

CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FINAL BUDGET**

## **Fiscal Year 2021-2022**



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

Sanjay Gehani, Mayor / President  
Richa Awasthi, Vice Mayor / Vice President  
Jon Froomin  
Sam Hindi  
Patrick Sullivan

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

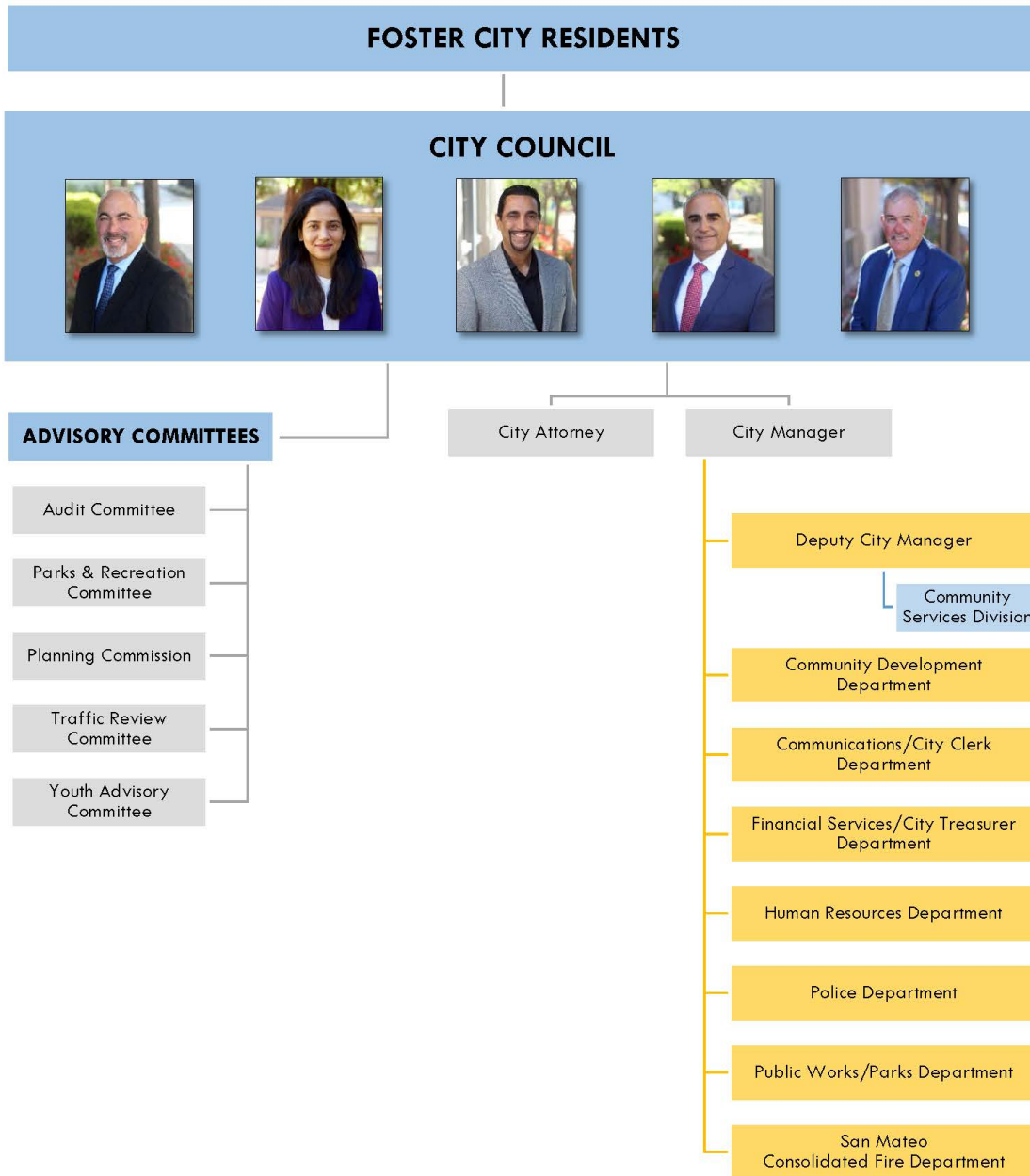
Peter Pirnejad



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 Estero Municipal Improvement District  
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# City of Foster City Organization Chart



# 2021 STRATEGIC PRIORITIES

## VISION:

Create a sustainable Foster City through smart, inclusive, and efficient actions to enhance our quality of place for current and future generations.

