR REPAIRS	\$25,000	\$25,000	\$0	1
		<u>\$137,000</u>	<u>\$117,000</u>	<u>(\$20,000)</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 No repairs scheduled for units other than yearly/upkeep maintenance.

**Community Development Department Budget Comparisons -  
LMIHF Housing Successor Homeless Prevention & Rapid Rehousing Services  
(122-0836)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$5,000	\$5,000	\$0	1
		\$5,000	\$5,000	\$0	

**Detailed Analysis:**

Note 1 No change.

**Community Development Department Budget Comparisons -  
LMIHF Housing Successor Development of Affordable Housing (122-0837)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$11,200	\$11,200	\$0	1
		\$11,200	\$11,200	\$0	

**Detailed Analysis:**

Note 1      No change.

# 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 2020, 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 the 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.

In Fiscal Year 2020-2021 Sustainable Foster City Fund will be dissolved as the revenue mechanism is no longer in place. Sustainable Foster City budgeting will fall under the City Manager's Budget and will fund the Fiscal Year 2021-2022 Sustainable Foster City Plan, which will include economic development, environmental sustainability, and social equity and engagement strategies.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY/DISTRICT MANAGER - ADMINISTRATION  
SUSTAINABLE FOSTER CITY SPECIAL FUND  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$203,200	\$203,200	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$203,200	\$203,200	\$0
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$203,200	\$203,200	\$0
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SUSTAINABLE FC SPECIAL FUND</b>	<b>\$203,200</b>	<b>\$203,200</b>	<b>\$0</b>

## 125 - Sustainable Foster City Special Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$203,200</b>	<b>\$0</b>
<b>Totals Services and Supplies</b>		<b>\$203,200</b>	<b>\$0</b>
125-0110-413-42-42	POSTAGE EXPENSE	\$0	\$0
125-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$190,000	\$0
125-0110-413-42-51	SUSTAINABLE FOSTER CITY	\$10,000	\$0
125-0110-413-42-51	KIVA PROGRAM FUNDS CARRYOVER	\$80,000	\$0
125-0110-413-42-51	CARRYOVER SUSTAINABILITY FUND	\$100,000	\$0
125-0110-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$5,700	\$0
125-0110-413-42-53	SVEDA MEMBERSHIP	\$5,000	\$0
125-0110-413-42-53	ICLEI MEMBERSHIP	\$700	\$0
125-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$7,500	\$0

**City/District Manager Department Budget Comparisons -  
Sustainable Foster City (125-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$190,000	\$0	(\$190,000)	1
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$5,700	\$0	(\$5,700)	1
4254	TRAVEL,CONFERENCE,MEETING	\$7,500	\$0	(\$7,500)	1
		<u>\$203,200</u>	<u>\$0</u>	<u>(\$203,200)</u>	

**Detailed Analysis:**

Note 1      In Fiscal Year 2020-2021 Sustainable Foster City Fund will be dissolved as the revenue mechanism is no longer in place. Sustainable Foster City budgeting will fall under the City Manager's Budget .

# 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; 10% of each of the two Human Resources Analysts and 50% of one Office Assistant time are charged to the fund on an annual basis.
- 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**  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$132,590	\$132,590	\$120,015
SERVICES AND SUPPLIES	\$35,100	\$35,100	\$31,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$167,690	\$167,690	\$151,015
INTERNAL SERVICES	\$11,939	\$11,939	\$7,089
Subtotal (Total Department Expenses before Reallocations)	\$179,629	\$179,629	\$158,104
REALLOCATIONS	\$123,249	\$123,249	\$144,450
<b>TOTAL FOR BAY AREA EE RELATIONS SVC</b>	<b>\$302,878</b>	<b>\$302,878</b>	<b>\$302,554</b>

## 127 - Bay Area Employee Relations Services Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$302,878</b>	<b>\$302,554</b>
<b>Totals Employee Services</b>		<b>\$132,590</b>	<b>\$120,015</b>
127-1210-415-41-10	PERMANENT SALARIES	\$40,800	\$77,758
127-1210-415-41-11	HOURLY & PART TIME SALARY	\$50,000	\$0
127-1210-415-41-21	PERS RETIREMENT	\$7,000	\$8,738
127-1210-415-41-35	FLEX ALLOWANCE	\$13,450	\$15,348
127-1210-415-41-36	WORKERS COMPENSATION	\$780	\$433
127-1210-415-41-39	OTHER FRINGE BENEFITS	\$5,160	\$3,922
127-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$15,400	\$13,815
<b>Totals Internal Services</b>		<b>\$11,939</b>	<b>\$7,089</b>
127-1210-415-41-40	COMPENSATED ABSENCES	\$994	\$2,089
127-1210-415-42-57	COMM & INFO SERVICES CHGS	\$10,945	\$5,000
<b>Totals Services and Supplies</b>		<b>\$35,100</b>	<b>\$31,000</b>
127-1210-415-42-43	GENERAL OFFICE SUPPLIES	\$1,100	\$1,000
127-1210-415-42-48	UTILITIES & COMMUNICATION	\$13,000	\$10,000
127-1210-415-42-48	COMMUNICATION COSTS - WEBSITE HOSTING	\$10,000	\$7,500
127-1210-415-42-48	COMMUNICATION COSTS - SOFTWARE	\$1,000	\$1,000
127-1210-415-42-48	COMMUNICATION COSTS - DATA	\$2,000	\$1,500
127-1210-415-42-51	CONTRACT, PROF, SPEC SVCS	\$21,000	\$20,000
127-1210-415-42-51	LEGAL SERVICES	\$3,000	\$3,000
127-1210-415-42-51	CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY	\$10,000	\$9,000
127-1210-415-42-51	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$8,000	\$8,000
<b>Totals Reallocation</b>		<b>\$123,249</b>	<b>\$144,450</b>
127-1210-415-42-63	ALLOCATION OF OVERHEAD	\$123,249	\$144,450

**Human Resources Department Budget Comparisons -  
Bay Area Employee Relations Services Fund (127-1210)**

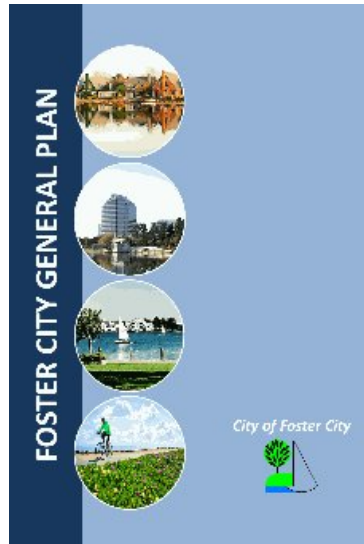
Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$40,800	\$77,758	\$36,958	1
4111	HOURLY & PART TIME SALARY	\$50,000	\$0	(\$50,000)	2
4121	PERS RETIREMENT	\$7,000	\$8,738	\$1,738	3
4135	FLEX ALLOWANCE	\$13,450	\$15,348	\$1,898	3
4136	WORKERS COMPENSATION	\$780	\$433	(\$347)	3
4139	OTHER FRINGE BENEFITS	\$5,160	\$3,922	(\$1,238)	3
4140	COMPENSATED ABSENCES	\$994	\$2,089	\$1,095	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$15,400	\$13,815	(\$1,585)	3
4243	GENERAL OFFICE SUPPLIES	\$1,100	\$1,000	(\$100)	5
4248	UTILITIES & COMMUNICATION	\$13,000	\$10,000	(\$3,000)	5
4251	CONTRACT, PROF, SPEC SVCS	\$21,000	\$20,000	(\$1,000)	5
4257	COMM & INFO SERVICES CHGS	\$10,945	\$5,000	(\$5,945)	4
4263	ALLOCATION OF OVERHEAD	\$123,249	\$144,450	\$21,201	6
		<u>\$302,878</u>	<u>\$302,554</u>	<u>(\$324)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, Convert Part Time Office Assistant to Full Time, merit (Step) increase, Assumption of 2% COLA increase
- Note 2 Convert Part Time Office Assistant to Full Time
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 5 Decrease costs per review of prior 3 years of expenses by CM
- Note 6 Based on Annual Update of Cost Allocation Plan.



# 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$61,800	\$61,800	\$52,300
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$61,800	\$61,800	\$52,300
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$61,800	\$61,800	\$52,300
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR GENERAL PLAN MAINTENANCE</b>	<b>\$61,800</b>	<b>\$61,800</b>	<b>\$52,300</b>

**128 - General Plan Maintenance Fund Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
<b>Totals</b>		<b>\$61,800</b>	<b>\$52,300</b>
<b>Totals Services and Supplies</b>		<b>\$61,800</b>	<b>\$52,300</b>
128-0838-419-42-51	CONTRACT, PROF, SPEC SVCS-GENERAL PLAN IMPLEMENTATION	\$60,000	\$50,000
128-0838-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT - 21 ELEMENTS	\$1,800	\$2,300

**Community Development Department Budget Comparisons -  
 General Plan - Building and Construction Ordinance - Zoning Code Maintenance  
 Fund (128-0838)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$60,000	\$50,000	(\$10,000)	1
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,800	\$2,300	\$500	2
		<u>\$61,800</u>	<u>\$52,300</u>	<u>(\$9,500)</u>	

**Detailed Analysis:**

Note 1 SB2 Grant can be used to fund consulting time spent on General Plan.

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 the material that will be generated by the project and demonstrates how the contractor will maximize the 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**  
**PUBLIC WORKS**  
**CONSTRUCTION AND DEMOLITION FUND**  
**Annual Budget Appropriation for Fiscal Year**

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$279,750	\$279,750	\$76,750
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$279,750	\$279,750	\$76,750
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$279,750	\$279,750	\$76,750
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CONST &amp; DEMO RECYCLING FUND</b>	<b>\$279,750</b>	<b>\$279,750</b>	<b>\$76,750</b>

## 129 - Construction & Demolition Fund Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$279,750</b>	<b>\$76,750</b>
<b>Totals Services and Supplies</b>		<b>\$279,750</b>	<b>\$76,750</b>
129-0932-431-42-40	SPECIAL DEPARTMENTAL SUP	\$0	\$15,000
129-0932-431-42-42	POSTAGE EXPENSE - PROP 218 MAILING POSTAGE	\$3,500	\$2,000
129-0932-431-42-43	GENERAL OFFICE SUPPLIES - RECYCLING CONTAINERS	\$15,000	\$0
129-0932-431-42-49	ADVERTISING/PUBLICITY - LEGAL ADVERTISING - PROP 218	\$1,500	\$1,000
129-0932-431-42-51	CONTRACT, PROF, SPEC SVCS	\$257,500	\$57,500
129-0932-431-42-51	SOLID WASTE REDUCTION PROGRAMS	\$250,000	\$50,000
129-0932-431-42-51	PROP 218 MAILING	\$4,500	\$4,500
129-0932-431-42-51	EVENTS	\$3,000	\$3,000
129-0932-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT - CA RESOURCE RECOVERY ASSN (CRRRA) MEMBERSHIP	\$250	\$250
129-0932-431-42-79	REBATES - COMPOST BIN INCENTIVE PROGRAM	\$2,000	\$1,000

**Public Works Department Budget Comparisons -  
Construction and Demolition Fund (129-0932)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$0	\$15,000	\$15,000	1
4242	POSTAGE EXPENSE	\$3,500	\$2,000	(\$1,500)	2
4243	GENERAL OFFICE SUPPLIES	\$15,000	\$0	(\$15,000)	3
4249	ADVERTISING/PUBLICITY	\$1,500	\$1,000	(\$500)	4
4251	CONTRACT, PROF, SPEC SVCS	\$257,500	\$57,500	(\$200,000)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$250	\$250	\$0	6
4279	REBATES	\$2,000	\$1,000	(\$1,000)	7
		<u>\$279,750</u>	<u>\$76,750</u>	<u>(\$203,000)</u>	

**Detailed Analysis:**

- Note 1 Budget for purchase of recycling containers moved from 4243 to 4240.
- Note 2 Based on historical cost for postage for Proposition 218 Public Hearing Notices for Solid Waste Rates.
- Note 3 Budget for purchase of recycling containers moved from 4243 to 4240.
- Note 4 Based on historical cost for legal noticing for Solid Waste Rate Setting.
- Note 5 Expanded Sustainability Programs budget moved to Sustainability Fund.
- Note 6 California Resources Recovery Association Membership (1 staff member).
- Note 7 Provides for up to 25 incentive payments of \$40 each during the fiscal year.



# 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

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$41,868	\$41,868	\$63,868
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$41,868	\$41,868	\$63,868
INTERNAL SERVICES	\$36,750	\$36,750	\$51,750
Subtotal (Total Department Expenses before Reallocations)	\$78,618	\$78,618	\$115,618
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR TECHNOLOGY MAINTENANCE FUND</b>	<b>\$78,618</b>	<b>\$78,618</b>	<b>\$115,618</b>

### 130 - Technology Maintenance Fund Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$78,618</b>	<b>\$115,618</b>
<b>Totals Internal Services</b>		<b>\$36,750</b>	<b>\$51,750</b>
130-0839-419-42-57	COMM & INFO SERVICES CHGS	\$36,750	\$51,750
<b>Totals Services and Supplies</b>		<b>\$41,868</b>	<b>\$63,868</b>
130-0839-419-42-51	CONTRACT, PROF, SPEC SVCS	\$41,868	\$63,868
130-0839-419-42-51	SUNGARD/CRW SOFTWARE ANNUAL MAINTENANCE	\$41,868	\$41,868
130-0839-419-42-51	TECH MAINTENANCE - HARDWARE & SOFTWARE	\$0	\$22,000

**Community Development Department Budget Comparisons -  
Technology Maintenance Fund (130-0839)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$41,868	\$63,868	\$22,000	1
4257	COMM & INFO SERVICES CHGS	\$36,750	\$51,750	\$15,000	2
		<u>\$78,618</u>	<u>\$115,618</u>	<u>\$37,000</u>	

**Detailed Analysis:**

Note 1 When the 2019-2020 fiscal year budget was adopted software programs such as Camino and the CDD Everything Map with the San Mateo County GIS Interactive software were not proposed or available. This exception request takes into account the purchase, upgrades and maintenance of these and similar programs.

The System Wide Technology Maintenance Fund is wholly funded by the System Wide Technology Fee accessed on Building Permits. Since inception in fiscal year 2015-2016 the fee has generated \$466,670 through the end of June 2019.

Of the proposed \$22,000 exception request, \$2,000 is based on the 2019 cost for the San Mateo County GIS Integration software, \$15,000 is based on the proposed Camino software, and the remaining \$5,000 is assigned for technology upgrades.

Note 2 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

## 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,300	\$1,300	\$1,300
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,300	\$1,300	\$1,300
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$1,300	\$1,300	\$1,300
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SB 1186 FUND</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>

### 131 - SB 1186 Fee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,300</b>	<b>\$1,300</b>
<b>Totals Services and Supplies</b>		<b>\$1,300</b>	<b>\$1,300</b>
131-0841-419-42-55	TRAINING	\$1,300	\$1,300

**Community Development Department Budget Comparisons -  
SB 1186 Fund (131-0841)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$1,300	\$1,300	\$0	1
		\$1,300	\$1,300	\$0	

**Detailed Analysis:**

Note 1      No change.



# Strong Motion Instrumentation Fee



## Strong Motion Instrumentation for Civil Engineering Structures

Edited by

M. Erdik, M. Celebi, V. Mihailov  
and N. Apaydin

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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.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**STRONG MOTION INSTRUMENTATION PROGRAM (SMIP) FUND**  
**Annual Budget Appropriation for Fiscal Year**

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$500	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$500	\$500	\$500
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$500	\$500	\$500
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SMIP FEE FUND</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

### 132 - Strong Motion Instrumentation Fee Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$500</b>	<b>\$500</b>
<b>Totals Services and Supplies</b>		<b>\$500</b>	<b>\$500</b>
132-0842-419-42-55	TRAINING - SEISMIC MOTION AND INSTRUMENTATION	\$500	\$500

**Community Development Department Budget Comparisons -  
Strong Motion Instrumentation Program (SMIP) Fee Fund (132-0842)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$500	\$500	\$0	1
		\$500	\$500	\$0	

**Detailed Analysis:**

Note 1      No change.

# California Redemption Value (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**  
**PUBLIC WORKS**  
**CALIFORNIA REDEMPTION VALUE (CRV) GRANT FUND**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$13,200	\$13,200	\$13,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$13,200	\$13,200	\$13,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$13,200	\$13,200	\$13,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CRV GRANT FUND</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,000</b>

**133 - CRV Grant Fund Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
<b>Totals</b>		<b>\$13,200</b>	<b>\$13,000</b>
<b>Totals Services and Supplies</b>		<b>\$13,200</b>	<b>\$13,000</b>
133-0933-431-42-40	SPECIAL DEPARTMENTAL SUP - RECYCLING CONTAINERS	\$7,000	\$11,000
133-0933-431-42-51	CONTRACT, PROF, SPEC SVCS-RECYCLING/LITTER REDUCTION PROGRAMS	\$5,000	\$1,000
133-0933-431-42-54	TRAVEL, CONFERENCE, MEETING - CA RESOURCE RECOVERY ASSN CONFERENCE (1)	\$1,200	\$1,000

**Public Works Department Budget Comparisons -  
California Redemption Valve (CRV) Grant Fund (133-0933)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$7,000	\$11,000	\$4,000	1
4251	CONTRACT, PROF, SPEC SVCS	\$5,000	\$1,000	(\$4,000)	2
4254	TRAVEL,CONFERENCE,MEETING	\$1,200	\$1,000	(\$200)	3
		<u>\$13,200</u>	<u>\$13,000</u>	<u>(\$200)</u>	

**Detailed Analysis:**

- Note 1 Purchase of Recycling Containers has been the common historical use of this funding source.
- Note 2 Funding for contracted outreach programs for schools.
- Note 3 California Resources Recovery Association Conference (1 staff member).



# 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**  
 PUBLIC WORKS  
 CURBSIDE RECYCLING FUND  
 Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$25,000	\$25,000	\$25,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$25,000	\$25,000	\$25,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$25,000	\$25,000	\$25,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CURBSIDE RECYCLING FEE FUND</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

### 134 Curbside Recycling Fund Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$25,000</b>	<b>\$25,000</b>
<b>Totals Services and Supplies</b>		<b>\$25,000</b>	<b>\$25,000</b>
134-0934-431-42-51	CONTRACT, PROF, SPEC SVCS - LITTER ABATEMENT	\$25,000	\$25,000

**Public Works Department Budget Comparisons -  
Curbside Recycling Fund (134-0934)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$25,000	\$25,000	\$0	1
		\$25,000	\$25,000	\$0	

**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**

Building Standards Administration Special Revolving (Green Building Fee) Fund  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$500	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$500	\$500	\$500
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$500	\$500	\$500
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR GREEN BUILDING FEE FUND</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

**135 - Bldg Standards Admin Special Revolving Fund Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
<b>Totals</b>		<b>\$500</b>	<b>\$500</b>
<b>Totals Services and Supplies</b>		<b>\$500</b>	<b>\$500</b>
135-0843-419-42-55	TRAINING	\$500	\$500

**Community Development Department Budget Comparisons -  
 Building Standards Administration Special Revolving (Green Building Fee) Fund  
 (135-0843)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$500	\$500	\$0	1
		\$500	\$500	\$0	

**Detailed Analysis:**

Note 1      No change.



# Measure W

In 2018, when San Mateo County voters passed Measure W by a 66.9 percent margin, they provided the county with additional resources to improve transit and relieve traffic congestion raised from a half-cent sales tax. 50% of those funds are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors.

The measure, which went into effect in July of 2019, includes funds for highway projects, local street repair, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections. The types of uses for the Fund include:

- implementation of advanced technologies and communications on the roadway system
- improving local streets and roads by paving and/or repairing potholes
- promoting alternative modes of transportation, which may include funding shuttles, or sponsoring carpools, bicycling and pedestrian programs
- planning and implementing traffic operations and safety projects, including signal coordination and bicycling/pedestrian safety projects

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# Commercial Linkage Fee

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. Commercial linkage fees collected will be deposited into the Affordable Housing - Commercial Linkage Fees Fund.

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# 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 the summer of 2020 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**  
**FINANCIAL SERVICES**  
**LEEVE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION**  
**BOND FUND**  
Annual Budget Appropriation for Fiscal Year

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$5,150,000	\$5,150,000	\$4,530,023
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$5,150,000	\$5,150,000	\$4,530,023
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$5,150,000	\$5,150,000	\$4,530,023
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LEEVE PROTECT I&amp;R IMP FD</b>	<b>\$5,150,000</b>	<b>\$5,150,000</b>	<b>\$4,530,023</b>

## 230 - Levee Protection Planning and Improvements Gen Obligation Bond Fund Exp

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$5,150,000</b>	<b>\$4,530,023</b>
<b>Totals Services and Supplies</b>		<b>\$5,150,000</b>	<b>\$4,530,023</b>
230-1120-415-42-51	CONTRACT, PROF, SPEC SVCS	\$1,165,000	\$0
230-1120-415-42-51	<i>Project costs</i>	\$0	\$0
230-1120-415-42-51	<i>Trustee fee and continuing disclosure fees</i>	\$1,165,000	\$0
230-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$3,985,000	\$4,530,023
230-1120-415-42-73	<i>LEVEE GO BONDS - Debt Service</i>	\$3,985,000	\$4,530,023

**Levee Protection Planning and Improvements General Obligation Bond Fund  
Budget Comparisons (230-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$1,165,000	\$0	(\$1,165,000)	1
4273	DEBT SVC-PAYING&FISCAL	\$3,985,000	\$4,530,023	\$545,023	2
		<u>\$5,150,000</u>	<u>\$4,530,023</u>	<u>(\$619,977)</u>	

**Detailed Analysis:**

Note 1 Issuance of the Levee GO Bonds for \$90 million were delayed from Spring 2020 to Summer 2020 pending permit approvals from various regulatory agencies.

Note 2 Debt Servicing.



# 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

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,230,800	\$2,205,800	\$2,362,154
SERVICES AND SUPPLIES	\$10,510,326	\$10,535,326	\$10,237,676
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$12,741,126	\$12,741,126	\$12,599,830
INTERNAL SERVICES	\$1,176,370	\$1,176,370	\$1,215,046
Subtotal (Total Department Expenses before Reallocations)	\$13,917,496	\$13,917,496	\$13,814,876
REALLOCATIONS	\$1,064,229	\$1,064,229	\$1,207,174
<b>TOTAL FOR WATER REVENUE</b>	<b>\$14,981,725</b>	<b>\$14,981,725</b>	<b>\$15,022,050</b>

## 401 - Water Enterprise Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$14,981,725</b>	<b>\$15,022,050</b>
<b>Totals Employee Services</b>		<b>\$2,230,800</b>	<b>\$2,362,154</b>
401-0960-461-41-10	PERMANENT SALARIES	\$1,179,300	\$1,262,585
401-0960-461-41-11	HOURLY & PART TIME SALARY	\$15,000	\$18,720
401-0960-461-41-12	OVERTIME	\$20,000	\$18,000
401-0960-461-41-21	PERS RETIREMENT	\$123,800	\$145,666
401-0960-461-41-35	FLEX ALLOWANCE	\$218,900	\$243,299
401-0960-461-41-36	WORKERS COMPENSATION	\$81,700	\$77,211
401-0960-461-41-39	OTHER FRINGE BENEFITS	\$59,600	\$52,296
401-0960-461-41-41	GASB68 PENSION EXP-PERS	\$228,000	\$229,000
401-0960-461-41-42	GASB75 OPEB EXP-PEMHCA	\$34,000	\$24,000
401-0960-461-41-61	EMPLOYEE BENEFIT-PERS UAL	\$270,500	\$291,377
<b>Totals Internal Services</b>		<b>\$1,176,370</b>	<b>\$1,215,046</b>
401-0960-461-41-40	COMPENSATED ABSENCES	\$29,200	\$34,350
401-0960-461-41-54	PEMHCA	\$13,778	\$16,987
401-0960-461-42-44	VEHICLE RENTAL CHARGES - - UNITS 17,20,21,22,27,35,36	\$155,693	\$146,159
401-0960-461-42-56	EQUIP REPLACEMENT CHARGES	\$456,701	\$443,967
401-0960-461-42-57	COMM & INFO SERVICES CHGS	\$275,738	\$318,382
401-0960-461-42-62	INSURANCE & OTHER COSTS - SELF INSURANCE FUND CHARGE	\$96,169	\$111,467
401-0960-461-42-69	BUILDING MAINTENANCE CHG	\$149,091	\$143,734
<b>Totals Services and Supplies</b>		<b>\$10,510,326</b>	<b>\$10,237,676</b>
401-0960-461-42-40	SPECIAL DEPARTMENTAL SUP	\$99,750	\$98,750
401-0960-461-42-40	REPAIR MATERIALS	\$94,500	\$93,500
401-0960-461-42-40	HYDRANT METERS	\$4,000	\$4,000
401-0960-461-42-40	BOOTS AND SAFETY GEAR	\$1,000	\$1,000
401-0960-461-42-40	ANNUAL WATER QUALITY REPORT - PRINTING	\$250	\$250
401-0960-461-42-41	COPY EXPENSE - PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500	\$1,600
401-0960-461-42-42	POSTAGE EXPENSE	\$2,750	\$1,500
401-0960-461-42-42	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500	\$1,250
401-0960-461-42-42	POSTAGE FOR ANNUAL WATER QUALITY REPORT	\$250	\$250
401-0960-461-42-43	GENERAL OFFICE SUPPLIES	\$2,500	\$2,500
401-0960-461-42-43	MISC. OFFICE SUPPLIES	\$1,500	\$1,500
401-0960-461-42-43	BOOKS, MANUALS & TAPES	\$1,000	\$1,000
401-0960-461-42-45	TOOLS & EQUIP(<5000@ITEM)	\$5,000	\$4,000
401-0960-461-42-46	MAINT-FACILITY & EQUIP	\$14,000	\$20,000
401-0960-461-42-46	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$4,000	\$7,000
401-0960-461-42-46	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000	\$1,000
401-0960-461-42-46	MAINTENANCE OF PRESSURE REDUCING VALVES & ARV'S	\$5,000	\$5,000
401-0960-461-42-46	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000	\$1,000
401-0960-461-42-46	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	\$3,000	\$3,000
401-0960-461-42-46	MAINTENANCE REPAIRS TO WATER PUMPS/ENGINES	\$0	\$3,000

**401 - Water Enterprise Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
401-0960-461-42-47	RENTS AND LEASES	\$3,000	\$3,000
401-0960-461-42-48	UTILITIES & COMMUNICATION	\$9,846,776	\$9,535,776
401-0960-461-42-48	WATER FOR CORP YARD AND METER CHARGE	\$5,000	\$5,000
401-0960-461-42-48	SFPUC WATER PURCHASE	\$8,929,000	\$8,618,000
401-0960-461-42-48	SFPUC - BAWSCA BOND SURCHARGE	\$820,776	\$820,776
401-0960-461-42-48	NATURAL GAS FOR WATER PUMP PLANT	\$10,000	\$10,000
401-0960-461-42-48	ELECTRICITY FOR WATER PUMP PLANT	\$55,000	\$55,000
401-0960-461-42-48	CA DEPARTMENT OF HEALTH SERVICES	\$27,000	\$27,000
401-0960-461-42-51	CONTRACT, PROF, SPEC SVCS	\$189,000	\$225,500
401-0960-461-42-51	UNIFORM SERVICES	\$8,000	\$6,000
401-0960-461-42-51	SPECIAL STUDIES	\$25,000	\$25,000
401-0960-461-42-51	POTABLE WATER LAB TESTS	\$44,000	\$44,000
401-0960-461-42-51	MDM PORTAL	\$60,000	\$62,000
401-0960-461-42-51	DSS MODEL SUPPORT SERVICES AND TRAINING	\$1,500	\$1,500
401-0960-461-42-51	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$35,500	\$36,000
401-0960-461-42-51	ANNUAL WATER/WASTEWATER RATE STUDY	\$15,000	\$11,000
401-0960-461-42-51	ANNUAL WATER LOSS TESTING (BAWSCA)	\$0	\$5,000
401-0960-461-42-51	RESERVED FOR TEMP EMPL BACKFILL	\$0	\$25,000
401-0960-461-42-51	WATER RISK ASSESSMENTS AND EMERGENCY RESPONSE PLANS	\$0	\$10,000
401-0960-461-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$136,000	\$136,000
401-0960-461-42-53	BAWSCA DUES AND ASSESSMENT	\$134,000	\$134,000
401-0960-461-42-53	AWWA DUES	\$2,000	\$2,000
401-0960-461-42-54	TRAVEL,CONFERENCE,MEETING	\$4,050	\$4,050
401-0960-461-42-54	TRAVEL, CONFERENCES AND MEETINGS	\$2,500	\$2,500
401-0960-461-42-54	DEPARTMENT RETREAT	\$750	\$750
401-0960-461-42-54	APWA NATIONAL CONGRESS (DIRECTOR)	\$800	\$800
401-0960-461-42-55	TRAINING	\$5,000	\$5,000
401-0960-461-42-79	REBATES	\$200,000	\$200,000
<b>Totals Reallocation</b>		<b>\$1,064,229</b>	<b>\$1,207,174</b>
401-0960-461-42-63	ALLOCATION OF OVERHEAD	\$1,064,229	\$1,207,174
401-0960-461-42-63	INDIRECT COST ALLOCATION	\$1,133,791	\$1,262,353
401-0960-461-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$69,562)	(\$55,179)

## Public Works Department Budget Comparisons - Water (401-0960)

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$1,179,300	\$1,262,585	\$83,285	1
4111	HOURLY & PART TIME SALARY	\$15,000	\$18,720	\$3,720	1
4112	OVERTIME	\$20,000	\$18,000	(\$2,000)	1
4121	PERS RETIREMENT	\$123,800	\$145,666	\$21,866	2
4135	FLEX ALLOWANCE	\$218,900	\$243,299	\$24,399	2
4136	WORKERS COMPENSATION	\$81,700	\$77,211	(\$4,489)	2
4139	OTHER FRINGE BENEFITS	\$59,600	\$52,296	(\$7,304)	2
4140	COMPENSATED ABSENCES	\$29,200	\$34,350	\$5,150	3
4141	GASB68 PENSION EXP-PERS	\$228,000	\$229,000	\$1,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$34,000	\$24,000	(\$10,000)	2
4154	PEMHCA	\$13,778	\$16,988	\$3,210	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$270,500	\$291,377	\$20,877	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$99,750	\$98,750	(\$1,000)	4
4241	COPY EXPENSE	\$2,500	\$1,600	(\$900)	4
4242	POSTAGE EXPENSE	\$2,750	\$1,500	(\$1,250)	4
4243	GENERAL OFFICE SUPPLIES	\$2,500	\$2,500	\$0	5
4244	VEHICLE RENTAL CHARGES	\$155,693	\$146,159	(\$9,534)	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$5,000	\$4,000	(\$1,000)	4
4246	MAINT-FACILITY & EQUIP	\$14,000	\$20,000	\$6,000	4
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	5
4248	UTILITIES & COMMUNICATION	\$9,846,776	\$9,535,776	(\$311,000)	6
4251	CONTRACT, PROF, SPEC SVCS	\$189,000	\$225,500	\$36,500	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$136,000	\$136,000	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$4,050	\$4,050	\$0	5
4255	TRAINING	\$5,000	\$5,000	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$456,701	\$443,967	(\$12,734)	3
4257	COMM & INFO SERVICES CHGS	\$275,738	\$318,382	\$42,644	3
4262	INSURANCE & OTHER COSTS	\$96,169	\$111,467	\$15,298	3
4263	ALLOCATION OF OVERHEAD	\$1,064,229	\$1,207,174	\$142,945	8
4269	BUILDING MAINTENANCE CHG	\$149,091	\$143,734	(\$5,357)	3
4279	REBATES	\$200,000	\$200,000	\$0	5
		<u>\$14,981,725</u>	<u>\$15,022,050</u>	<u>\$40,325</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 Change to align with FY 2020-2021 expected expenses.
- Note 5 No change.
- Note 6 Decrease water purchases to align with FY 2020-2021 expected revenue.
- Note 7 No change.
- Note 8 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**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	0	0	0
SERVICES AND SUPPLIES	0	0	0
CAPITAL OUTLAY	40,000	40,000	53,500
Subtotal (Total Department-Controlled Expenses)	40,000	40,000	53,500
INTERNAL SERVICES	0	0	0
Subtotal (Total Department Expenses before Reallocations)	40,000	40,000	53,500
REALLOCATIONS	0	0	0
<b>TOTAL FOR WATER EQUIPMENT REPLACEMENT</b>	<b>40,000</b>	<b>40,000</b>	<b>53,500</b>

### 408 - Water - Equipment Replacement Fund Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$40,000</b>	<b>\$53,500</b>
<b>Totals Services and Supplies</b>		<b>\$40,000</b>	<b>\$53,500</b>
408-0110-413-43-85	MACHINERY & EQUIP >5000	\$40,000	\$53,500

**Public Works Department Budget Comparisons -  
Water - Equipment Replacement Fund (408-0110)**

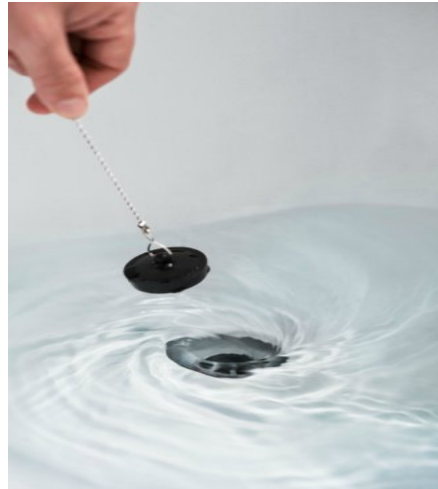
<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4385	MACHINERY & EQUIP >5000	40,000	53,500	13,500	1
		40,000	53,500	13,500	

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2020-2021 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 that 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 pipelines, 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 include 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**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WASTEWATER ENTERPRISE FUND**  
Annual Budget Appropriation for Fiscal Year

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,325,925	\$2,300,925	\$2,440,195
SERVICES AND SUPPLIES	\$3,445,250	\$3,470,250	\$3,500,550
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$5,771,175	\$5,771,175	\$5,940,745
INTERNAL SERVICES	\$1,104,195	\$1,104,195	\$1,151,219
Subtotal (Total Department Expenses before Reallocations)	\$6,875,370	\$6,875,370	\$7,091,964
REALLOCATIONS	\$806,442	\$806,442	\$788,397
<b>TOTAL FOR WASTEWATER REVENUE</b>	<b>\$7,681,812</b>	<b>\$7,681,812</b>	<b>\$7,880,361</b>

## 451 - Wastewater Collection System Operating Funds Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$7,681,812</b>	<b>\$7,880,361</b>
<b>Totals Employee Services</b>		<b>\$2,325,925</b>	<b>\$2,440,195</b>
451-0970-432-41-10	PERMANENT SALARIES	\$1,169,300	\$1,242,307
451-0970-432-41-11	HOURLY & PART TIME SALARY	\$50,000	\$46,373
451-0970-432-41-12	OVERTIME	\$35,000	\$36,000
451-0970-432-41-13	STANDBY PAY	\$39,125	\$36,436
451-0970-432-41-21	PERS RETIREMENT	\$122,800	\$145,269
451-0970-432-41-35	FLEX ALLOWANCE	\$238,100	\$278,032
451-0970-432-41-36	WORKERS COMPENSATION	\$81,000	\$80,157
451-0970-432-41-39	OTHER FRINGE BENEFITS	\$59,500	\$57,144
451-0970-432-41-41	GASB68 PENSION EXP-PERS	\$237,000	\$252,000
451-0970-432-41-42	GASB75 OPEB EXP-PEMHCA	\$26,000	\$20,000
451-0970-432-41-61	EMPLOYEE BENEFIT-PERS UAL	\$268,100	\$246,477
<b>Totals Internal Services</b>		<b>\$1,104,195</b>	<b>\$1,151,219</b>
451-0970-432-41-40	COMPENSATED ABSENCES	\$28,951	\$34,789
451-0970-432-41-53	LONGEVITY	\$0	\$0
451-0970-432-41-54	PEMHCA	\$10,466	\$10,220
451-0970-432-42-44	VEHICLE RENTAL CHARGES	\$264,349	\$263,281
451-0970-432-42-56	EQUIP REPLACEMENT CHARGES	\$279,163	\$269,346
451-0970-432-42-57	COMM & INFO SERVICES CHGS	\$276,006	\$318,382
451-0970-432-42-62	INSURANCE & OTHER COSTS	\$96,169	\$111,467
451-0970-432-42-69	BUILDING MAINTENANCE CHG	\$149,091	\$143,734
<b>Totals Services and Supplies</b>		<b>\$3,445,250</b>	<b>\$3,500,550</b>
451-0970-432-42-40	SPECIAL DEPARTMENTAL SUP	\$94,500	\$94,500
451-0970-432-42-40	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,500	\$2,500
451-0970-432-42-40	REPAIR MATERIALS	\$91,000	\$91,000
451-0970-432-42-40	BOOTS AND SAFETY GEAR	\$1,000	\$1,000
451-0970-432-42-41	COPY EXPENSE - PROP 218 NOTIFICATION-WATER/ WASTEWATER	\$1,700	\$1,500
451-0970-432-42-42	POSTAGE EXPENSE - PROP 218 NOTIFICATION-WATER/ WASTEWATER	\$2,500	\$1,500
451-0970-432-42-43	GENERAL OFFICE SUPPLIES	\$3,500	\$3,500
451-0970-432-42-45	TOOLS & EQUIP(<5000@ITEM) - PORTABLE FIELD DATA UNITS	\$5,000	\$4,000
451-0970-432-42-46	MAINT-FACILITY & EQUIP	\$87,500	\$87,500
451-0970-432-42-46	SCADA MAINTENANCE	\$5,000	\$5,000
451-0970-432-42-46	REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS	\$16,000	\$16,000
451-0970-432-42-46	REPAIRS TO L/S GENERATORS / ATS(s)	\$32,000	\$32,000
451-0970-432-42-46	MECHANICAL PARTS	\$9,000	\$9,000

**451 - Wastewater Collection System Operating Funds Expenses (Continued)**

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
451-0970-432-42-46	MAINTENANCE OF LS 59 PUMPS	\$5,000	\$5,000
451-0970-432-42-46	MAINTENANCE OF COPY MACHINE (1/3)	\$500	\$500
451-0970-432-42-46	HEAVY EQUIPMENT MAINTENANCE	\$10,000	\$10,000
451-0970-432-42-46	EXTENDED SUPPORT - SCADA SOFTWARE	\$5,000	\$5,000
451-0970-432-42-46	ELECTRICAL REPAIRS	\$5,000	\$5,000
451-0970-432-42-47	RENTS AND LEASES	\$3,000	\$3,000
451-0970-432-42-48	UTILITIES & COMMUNICATION	\$227,000	\$237,000
451-0970-432-42-48	WATER FOR LIFT STATIONS AND METER	\$7,000	\$7,000
451-0970-432-42-48	ENERGY COSTS (ELECTRICITY)	\$220,000	\$230,000
451-0970-432-42-51	CONTRACT, PROF, SPEC SVCS	\$3,005,500	\$3,053,000
451-0970-432-42-51	UST COMPLIANCE -- LS #29	\$2,000	\$2,000
451-0970-432-42-51	UNIFORM SERVICES	\$8,000	\$8,000
451-0970-432-42-51	STATE WATER RESOURCES CONTROL BOARD	\$5,000	\$5,000
451-0970-432-42-51	SPECIAL STUDIES	\$25,000	\$25,000
451-0970-432-42-51	SM WWTP - EMID SHARE OF O & M - (PC30)	\$2,900,000	\$2,900,000
451-0970-432-42-51	SAN MATEO COUNTY HEALTH DEPARTMENT	\$6,000	\$6,000
451-0970-432-42-51	HAZARDOUS MATERIAL DISPOSAL	\$2,500	\$2,500
451-0970-432-42-51	CONTROL SYSTEM SERVICE CALLS FOR LS	\$6,000	\$6,000
451-0970-432-42-51	BAY AREA AIR QUALITY MGMT DIST	\$11,000	\$11,000
451-0970-432-42-51	ANNUAL WATER/WASTEWATER RATE STUDY	\$15,000	\$10,000
451-0970-432-42-51	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000	\$25,000
451-0970-432-42-51	T-4 SPATIAL SOFTWARE SUPPORT	\$0	\$14,000
451-0970-432-42-51	LOAD BANK TESTING FOR GENERATOR (LABOR)	\$13,000	\$0
451-0970-432-42-51	CITY OF SAN MATEO - EMID SHARE SM-FC PFA ADMINISTRATIVE EXPENSES	\$0	\$38,500
451-0970-432-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$3,000	\$3,000
451-0970-432-42-54	TRAVEL,CONFERENCE,MEETING	\$7,050	\$7,050
451-0970-432-42-54	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	\$4,000	\$4,000
451-0970-432-42-54	STANDBY FASTRAK	\$1,500	\$1,500
451-0970-432-42-54	DEPARTMENT RETREAT	\$750	\$750
451-0970-432-42-54	APWA NATIONAL CONGRESS (DIRECTOR)	\$800	\$800
451-0970-432-42-55	TRAINING AND CERTIFICATION	\$5,000	\$5,000
<b>Totals Reallocation</b>		<b>\$806,442</b>	<b>\$788,397</b>
451-0970-432-42-63	ALLOCATION OF OVERHEAD	\$806,442	\$788,397
451-0970-432-42-63	INDIRECT COST ALLOCATION	\$828,092	\$824,433
451-0970-432-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$21,650)	(\$36,036)