## MISSION:

The mission of the City of Foster City is to deliver equitable services that are customer-focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure improvements, innovation, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



### FACILITIES AND INFRASTRUCTURE:

Maintain a standard of excellence with regards to infrastructure, including streets, lagoon, levee, parks, water supply system, wastewater system, storm water collection system, and City facilities to preserve and enhance quality of life for future generations.



### SMART PLANNING, DEVELOPMENT, AND THE LOCAL ECONOMY:

Create a long-term vision that protects, maintains, and enhances our community character through thoughtful planning and economic development policies.



### CITY COUNCIL OPERATIONS AND IMPROVED COMMUNITY ENGAGEMENT:

The City Council operates at the highest level of civil discourse, encouraging resident engagement and full transparency.



### INNOVATION AND SUSTAINABILITY:

Continue to lead in employing modern solutions to current day problems with a focus on and consideration of climate change.



### PUBLIC SAFETY AND SOCIAL EQUITY:

Continue to promote diversity and inclusive policies within the City organization and seek social equity in all City policies including public safety.



### STAFF EMPOWERMENT AND OPERATIONAL EXCELLENCE:

The staff of Foster City is committed to and takes pride in proactively providing exceptional service to our community.



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# BUDGET MESSAGE

## FISCAL YEAR 2021-2022

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**June 2021**

Honorable Mayor and Members of the City Council:

### INTRODUCTION

On behalf of the Executive Leadership Team and the employees of the City of Foster City/Estero Municipal Improvement District, it is my pleasure to submit the Annual Budget for Fiscal Year 2021-2022 ("Budget") and the Five-Year Financial Plan. This year's budget is built upon the City Council/EMID Board's strategic priorities and serve to provide a long-term policy framework and financial plan to deliver high quality programs and services to our community. As in past practice, the City/District's Budget and Five-Year Financial Plan is a result of a comprehensive development process, which included many hours of preparation and several public meetings. The public meetings that began in February 2021 will continue through June 2021 before the Budget's final adoption by the City Council/EMID Board on June 21.

This past year has been an unprecedented time for many, including the City of Foster City, due to the Novel Coronavirus (COVID-19) pandemic. The economic impacts of COVID-19 have been unparalleled and continue to remain uncertain as the Fiscal Year 2021-2022 Annual Budget is presented for City Council consideration. In light of this, the Budget reflects the significant and difficult work to address the significant impacts on revenues and expenses as a result of COVID-19 and is the start of continuing to manage the City/District's long-term fiscal sustainability.

The Budget and corresponding Five-Year Financial Plan were developed in alignment with Citywide Organizational Goals and Department Strategic Plans that support the City Council/EMID Board's vision to create a sustainable Foster City through smart, inclusive, and efficient actions to enhance our quality of place for current and future generations.

Additionally, the City Council/EMID Board has established a set of strategic priorities that include the following:

- Facilities and Infrastructure
- Smart Planning, Development, and the Local Economy
- City Council Operations and Improved Community Engagement
- Innovation and Sustainability
- Public Safety and Social Equity
- Staff Empowerment and Operational Excellence

As the City navigates through the challenges ahead, leadership is proactively seeking strategic solutions to best avoid layoffs and service disruptions, while maintaining the City/District's strong fiscal foundation. Our balancing measures are based on a set of principles that reflect the City/District's priorities and core values to protect 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  
Vision, Mission, and Strategic Priorities. It was recently adopted as part of the strategic priorities.
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 2021-2022, 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 has always prided itself on being fiscally prudent, operating lean, and utilizing resources responsibly as entrusted to us. Although the COVID-19 pandemic has brought about major disruptions to the economy and to the City/District's operations and revenues, staff understands that recovery will be gradual and will continue to prioritize services and make recommendations about how best to balance fiscal sustainability and the delivery of high-quality services. We thank both the City Council/EMID Board and community for its partnership and patience as we face financial challenges, respond to shifting financial conditions, and work together to identify solutions that are fiscally sound and best serve the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Pirnejad". The signature is stylized with large, flowing loops.