## Public Works Department Budget Comparisons - Wastewater (451-0970)

Account	Description	Approved	Requested	Increase	Notes
		FY 2019-2020	FY 2020-2021	(Decrease)	
4110	PERMANENT SALARIES	\$1,169,300	\$1,242,307	\$73,007	1
4111	HOURLY & PART TIME SALARY	\$50,000	\$46,373	(\$3,627)	1
4112	OVERTIME	\$35,000	\$36,000	\$1,000	1
4113	STANDBY PAY	\$39,125	\$36,436	(\$2,689)	1
4121	PERS RETIREMENT	\$122,800	\$145,269	\$22,469	2
4135	FLEX ALLOWANCE	\$238,100	\$278,032	\$39,932	2
4136	WORKERS COMPENSATION	\$81,000	\$80,157	(\$843)	2
4139	OTHER FRINGE BENEFITS	\$59,500	\$57,144	(\$2,356)	2
4140	COMPENSATED ABSENCES	\$28,951	\$34,789	\$5,838	3
4141	GASB68 PENSION EXP-PERS	\$237,000	\$252,000	\$15,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$26,000	\$20,000	(\$6,000)	2
4154	PEMHCA	\$10,466	\$10,220	(\$246)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$268,100	\$246,477	(\$21,623)	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$94,500	\$94,500	\$0	4
4241	COPY EXPENSE	\$1,700	\$1,500	(\$200)	5
4242	POSTAGE EXPENSE	\$2,500	\$1,500	(\$1,000)	5
4243	GENERAL OFFICE SUPPLIES	\$3,500	\$3,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$264,349	\$263,281	(\$1,068)	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$5,000	\$4,000	(\$1,000)	5
4246	MAINT-FACILITY & EQUIP	\$87,500	\$87,500	\$0	4
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	4
4248	UTILITIES & COMMUNICATION	\$227,000	\$237,000	\$10,000	5
4251	CONTRACT, PROF, SPEC SVCS	\$3,005,500	\$3,053,000	\$47,500	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,000	\$3,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$7,050	\$7,050	\$0	4
4255	TRAINING	\$5,000	\$5,000	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$279,163	\$269,346	(\$9,817)	3
4257	COMM & INFO SERVICES CHGS	\$276,006	\$318,382	\$42,376	3
4262	INSURANCE & OTHER COSTS	\$96,169	\$111,467	\$15,298	3
4263	ALLOCATION OF OVERHEAD	\$806,442	\$788,397	(\$18,045)	7
4269	BUILDING MAINTENANCE CHG	\$149,091	\$143,734	(\$5,357)	3
		<u>\$7,681,812</u>	<u>\$7,880,361</u>	<u>\$198,549</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Change to align with FY 2020-2021 expected expenses.
- Note 6 New expenditure for City of San Mateo - EMID share of SM-FC PFA Admin Exp \$38,500, Support for T-4 Spatial Software Support of \$14,000, and expected higher electrical repair of \$13,000 and FY 2019-2020 non recurring expense of -\$13,000.
- Note 7 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 the 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**  
**SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND**  
**(Fund 454)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,722,292	\$1,722,292	\$2,088,625
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,722,292	\$1,722,292	\$2,088,625
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$1,722,292	\$1,722,292	\$2,088,625
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND</b>	<b>\$1,722,292</b>	<b>\$1,722,292</b>	<b>\$2,088,625</b>



**454 - San Mateo-Foster City Public Financing Authority Loan Fund Expenses**

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,722,292</b>	<b>\$2,088,625</b>
<b>Totals Services and Supplies</b>		<b>\$1,722,292</b>	<b>\$2,088,625</b>
454-1120-415-42-70	DEBT SERVICE-RETIRE PRINC	\$0	\$515,000
454-1120-415-42-70	2019 Revenue Bonds	\$0	\$515,000
454-1120-415-42-71	DEBT SVC-INTEREST EXPENSE	\$0	\$1,568,625
454-1120-415-42-71	2019 Revenue Bonds	\$0	\$1,568,625
454-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$1,722,292	\$5,000
454-1120-415-42-73	fiscal agent fees	\$0	\$5,000

**Public Works Department Budget Comparisons -  
San Mateo - Foster City Public Financing Authority Loan Fund (454-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4270	DEBT SERVICE-RETIRE PRINCIPAL	\$0	\$515,000	\$515,000	1
4271	DEBT SVC-INTEREST EXPENSE	\$0	\$1,568,625	\$1,568,625	1
4273	DEBT SVC-PAYING&FISCAL	\$1,722,292	\$5,000	(\$1,717,292)	1
		<u>\$1,722,292</u>	<u>\$2,088,625</u>	<u>\$366,333</u>	

**Detailed Analysis:**

Note 1      Anticipate Loan Payment.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WASTEWATER - EQUIPMENT REPLACEMENT FUND (Fund 458)**  
**Annual Budget Appropriation for Fiscal Year**

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$227,000	\$227,000	\$141,060
Subtotal (Total Department-Controlled Expenses)	\$227,000	\$227,000	\$141,060
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$227,000	\$227,000	\$141,060
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WASTEWATER EQUIP REPLACEMENT</b>	<b>\$227,000</b>	<b>\$227,000</b>	<b>\$141,060</b>

### 458 - Wastewater Equipment Replacement Fund Expenses

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$227,000</b>	<b>\$141,060</b>
<b>Totals Capital Outlay</b>		<b>\$227,000</b>	<b>\$141,060</b>
458-0110-413-43-85	MACHINERY & EQUIP >5000	\$227,000	\$141,060

**Public Works Department Budget Comparisons -  
Wastewater - Equipment Replacement Fund (458-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4385	MACHINERY & EQUIP >5000	\$227,000	\$141,060	(\$85,940)	1
		<u>\$227,000</u>	<u>\$141,060</u>	<u>(\$85,940)</u>	

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

# **Water Infrastructure Finance and Innovation Act (WIFIA) LOAN FUND (Fund 459)**

The WIFIA Loan Fund accounts for an anticipated loan from the Environmental Protection Agency's WIFIA program which was established by the Water Infrastructure Finance and Innovation Act of 2014. The WIFIA program provide a long-term, low-cost loan for the District's Wastewater Treatment Plant Master Plan Improvements project (CIP 455-652). The Fund also accounts for debt service payments associated with the WIFIA loan.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WASTEWATER - WIFIA LOAN FUND (Fund 459)**  
**Annual Budget Appropriation for Fiscal Year**

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$838,155
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$838,155
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$838,155
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT LOAN FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$838,155</b>

## 459 - WIFIA LOAN FUND EXPENSES

Account String	Object Name / Description	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$0</b>	<b>\$838,155</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$838,155</b>
459-1120-415-42-71	DEBT SVC-INTEREST EXPENSE	\$0	\$835,155
459-1120-415-42-71	<i>Construction Loan/WIFIA debt service</i>	\$0	\$835,155
459-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$0	\$3,000
459-1120-415-42-73	<i>fiscal agent fees</i>	\$0	\$3,000



**Public Works Department Budget Comparisons -  
Water Infrastructure Finance and Innovation Act (WIFIA) Loan Fund (459-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4271	DEBT SVC-INTEREST EXPENSE	\$0	\$835,155	\$835,155	1
4273	DEBT SVC-PAYING&FISCAL	\$0	\$3,000	\$3,000	1
		<u>\$0</u>	<u>\$838,155</u>	<u>\$838,155</u>	

**Detailed Analysis:**

Note 1      Anticipate Loan Payment.

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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.

Midway through Fiscal Year 2019-2020, the Vehicle Maintenance Division was transferred from the Parks and Recreation Department to the Public Works Department. As of January 2020, Vehicle Maintenance Division staff consists of 2.875 Full-Time Equivalent positions including the Building/Vehicle Manager (50%), one full-time Mechanic I, and one full-time Small Engine Mechanic with administrative support.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**VEHICLE REPLACEMENT FUND (#501)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$505,800	\$505,800	\$569,459
SERVICES AND SUPPLIES	\$626,483	\$626,483	\$626,483
CAPITAL OUTLAY	\$393,733	\$598,095	\$767,738
Subtotal (Total Department-Controlled Expenses)	\$1,526,016	\$1,730,378	\$1,963,680
INTERNAL SERVICES	\$103,813	\$103,813	\$121,879
Subtotal (Total Department Expenses before Reallocations)	\$1,629,829	\$1,834,191	\$2,085,559
REALLOCATIONS	\$249,795	\$249,795	\$182,306
<b>TOTAL FOR VEHICLE REPLACEMENT FUND</b>	<b>\$1,879,624</b>	<b>\$2,083,986</b>	<b>\$2,267,865</b>

## 501 - Vehicle Replacement Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,879,624</b>	<b>\$2,267,865</b>
<b>Totals Capital Outlay</b>		<b>\$393,733</b>	<b>\$767,738</b>
501-0560-431-43-84	MOTOR VEHICLES	\$50,000	\$408,270
501-0560-431-43-85	MACHINERY & EQUIP >5000	\$343,733	\$359,468
<b>Totals Employee Services</b>		<b>\$505,800</b>	<b>\$569,459</b>
501-0560-431-41-10	PERMANENT SALARIES	\$268,200	\$309,751
501-0560-431-41-12	OVERTIME	\$1,000	\$1,000
501-0560-431-41-21	PERS RETIREMENT	\$28,000	\$35,263
501-0560-431-41-35	FLEX ALLOWANCE	\$51,500	\$58,446
501-0560-431-41-36	WORKERS COMPENSATION	\$15,700	\$18,923
501-0560-431-41-39	OTHER FRINGE BENEFITS	\$12,900	\$13,452
501-0560-431-41-41	GASB68 PENSION EXP-PERS	\$58,000	\$60,000
501-0560-431-41-42	GASB75 OPEB EXP-PEMHCA	\$9,500	\$7,000
501-0560-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$61,000	\$65,623
<b>Totals Internal Services</b>		<b>\$103,813</b>	<b>\$121,879</b>
501-0560-431-41-40	COMPENSATED ABSENCES	\$6,613	\$8,421
501-0560-431-41-54	PEMHCA	\$1,656	\$1,946
501-0560-431-42-56	EQUIP REPLACEMENT CHARGES	\$22,191	\$27,189
501-0560-431-42-57	COMM & INFO SERVICES CHGS	\$13,820	\$15,319
501-0560-431-42-62	INSURANCE & OTHER COSTS - INSURANCE	\$59,533	\$69,004
<b>Totals Services and Supplies</b>		<b>\$626,483</b>	<b>\$626,483</b>
501-0560-431-42-43	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200
501-0560-431-42-43	SMALL TOOLS	\$400	\$400
501-0560-431-42-43	OFFICE & JANITORIAL SUPPLIES	\$200	\$200
501-0560-431-42-43	BOOTS/UNIFORMS	\$600	\$600
501-0560-431-42-45	TOOLS & EQUIP(<5000@ITEM)	\$0	\$0
501-0560-431-42-46	MAINT-FACILITY & EQUIP	\$413,500	\$413,500
501-0560-431-42-46	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000	\$3,000
501-0560-431-42-46	VEHICLE REPAIRS	\$32,000	\$32,000
501-0560-431-42-46	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000	\$20,000
501-0560-431-42-46	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000	\$10,000
501-0560-431-42-46	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500	\$2,500
501-0560-431-42-46	GASOLINE	\$260,000	\$260,000
501-0560-431-42-46	DIESEL FUEL	\$56,000	\$56,000
501-0560-431-42-46	AUTO PARTS	\$30,000	\$30,000

**501 - Vehicle Replacement Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
501-0560-431-42-47	RENTS AND LEASES - RENTAL OF MISCELLANEOUS EQUIPMENT	\$800	\$800
501-0560-431-42-48	UTILITIES & COMMUNICATION - RADIO MAINTENANCE	\$4,000	\$4,000
501-0560-431-42-51	CONTRACT, PROF, SPEC SVCS -BIENNIAL VEHICLE INSPECTION & SUPPLIES	\$3,500	\$3,500
501-0560-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT - NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$500	\$500
501-0560-431-42-54	TRAVEL, CONFERENCE, MEETING - FLEET MAINTENANCE/NOR CAL CONFERENCES	\$500	\$500
501-0560-431-42-55	TRAINING - FORD & TOYOTA DIAGNOSTIC CERT TRAINING	\$750	\$750
501-0560-431-42-92	CONTRIBUTION TO FIRE JPA	\$201,733	\$201,733
<b>Totals Reallocation</b>		<b>\$249,795</b>	<b>\$182,306</b>
501-0560-431-42-63	ALLOCATION OF OVERHEAD	\$249,795	\$182,306

**Public Works Department Budget Comparisons -  
Vehicle Replacement Fund Budget (501-0560)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$268,200	\$309,751	\$41,551	1
4112	OVERTIME	\$1,000	\$1,000	\$0	1
4121	PERS RETIREMENT	\$28,000	\$35,263	\$7,263	2
4135	FLEX ALLOWANCE	\$51,500	\$58,446	\$6,946	2
4136	WORKERS COMPENSATION	\$15,700	\$18,923	\$3,223	2
4139	OTHER FRINGE BENEFITS	\$12,900	\$13,452	\$552	2
4140	COMPENSATED ABSENCES	\$6,613	\$8,422	\$1,809	3
4141	GASB68 PENSION EXP-PERS	\$58,000	\$60,000	\$2,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$9,500	\$7,000	(\$2,500)	2
4154	PEMHCA	\$1,656	\$1,946	\$290	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$61,000	\$65,623	\$4,623	2
4243	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200	\$0	4
4246	MAINT-FACILITY & EQUIP	\$413,500	\$413,500	\$0	3
4247	RENTS AND LEASES	\$800	\$800	\$0	4
4248	UTILITIES & COMMUNICATION	\$4,000	\$4,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$3,500	\$3,500	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$500	\$500	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$500	\$500	\$0	4
4255	TRAINING	\$750	\$750	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$22,191	\$27,189	\$4,998	3
4257	COMM & INFO SERVICES CHGS	\$13,820	\$15,319	\$1,499	3
4262	INSURANCE & OTHER COSTS	\$59,533	\$69,004	\$9,471	3
4263	ALLOCATION OF OVERHEAD	\$249,795	\$182,306	(\$67,489)	4
4292	CONTRIBUTION TO FIRE JPA	\$201,733	\$201,733	\$0	5
4384	MOTOR VEHICLES	\$50,000	\$408,270	\$358,270	3
4385	MACHINERY & EQUIP >5000	\$343,733	\$359,468	\$15,735	3
		<u>\$1,879,624</u>	<u>\$2,267,865</u>	<u>\$388,241</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 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 Based on Annual Update of Cost Allocation Plan.
- Note 5 No change. Transfer of Vehicle Replacement Funds authorized by Council Reso 2018-96.

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# 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 the 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**  
CITY MANAGER  
EQUIPMENT REPLACEMENT FUND (#502)  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$155,135	\$155,135	\$169,135
CAPITAL OUTLAY	\$348,400	\$918,400	\$711,400
Subtotal (Total Department-Controlled Expenses)	\$503,535	\$1,073,535	\$880,535
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$503,535	\$1,073,535	\$880,535
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR EQUIPMENT REPLACEMENT FD</b>	<b>\$503,535</b>	<b>\$1,073,535</b>	<b>\$880,535</b>

## 502 - Equipment Replacement Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$503,535</b>	<b>\$880,535</b>
<b>Totals Internal Services</b>		<b>\$348,400</b>	<b>\$711,400</b>
502-0110-413-43-85	MACHINERY & EQUIP >5000	\$236,500	\$584,000
502-0110-413-43-85	<i>Emergency Replacement</i>	\$50,000	\$50,000
502-0110-413-43-85	<i>Equipment Replacement - GF</i>	\$186,500	\$534,000
502-0110-413-43-87	FC PEG CHANNEL CAPITAL	\$111,900	\$127,400
<b>Totals Reallocation</b>		<b>\$155,135</b>	<b>\$169,135</b>
502-0110-413-42-45	TOOLS & EQUIP(<5000@ITEM)	\$4,850	\$18,850
502-0110-413-42-92	CONTRIBUTION TO FIRE JPA	\$150,285	\$150,285

**City Manager Department Budget Comparisons -  
Equipment Replacement Fund Budget (502-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4245	TOOLS & EQUIP(<5000@ITEM)	\$4,850	\$18,850	\$14,000	1
4385	MACHINERY & EQUIP >5000	\$236,500	\$584,000	\$347,500	1
4387	FC PEG CHANNEL CAPITAL	\$111,900	\$127,400	\$15,500	1
4292	CONTRIBUTION TO FIRE JPA	\$150,285	\$150,285	\$0	2
		<u>\$503,535</u>	<u>\$880,535</u>	<u>\$377,000</u>	

**Detailed Analysis:**

Note 1 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.

Note 2 As approved on Resolution 2018-96 11/5/2018.

# 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 the 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**  
**HUMAN RESOURCES**  
**SELF-INSURANCE FUND (#503)**  
Annual Budget Appropriation for Fiscal Year

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$620,800	\$620,800	\$689,230
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$620,800	\$620,800	\$689,230
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$620,800	\$620,800	\$689,230
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SELF INSURANCE FUND</b>	<b>\$620,800</b>	<b>\$620,800</b>	<b>\$689,230</b>

### 503 - Self Insurance Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$620,800</b>	<b>\$689,230</b>
<b>Totals Services and Supplies</b>		<b>\$620,800</b>	<b>\$689,230</b>
503-1220-415-42-41	COPY EXPENSE	\$100	\$200
503-1220-415-42-42	POSTAGE EXPENSE	\$100	\$200
503-1220-415-42-51	CONTRACT, PROF, SPEC SVCS - CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$140,000	\$130,000
503-1220-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$600	\$600
503-1220-415-42-53	PRIMA MEMBERSHIP DUES	\$0	\$450
503-1220-415-42-53	PARMA MEMBERSHIP DUES	\$0	\$150
503-1220-415-42-62	INSURANCE & OTHER COSTS	\$480,000	\$558,230

## Human Resources Department Budget Comparisons - Self-Insurance Fund Budget (503-1220)

Account	Description	Approved FY 2019-2020	Requested FY 2020-2021	Increase (Decrease)	Notes
4241	COPY EXPENSE	\$100	\$200	\$100	1
4242	POSTAGE EXPENSE	\$100	\$200	\$100	1
4251	CONTRACT, PROF, SPEC SVCS	\$140,000	\$130,000	(\$10,000)	2
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$600	\$600	\$0	3
4262	INSURANCE & OTHER COSTS	\$480,000	\$558,230	\$78,230	4
		<u>\$620,800</u>	<u>\$689,230</u>	<u>\$68,430</u>	

### Detailed Analysis:

- Note 1      Projected increase for FY 2020-2021.
- Note 2      Average claims administration costs utilizing a third party claims administrator and the City's claims experience are anticipate to decrease.
- Note 3      No change.
- Note 4      The actual FY 2020-2021 premiums for all insurance are projected to be 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. Chargebacks 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 3rd 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.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY / DISTRICT MANAGER  
INFORMATION TECHNOLOGY FUND (#504)  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$852,000	\$873,640	\$927,974
SERVICES AND SUPPLIES	\$649,750	\$640,310	\$774,450
CAPITAL OUTLAY	\$207,200	\$195,000	\$198,900
Subtotal (Total Department-Controlled Expenses)	\$1,708,950	\$1,708,950	\$1,901,324
INTERNAL SERVICES	\$15,351	\$15,351	\$17,919
Subtotal (Total Department Expenses before Reallocations)	\$1,724,301	\$1,724,301	\$1,919,243
REALLOCATIONS	\$120,280	\$120,280	\$126,590
<b>TOTAL FOR COMMUNICATION &amp; INFO SVC</b>	<b>\$1,844,581</b>	<b>\$1,844,581</b>	<b>\$2,045,833</b>

## 504 - Information Technology Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$1,844,581</b>	<b>\$2,045,833</b>
<b>Totals Capital Outlay</b>		<b>\$207,200</b>	<b>\$198,900</b>
504-0160-419-43-88	COMPUTER EQUIPMENT	\$207,200	\$198,900
504-0160-419-43-88	IPADS - CITY COUNCIL	\$0	\$4,000
504-0160-419-43-88	DESKTOP PC REPLACEMENTS	\$1,600	\$4,000
504-0160-419-43-88	TRAINING COMPUTER REPLACEMENTS	\$0	\$8,500
504-0160-419-43-88	LAPTOP REPLACEMENTS	\$20,600	\$3,000
504-0160-419-43-88	TRUSTED SYSTEM STORAGE	\$0	\$25,000
504-0160-419-43-88	POLICE INTERVIEW ROOM CAMERA SYSTEM REPLACEMENT	\$0	\$10,000
504-0160-419-43-88	ELECTRONIC DOCUMENT MANAGEMENT SOFTWARE REPLACEMENT	\$0	\$100,000
504-0160-419-43-88	COPIER REPLACEMENTS	\$30,000	\$44,400
504-0160-419-43-88	BUDGETING SOFTWARE-OPENGOV ADDITIONAL FUNDING	\$20,000	\$0
504-0160-419-43-88	EOC COMPUTER REPLACEMENTS	\$10,000	\$0
504-0160-419-43-88	REDACTION SOFTWARE FOR POLICE BODY-WORN VIDEO	\$6,000	\$0
504-0160-419-43-88	SERVER REPLACEMENT	\$89,000	\$0
504-0160-419-43-88	SUNGARD 3RD PARTY BUDGETING SOFTWARE	\$30,000	\$0
<b>Totals Employee Services</b>		<b>\$852,000</b>	<b>\$927,974</b>
504-0160-419-41-10	PERMANENT SALARIES	\$494,600	\$554,781
504-0160-419-41-21	PERS RETIREMENT	\$50,900	\$61,581
504-0160-419-41-35	FLEX ALLOWANCE	\$75,200	\$81,108
504-0160-419-41-36	WORKERS COMPENSATION	\$4,200	\$3,013
504-0160-419-41-39	OTHER FRINGE BENEFITS	\$34,000	\$35,375
504-0160-419-41-41	GASB68 PENSION EXP-PERS	\$67,000	\$64,000
504-0160-419-41-42	GASB75 OPEB EXP-PEMHCA	\$15,000	\$11,000
504-0160-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$111,100	\$117,116
<b>Totals Internal Services</b>		<b>\$15,351</b>	<b>\$17,919</b>
504-0160-419-41-40	COMPENSATED ABSENCES	\$12,039	\$14,535
504-0160-419-41-54	PEMHCA	\$3,312	\$3,384
<b>Totals Services and Supplies</b>		<b>\$649,750</b>	<b>\$774,450</b>
504-0160-419-42-40	SPECIAL DEPARTMENTAL SUPPLIES-CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000	\$50,000
504-0160-419-42-41	COPY EXPENSE	\$750	\$750
504-0160-419-42-42	POSTAGE EXPENSE - CORRESPONDENCE, PACKAGES, ETC.	\$300	\$300
504-0160-419-42-43	GENERAL OFFICE SUPPLIES	\$400	\$400
504-0160-419-42-45	TOOLS & EQUIP(<5000@ITEM)-REPLACEMENT MONITORS & PROJECTORS & CAMERAS (AS NEEDED)	\$7,000	\$9,000
504-0160-419-42-46	MAINT-FACILITY & EQUIP	\$411,500	\$530,500
504-0160-419-42-46	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$65,000	\$65,000
504-0160-419-42-46	HTE SOFTWARE ANNUAL SUPPORT	\$55,000	\$55,000
504-0160-419-42-46	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$53,500	\$53,500
504-0160-419-42-46	OPENGOV BUDGETING SOFTWARE MAINTENANCE	\$0	\$50,000
504-0160-419-42-46	GIS SOFTWARE MAINTENANCE	\$40,000	\$40,000
504-0160-419-42-46	OTHER MISC MAINTENANCE AS REQUIRED	\$39,000	\$39,000
504-0160-419-42-46	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$22,000	\$22,000

## 504 - Information Technology Fund Expenses (Continued)

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
504-0160-419-42-46	BUSINESS CONTINUITY SERVICES	\$20,000	\$20,000
504-0160-419-42-46	ANTIVIRUS SOFTWARE MAINTENANCE	\$15,000	\$15,000
504-0160-419-42-46	FIREWALL MAINTENANCE	\$15,000	\$15,000
504-0160-419-42-46	PERMIT GUIDE SOFTWARE SUBSCRIPTION	\$0	\$15,000
504-0160-419-42-46	CLOUD BASED EMAIL ARCHIVE/SPAM FILTER/BACKUP	\$0	\$15,000
504-0160-419-42-46	CLOSED CAPTIONING SERVICES FOR MEETING VIDEOS	\$0	\$15,000
504-0160-419-42-46	PENSION SOFTWARE MAINTENANCE	\$0	\$15,000
504-0160-419-42-46	TELEPHONE SYSTEM MAINTENANCE	\$14,000	\$14,000
504-0160-419-42-46	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$11,000	\$14,000
504-0160-419-42-46	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$10,000	\$11,000
504-0160-419-42-46	DEPT SPECIALIZED SOFTWARE	\$11,000	\$11,000
504-0160-419-42-46	GIS AERIAL PHOTOGRAPHY SUBSCRIPTION	\$10,000	\$10,000
504-0160-419-42-46	WEBSITE CONTENT MANAGEMENT SOFTWARE MAINT	\$7,500	\$7,500
504-0160-419-42-46	PRINTER&SCANNER MAINT/TONER/REPAIR	\$7,000	\$7,000
504-0160-419-42-46	ISeries SOFTWARE & HARDWARE MAINTENANCE	\$7,000	\$7,000
504-0160-419-42-46	CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)	\$7,000	\$7,000
504-0160-419-42-46	COST ALLOCATION SOFTWARE MAINTENANCE	\$0	\$5,000
504-0160-419-42-46	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	\$2,500	\$2,500
504-0160-419-42-48	UTILITIES & COMMUNICATION	\$87,000	\$90,000
504-0160-419-42-48	INTERNET SERVICE PROVIDER	\$34,000	\$35,000
504-0160-419-42-48	AT&T TELEPHONE SERVICES	\$25,000	\$25,000
504-0160-419-42-48	CELL PHONE (T-MOBILE)	\$22,000	\$24,000
504-0160-419-42-48	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000	\$6,000
504-0160-419-42-51	CONTRACT, PROF, SPEC SVCS	\$33,000	\$33,000
504-0160-419-42-51	GIS INTEGRATION SERVICES	\$30,000	\$30,000
504-0160-419-42-51	AS400 CONSULTING SERVICES	\$3,000	\$3,000
504-0160-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$700	\$900
504-0160-419-42-54	TRAVEL,CONFERENCE,MEETING	\$10,500	\$13,500
504-0160-419-42-54	SUNGARD USER CONFERENCE (4)	\$6,000	\$9,000
504-0160-419-42-54	STAFF CONFERENCES	\$4,500	\$4,500
504-0160-419-42-55	TRAINING	\$17,500	\$15,000
504-0160-419-42-55	IT TECHNICAL TRAINING	\$7,500	\$7,500
504-0160-419-42-55	SUNGARD END USER WEBINAR TRAININGS	\$7,500	\$5,000
504-0160-419-42-55	SECURITY AWARENESS TRAINING SUBSCRIPTION	\$2,500	\$2,500
504-0160-419-42-59	PC, SOFTWARE & HARDWARE	\$22,000	\$22,000
504-0160-419-42-59	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$14,000	\$14,000
504-0160-419-42-59	IT - PC SOFTWARE & HARDWARE	\$5,000	\$5,000
504-0160-419-42-59	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$3,000	\$3,000
504-0160-419-42-92	CONTRIBUTION TO FIRE JPA	\$9,100	\$9,100
<b>Totals Reallocation</b>		<b>\$120,280</b>	<b>\$126,590</b>
504-0160-419-42-63	ALLOCATION OF OVERHEAD	\$120,280	\$126,590

**City/District Manager Department Budget Comparisons -  
Information Technology Fund Budget (504-0160)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$494,600	\$554,782	\$60,182	1
4121	PERS RETIREMENT	\$50,900	\$61,581	\$10,681	2
4135	FLEX ALLOWANCE	\$75,200	\$81,108	\$5,908	2
4136	WORKERS COMPENSATION	\$4,200	\$3,013	(\$1,187)	2
4139	OTHER FRINGE BENEFITS	\$34,000	\$35,375	\$1,375	2
4140	COMPENSATED ABSENCES	\$12,039	\$14,535	\$2,496	3
4141	GASB68 PENSION EXP-PERS	\$67,000	\$64,000	(\$3,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$15,000	\$11,000	(\$4,000)	2
4154	PEMHCA	\$3,312	\$3,384	\$72	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$111,100	\$117,116	\$6,016	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$50,000	\$50,000	\$0	4
4241	COPY EXPENSE	\$750	\$750	\$0	4
4242	POSTAGE EXPENSE	\$300	\$300	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$400	\$400	\$0	4
4245	TOOLS & EQUIP(<5000@ITEM)	\$7,000	\$9,000	\$2,000	5
4246	MAINT-FACILITY & EQUIP	\$411,500	\$530,500	\$119,000	3
4248	UTILITIES & COMMUNICATION	\$87,000	\$90,000	\$3,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$33,000	\$33,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$700	\$900	\$200	7
4254	TRAVEL,CONFERENCE,MEETING	\$10,500	\$13,500	\$3,000	8
4255	TRAINING	\$17,500	\$15,000	(\$2,500)	9
4259	PC, SOFTWARE & HARDWARE	\$22,000	\$22,000	\$0	4
4263	ALLOCATION OF OVERHEAD	\$120,280	\$126,590	\$6,310	10
4388	COMPUTER EQUIPMENT	\$207,200	\$198,900	(\$8,300)	11
4292	CONTRIBUTION TO FIRE JPA	\$9,100	\$9,100	\$0	12
		<u>\$1,844,581</u>	<u>\$2,045,833</u>	<u>\$201,252</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Increase is due to many new (or moved from other department operating budgets) annual maintenance/ subscription line items.
- Note 4 No change.
- Note 5 Increase is for replacement of security cameras.
- Note 6 Increase reflects actual billing seen in FY 2019-2020.
- Note 7 Added funding for MISAC associate memberships for IT staff.
- Note 8 Increase reflects actual costs for conferences seen in FY 2019-2020.
- Note 9 Decrease is due to the lower participation in CentralSquare webinars (Finance and Payroll).
- Note 10 Based on Annual Update of Cost Allocation Plan.
- Note 11 Decrease 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.
- Note 12 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 2 of 3.

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# Building Maintenance Fund



The Building Maintenance Fund captures and distributes the costs of City-wide Building Maintenance. Building Maintenance Division staff ensures that all City facilities are safe and clean by providing management, maintenance and inspection of City/District buildings and equipment, develop ongoing maintenance systems and procedures, provide efficient, timely and quality service to maintain the 150,748 square feet of diverse facilities for the hours of operation that meet community needs and industry standards.

Midway through Fiscal Year 2019-2020, the Building Maintenance Division was transferred from the Parks and Recreation Department to the Public Works Department. As of January 2020, the Building Maintenance Division staff consists of 4.875 full-time equivalent positions including a 50% Manager (shared with the Vehicle Maintenance Division), one (1) Lead Building Maintenance Worker and three (3) Building Maintenance Worker I/II positions with engineering and administrative support.

In FY 2019-2020, Building Maintenance completed the following projects in addition to emergency and routine repair and preventative maintenance:

- Corporation Yard men's bathroom/locker room remodeling
- Corporation Yard Administration interior paint
- City Hall 3rd Floor conference room and mayor office remodel
- Library/Community Center interior and exterior LED lighting retrofit
- Police Station Gym remodel
- Community Center Wind Room patio upgrade
- Community Center/Library HVAC replacement
- Corporation Yard Vehicle shop air compressor installation
- Community Center, Fire Station and Police Station exterior wall and roof water sealing

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**BUILDING MAINTENANCE FUND (#505)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$795,300	\$795,300	\$870,957
SERVICES AND SUPPLIES	\$1,415,950	\$1,538,726	\$1,406,950
CAPITAL OUTLAY	\$804,875	\$804,875	\$607,500
Subtotal (Total Department-Controlled Expenses)	\$3,016,125	\$3,138,901	\$2,885,407
INTERNAL SERVICES	\$115,110	\$115,110	\$142,761
Subtotal (Total Department Expenses before Reallocations)	\$3,131,235	\$3,254,011	\$3,028,168
REALLOCATIONS	\$361,849	\$361,849	\$239,589
<b>TOTAL FOR BUILDING MAINTENANCE</b>	<b>\$3,493,084</b>	<b>\$3,615,860</b>	<b>\$3,267,757</b>



## 505 - Building Maintenance Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$3,493,084</b>	<b>\$3,267,757</b>
<b>Totals Capital Outlay</b>		<b>\$804,875</b>	<b>\$607,500</b>
505-0550-419-43-85	MACHINERY & EQUIP >5000	\$804,875	\$607,500
505-0550-419-43-85	CITYWIDE FURNITURE	\$7,500	\$7,500
505-0550-419-43-85	CONTINGENCY-INFRASTRUCTURE	\$100,000	\$100,000
505-0550-419-43-85	CONTINGENCY-REPLACEMENT	\$50,000	\$50,000
505-0550-419-43-85	ITEMS TO BE REPLACED	\$647,375	\$450,000
<b>Totals Employee Services</b>		<b>\$795,300</b>	<b>\$870,957</b>
505-0550-419-41-10	PERMANENT SALARIES	\$442,700	\$495,237
505-0550-419-41-12	OVERTIME	\$5,000	\$5,000
505-0550-419-41-21	PERS RETIREMENT	\$46,500	\$56,441
505-0550-419-41-35	FLEX ALLOWANCE	\$76,000	\$78,450
505-0550-419-41-36	WORKERS COMPENSATION	\$18,800	\$31,095
505-0550-419-41-39	OTHER FRINGE BENEFITS	\$21,400	\$20,805
505-0550-419-41-41	GASB68 PENSION EXP-PERS	\$74,000	\$73,000
505-0550-419-41-42	GASB75 OPEB EXP-PEMHCA	\$9,500	\$7,000
505-0550-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$101,400	\$103,929
<b>Totals Internal Services</b>		<b>\$115,110</b>	<b>\$142,761</b>
505-0550-419-41-40	COMPENSATED ABSENCES	\$10,931	\$13,381
505-0550-419-41-54	PEMHCA	\$3,312	\$3,638
505-0550-419-42-44	VEHICLE RENTAL CHARGES	\$42,243	\$63,534
505-0550-419-42-56	EQUIP REPLACEMENT CHARGES	\$26,377	\$26,464
505-0550-419-42-57	COMM & INFO SERVICES CHGS	\$32,247	\$35,745
<b>Totals Services and Supplies</b>		<b>\$1,415,950</b>	<b>\$1,406,950</b>
505-0550-419-42-43	GENERAL OFFICE SUPPLIES	\$5,900	\$5,900
505-0550-419-42-45	TOOLS & EQUIP(<5000@ITEM)	\$0	\$0
505-0550-419-42-46	MAINT-FACILITY & EQUIP	\$328,300	\$319,300
505-0550-419-42-46	FIRE TRAINING TOWER ANNUAL MAINTENANCE	\$10,000	\$0
505-0550-419-42-46	VANDALISM REPAIRS	\$1,000	\$1,000
505-0550-419-42-46	SUSTAINABILITY PROJECTS	\$10,000	\$10,000
505-0550-419-42-46	STANDBY GENERATORS REPAIR	\$20,200	\$20,200
505-0550-419-42-46	SECURITY CAMERA MAINTENANCE	\$3,000	\$3,000
505-0550-419-42-46	PLUMBING SUPPLIES	\$2,000	\$2,000
505-0550-419-42-46	PEST CONTROL FOR CITY BUILDINGS	\$9,600	\$9,600
505-0550-419-42-46	LOCKS AND KEYS	\$3,000	\$3,000
505-0550-419-42-46	JANITORIAL SUPPLIES	\$50,000	\$50,000
505-0550-419-42-46	HVAC REPAIR AND MAINTENANCE	\$100,000	\$100,000

**505 - Building Maintenance Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
505-0550-419-42-46	GOVERNMENT CENTER MAINTENANCE	\$58,000	\$58,000
505-0550-419-42-46	FIRST AID KIT SUPPLIES	\$0	\$1,000
505-0550-419-42-46	CORPORATION YARD AUTOMATIC DOOR MAINTENANCE	\$12,500	\$12,500
505-0550-419-42-46	ELECTRICAL SUPPLIES AND REPAIRS	\$5,000	\$5,000
505-0550-419-42-46	CARPET/WINDOW MAINTENANCE	\$14,000	\$14,000
505-0550-419-42-46	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$30,000	\$30,000
505-0550-419-42-48	UTILITIES & COMMUNICATION	\$602,000	\$602,000
505-0550-419-42-48	UTILITIES FOR JOINT USE FACILITIES	\$40,000	\$40,000
505-0550-419-42-48	UTILITIES FOR ALL CITY FACILITIES	\$562,000	\$562,000
505-0550-419-42-51	CONTRACT, PROF, SPEC SVCS	\$477,000	\$477,000
505-0550-419-42-51	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS	\$15,000	\$15,000
505-0550-419-42-51	SOLAR MAINTENANCE	\$20,000	\$20,000
505-0550-419-42-51	JANITORIAL SERVICES - JUA BREWER ISLAND GYM	\$40,000	\$40,000
505-0550-419-42-51	JANITORIAL SERVICES - CITYWIDE	\$315,000	\$315,000
505-0550-419-42-51	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,600	\$34,600
505-0550-419-42-51	FIRE PROTECTION SYSTEM	\$20,000	\$20,000
505-0550-419-42-51	FIRE EXTINGUISHER MAINTENANCE	\$4,200	\$4,200
505-0550-419-42-51	ELEVATOR SMOKE GUARD MAINTENANCE	\$8,600	\$8,600
505-0550-419-42-51	ELEVATOR MAINTENANCE CONTRACT	\$15,000	\$15,000
505-0550-419-42-51	DISPOSAL OF HAZARDOUS MATERIALS	\$4,600	\$4,600
505-0550-419-42-54	TRAVEL, CONFERENCE, MEETING - MAINTENANCE MANAGEMENT SEMINAR	\$2,000	\$2,000
505-0550-419-42-55	TRAINING - HVAC INSPECTION	\$750	\$750
<b>Totals Reallocation</b>		<b>\$361,849</b>	<b>\$239,589</b>
505-0550-419-42-63	ALLOCATION OF OVERHEAD	\$361,849	\$239,589

**Public Works Department Budget Comparisons -  
Building Maintenance Fund Budget (505-0550)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$442,700	\$495,237	\$52,537	1
4112	OVERTIME	\$5,000	\$5,000	\$0	1
4121	PERS RETIREMENT	\$46,500	\$56,441	\$9,941	2
4135	FLEX ALLOWANCE	\$76,000	\$78,450	\$2,450	2
4136	WORKERS COMPENSATION	\$18,800	\$31,095	\$12,295	2
4139	OTHER FRINGE BENEFITS	\$21,400	\$20,805	(\$595)	2
4140	COMPENSATED ABSENCES	\$10,931	\$13,381	\$2,450	3
4141	GASB68 PENSION EXP-PERS	\$74,000	\$73,000	(\$1,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$9,500	\$7,000	(\$2,500)	2
4154	PEMHCA	\$3,312	\$3,638	\$326	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$101,400	\$103,929	\$2,529	2
4243	GENERAL OFFICE SUPPLIES	\$5,900	\$5,900	\$0	4
4244	VEHICLE RENTAL CHARGES	\$42,243	\$63,534	\$21,291	3
4246	MAINT-FACILITY & EQUIP	\$328,300	\$319,300	(\$9,000)	5
4248	UTILITIES & COMMUNICATION	\$602,000	\$602,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$477,000	\$477,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$2,000	\$0	4
4255	TRAINING	\$750	\$750	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$26,377	\$26,464	\$87	3
4257	COMM & INFO SERVICES CHGS	\$32,247	\$35,745	\$3,498	3
4263	ALLOCATION OF OVERHEAD	\$361,849	\$239,589	(\$122,260)	6
4385	MACHINERY & EQUIP >5000	\$804,875	\$607,500	(\$197,375)	3
		<u>\$3,493,084</u>	<u>\$3,267,757</u>	<u>(\$225,327)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2020-2021 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Cost for Training Tower Maintenance transferred to SMC Fire.
- Note 6 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**  
**FINANCIAL SERVICES**  
**LONGEVITY RECOGNITION BENEFITS FUND (#507)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$224,160	\$224,160	\$224,160
SERVICES AND SUPPLIES	\$17,500	\$17,500	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$241,660	\$241,660	\$233,160
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$241,660	\$241,660	\$233,160
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND</b>	<b>\$241,660</b>	<b>\$241,660</b>	<b>\$233,160</b>

**507 - Longevity Recognition Benefits Fund Expenses**

<b>Account String</b>	<b>Object Name</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Proposed</b>
<b>Totals</b>		<b>\$241,660</b>	<b>\$233,160</b>
<b>Totals Employee Services</b>		<b>\$224,160</b>	<b>\$224,160</b>
507-0460-999-41-20	FRINGE BENEFITS	\$224,160	\$224,160
<b>Totals Services and Supplies</b>		<b>\$17,500</b>	<b>\$9,000</b>
507-0460-999-42-51	CONTRACT, PROF, SPEC SVCS - ACTUARIAL VALUATION	\$17,500	\$9,000

**Financial Services Department Budget Comparisons -  
Longevity Recognition Benefits Fund Budget (507-0460)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4120	FRINGE BENEFITS	\$224,160	\$224,160	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$17,500	\$9,000	(\$8,500)	2
		<u>\$241,660</u>	<u>\$233,160</u>	<u>(\$8,500)</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Reduce cost - Interim update of Biennial Actuarial Study.



# 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**  
**FINANCIAL SERVICES**  
**PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA)**  
**BENEFITS PLAN FUND (#508)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2019-2020</b>		<b>2020-2021</b>
	<b>APPROVED</b>	<b>REVISED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$177,192	\$177,192	\$194,580
SERVICES AND SUPPLIES	\$17,500	\$17,500	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$194,692	\$194,692	\$203,580
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$194,692	\$194,692	\$203,580
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL PEMHCA BENEFITS PLAN FUND</b>	<b>\$194,692</b>	<b>\$194,692</b>	<b>\$203,580</b>

**508 - PEMHCA Benefits Plan Fund Expenses**

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$194,692</b>	<b>\$203,580</b>
<b>Totals Employee Services</b>		<b>\$177,192</b>	<b>\$194,580</b>
508-0460-999-41-20	FRINGE BENEFITS	\$177,192	\$194,580
<b>Totals Services and Supplies</b>		<b>\$17,500</b>	<b>\$9,000</b>
508-0460-999-42-51	CONTRACT, PROF, SPEC SVCS - ACTUARIAL VALUATION	\$17,500	\$9,000

**Financial Services Department Budget Comparisons -  
Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund  
Budget (508-0460)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4120	FRINGE BENEFITS	\$177,192	\$194,580	\$17,388	1
4251	CONTRACT, PROF, SPEC SVCS	\$17,500	\$9,000	(\$8,500)	2
		<u>\$194,692</u>	<u>\$203,580</u>	<u>\$8,888</u>	

**Detailed Analysis:**

Note 1 Increase in anticipated retirements.

Note 2 Reduce cost - Interim update of Biennial Actuarial Study.

# 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 2020-2021, the assessment is 2.75% of permanent salaries and amounts to \$428,951. 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**  
**FINANCIAL SERVICES**  
**COMPENSATED ABSENCES FUND (#509)**  
**Annual Budget Appropriation for Fiscal Year**

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$375,013	\$375,013	\$428,951
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$375,013	\$375,013	\$428,951
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$375,013	\$375,013	\$428,951
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL COMPENSATED ABSENCES FUND</b>	<b>\$375,013</b>	<b>\$375,013</b>	<b>\$428,951</b>

## 509 - Compensated Absences Fund Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$375,013</b>	<b>\$428,951</b>
<b>Totals Employee Services</b>		<b>\$375,013</b>	<b>\$428,951</b>
509-0460-999-41-20	FRINGE BENEFITS	\$375,013	\$428,951

**Financial Services Department Budget Comparisons -  
Compensated Absences Fund Budget (509-0460)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2019-2020</u>	<u>Requested FY 2020-2021</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4120	FRINGE BENEFITS	\$375,013	\$428,951	\$53,938	1
		<u>\$375,013</u>	<u>\$428,951</u>	<u>\$53,938</u>	

**Detailed Analysis:**

Note 1      Projected benefits payment for FY 2020-2021 reflects an update analysis of historical benefits payout.