Dr. Peter Pirnejad  
City/District Manager

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# FISCAL YEAR 2021-2022 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR

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**January 19, 2021 (Tuesday) Regular City Council Meeting at 6:30 p.m.**

- Review of Comprehensive Annual Financial Report for FY 2019-2020

**February 22, 2021 (Monday) Study Session at 6:30 p.m.**

- Mid-year Financial Review for FY 2020-2021
- Policy Direction on the Preparation of FY 2021-2022 Annual Budget and Five-Year Financial Plan

**March 29, 2021 (Monday) Study Session at 6:30 p.m.**

- Review of Capital Improvement Projects, Annual and Long-term CIP Funding Plan
- Review of Enterprise Funds and Internal Services Funds
- Review Analysis of Water and Wastewater Rates

**May 10, 2021 (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
- Review Non-Profit Agencies Funding Requests

**June 7, 2021 (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 21, 2021 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

**June 30, 2021 (Wednesday)**

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

(Note: all items above relate to the preparation of the FY 2021-2022 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.

**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) is consortium of 36 city, county, and other government entities in the San Francisco Bay Area. The purpose of BAERS is 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. In FY 2020-2021, Foster City terminated administration of the BAERS program.

*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.

**Tenant Relocation Assistance Fund - (Fund 138):** In FY 2020-2021, the City established the Tenant Relocation Assistance Fund to fund programs, in partnership with Essex Properties to help minimize the impacts of expiring affordable housing covenants to the residents of Foster's Landing.

### **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 six 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.
- *Water Infrastructure Finance and Innovation Act (WIFIA) Loan Fund (Fund 459)* - 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 and the 2021 revenues notes. At maturity, the revenue notes are to be repaid with the WIFIA loan.

## **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.

*Tourism Assessment Fund (Fund 607):* Accounts for tourism assessments collected from three hotels in Foster City that the City is holding for the City of Burlingame.

*San Mateo Consolidated Fire Department Custodial Fund (Fund 608):* Accounts for fire permit and plan check fees collected from construction permits that the City is holding for San Mateo Consolidated Fire Department.

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CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FIVE YEAR FINANCIAL PLAN**

## **For the Five Years ended June 30, 2026**



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

Sanjay Gehani, Mayor / President  
Richa Awasthi, Vice Mayor / Vice President  
Jon Froomin  
Sam Hindi  
Patrick Sullivan

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

Peter Pirnejad

# 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 20th 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
- 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. Seven departments and two contracted services report to the City Manager, which include:

- Four line departments, so-called because they provide direct services to the public: Community Development, Fire (contracted service), Parks/Public Works Department, Police; and
- Five support departments, which primarily serve to support the efforts of the line departments: City Manager/Community Services, Communications/City Clerk, Financial Services/City Treasurer, Human Resources and Legal Services (contracted service).
- 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 Community Services Division 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.

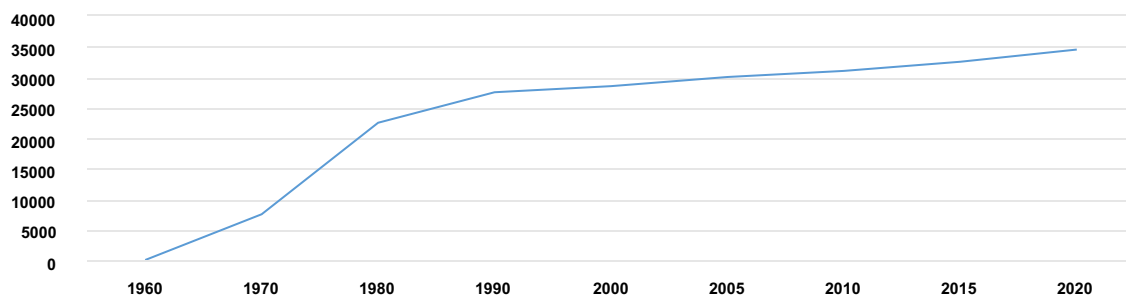
The Division also hosts several events specifically for Foster City residents. The Neighbor Nights program is hosted in three different community parks throughout Foster City. The goal of this program is to bring people together from each of the surrounding neighborhoods to enjoy an evening of food and 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 Community Services 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.