# **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  
SUCCESSOR AGENCY OF COMMUNITY DEVELOPMENT AGENCY (#604)  
Annual Budget Appropriation for Fiscal Year

	2019-2020		2020-2021
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$422,024	\$422,024	\$362,142
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$422,024	\$422,024	\$362,142
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$422,024	\$422,024	\$362,142
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$422,024</b>	<b>\$422,024</b>	<b>\$362,142</b>

## 604 - Successor Agency of Community Development Agency Expenses

Account String	Object Name	FY 19-20 Budget	FY 20-21 Proposed
<b>Totals</b>		<b>\$422,024</b>	<b>\$362,142</b>
<b>Totals Services and Supplies</b>		<b>\$422,024</b>	<b>\$362,142</b>
604-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$0	\$100
604-0110-413-42-43	<i>Misc. Supplies</i>	\$0	\$100
604-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$422,024	\$23,945
604-0110-413-42-51	<i>Audit</i>	\$0	\$3,770
604-0110-413-42-51	<i>Legal</i>	\$0	\$1,980
604-0110-413-42-51	<i>Urban Planning Partners - Calculation of Housing/Utility Subsidy</i>	\$0	\$555
604-0110-413-42-51	<i>SA staff admin</i>	\$0	\$17,640
604-0110-413-42-65	MISC EXPENSE	\$0	\$261,554
604-0110-413-42-65	<i>PWM Residential Ventures - Housing Subsidy</i>	\$0	\$209,110
604-0110-413-42-65	<i>PWM Residential Ventures - Utility Subsidy</i>	\$0	\$52,444
604-0110-413-42-71	DEBT SVC-INTEREST EXPENSE	\$0	\$76,543
604-0110-413-42-71	<i>Repayment of General Fund Loan</i>	\$0	\$76,543

**City/District Manager Department Budget Comparisons -  
Successor Agency of Community Development Agency (604-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2019-2020</b>	<b>Requested FY 2020-2021</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$0	\$100	\$100	1
4251	CONTRACT, PROF, SPEC SVCS	\$422,024	\$23,945	(\$398,079)	2
4265	MISC EXPENSE	\$0	\$261,554	\$261,554	3
4271	DEBT SVC-INTEREST EXPENSE	\$0	\$76,543	\$76,543	4
		<u>\$422,024</u>	<u>\$362,142</u>	<u>(\$59,882)</u>	

**Detailed Analysis:**

- Note 1 In FY 2020-2021, budget for misc. supplies are moved from account 4251 to account 4243.
- Note 2 In FY 2020-2021, budgets for various expenses are moved out to different General Ledger accounts, leaving audit fees, professional services, and Successor Agency administrative fees to account no. 4251.
- Note 3 In FY 2020-2021, budgets for PWM Residential housing and utilizes subsidies are moved from account 4251 to 4265.
- Note 4 In FY 2020-2021, budget for the repayment of General Fund Loan is moved from account 42751 to account 4271 in FY 2020-2021.

# 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 2020-2021.

## **Ongoing Projects:**

### **(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 construction contract was awarded to Anderson Pacific Construction Engineering at the EMID Board meeting on April 17, 2017. 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 early 2020.

#### *Project Timeline:*

Design: Complete

Bid and Award: Complete

Construction: September 2018- February 2020

Project Closeout: Spring 2020

### **(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.

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 both CIP 301-635 and CIP 301-637 (described later in this document). The design of these projects was combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed and construction is anticipated to begin September 2020.

Funding for the Multi-Project roadway improvements is collected from the various developers based on the terms of their Master Development Agreements. The funding is then apportioned to individual CIP projects based on each development's assessed contribution to the traffic impact requiring the improvement. Funding in the amount of \$325,000 was approved for CIP 301-635 in FY 2015-2016.

In January 2016, the City received additional funding from BioMed Realty, contributing their fair share to the Multi-Project Roadway Improvements 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. In December 2018, the City received \$4.385 million dollars from Gilead to cover their share to the Multi-Project roadway improvements project. The funding necessary to cover Gilead's fair share of this project will be appropriated at the time of award of construction, from the Multi-Project source of funds.

*Project Timeline:*

Design: Completed

Bid and Award: Spring 2020

Construction: Fall 2020

Project Closeout: Summer 2021

**(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 water line on the almost 100 year old bridge fail.
- Repair of a leak on the 24-inch transmission pipeline near the west end of the Seal Slough Bridge.
- Repair of a leak on the 8-inch water line that serves Detroit Drive.

The construction contract was awarded to Express Plumbing at the EMID Board meeting on December 16, 2019. Construction will commence in the spring 2020 and will have a duration of 6 months.

*Project Timeline:*

Design: Complete

Bid and Award: Complete

Construction: Spring 2020

Project closeout: Fall 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 the Multi-Project roadway improvements is collected from the various developers based on the terms of their Master Development Agreements. The funding is then apportioned to individual CIP projects based on each development's assessed contribution to the traffic impact requiring the improvement.

Funding for this roadway improvement project is collected from the developers of the Chess Drive Offices. 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 both CIP 301-635 (described earlier in this document) and CIP 301-637. The design of these projects was combined to maximize efficiency, since they are located in the same vicinity. Design was completed and the project was put on hold until Gilead's fair share contribution was received. In December 2018, the City received \$4.385 million dollars from Gilead to cover their share to the Multi-Project roadway improvements project.

Construction is anticipated to begin September 2020. Funding in the amount of \$1,141,000 is available in the project budget. Additional funding necessary to cover Gilead's fair share of this project will be appropriated at the time of award of construction, from the Multi-Project roadway improvements project source of funds.

*Project Timeline:*

Design: Completed

Bid and Award: Spring 2020

Construction: Summer 2020

Project Closeout: Summer 2021

**(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 2019 concluded year 5 of the CWP, which focused on shifting the Program from design phase to construction phase for most of the projects and continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- In January 2019, the Program submitted for State Revolving Funds (SRF) Priority Funding. On June 18, 2019, the program was notified the project was placed on the fundable list. The loan could be up to \$137 million dollars.
- On January 7, 2019, awarded construction contract for Immediate Action Project 2 (IAP 2) to Myers & Sons Construction LLC, in the amount of \$6.3 million. Project should be completed in April 2021.
- On May 6, 2019, awarded construction contract for GMP 1 to Sundt construction for an amount of \$33.1 million dollars, with a contingency in the amount of \$1.725 million dollars.
- On June 4, 2019, the San Mateo-Foster City Public Financing Authority issued \$270 million dollars in wastewater revenue bonds. Foster City's share is approximately \$33.8 million dollars.
- Continued to progress the re-design phase for GMPs Guaranteed Maximum Price 2 and 3.
- In July 2019, the 90% design documents for GMP 2 were completed, incorporating accepted value engineering decisions by the team.

- On September 4, 2019, held a WWTP Expansion Project groundbreaking ceremony to commemorate the start of construction for GMP 1.
- On September 6, 2019, submitted an application to the Water Infrastructure Finance and Innovation Act (WIFIA), requesting a loan in an amount not to exceed \$277 million dollars (49% of project costs, and the maximum allowed) to be funded by WIFIA. It is expected to finance approximately \$64.8 million of the District's share of the WWTP costs.
- On September 16, 2019, awarded a design contract for Immediate Action Project 3 (IAP 3) to HDR in the amount of \$217,932.
- In October 2019, approved Amendment No. 5 in an amount of \$17.6M, to the professional services agreement with CH2M, to continue to provide program management for year six (6) of the CWP.

Year 6 of the CWP began October 2019. It continues to focus on full project delivery and execution of major improvement projects including:

- Program administration, program controls, economic management, document management, hydraulic modeling, odor control support, oversight of 3rd 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 2, and 3, will be completing detailed design and transitioning into construction.
- Continue to pursue WIFIA and SRF funding.
- Issue additional bonds as needed.
- Continue public outreach as major construction gets underway.

Erler & Kalinowski, Inc. is continuing to provide technical support services for EMID. Foster City's share of the CWP is estimated at \$154 million dollars over the life of the project.

*Project Timeline:*

Construction of IAP 1 Project: Complete

Design: 2017-2020

Construction of WWTP Expansion begins: 2019

Commission WWTP: 2024

WWTP Construction Completion: 2026

**(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 from the US Army Corps of Engineers (USACE) was received on January 7, 2020. On January 27, the City awarded a contract in the amount of \$6.7 Million dollars to Tanner Pacific to provide construction management services during construction. On February 18, staff will be requesting approval from the City Council for the issuance of an RFQ to qualify potential contractors for the project construction. The project is anticipated to bid in April 2020, with construction Award in July 2020.

*Project Timeline:*

Design/Regulatory Permitting: Complete

Bidding and Construction: FY 2020-2023

Project Closeout: FY 2023-2024

**(CIP 405-660, Budget \$3,100,000) Water Tank Improvements Project (2016-2017)**

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height.

On August 5, 2019, the District Board authorized the combining of three (3) CIP Projects into one CIP and renaming the project CIP (405-660) - Water Tank Improvements Project. The following projects were combined into the project:

1. CIP 405-660 - Remove and Recoat Water Tanks Project

In 2004, the coating on the three (3) steel water tanks was removed completely down to bare metal and repainted. The estimated life of steel tank coatings is 10 - 15 years. 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 project consists of refurbishing the 3 steel tanks by repairing corroded steel and applying new coating to the interior and exterior surfaces.

2. CIP 405-670 - Water Quality Dosing and Tank Improvements Project

Due to the most recent drought and required State mandated water use reductions, the District's current water use is at 1990 levels. In 1990, 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 mixing and/or dosing system that can provide the needed water quality improvements at the storage tanks that lead to system wide improvements. This project consists of the installation of water mixing devices inside the 3 steel tanks and/or a water dosing (chemical injection station) at Tank 4 in order to prolong water quality within the tanks and system wide.

3. CIP 405-688 - Seismic Improvements at Water Tanks 1, 2, and 3 Project

A seismic vulnerability assessment performed by G&E Engineering Systems, Inc. in 2013, identified the need for various flexible couplings on the drainpipes of Tanks 1 & 2 to address seismic improvements needed. This project will address the recommendations in the 2013 report by seismically retrofitting the existing drain pipes or installing a new drain pipe at the side of the tanks.

Funding in the amount of \$2,500,000 was available in the project for CIP 405-660; funding in the amount of \$250,000 was available in the project for CIP 405-670; and a budget request in the amount of \$300,000 was approved as part of the FY2019-2020 budget for CIP 405-688. The total combined project budget is \$3,100,000.

On August 5, 2019, a contract in the amount of \$393,013 was awarded to Murray Smith for professional engineering Design services. Construction is anticipated to begin in Fall/Winter 2020.

*Project Timeline:*

Award Design: Complete

Design: Ongoing

Bid and Award: Summer 2020

Construction: Fall/Winter 2020

Project Closeout: Summer 2020

**(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.

Construction of the men's locker room, shower room and bathroom has been completed. The gate portion of the project will be coordinated in-house with completion expected by the end of Calendar Year 2020. The roof phase of the project is in design with construction expected in FY 2020-2021.

**(CIP 301-675, Budget \$550,000) Playground ADA compliance Projects - Gull Park (2017-2018)**

The play areas were originally scheduled for replacement in FY 2017-2018 but were placed on hold until the completion of the Parks Master Plan. They have been scheduled for replacement in FY 2020-2021 within the context of the Park System Master Plan. An additional appropriation is requested based on updated costs for completion as described in the detailed budget sheet in the Capital Improvement Plan for FY 2020-21.

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 current ADA accessibility requirements

*Project Timeline:*

Design: Fall 2021

Bid and Award: Winter 2022

Construction: Spring 2022

Project Closeout: Winter 2023

**(CIP 301-676, Budget \$550,000) Playground ADA compliance Projects - Marlin Park (2017-2018)**

The play areas were originally scheduled for replacement in 2017-2018 but were placed on hold until the completion of the Parks Master Plan. They have been scheduled for replacement in FY 2020-2021 within the context of the Park System Master Plan. An additional appropriation is requested based on updated costs for completion as described in the detailed budget sheet in the Capital Improvement Plan for FY 2020-21.

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 current ADA accessibility requirements.

*Project Timeline:*

Design: Fall 2021

Bid and Award: Winter 2022

Construction: Spring 2022

Project Closeout: Winter 2023

**(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 Plans and cost estimates were accepted by the City Council in January 2019. 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 City's roadways. The roadway selected for the Street Rehabilitation Project is Edgewater Boulevard from East Hillsdale Boulevard to Beach Park Boulevard.

The City applied for funding in the amount of \$441,000 from the One Bay Area Grant (OBAG 2) program administered by the Metropolitan Transportation Commission. In November 2019, the City received approval for the construction funds. Plans and Specifications were approved by the City Council in January 2020, with award of contract anticipated in March 2020. Construction will begin in Spring 2020.

*Project Timeline:*

Design: Complete

Bid and Award: February/March 2020

Construction: Spring-Summer 2020

Project Closeout: Fall 2020

**(CIP 301-681, Budget \$2,882,500) 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 includes 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 was recommended in the CIP 301-664 Phase I Study as it will help improve traffic operations for Gull Avenue, and improve accessibility for bicyclists and pedestrians.
- Foster City Boulevard and Polynesia Drive  
This intersection currently operates with stop-controlled on the minor street (Polynesia Drive). A traffic signal was 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.

- 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).
- Beach Park Boulevard and Shell Boulevard  
This intersection is currently a four way stop. With the construction of the new elementary school underway, it was determined that a signalized intersection was warranted. In June 2018, the City and the San Mateo-Foster City School District (School District) entered into a Memorandum of Understanding, in which both parties agreed to share equally the cost of installing a new traffic signal at the intersection of Beach Park Boulevard and Shell Boulevard.

In June 2019, the City Council adopted Resolution No. 2019-59 approving and authorizing the issuance of the Request for Proposals (RFP) for design and construction support services, in which the traffic signal installation was included as an optional task, pending funding availability from the School District.

The City Council adopted Resolution No. 2019-108 in November 2019, awarding the design and construction support services contract to Traffic Patterns, and accepting a payment in the amount of \$32,500 from the School District to incorporate the traffic signal installation at the intersection of Beach Park Boulevard and Shell Boulevard as part of CIP 301-681.

Funding for the design and construction of the traffic signal installation consists of a combination of Gas Tax, General Fund, and contributions from the School District.

*Project Timeline:*

Design: In Progress

Bid and Award: Fall/Winter 2020

Construction: Spring 2021

Project Closeout: Fall 2021

**(CIP 301-682, Budget \$257,500) Park System Master Plan Study (2018-2019)**

Several City parks are nearing 50 years old and at the end of their useful lives. As part of the City's ongoing effort to properly and adequately maintain its Parks Infrastructure, a Parks System Master Plan is necessary to ensure future maintenance, sustainability and water conservation opportunities are identified.

The City Council approved an agreement for consultant services to prepare the Park System Master Plan in December 2018. In April 2019 City Council cancelled the agreement with the consultant in favor of producing the Park System Master Plan In-house. Funding is being held in the CIP for services that are not available from existing staff. Expected project completion is estimated in June 2021.

**(CIP 301-685, Budget \$380,000) Corporation Yard HVAC Improvements (2018-2019)**

Due to the age of the system at the CY and changes in HVAC technology for this type of office building, the existing system cannot simply be refurbished. After discussions with several HVAC contractors, the most cost effective option for replacement of the HVAC system at the Corporation Yard is to award the project as a Design-Build contract. This method of contracting allows for a more flexible design and installation of a system that is compatible with other systems that have been recently installed in City buildings. The RFP is under development with design and construction expected in Winter/Spring 2021.

**(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 will develop the plans and specifications in preparation for sending the project out to bid in Spring 2021. Construction is expected to be completed in Summer 2021.

**(CIP 405-687, Budget \$100,000) Seismic Improvements at Water Booster Pump Station (2019-2020)**

The Water Booster Pump Station located at the City/District's Corporation Yard, houses six (6) engines and pumps used to pump water from the water storage tanks to the distribution system and to cycle water into the storage tanks.

A seismic vulnerability assessment of the building by G&E Engineering Systems, Inc. was completed in 2013. The assessment concluded that the building meets the seismic code and recommended the following improvements:

- Reinforce the door frame on the roll-up door to minimize deformation during a seismic event so the door can open and close after a seismic event.
- Install flexible connections on the underground utilities entering the building to allow for movement during earthquakes.
- Secure equipment within the building to minimize damage during a seismic event.

Funding in the amount of \$100,000 was approved in FY2019-2020 for the design of the project.

*Project Timeline:*

Design: Spring 2020

Bid and Award: Summer 2020

Construction: Fall - Winter 2020

Project Closeout: Summer 2021

**(CIP 301-690), Budget \$150,000) Seismic Improvements at Lagoon Pump Station (2019-2020)**

The Lagoon Pump Station located at the City/District's Corporation Yard, houses two (2) engines and pumps used to pump water from the lagoon to the bay which controls the water level in the lagoon.

A seismic vulnerability assessment of the building by G&E Engineering Systems, Inc. was completed in 2013. The assessment concluded that the building meets the seismic code and recommended the following improvements:

- Reinforce the door frame of the roll-up door to minimize deformation during a seismic event so the door can open and close after a seismic event.
- Isolate the tidal channel walls from the north walkway of the building to stop damage to the walls and walkway due to differential settlement.
- Install flexible connections on the underground utilities entering the building to allow movement during earthquakes.
- Secure equipment within the building to minimize damage during a seismic event.

Funding in the amount of \$150,000 was approved in FY2019-2020 for the design of the project.

*Project Timeline:*

Design: Spring 2020

Bid and Award: Summer 2020

Construction: Fall - Winter 2020

Project Closeout: Summer 2021

**(CIP 301-689, Budget \$1,350,000) Street Rehabilitation Project (FY 2019-2020)**

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 City's roadways. The roadways selected to be included in this year's street rehabilitation project are as follows:

- Vintage Park Drive (from Chess Drive to Foster City Blvd)
- Gull Avenue
- Mallard Street
- Surfbird Isle
- Killdeer Court
- Crane Avenue (from Gull Ave to Stilt Court)

Additional streets may be included if budget allows following bid opening.

Plans and Specifications will be taken to the City Council in March 2020 with award of contract anticipated in May 2020. Construction will begin in Summer 2020.

Project Timeline:

Design: Complete

Bid and Award: Spring 2020

Construction: Summer 2020

Project Closeout: December 2020

**(CIP 301-691, Budget \$725,000) Synthetic Surface Replacements (2019-2020)**

The synthetic turf surfaces at the following locations were installed in FY 2004-2005 and were replaced in FY 2019-2020:

1. Boat Park along the boardwalk
2. Recreation Center to the Boat House along the boardwalk

The project is in the process of being formally closed out.

Notes:

1. Public Works and Parks Departments will coordinate prior to construction for any corrections to the bulkhead cathodic protection.

*Project Timeline:*

Request for Proposal: December 2019

Bid and Award: Winter 2020

Construction: Spring 2020

Project Closeout: Fall 2020

**(CIP 301-692, Budget \$1,175,000) Park Infrastructure Improvements (2019-2020)**

This CIP consists of the following Park Infrastructure Projects:

1. Fencing at Catamaran Park Boardwalk. Installation of fencing at Catamaran Park will help mitigate the geese population in the park while geese are molting and also provide a barrier to help prevent people from falling or riding off of the boardwalk into the water.

*Project Timeline:* In progress

2. City Hall Landscape. The perimeter landscaping at City Hall is worn out and unattractive and is in need of renovation.

*Project Timeline:* Summer 2020

3. Central Irrigation System Upgrade. The Park System Central Irrigation System is 11 years old and functionally does not meet current requirements for proper water conservation software and hardware. A new CIS system will use both local and cloud based data to adjust watering based on environmental factors.

*Project Timeline:*

Request for Proposal: FY 2019-2020

Bid and Award: Spring 2020

Construction: Summer 2020

Project Closeout: Fall 2020

4. Irrigation Pumps Upgrade. Irrigation pumps at Sea Cloud, Boothbay, and Edgewater Parks are not efficient and need to be replaced with new technology that incorporates that pumps run on flow demand using smart technology flow meters and variable frequency drives in order to efficiently and effectively distribute water to planting materials.

*Project Timeline:*

Request for Proposal: FY 2019-2020

Bid and Award: Spring 2020

Construction: Summer 2020

Project Closeout: Fall 2020

5. Edgewater Boulevard Tree Removal and Relandscape. Edgewater Blvd. median trees between Regulus Street and Beach Park Blvd have been determined by Foster City Public Works Department to have root systems that are destructive to the immediate roadway and need to be removed and replaced with a species with a less invasive root system. This project will be done in conjunction with CIP 301-679 Street Rehabilitation Project.

*Project Timeline:*

Request for Proposal: FY 2019-2020

Bid and Award: Spring 2020

Construction: Summer 2020

Project Closeout: Fall 2020

*Project Cost Estimate:*

1. Fencing at Catamaran Park Boardwalk	\$34,400
2. City Hall Landscape Renovation	\$250,000
3. Central Irrigation System Up-Grade	\$400,000
4. Irrigation Pumps at Sea Cloud, Edgewater, and Port Royal Parks	\$150,000
5. Edgewater Blvd. median tree removal and re-landscape (with CIP 301-679)	\$35,000
Total Project Estimate	\$869,400

**(CIP 301-693, Budget \$635,000) Roof Replacement (2019-2020)**

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 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.

Staff will develop the plans and specifications in preparation for sending the project out to bid in Spring 2021. Construction is expected to be completed in Summer 2021.

**(CIP 301-694, Budget \$225,000) Dynamic Signage for Traffic Relief Pilot Program (2019-2020)**

In order to address concerns regarding cut-through traffic off of East Hillsdale Boulevard during peak evening commute hours, the City Council, on December 17, 2018, approved the implementation of a Traffic Relief Pilot Program (TRPP) for a three month trial period.

On February 11, 2019, staff began implementation of the TRPP which restricts left turning movements while traveling eastbound on East Hillsdale Boulevard at the intersections of East Hillsdale Boulevard and Edgewater Boulevard and East Hillsdale Boulevard and Shell Boulevard during peak evening commute hours from 4:00 PM – 7:00 PM, Monday through Friday (excluding major holidays).

The pilot program involves staff shutting down the lanes nightly at 4pm, placing cones to delineate the closed lane, stationing a vehicle in the turn lane, and manning the lanes to prevent eastbound traffic from making left turns during the restricted period. The ongoing personnel costs are not sustainable.

This project includes the installation of dynamic signage at each of the 2 intersections which activates during the turn restriction period, additional lighted signage, and potential roadway modifications. This project will eliminate the ongoing need for personnel at the two intersections, reducing overtime costs.

At its meeting on August 19, 2019, the City Council authorized the permanent implementation of the Traffic Relief Pilot Program (TRPP) and appropriated \$225,000 from the CIP City Fund for the design and construction of improvements to permanently implement the TRPP.

*Project Timeline:*

Design: Winter/Spring 2019/2020

Bid and Award: Summer 2020

Construction: Summer/Fall 2020

Project Closeout: 2021

**Projects Completed but Not Yet Closed in FY 2019-2020**

**(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. The project addresses localized pipe repair and manhole rehabilitation work. It included pipe segments located within easements between residential properties, and a pipe segment that crosses two major arterial streets. The project was awarded to Express Plumbing Underground Construction, Inc. on March 18, 2019. Construction is now substantially complete, and it is anticipated that the Notice of completion will be filed and the project will be closed out by spring 2020.

**(CIP 455-661, Budget \$1,350,000) Sanitary Sewer Force Main Rehabilitation (2016-2017)**

The project includes the 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). Construction commenced in spring 2019 and is now complete. Notice of Completion and Project closeout is anticipated in Spring 2020.



**(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 final Master Plan report summarizing prioritized wastewater system improvements required and associated cost estimates was completed in January 2020.

**(CIP 301-667, Budget \$140,000) Road Improvements @ FCB/E. 3rd Ave. and FCB/Metro Center Blvd. Intersections - Pork Chop Islands Modifications (2016-2017)**

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. The two locations included in the project scope of work are:

The intersection of Foster City Boulevard and East Third Avenue  
The intersection of Foster City Boulevard and Metro Center Boulevard

Construction is complete and the Notice of Completion has been sent to the County for final recording.

**(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 final Master Plan report summarizing prioritized water system improvements required and associated cost estimates was completed in February 2020.

**(CIP 301-680, Budget \$250,000) Enhanced Pedestrian Safety Crosswalk System (FY 2018-2019)**

The proposed enhanced crosswalk system was installed to increase driver awareness of crossing pedestrians at uncontrolled crosswalks, such as enhancing the edge of a standard Pedestrian Crossing warning sign with lightemitting diodes that can be activated by pedestrians or pedestrian-activated flashing yellow warning beacons. The crosswalk systems were installation at the two locations below:

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.

Construction is complete and the Notice of Completion has been sent to the County for final recording.

**(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 2019-2020:**

- (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)

# THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

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 2020-2021 TO 2024-2025)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>WATER PROJECTS</b>									
B	WA-01	WA-01 (NEW CIP) PIPELINE EXTENSION PROJECT AT EAST HILLSDALE BOULEVARD (FY 2021-2022)	CW	\$150,000	\$0	\$150,000	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>				<b>1</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>
<b>WASTEWATER PROJECTS</b>									
A	WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	CWW/SM-FC PFA/ WIFIA/SRF	\$108,960,948	\$8,315,581	\$39,966,535	\$44,621,797	\$13,694,420	\$2,362,615
B	WW-02	WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$750,000	\$150,000	\$600,000	\$0	\$0	\$0
A	WW-03	WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	CWW	\$900,000	\$900,000	\$0	\$0	\$0	\$0
A	WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2021-2022)	CWW	\$5,600,000	\$0	\$600,000	\$5,000,000	\$0	\$0
A	WW-05	WW-05 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2024-2025)	CWW	\$300,000	\$0	\$0	\$0	\$0	\$300,000
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>				<b>5</b>	<b>\$116,510,948</b>	<b>\$9,365,581</b>	<b>\$41,166,535</b>	<b>\$49,621,797</b>	<b>\$13,694,420</b>
<b>STREETS/TRAFFIC PROJECTS</b>									
A	ST-01	ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	MA/GT/MM/SB1	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0
A	ST-02	ST-02 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	MA/GT/MM/SB1	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$0
B	ST-03	ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	CC/MW/SB1	\$8,461,000	\$50,000	\$4,000,000	\$4,411,000	\$0	\$0
A	ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	MA/GT/MM/SB1	\$1,500,000	\$0	\$0	\$1,500,000	\$0	\$0
A	ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	MA/GT/MM/SB1	\$1,500,000	\$0	\$0	\$0	\$1,500,000	\$0
A	ST-06	ST-06 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	MA/GT/MM/SB1	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>				<b>6</b>	<b>\$15,961,000</b>	<b>\$1,550,000</b>	<b>\$5,500,000</b>	<b>\$5,911,000</b>	<b>\$1,500,000</b>
<b>STORMWATER/LAGOON PROJECTS</b>									
A	SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)	CC	\$250,000	\$250,000	\$0	\$0	\$0	\$0
B	SW-02	SW-02 (NEW CIP) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (FY 2021-2022)	MW/SB1	\$600,000	\$0	\$200,000	\$200,000	\$200,000	\$0
B	SW-03	SW-03 (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)	SB1	\$250,000	\$0	\$250,000	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>				<b>3</b>	<b>\$1,100,000</b>	<b>\$250,000</b>	<b>\$450,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>LEEVE PROJECTS</b>									
A	LV-01	LV-01 (CIP 301-657) LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$23,922,535	\$20,000,000	\$3,922,535	\$0	\$0	\$0
<b>TOTAL LEEVE PROJECTS</b>				<b>1</b>	<b>\$23,922,535</b>	<b>\$20,000,000</b>	<b>\$3,922,535</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>									
C	PK-01	PK-01 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SPORT COURT RESURFACING (FY 2021-2022)	CC	\$200,000	\$0	\$200,000	\$0	\$0	\$0
B	PK-02	PK-02 (NEW CIP) SEA CLOUD PARK S3 RESTROOM (FY 2021-2022)	CC	\$400,000	\$0	\$400,000	\$0	\$0	\$0
B	PK-03	PK-03 (NEW CIP) PARK PATHWAY MOWBAND INSTALLATION (FY 2021-2022)	CC	\$850,000	\$0	\$850,000	\$0	\$0	\$0
C	PK-04	PK-04 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - PARKING LOT AND PARK PATHWAY RESURFACING (FY 2021-2022)	CC	\$1,200,000	\$0	\$1,200,000	\$0	\$0	\$0
C	PK-05	PK-05 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOARDWALK RE-FINISHING AND RE-SEALING (FY 2021-2022)	CC	\$50,000	\$0	\$50,000	\$0	\$0	\$0
B	PK-06	PK-06 (301-675) PARK INFRASTRUCTURE PROJECTS - PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (FY 2017-2018)	ERF/PIL	\$410,000	\$0	\$150,000	\$260,000	\$0	\$0
B	PK-07	PK-07 (301-676) PARK INFRASTRUCTURE PROJECTS – PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (FY 2017-2018)	ERF/PIL	\$352,575	\$0	\$150,000	\$202,575	\$0	\$0
C	PK-08	PK-08 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	CC	\$647,000	\$0	\$0	\$647,000	\$0	\$0
C	PK-09	PK-09 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	CC	\$647,000	\$0	\$0	\$0	\$647,000	\$0
B	PK-10	PK-10 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	CC/ERF/PIL	\$7,000,000	\$0	\$0	\$0	\$1,000,000	\$6,000,000
<b>TOTAL PARKS PROJECTS</b>				<b>10</b>	<b>\$11,756,575</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$1,109,575</b>	<b>\$1,647,000</b>
<b>BUILDING PROJECTS</b>									
B	BD-01	BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	BMF	\$200,000	\$200,000	\$0	\$0	\$0	\$0
B	BD-02	BD-02 (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)	BMF	\$800,000	\$0	\$800,000	\$0	\$0	\$0
A	BD-03	BD-03 (NEW CIP) ROOF REPLACEMENT - TEEN CENTER (FY 2024-2025)	BMF	\$300,000	\$0	\$0	\$0	\$0	\$300,000
<b>TOTAL BUILDING PROJECTS</b>				<b>3</b>	<b>\$1,300,000</b>	<b>\$200,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$300,000</b>
<b>GRAND TOTAL</b>				<b>29</b>	<b>\$170,701,058</b>	<b>\$31,365,581</b>	<b>\$54,989,070</b>	<b>\$56,842,372</b>	<b>\$17,041,420</b>

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; ERF=Equipment Replacement Fund; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; MW=Measure W; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

**TABLE A**  
**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2020-2021 TO 2024-2025)**

Project No.	PROJECT DESCRIPTION	TOTAL
<b>CATEGORY A PROJECTS</b>		
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$108,960,948
WW-03	WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	\$900,000
WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2021-2022)	\$5,600,000
WW-05	WW-05 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2024-2025)	\$300,000
ST-01	ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	\$1,500,000
ST-02	ST-02 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	\$1,500,000
ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	\$1,500,000
ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	\$1,500,000
ST-06	ST-06 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	\$1,500,000
SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)	\$250,000
LV-01	LV-01 (CIP 301-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	\$23,922,535
BD-03	BD-03 (NEW CIP) ROOF REPLACEMENT - TEEN CENTER (FY 2024-2025)	\$300,000
<b>Subtotal for Category A Projects</b>		<b>\$147,733,483</b>
<b>CATEGORY B PROJECTS</b>		
WA-01	WA-01 (NEW CIP) PIPELINE EXTENSION PROJECT AT EAST HILLSDALE BOULEVARD (FY 2021-2022)	\$150,000
WW-02	WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	\$750,000
ST-03	ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$8,461,000
SW-02	SW-02 (NEW CIP) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (FY 2021-2022)	\$600,000
SW-03	SW-03 (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)	\$250,000
PK-02	PK-02 (NEW CIP) SEA CLOUD PARK S3 RESTROOM (FY 2021-2022)	\$400,000
PK-03	PK-03 (NEW CIP) PARK PATHWAY MOWBAND INSTALLATION (FY 2021-2022)	\$850,000
PK-06	PK-06 (301-675) PARK INFRASTRUCTURE PROJECTS - PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (FY 2017-2018)	\$410,000
PK-07	PK-07 (301-676) PARK INFRASTRUCTURE PROJECTS – PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (FY 2017-2018)	\$352,575
PK-10	PK-10 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	\$7,000,000
BD-01	BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	\$200,000
BD-02	BD-02 (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)	\$800,000
<b>Subtotal for Category B Projects</b>		<b>\$20,223,575</b>
<b>CATEGORY C PROJECTS</b>		
PK-01	PK-01 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SPORT COURT RESURFACING (FY 2021-2022)	\$200,000
PK-04	PK-04 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - PARKING LOT AND PARK PATHWAY RESURFACING (FY 2021-2022)	\$1,200,000
PK-05	PK-05 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOARDWALK RE-FINISHING AND RE-SEALING (FY 2021-2022)	\$50,000
PK-08	PK-08 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	\$647,000
PK-09	PK-09 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	\$647,000
<b>Subtotal for Category C Projects</b>		<b>\$2,744,000</b>
<b>GRAND TOTAL</b>		<b>\$170,701,058</b>

**TABLE B**  
**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2020-2021 TO 2024-2025)**

No.	DESCRIPTION	CIP City (Fund 301)	*CAARF (Fund 304)	*ERF - Internal Service Fund (Fund 502)	*BMF- Internal Service Fund (Fund 505)	Developer Deposits (4)	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Park-In- Lieu Fees (Fund 104)	Measure M (Fund 105)	SB1 Road Maint and Rehab (Fund 119)	Measure W (Fund 136)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	*SM-FC PFA Loan Fund/ WIFIA/SRF (Fund 454)	Wastewater Capital Investment (Fund 455)	TOTAL	No.
	Est. Funds Available for CIP Projects, 6/30/20 (1)	\$10,117,070	\$41,982,762	\$0	\$0	\$4,535,836	\$1,396,486	\$47,917	\$2,047,577	\$2,400	\$308,022	\$345,000	\$23,922,535	\$3,637,890	\$11,769,344	\$5,942,574	\$106,055,413	
	Long-Term CIP Funding Program (2)	\$17,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,025,000	\$0	\$8,075,000	\$26,600,000	
	Revenue Projections (3)	\$0	\$8,662,400	\$0	\$0	\$0	\$4,130,000	\$1,531,000	\$166,700	\$620,800	\$2,921,600	\$1,831,200	\$0	\$0	\$0	\$0	\$19,863,700	
	Bond/Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,718,864	\$0	\$98,718,864	
	Transfer In from Building Maint Fund (5)	\$0	\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,300,000	
	Transfer In from Wastewater Revenue and Rate Stabilization Fund (6)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Transfer In from Equipment Maint Fund (7)	\$0	\$0	\$495,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$495,000	
	<b>Total Available</b>	<b>\$27,617,070</b>	<b>\$50,645,162</b>	<b>\$495,000</b>	<b>\$1,300,000</b>	<b>\$4,535,836</b>	<b>\$5,526,486</b>	<b>\$1,578,917</b>	<b>\$2,214,277</b>	<b>\$623,200</b>	<b>\$3,229,622</b>	<b>\$2,176,200</b>	<b>\$23,922,535</b>	<b>\$4,662,890</b>	<b>\$110,488,208</b>	<b>\$14,017,574</b>	<b>\$253,032,977</b>	
<b>CATEGORY A PROJECTS</b>																		
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$107,990,948	\$970,000	\$108,960,948	WW-01
WW-03	WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$900,000	WW-03
WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,600,000	\$5,600,000	WW-04
WW-05	WW-05 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2024-2025)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000	WW-05
ST-01	ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	\$0	\$0	\$0	\$0	\$0	\$793,600	\$294,200	\$0	\$119,300	\$292,900	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-01
ST-02	ST-02 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$809,500	\$300,100	\$0	\$121,700	\$268,700	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-02
ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	\$0	\$0	\$0	\$0	\$0	\$825,700	\$306,100	\$0	\$124,100	\$244,100	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-04
ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	\$0	\$0	\$0	\$0	\$0	\$842,200	\$312,200	\$0	\$126,600	\$219,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-05
ST-06	ST-06 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	\$0	\$0	\$0	\$0	\$0	\$859,000	\$318,400	\$0	\$129,100	\$193,500	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-06
SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	SW-01
LV-01	LV-01 (CIP 301-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,922,535	\$0	\$0	\$0	\$23,922,535	LV-01
BD-03	BD-03 (NEW CIP) ROOF REPLACEMENT - TEEN CENTER (FY 2024-2025)	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	BD-03
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$4,130,000</b>	<b>\$1,531,000</b>	<b>\$0</b>	<b>\$620,800</b>	<b>\$1,218,200</b>	<b>\$0</b>	<b>\$23,922,535</b>	<b>\$0</b>	<b>\$107,990,948</b>	<b>\$7,770,000</b>	<b>\$147,733,483</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$27,367,070</b>	<b>\$50,645,162</b>	<b>\$495,000</b>	<b>\$1,000,000</b>	<b>\$4,535,836</b>	<b>\$1,396,486</b>	<b>\$47,917</b>	<b>\$2,214,277</b>	<b>\$2,400</b>	<b>\$2,011,422</b>	<b>\$2,176,200</b>	<b>\$0</b>	<b>\$4,662,890</b>	<b>\$2,497,260</b>	<b>\$6,247,574</b>	<b>\$105,299,494</b>	
<b>CATEGORY B PROJECTS</b>																		
WA-01	WA-01 (NEW CIP) PIPELINE EXTENSION PROJECT AT EAST HILLSDALE BOULEVARD (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	WA-01
WW-02	WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000	WW-02
ST-03	ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$7,692,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$190,000	\$578,900	\$0	\$0	\$0	\$0	\$8,461,000	ST-03
SW-02	SW-02 (NEW CIP) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$453,900	\$146,100	\$0	\$0	\$0	\$0	\$600,000	SW-02
SW-03	SW-03 (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000	SW-03
PK-02	PK-02 (NEW CIP) SEA CLOUD PARK S3 RESTROOM (FY 2021-2022)	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	PK-02
PK-03	PK-03 (NEW CIP) PARK PATHWAY MOWBAND INSTALLATION (FY 2021-2022)	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	PK-03
PK-06	PK-06 (301-675) PARK INFRASTRUCTURE PROJECTS - PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (FY 2017-2018)	\$0	\$0	\$260,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$410,000	PK-06
PK-07	PK-07 (301-676) PARK INFRASTRUCTURE PROJECTS – PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (FY 2017-2018)	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$227,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$352,575	PK-07
PK-10	PK-10 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	\$5,055,000	\$0	\$110,000	\$0	\$0	\$0	\$0	\$1,835,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000,000	PK-10
BD-01	BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	BD-01
BD-02	BD-02 (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	BD-02
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$13,997,100</b>	<b>\$0</b>	<b>\$495,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,212,575</b>	<b>\$0</b>	<b>\$893,900</b>	<b>\$725,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$20,223,575</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$13,369,970</b>	<b>\$50,645,162</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,535,836</b>	<b>\$1,396,486</b>	<b>\$47,917</b>	<b>\$1,702</b>	<b>\$2,400</b>	<b>\$1,117,522</b>	<b>\$1,451,200</b>	<b>\$0</b>	<b>\$4,512,890</b>	<b>\$2,497,260</b>	<b>\$5,497,574</b>	<b>\$85,075,919</b>	
<b>CATEGORY C PROJECTS</b>																		
PK-01	PK-01 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SPORT COURT RESURFACING (FY 2021-2022)	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	PK-01
PK-04	PK-04 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - PARKING LOT AND PARK PATHWAY RESURFACING (FY 2021-2022)	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000	PK-04
PK-05	PK-05 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – BOARDWALK RE-FINISHING AND RE-SEALING (FY 2021-2022)	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	PK-05
PK-08	PK-08 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	\$647,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$647,000	PK-08
PK-09	PK-09 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	\$647,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$647,000	PK-09
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$2,744,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,744,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$10,625,970</b>	<b>\$50,645,162</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,535,836</b>	<b>\$1,396,486</b>	<b>\$47,917</b>	<b>\$1,702</b>	<b>\$2,400</b>	<b>\$1,117,522</b>	<b>\$1,451,200</b>	<b>\$0</b>	<b>\$4,512,890</b>	<b>\$2,497,260</b>	<b>\$5,497,574</b>	<b>\$82,331,919</b>	

\*BMF=Building Maintenance Fund; CAARF=Capital Asset Acquisition and Replacement Fund; ERF=Equipment Maintenance Fund; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; MW=Measure W; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

- (1) Funds Available are based upon a January 28, 2020 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 Revenue and Rate Stabilization Fund for Wastewater Treatment Plan Master Improvement Program (CIP 455-652)
- (7) Funds represent transfers in from the Equipment Maintenance Internal Service Fund for CIP projects.

TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2020-2021)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2020-2021 Funding	CIP City (Fund 301)	BMF- 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)	SM-FC PFA Loan Fund/ WIFIA/SRF (Fund 454)	CWW (Fund 455)
<b>WATER PROJECTS</b>													
None		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>	<b>—</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WASTEWATER PROJECTS</b>													
WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	CWW/SM-FC PFA/WIFIA/SRF	\$50,820,816	\$42,505,235	\$8,315,581	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,041,581	\$274,000
WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	CWW	\$900,000	\$0	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$51,870,816</b>	<b>\$42,505,235</b>	<b>\$9,365,581</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,041,581</b>	<b>\$1,324,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>													
ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	MA/GT/MM/SB1	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$793,600	\$294,200	\$119,300	\$292,900	\$0	\$0	\$0
ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	CC/MW/SB1	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>2</b>	<b>\$1,550,000</b>	<b>\$0</b>	<b>\$1,550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$793,600</b>	<b>\$294,200</b>	<b>\$119,300</b>	<b>\$342,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STORMWATER/LAGOON PROJECTS</b>													
SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)	CC	\$400,000	\$150,000	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>1</b>	<b>\$400,000</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LEVEE PROJECTS</b>													
LV-01 (CIP 301-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$82,867,795	\$62,867,795	\$20,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$0	\$0
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$82,867,795</b>	<b>\$62,867,795</b>	<b>\$20,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>													
None	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PARKS PROJECTS</b>	<b>—</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUILDING PROJECTS</b>													
BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	BMF	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>	<b>1</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>8</b>	<b>\$136,888,611</b>	<b>\$105,523,030</b>	<b>\$31,365,581</b>	<b>\$250,000</b>	<b>\$200,000</b>	<b>\$793,600</b>	<b>\$294,200</b>	<b>\$119,300</b>	<b>\$342,900</b>	<b>\$20,000,000</b>	<b>\$8,041,581</b>	<b>\$1,324,000</b>

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; ERF=Equipment Replacement Fund; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; MW=Measure W; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act



**TABLE D**  
**ACTIVE AND PROPOSED CIP'S THROUGH FY 2024-2025**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (FY 2019-2020)**	TOTAL APPROVED BUDGET AND ADJUSTMENT	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	ESTIMATED TOTAL PROJECT BUDGET
455-611	SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	10-11	\$1,450,000	\$0	\$1,450,000	\$0	\$0	\$0	\$0	\$0	\$1,450,000
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)	12-13	\$8,075,000	\$0	\$8,075,000	\$0	\$0	\$0	\$0	\$0	\$8,075,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$345,540	\$0	\$345,540	\$0	\$0	\$0	\$0	\$0	\$345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$975,000	\$290,000	\$1,265,000	\$0	\$0	\$0	\$0	\$0	\$1,265,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$1,141,000	\$0	\$1,141,000	\$0	\$0	\$0	\$0	\$0	\$1,141,000
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	15-16	\$37,941,613	\$4,563,622	\$42,505,235	\$8,315,581	\$39,966,535	\$44,621,797	\$13,694,420	\$2,362,615	\$151,466,183
301-655	PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	15-16	\$925,000	\$0	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
301-657	LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	15-16	\$37,867,795	\$25,000,000	\$62,867,795	\$20,000,000	\$3,922,535	\$0	\$0	\$0	\$86,790,330
405-660	REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	\$2,550,000	\$550,000	\$3,100,000	\$0	\$0	\$0	\$0	\$0	\$3,100,000
455-661	SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	16-17	\$1,350,000	\$0	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$1,350,000
455-662	WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
405-668	WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
301-669	CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$566,002	\$0	\$566,002	\$0	\$0	\$0	\$0	\$0	\$566,002
405-670	WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)	17-18	\$250,000	(\$250,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
301-675	PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	17-18	\$550,000	\$0	\$550,000	\$0	\$150,000	\$260,000	\$0	\$0	\$960,000
301-676	PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	17-18	\$550,000	\$0	\$550,000	\$0	\$150,000	\$202,575	\$0	\$0	\$902,575
301-677	LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	17-18	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
301-678	NEW RECREATION CENTER MASTER PLAN (2017-2018)	17-18	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
301-679	STREET REHABILITATION (2018-2019)	18-19	\$1,917,000	\$0	\$1,917,000	\$0	\$0	\$0	\$0	\$0	\$1,917,000
301-681	NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	18-19	\$1,000,000	\$1,882,500	\$2,882,500	\$0	\$0	\$0	\$0	\$0	\$2,882,500
301-682	PARK SYSTEM MASTER PLAN STUDY (2018-2019)	18-19	\$257,500	\$0	\$257,500	\$0	\$0	\$0	\$0	\$0	\$257,500
301-685	CORPORATION YARD HVAC REPLACEMENT (2018-2019)	18-19	\$380,000	\$0	\$380,000	\$0	\$0	\$0	\$0	\$0	\$380,000
301-686	CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	18-19	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
405-687	SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)	19-20	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
405-688	SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, & 3 (2019-2020)	19-20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
301-689	STREET REHABILITATION (2019-2020)	19-20	\$0	\$1,350,000	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$1,350,000
301-690	SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	19-20	\$0	\$150,000	\$150,000	\$250,000	\$0	\$0	\$0	\$0	\$400,000
301-691	SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	19-20	\$0	\$725,000	\$725,000	\$0	\$0	\$0	\$0	\$0	\$725,000
301-692	PARK INFRASTRUCTURE PROJECTS (2019-2020)	19-20	\$0	\$1,175,000	\$1,175,000	\$0	\$0	\$0	\$0	\$0	\$1,175,000
301-693	ROOF REPLACEMENT (2019-2020)	19-20	\$0	\$635,000	\$635,000	\$0	\$0	\$0	\$0	\$0	\$635,000
301-694	DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (2019-2020)	19-20	\$0	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$225,000
NEW	BD-01 (NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)	20-21	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
NEW	ST-01 (NEW CIP) STREET REHABILITATION (FY 2020-2021)	20-21	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
NEW	WW-02 (NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	20-21	\$0	\$0	\$0	\$150,000	\$600,000	\$0	\$0	\$0	\$750,000
NEW	WW-03 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	20-21	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0	\$0	\$900,000
NEW	ST-03 (NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	20-21	\$0	\$0	\$0	\$50,000	\$4,000,000	\$4,411,000	\$0	\$0	\$8,461,000
NEW	PK-01 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SPORT COURT RESURFACING (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
NEW	PK-02 (NEW CIP) SEA CLOUD PARK S3 RESTROOM (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
NEW	PK-03 (NEW CIP) PARK PATHWAY MOWBAND INSTALLATION (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$850,000	\$0	\$0	\$0	\$850,000
NEW	BD-02 (NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$800,000
NEW	PK-04 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - PARKING LOT AND PARK PATHWAY RESURFACING (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$1,200,000
NEW	PK-05 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - BOARDWALK RE-FINISHING AND RE-SEALING (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
NEW	ST-02 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
NEW	SW-02 (NEW CIP) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000	\$0	\$600,000
NEW	SW-03 (NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
NEW	WA-01 (NEW CIP) PIPELINE EXTENSION PROJECT AT EAST HILLSDALE BOULEVARD (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
NEW	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2021-2022)	21-22	\$0	\$0	\$0	\$0	\$600,000	\$5,000,000	\$0	\$0	\$5,600,000
NEW	PK-08 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	22-23	\$0	\$0	\$0	\$0	\$0	\$647,000	\$0	\$0	\$647,000
NEW	ST-04 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	22-23	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000
NEW	PK-09 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$0	\$0	\$647,000	\$0	\$647,000
NEW	PK-10 (NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS - BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$6,000,000	\$7,000,000
NEW	ST-05 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000
NEW	BD-03 (NEW CIP) ROOF REPLACEMENT - TEEN CENTER (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
NEW	ST-06 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
NEW	WW-05 (NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
<b>TOTAL</b>			<b>\$99,261,450</b>	<b>\$36,396,122</b>	<b>\$135,657,572</b>	<b>\$31,365,581</b>	<b>\$54,989,070</b>	<b>\$56,842,372</b>	<b>\$17,041,420</b>	<b>\$10,462,615</b>	<b>\$306,358,630</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-01 (NEW CIP)

## CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2020-2021)

**Project Category:** B

**Project Description:**

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an ongoing 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 building. The project will include any repairs that are identified to the building exterior.

**Estimated Project Schedule:**

Completed: Summer 2020

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
BMF	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10% Contingency	Total
Estimated Project Costs	\$181,800	\$0	\$0	\$0	\$0	\$18,200	\$200,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$181,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,200</b>	<b>\$200,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-02 (NEW CIP)

## GOVERNMENT CENTER HVAC REPLACEMENT (FY 2021-2022)

**Project Category:** 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.

**Estimated Project Schedule:**

Completed: Summer 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
BMF	\$0	\$800,000	\$0	\$0	\$0		\$800,000
<b>Total</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$800,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$621,400	\$0	\$0	\$0	\$160,000	\$781,400
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$18,600	\$0	\$0	\$0		\$18,600
<b>Total</b>	<b>\$0</b>	<b>\$640,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$800,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-03 (NEW CIP)

## ROOF REPLACEMENT - TEEN CENTER (FY 2024-2025)

**Project Category:** A

**Project Description:**

The Teen Center was completed in 2009 and will be 15 years old in 2024. While maintenance and repairs have been conducted as needed, the roof is now is due for replacement.

**Estimated Project Schedule:**

Design/Contractor Selection: Fall/Winter 2024

Construction: Spring/Summer 2025

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
BMF	\$0	\$0	\$0	\$0	\$300,000		\$300,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>		<b>\$300,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$214,300	\$60,000	\$274,300
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$25,700		\$25,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$60,000</b>	<b>\$300,000</b>

BMF=Building Maintenance Fund; CAAR=Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LV-01 (CIP 301-657)

## LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)

**Project Category:** A

**Project 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. The permits 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) to allow for construction were received in the Winter of 2019.

In the coming months, the project team will be working diligently with Caltrans, PG&E, and other utility companies to resolve right-of-way and utility conflicts, and perform constructability review of the project. The process of selecting a construction management firm to provide technical services during construction is expected in January 2020.

Based on the latest schedule, the project is anticipated to bid in April 2020, with construction commencing in July 2020. To date, \$62,867,795 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	\$31,790,330
FY 2019-2020	<u>\$25,000,000</u>
	\$62,867,795

Bond Issuance Costs and capitalized interest: \$3,209,670

Anticipated Budget Required:

FY 2020-2021	\$20,000,000
FY 2021-2022	\$ 3,922,535
	<u>\$23,922,535</u>
<b>Total Project Budget:</b>	<b>\$90,000,000</b>

The remaining bond proceeds in the amount of \$23,922,535 (\$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

<b>Funding Sources</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>		<b>Total</b>
Levee GO Bonds	\$20,000,000	\$3,922,535	\$0	\$0	\$0		\$23,922,535
<b>Total</b>	<b>\$20,000,000</b>	<b>\$3,922,535</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$23,922,535</b>

<b>Expenditures Categories</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>25% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$16,000,000	\$3,046,600	\$0	\$0	\$0	\$4,784,507	\$23,831,107
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$91,428	\$0	\$0	\$0		\$91,428
<b>Total</b>	<b>\$16,000,000</b>	<b>\$3,138,028</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,784,507</b>	<b>\$23,922,535</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-01 (NEW CIP)

## PARK INFRASTRUCTURE IMPROVEMENTS – SPORT COURT RESURFACING (FY 2021-2022)

**Project Category:** C

**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.

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 and postpone to FY 2021-2022 due to COVID-19 economic impact. 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 and new line striping. 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

**Estimated Project Schedule:**

Estimates: Aug – Dec 2021

Construction: Mar – May 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$200,000	\$0	\$0	\$0		\$200,000
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$200,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10% Contingency	Total
Estimated Project Costs	\$0	\$176,500	\$0	\$0	\$0	\$18,200	\$194,700
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$5,300	\$0	\$0	\$0		\$5,300
<b>Total</b>	<b>\$0</b>	<b>\$181,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,200</b>	<b>\$200,000</b>

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## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-02 (NEW CIP)

### PARK INFRASTRUCTURE IMPROVEMENTS - SEA CLOUD PARK S3 RESTROOM (FY 2021-2022)

**Project Category:** B

**Project Description:**

Addition of a bathroom at Sea Cloud Park near field S3 in order to accommodate the volume of park users at the site and the distance between existing facilities. Utilities are already existing at the site.

**Estimated Project Schedule:**

Create Specifications and Bid Project: July – Dec 2021

Construction: Jan – June 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$400,000	\$0	\$0	\$0		\$400,000
<b>Total</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$400,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	10% Contingency	Total
Estimated Project Costs	\$0	\$353,000	\$0	\$0	\$0	\$36,400	\$389,400
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$10,600	\$0	\$0	\$0		\$10,600
<b>Total</b>	<b>\$0</b>	<b>\$363,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,400</b>	<b>\$400,000</b>

BMF=Building Maintenance Fund; CAAR=Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-03 (NEW CIP)

## PARK INFRASTRUCTURE IMPROVEMENTS - PARK PATHWAY MOWBAND INSTALLATION (FY 2021-2022)

**Project Category:** B

**Project Description:**

Because of the nature of asphalt, park pathways tend to degrade along the edges, making their replacement more frequent than would be required if the are edged with concrete mowbands that protect the pathway from water and root intrusion and wear and degradation from regular use. Mowbands have the added advantage of providing a “clean” edge that can be groomed for a more attractive appearance.

The City has installed mowbands as parks have been renovated. This CIP is for the installation of mowbands at the following parks that have not yet been addressed:

- Arcturus
- Shad
- Sunfish

**Estimated Project Schedule:**

Construction: July 1, 2021-June 30, 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$850,000	\$0	\$0	\$0		\$850,000
<b>Total</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$850,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10% Contingency	Total
Estimated Project Costs	\$0	\$750,200	\$0	\$0	\$0	\$77,300	\$827,500
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$22,500	\$0	\$0	\$0		\$22,500
<b>Total</b>	<b>\$0</b>	<b>\$772,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,300</b>	<b>\$850,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-04 (NEW CIP)

## PARK INFRASTRUCTURE IMPROVEMENTS – PARKING LOT AND PARK PATHWAY RESURFACING (FY 2021-2022)

**Project Category:** C

**Project Description:**

Resurfacing City-owned parking lots and park pathways every five to seven years to keeps the lots in good repair, adds to the general surface life and prevents major repairs or replacements from becoming necessary. The following maintenance items are necessary to keep the parking lots in good condition:

- Remove and replace failed and root-damaged asphalt
- Install root barrier, slurry seal, and line striping.

This project is being planned in conjunction with Public Works Street Rehabilitation projects to take advantage of economies of scale.

**PARKING LOTS:**

1. Civic Center Complex
2. Library/Community Center
3. Boothbay Park
4. Sea Cloud Park
5. Port Royal Park
6. Corporation Yard

**PARK PATHWAYS:**

1. Erckenbrack Park
2. Killdeer Park
3. Sea Cloud Park
4. Turnstone Park

**Estimated Project Schedule:**

Plans and Specifications: Winter FY 2021-2022

Construction: Summer 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$1,200,000	\$0	\$0	\$0		\$1,200,000
<b>Total</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,200,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	15% Contingency	Total
Estimated Project Costs	\$0	\$1,013,100	\$0	\$0	\$0	\$156,500	\$1,169,600
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$30,400	\$0	\$0	\$0		\$30,400
<b>Total</b>	<b>\$0</b>	<b>\$1,043,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$156,500</b>	<b>\$1,200,000</b>

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## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-05 (NEW CIP)

### PARK INFRASTRUCTURE IMPROVEMENTS – BOARDWALK RE-FINISHING AND RE-SEALING (FY 2021-2022)

**Project Category:** C

**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.

**Estimated Project Schedule:**

Completed: August-November 2021

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$50,000	\$0	\$0	\$0		\$50,000
<b>Total</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$50,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10% Contingency	Total
Estimated Project Costs	\$0	\$44,200	\$0	\$0	\$0	\$4,500	\$48,700
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$1,300	\$0	\$0	\$0		\$1,300
<b>Total</b>	<b>\$0</b>	<b>\$45,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$50,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-06 (301-675)

## PARK INFRASTRUCTURE PROJECTS – PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (FY 2017-2018)

**Project Category:** B

**Project Description:**

As part of the Park System Master Plan Long-Term Planning Process, implement a complete park renovation including:

- Design and install new ADA compliant playground areas. (Funding is available in the Equipment Replacement Fund for the purchase of playground equipment.)
- Upgrade picnic area with shade structure and barbecue. Shade structures extend outdoor time and enhance community by creating comfortable gathering spaces that are cooler in summer and protected from the sun’s ultraviolet rays and the elements year-round.
- Add 2’ - 3’ concrete retaining wall to keep the sand in place.
- Add and upgrade landscaping throughout the site.

This funding will be added to \$550,000 that was originally appropriated for the project in Fiscal Year 2017-2018. The project was delayed due to reprioritization of parks projects and development of the system-wide Park System Master Plan.

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
ERF	\$0	\$0	\$260,000	\$0	\$0		\$260,000
Park-In-Lieu	\$0	\$150,000	\$0	\$0	\$0		\$150,000
<b>Total</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$260,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$410,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$116,500	\$196,200	\$0	\$0	\$82,000	\$394,700
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$3,500	\$11,800	\$0	\$0		\$15,300
<b>Total</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$208,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$410,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-07 (301-676)

## PARK INFRASTRUCTURE PROJECTS – PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (FY 2017-2018)

**Project Category:** B

**Project Description:**

As part of the Park System Master Plan Long-Term Planning Process, implement a complete park renovation including:

- Design and install new ADA compliant playground areas. (Funding is available in the Equipment Replacement Fund for the purchase of playground equipment.)
- Upgrade picnic area with shade structure and barbecue. Shade structures extend outdoor time and enhance community by creating comfortable gathering spaces that are cooler in summer and protected from the sun’s ultraviolet rays and the elements year-round.
- Add 2’ - 3’ concrete retaining wall to keep the sand in place.
- Add and upgrade landscaping throughout the site.

This funding will be added to \$472,426 that remains of the \$550,000 that was originally appropriated for the project in Fiscal Year 2017-2018. The project was delayed due to reprioritization of parks projects and development of the system-wide Park System Master Plan.

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
ERF	\$0	\$0	\$125,000	\$0	\$0		\$125,000
Park-In-Lieu	\$0	\$150,000	\$77,575	\$0	\$0		\$227,575
<b>Total</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$202,575</b>	<b>\$0</b>	<b>\$0</b>		<b>\$352,575</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$116,500	\$152,900	\$0	\$0	\$70,515	\$339,915
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$3,500	\$9,160	\$0	\$0		\$12,660
<b>Total</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$162,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,515</b>	<b>\$352,575</b>

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## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-08 (NEW CIP)

### PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)

**Project Category:** C

**Project Description:**

The synthetic turf surfaces at the following location was installed in FY 2012-2013 and are scheduled for replacement in FY 2022-2023:

1. Sea Cloud Park S-4

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate.

**Estimated Project Schedule:**

Construction: Winter FY 2022-2023

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$0	\$647,000	\$0	\$0		\$647,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$647,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$647,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$530,800	\$0	\$0	\$84,400	\$615,200
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$31,800	\$0	\$0		\$31,800
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$562,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,400</b>	<b>\$647,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-09 (NEW CIP)

## PARK INFRASTRUCTURE IMPROVEMENTS – SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)

**Project Category:** C

**Project Description:**

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.

**Estimated Project Schedule:**

Construction: Winter 2023

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
CIP - City	\$0	\$0	\$0	\$647,000	\$0	\$647,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$647,000</b>	<b>\$0</b>	<b>\$647,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$516,100	\$0	\$84,400	\$600,500
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$46,500	\$0		\$46,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$562,600</b>	<b>\$0</b>	<b>\$84,400</b>	<b>\$647,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-10 (NEW CIP)

## PARK INFRASTRUCTURE IMPROVEMENTS – BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)

**Project Category:** B

**Project Description:**

As part of the Park System Master Plan Long-Term Planning Process, implement a complete park renovation.

With 24 parks, Foster City should be able to provide a park experience for all users within the system. Boothbay Park is a “destination” park with amenities such as the covered picnic pavilion that draws users for a wide variety of activities. This renovation will elevate Boothbay Park as it will provide for an inclusive, multi-generational, multicultural experience.

One of the pivotal elements of the park renovation will be installation of a “Family Playground.” Family playgrounds are for everyone from young children to your inner child - however adventurous or relaxing the user chooses to experience it that day.

Besides the family playground, Boothbay Park will be a reflection of the City’s character with an inviting design for play elements and picnic site improvements, including the addition of 2-3 reservable picnic areas (to make a total of 3-4) that have covered seating and barbecue space as well as welcoming open passive space.

**Estimated Project Schedule:**

FY 2023-2024: Design

FY 2024-2025: Construction

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - City	\$0	\$0	\$0	\$1,000,000	\$4,055,000		\$5,055,000
ERF	\$0	\$0	\$0	\$0	\$110,000		\$110,000
Park-In-Lieu	\$0	\$0	\$0	\$0	\$1,835,000		\$1,835,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$6,000,000</b>		<b>\$7,000,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$733,900	\$4,285,700	\$1,400,000	\$6,419,600
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$66,100	\$514,300		\$580,400
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$4,800,000</b>	<b>\$1,400,000</b>	<b>\$7,000,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-01 (NEW CIP)

## STREET REHABILITATION (FY 2020-2021)

**Project 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 Metropolitan Transportation Commission's Pavement Management Technical Assistance Program (PTAP) provides the City with various resources to better understand their pavement condition including the PMP. Through the P-TAP, pavement consultants are hired to inspect City streets and update the PMP database every two to three years. The streets selected for the next CIP 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.

As part of P-TAP, the City also receives a budgetary need analysis report based the most recent pavement inspections, treatment costs, and various budget scenarios. The ideal pavement strategy is to increase the network average Pavement Condition Index (PCI) from 81 to 84 and maintain it over a five-year period. Based on the 2018 report, the analysis of this strategy indicated a need for an amount of \$1,500,000 budgeted annually for the next five years.

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.

Funding is requested in the amount of \$1,500,000 in FY 2020-2021 for the project.

**Estimated Project Schedule:**

Project Design (In-house): FY 2020-2021

Construction: Summer 2021

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
Measure A	\$793,600	\$0	\$0	\$0	\$0		\$793,600
Gas Tax 2103	\$294,200	\$0	\$0	\$0	\$0		\$294,200
Measure M	\$119,300	\$0	\$0	\$0	\$0		\$119,300
SB1	\$292,900	\$0	\$0	\$0	\$0		\$292,900
<b>Total</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,500,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	25% Contingency	Total
Estimated Project Costs	\$1,200,000	\$0	\$0	\$0	\$0	\$300,000	\$1,500,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,500,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-02 (NEW CIP)

## STREET REHABILITATION (FY 2021-2022)

**Project 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 Metropolitan Transportation Commission's Pavement Management Technical Assistance Program (PTAP) provides the City with various resources to better understand their pavement condition including the PMP. Through the P-TAP, pavement consultants are hired to inspect City streets and update the PMP database every two to three years. The streets selected for the next CIP 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.

As part of P-TAP, the City also receives a budgetary need analysis report based the most recent pavement inspections, treatment costs, and various budget scenarios. The ideal pavement strategy is to increase the network average Pavement Condition Index (PCI) from 81 to 84 and maintain it over a five-year period. Based on the 2018 report, the analysis of this strategy indicated a need for an amount of \$1,500,000 budgeted annually for the next five years.

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.

Funding is requested in the amount of \$1,500,000 in FY 2021-2022 for the project.

**Estimated Project Schedule:**

Project Design (In-house): FY 2021-2022

Construction: Summer 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
Measure A	\$0	\$809,500	\$0	\$0	\$0	\$809,500
Gas Tax 2103	\$0	\$300,100	\$0	\$0	\$0	\$300,100
Measure M	\$0	\$121,700	\$0	\$0	\$0	\$121,700
SB1	\$0	\$268,700	\$0	\$0	\$0	\$268,700
<b>Total</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$1,165,000	\$0	\$0	\$0	\$300,000	\$1,465,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$35,000	\$0	\$0	\$0		\$35,000
<b>Total</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,500,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-03 (NEW CIP)

## TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)

**Project Category:** B

**Project Description:**

The City's traffic signal system was evaluated as part of the Bicycle, Pedestrian, and Intersection Evaluation Study (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 built upon recommendations from CIP 301-664 and will include the following tasks for design and construction.

### 1. Citywide Communications Upgrade

The City's existing traffic signal communications network is in need of a substantial upgrade to help modernize its infrastructure. The current system operates over twisted-copper pair cables using 9,600-baud modems. The communications upgrade will bring the City's network to current standards, which will allow more flexibility with traffic operations enhancements such as improving traffic flow along the East Hillsdale Blvd, Foster City Boulevard, and Edgewater Boulevard corridors. Upgrade options include either an Ethernet over copper upgrade with some cellular improvements or an upgrade to fiber optic cables to maximize broadband capabilities.

### 2. Traffic Signal Field Hardware

#### 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 bring the City's traffic signal equipment up to standard.

#### 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, the standard 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.

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN  
ST-03 (NEW CIP) - TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)**

**3. Signal Controllers Replacement Traffic**

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. The City uses a modern controller from Trafficware but the field hardware is reaching the end of its useful life ranging in age from 11-17 years, which limits the amount of features that can be implemented at this time. Replacement of the existing traffic signal controllers that use either Ethernet or Fiber Optic cables will provide the City with the option to implement enhanced features.

**4. Advanced Traffic Management System (ATMS) – Central Computer System Upgrade**

The Advanced Traffic Management System (ATMS) is the central computer system software that communicates to the field traffic signal controllers and stores data to help future traffic forecasting and traffic signal timing development. The City’s current ATMS system, ‘Streetwise’ limits the communications capabilities of the City, 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 a combination of City CIP, Measure A, and SB 1 funds. Total funding in the amount of \$8,461,000 is requested over the next three years to fully fund the design and construction of the traffic signal system upgrades. In addition, \$300,000 will be available in the Equipment Replacement Fund in FY 2021-2022 to supplement replacement of the traffic signal controllers.

The City needs to consider how best to upgrade its network and potentially introduce enhancement of additional City services. Due to the complexity of the project, a technical memorandum will be prepared by a professional traffic engineering consultant, that will compare the various upgrade alternatives and associated costs, provide recommendations for the preferred system based on the City’s current and future needs, recommend a phasing plan for design and construction of the improvements, and prepare a schedule for implementation.

**Estimated Project Schedule:**

Technical Memorandum: FY 2020-2021

Project Design: FY 2021-2022

Construction: FY 2022-2024

<b>Funding Sources</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Total</b>
CIP - City	\$0	\$3,787,200	\$3,904,900	\$0	\$0	\$7,692,100
SB1	\$50,000	\$0	\$140,000	\$0	\$0	\$190,000
Measure W	\$0	\$212,800	\$366,100	\$0	\$0	\$578,900
<b>Total</b>	<b>\$50,000</b>	<b>\$4,000,000</b>	<b>\$4,411,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,461,000</b>

<b>Expenditures Categories</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>25% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$40,000	\$3,106,800	\$3,329,100	\$0	\$0	\$1,692,200	\$8,168,100
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$93,200	\$199,700	\$0	\$0		\$292,900
<b>Total</b>	<b>\$40,000</b>	<b>\$3,200,000</b>	<b>\$3,528,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,692,200</b>	<b>\$8,461,000</b>

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**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**ST-04 (NEW CIP)**

**STREET REHABILITATION (FY 2022-2023)**

**Project 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 Metropolitan Transportation Commission’s Pavement Management Technical Assistance Program (PTAP) provides the City with various resources to better understand their pavement condition including the PMP. Through the P-TAP, pavement consultants are hired to inspect City streets and update the PMP database every two to three years. The streets selected for the next CIP 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.

As part of P-TAP, the City also receives a budgetary need analysis report based the most recent pavement inspections, treatment costs, and various budget scenarios. The ideal pavement strategy is to increase the network average Pavement Condition Index (PCI) from 81 to 84 and maintain it over a five-year period. Based on the 2018 report, the analysis of this strategy indicated a need for an amount of \$1,500,000 budgeted annually for the next five years.

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.

Funding is requested in the amount of \$1,500,000 in FY 2022-2023 for the project.

**Estimated Project Schedule:**

Project Design (In-house): FY 2022-2023

Construction: Summer 2023

<b>Funding Sources</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Total</b>
Measure A	\$0	\$0	\$825,700	\$0	\$0	\$825,700
Gas Tax 2103	\$0	\$0	\$306,100	\$0	\$0	\$306,100
Measure M	\$0	\$0	\$124,100	\$0	\$0	\$124,100
SB1	\$0	\$0	\$244,100	\$0	\$0	\$244,100
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

<b>Expenditures Categories</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>25% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$1,132,100	\$0	\$0	\$300,000	\$1,432,100
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$67,900	\$0	\$0		\$67,900
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,500,000</b>

BMF=Building Maintenance Fund; CAAR=Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-05 (NEW CIP)

## STREET REHABILITATION (FY 2023-2024)

**Project 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 Metropolitan Transportation Commission’s Pavement Management Technical Assistance Program (PTAP) provides the City with various resources to better understand their pavement condition including the PMP. Through the P-TAP, pavement consultants are hired to inspect City streets and update the PMP database every two to three years. The streets selected for the next CIP 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.

As part of P-TAP, the City also receives a budgetary need analysis report based the most recent pavement inspections, treatment costs, and various budget scenarios. The ideal pavement strategy is to increase the network average Pavement Condition Index (PCI) from 81 to 84 and maintain it over a five-year period. Based on the 2018 report, the analysis of this strategy indicated a need for an amount of \$1,500,000 budgeted annually for the next five years.

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.

Funding is requested in the amount of \$1,500,000 in FY 2023-2024 for the project.

**Estimated Project Schedule:**

Project Design (In-house): FY 2023-2024

Construction: Summer 2024

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
Measure A	\$0	\$0	\$0	\$842,200	\$0		\$842,200
Gas Tax 2103	\$0	\$0	\$0	\$312,200	\$0		\$312,200
Measure M	\$0	\$0	\$0	\$126,600	\$0		\$126,600
SB1	\$0	\$0	\$0	\$219,000	\$0		\$219,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>		<b>\$1,500,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$1,100,900	\$0	\$300,000	\$1,400,900
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$99,100	\$0		\$99,100
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,500,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-06 (NEW CIP)

## STREET REHABILITATION (FY 2024-2025)

**Project 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 Metropolitan Transportation Commission’s Pavement Management Technical Assistance Program (PTAP) provides the City with various resources to better understand their pavement condition including the PMP. Through the P-TAP, pavement consultants are hired to inspect City streets and update the PMP database every two to three years. The streets selected for the next CIP 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.

As part of P-TAP, the City also receives a budgetary need analysis report based the most recent pavement inspections, treatment costs, and various budget scenarios. The ideal pavement strategy is to increase the network average Pavement Condition Index (PCI) from 81 to 84 and maintain it over a five-year period. Based on the 2018 report, the analysis of this strategy indicated a need for an amount of \$1,500,000 budgeted annually for the next five years.

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.

Funding is requested in the amount of \$1,500,000 in FY 2024-2025 for the project.

**Estimated Project Schedule:**

Project Design (In-house): FY 2024-2025

Construction: Summer 2025

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
Measure A	\$0	\$0	\$0	\$0	\$859,000		\$859,000
Gas Tax 2103	\$0	\$0	\$0	\$0	\$318,400		\$318,400
Measure M	\$0	\$0	\$0	\$0	\$129,100		\$129,100
SB1	\$0	\$0	\$0	\$0	\$193,500		\$193,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>		<b>\$1,500,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$1,071,400	\$300,000	\$1,371,400
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$128,600		\$128,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$300,000</b>	<b>\$1,500,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-01 (CIP 301-690)

## SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2020-2021)

**Project Category:** A

**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 in the amount of \$150,000 was approved in FY 2019-2020 for the design of the project.

As part of a building investigation in summer 2019, staff identified significant areas of spalling concrete and rusting reinforcing steel (re-bar) along the concrete walkway connected to the building. All or a portion of the walkway that extends over the water on the south side of the building requires replacement.

Additional funding is requested in the amount of \$250,000 in FY 2020-2021 to include the design of concrete spalling repairs and for construction of the entire project.

**Estimated Project Schedule:**

Evaluation/Study Completed: September 2013  
 Request for Proposal and Design: FY 2019-2020  
 Construction: FY 2020-2021

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
CIP - City	\$250,000	\$0	\$0	\$0	\$0	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$200,000	\$0	\$0	\$0	\$0	\$50,000	\$250,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$250,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-02 (NEW CIP)

## FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (FY 2021-2022)

**Project 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 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.

The proposed project involves both the review and follow-up action to bi-annual Caltrans inspection reports for years 2011, 2013, 2015, 2017 and 2019. These latest bridge reports identified several potential defects in the various bridges. A structural consultant would review the bridge drawings and details, analyze the Caltrans reports, perform bridge field inspections, and incorporate design "fixes" into project bid documents.

Staff estimates \$600,000 is needed for report review, inspections, design, and completing repairs and maintenance on all four bridges. Some of the repair work will be performed in-house by City maintenance staff resulting in savings to the City. Other work will be packaged for construction to realize cost savings from single mobilizations of specialty work and to generate more competitive bidding.

**Estimated Project Schedule:**

Bridge Inspection and Review: FY 2021-2022

Design: FY 2021-2022

Construction: FY 2023-2024

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
SB1	\$0	\$53,900	\$200,000	\$200,000	\$0	\$453,900
Measure W	\$0	\$146,100	\$0	\$0	\$0	\$146,100
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$600,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$155,300	\$150,900	\$146,800	\$0	\$120,000	\$573,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$4,700	\$9,100	\$13,200	\$0		\$27,000
<b>Total</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$600,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-03 (NEW CIP)

## UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)

**Project 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.

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' underwater 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. Based on the resulting recommendations, if the inspections show that repairs are needed, a request for funding will be brought to the City Council for approval.

**Estimated Project Schedule:**

Project Inspection and Design: FY 2021-2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
SB1	\$0	\$250,000	\$0	\$0	\$0		\$250,000
<b>Total</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$250,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$194,200	\$0	\$0	\$0	\$50,000	\$244,200
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$5,800	\$0	\$0	\$0		\$5,800
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$250,000</b>

BMF=Building Maintenance Fund; CAAR-Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-01 (NEW CIP)

## PIPELINE EXTENSION PROJECT AT EAST HILLSDALE BOULEVARD (FY 2021-2022)

**Project Category:** B

**Project Description:**

The District's Water Distribution System Master Plan Study (WDSMP), completed by HydroScience Engineers in January 2020, was developed as a planning document to identify and address repairs and improvements to the District's water system. The WDSMP allows staff to strategize planning and budgeting efforts for long-range Capital Improvement Projects in order to maintain reliability and efficiency for current demands, future growth, and emergency situations.

The 2020 report identifies various projects to address the District's needs including a Pipeline Extension Project at East Hillsdale Boulevard. The Pipeline Extension Project addresses fire flow deficiencies at a dead-end pipeline located between the Foster City Medical Pavilion and the 5A Rent-A-Space.

The scope of work would include two pipeline extensions on East Hillsdale:

1. The installation of approximately 40 feet of 8-inch potable water PVC pipe across the existing driveway to connect the existing 8-inch ACP (Asbestos cement pipe) with the existing 8-inch PVC pipe.
2. The installation of approximately 100 feet of 12-inch PVC pipe across East Hillsdale Boulevard to connect the 6 inch ACP pipe on the north side of East Hillsdale with the 16 inch ACP pipe on the south side of East Hillsdale Boulevard, including the installation of two gate valves at each connection point.

By eliminating the dead-end pipeline, the flow of water will better facilitate both normal and emergency operations. Funding is requested in the amount of \$150,000 in FY 2021-2022 for the design and construction of the project.

**Estimated Project Schedule:**

Design and Construction: FY 2021-2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
CIP - Water	\$0	\$150,000	\$0	\$0	\$0	\$150,000
<b>Total</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	25% Contingency	Total
Estimated Project Costs	\$0	\$116,500	\$0	\$0	\$0	\$30,000	\$146,500
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$3,500	\$0	\$0	\$0		\$3,500
<b>Total</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$150,000</b>

BMF=Building Maintenance Fund; CAAR=Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-01 (CIP 455-652)

### WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)

**Project Category:** A

**Project 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 \$154 million dollars. To date, \$42,505,235 has been encumbered for this multi-year project. Approximately, an additional \$111 million is anticipated over the next 6 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
FY 2019-2020	<u>\$ 4,563,622</u>
	\$ 42,505,235

Anticipated Budget Required:

FY 2020-2021	\$ 8,315,581
FY 2021-2022	\$ 39,966,535
FY 2022-2023	\$ 44,621,797
FY 2023-2024	\$ 13,694,420
FY 2024-2025	\$ 2,362,615
FY 2025-2026	<u>\$ 2,497,260</u>
	\$111,458,208

**Total Project Budget: \$153,963,443**

In 2019 (year 5), the CWP focused on shifting the Program from design phase to construction phase for most of its projects continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- In January 2019, the Program submitted for State Revolving Funds (SRF) Priority Funding. On June 18, 2019, the program was notified the project was placed on the fundable list. The loan could be up to \$137 million dollars.
- On January 7, 2019, awarded construction contract for Immediate Action Project 2 (IAP 2) to Myers & Sons Construction LLC, in the amount of \$6.3 million. Project should be completed in April 2021.
- On May 6, 2019, awarded construction contract for GMP 1 to Sundt construction for an amount of \$33.1 million dollars, with a contingency in the amount of \$1.725 million dollars.
- On June 4, 2019, The San Mateo-Foster City Public Financing Authority issued \$270 million dollars in wastewater revenue bonds. Foster City's share is approximately \$33.8 million dollars.
- Continued to progress the re-design phase for GMPs Guaranteed Maximum Price 2 and 3.
- In July 2019, 90% design documents for Guaranteed Maximum Price 2 (GMP 2) were completed, incorporating accepted value engineering decisions by the team.

- On September 4, 2019, held a WWTP Expansion Project groundbreaking ceremony to commemorate the start of construction for GMP 1.
- On September 6, 2019, submitted an application to the Water Infrastructure Finance and Innovation Act (WIFIA), requesting a loan in an amount not to exceed \$277 million dollars (49% of project costs, and the maximum allowed) to be funded by WIFIA. It is expected to finance approximately \$64.8 million of the District's share of the WWTP costs.
- On September 16, 2019, awarded a design contract for Immediate Action Project 3 (IAP 3) to HDR in the amount of \$217,932.
- In October 2019, executed Amendment No. 5 in an amount of \$17.6M, to the professional services agreement with CH2M, to continue to provide program management for year six (6) of the CWP.

In 2020 (year 6), the CWP will continue to focus on full project delivery and execution of major improvement projects. Key year 6 program activities will include the following:

- Program administration, program controls, economic management, document management, hydraulic modeling, odor control support, oversight of 3rd 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
- Continue project management for the Construction Manager at Risk (CMAR) (Sundt).
- GMPs 2 and 3, will be completing detailed design and transitioning into construction.
- Continue to pursue WIFIA and SRF funding.
- Issue additional bonds as needed.
- Continue public outreach as major construction gets underway.

Erler & Kalinowski, Inc. is providing technical support services for EMID. EMID Specific expenses, (such as EKI, and legal support) are included in the 10-year funding model and are being funded through the enterprise fund and not bond proceeds.

**Estimated Project Schedule:**

Construction: Fall 2019 through Spring 2026

<b>Funding Sources</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Total</b>
SM-FC PFA/ SRF/WIFIA	\$8,041,581	\$39,692,535	\$44,347,797	\$13,620,420	\$2,288,615	\$107,990,948
CIP - Wastewater	\$274,000	\$274,000	\$274,000	\$74,000	\$74,000	\$970,000
<b>Total</b>	<b>\$8,315,581</b>	<b>\$39,966,535</b>	<b>\$44,621,797</b>	<b>\$13,694,420</b>	<b>\$2,362,615</b>	<b>\$108,960,948</b>

<b>Expenditures Categories</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Total</b>
Estimated Project Costs	\$8,315,581	\$39,966,535	\$44,621,797	\$13,694,420	\$2,362,615	\$0
Inflation %	—%	—%	—%	—%	—%	
Inflation Escalation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$8,315,581</b>	<b>\$39,966,535</b>	<b>\$44,621,797</b>	<b>\$13,694,420</b>	<b>\$2,362,615</b>	<b>\$0</b>

BMF=Building Maintenance Fund; CAAR=Capital Asset Acquisition & Replacement Fund; ERF=Equipment Replacement Fund; SB 1 = Road Maintenance & Rehab; SM-FC PFA=San Mateo-Foster City Public Financing Authority; SRF=State Revolving Funds; WIFIA=Water Infrastructure Finance and Innovation Act

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-02 (NEW CIP)

## LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)

**Project Category:** B

**Project 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 emergency bypass to provide operational flexibility and redundancy, and replacement of the existing 24" ball valve on the discharge force main.

The new flow meter will use ABB electromagnetic technology to 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 summer 2020. Construction is anticipated in summer 2022.

**Estimated Project Schedule:**

Design: Summer 2020

Construction: FY 2021 - 2022

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - Wastewater	\$150,000	\$600,000	\$0	\$0	\$0		\$750,000
<b>Total</b>	<b>\$150,000</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$750,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$120,000	\$466,000	\$0	\$0	\$0	\$150,000	\$736,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$14,000	\$0	\$0	\$0		\$14,000
<b>Total</b>	<b>\$120,000</b>	<b>\$480,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$750,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

**WW-03 (NEW CIP)**

## SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)

**Project 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 includes 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 develop cracks causing deterioration and groundwater infiltration, which increases flow and treatment costs.

The identified locations were originally part of CIP 455-611 -Sanitary Sewer System Improvements Project. 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 reserved these remaining three (3) locations for inclusion in the City's 20-year Wastewater Collection System 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

Bid: Summer 2021

Construction/Construction Support: Fall 2021

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total	
CIP - Wastewater	\$900,000	\$0	\$0	\$0	\$0		\$900,000
<b>Total</b>	<b>\$900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$900,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$720,000	\$0	\$0	\$0	\$0	\$180,000	\$900,000
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$720,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$900,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-04 (NEW CIP)

## SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2021-2022)

**Project 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, almost all of the District’s 48-lift stations will have been 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 nine (9) lift stations. Phase 5 is anticipated to be completed in Spring 2020.

The District’s Sanitary Sewer Master Plan Study (SSMP), was completed by HydroScience Engineers in February 2020, and was developed as a planning document to determine the condition of 20 of the District’s lift stations, recommend improvements and prioritize future lift station CIP projects.

The Phase 6 project consists of the highest priority lift station rehabilitation and collection system “hot spot” improvements identified during the development of the SSMP and includes rehabilitation of LS’s 9, 11, 13, 43, 7 “hot spot” manhole replacement projects, and 10 generators that are due for replacement.

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. Full funding for the generators is available from the Equipment Replacement Fund (ERF).

**Estimated Project Schedule:**

Project Report and Design: FY 2021-2022

Project Construction: 2023

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - Wastewater	\$0	\$600,000	\$5,000,000	\$0	\$0		\$5,600,000
<b>Total</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$5,000,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$5,600,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$466,000	\$3,773,600	\$0	\$0	\$1,120,000	\$5,359,600
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$14,000	\$226,400	\$0	\$0		\$240,400
<b>Total</b>	<b>\$0</b>	<b>\$480,000</b>	<b>\$4,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,120,000</b>	<b>\$5,600,000</b>

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# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

**WW-05 (NEW CIP)**

## SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2024-2025)

**Project 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. Staff and consultants will identify necessary repairs from maintenance records and video inspections performed by the District's Public Works Maintenance staff. Video recording is an ongoing process, and will continue to be collected and project reports prepared to identify and prioritize repair and rehabilitation projects to extend the useful life of the sewer mains and manholes throughout the District's collection system.

The scope of the project will likely include the replacement, rehabilitation, and/or reconstruction of existing sanitary sewer pipes and manholes at various locations throughout the District. This project extends the useful life of the sewer pipes 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.

As data is collected and compiled, staff and consultants will evaluate and identify inflow/infiltration, pipe deficiencies, and other areas requiring reconstruction or replacement as part of the preliminary engineering process. Design is scheduled for summer/fall 2024. Construction of the improvements is scheduled to be completed in summer 2025.

**Estimated Project Schedule:**

Design: Summer / Fall 2024

Bid: Spring 2024

Construction/Construction Support: Spring/Summer 2025

Funding Sources	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		Total
CIP - Wastewater	\$0	\$0	\$0	\$0	\$300,000		\$300,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>		<b>\$300,000</b>

Expenditures Categories	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$214,300	\$60,000	\$274,300
Inflation %	—%	3%	6%	9%	12%		
Inflation Escalation	\$0	\$0	\$0	\$0	\$25,700		\$25,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$60,000</b>	<b>\$300,000</b>

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