**Population Growth**



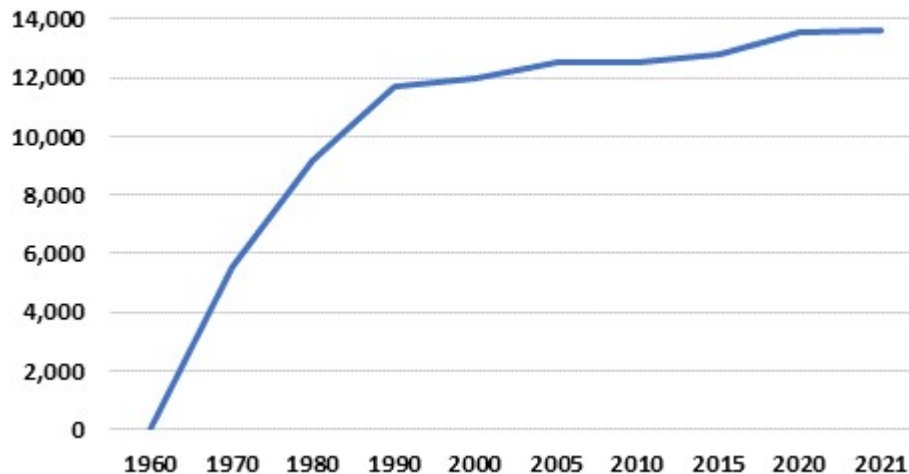
## Housing

As of January 1, 2021, the City has 13,642 housing units. There are 92 units under construction at Pilgrim Triton Phase C (Laguna Vista) as of June 2021.

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 and later amended to allow 805 housing units and 70,057 square feet of commercial/industrial/office. The construction of One Hundred Grand (formerly Triton Pointe) with 166 housing units was completed in 2016 and the construction of The Triton (formerly The Waverly) with 220 units was completed in 2018. The remaining development including 70 townhouses and 22 workforce units will be completed in 2021-22.

Foster Square, a mixed-use commercial project including 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 was approved in December 2013. 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, Chuan Chim Thai Cuisine, 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. The project is now complete with a few vacant commercial retail spaces to be occupied.

**Historic & Projected Housing Unit Growth**

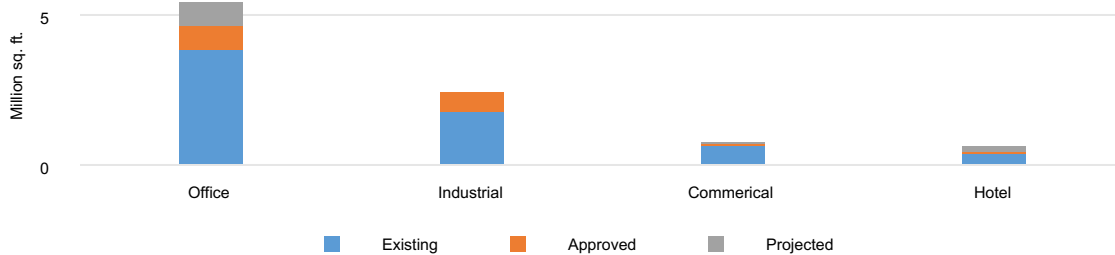


## Land Use

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 residential and non-residential development 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 (EFI). 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 lab buildings, 324 and 357 Lakeside Drive including a new parking garage, were completed in 2019. In May 2020, City approved a Use Permit for construction of an approximately 60,836 square-foot, two-story employee amenity building, Gilead Wellbeing Center which is currently under construction. In January 2021, Planning Commission approved a Use Permit application to allow a new private park to serve as a landscape outdoor amenity and gathering space on 5.42-acre site in Gilead Campus.

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 resulting in 600,000 sq. ft. of office development area, up to 5,000 sq. ft. of business supporting use and a 5-story and a 7-story parking garage. The city extended Chess Hatch Master Development Agreement which was set to expire on December 31, 2018 to September 7, 2024.

Lincoln Center Life Sciences and Research Campus for Illumina, including approximately 595,000 square foot of Research & Development use was approved by the City in October 2015. Construction of the first phase comprising of up to 360,000 square feet of two (2) office/laboratory buildings, an amenity building, a parking structure, and surface parking was completed in 2018. Phase II of the development including 245,000 square feet of R&D is expected to occur in the next 2-5 years.

New development under review in 2020-21 includes 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.

A Preliminary Review Application to redevelop the vacant El Torito restaurant into a new Class A life sciences office building (up to 95,931 gross square feet) located at 388 Vintage Park Drive was reviewed at a City Council Development Project Preliminary Review Meeting (Gatekeeper meeting) on January 19, 2021. A formal application for Environmental Assessment was submitted on February 12, 2021 and this

project will be presented to the Planning Commission and City Council for land use entitlements in 2021-22.

Another Preliminary Review application for proposed development of a new, approximately 6,000 square-foot, stand-alone outdoor pavilion structure featuring restaurant/retail tenant spaces as an ancillary amenity to the existing Century Plaza office use located at 1065 E. Hillsdale Boulevard was reviewed at a City Council Development Project Preliminary Review Meeting (Gatekeeper meeting) on January 19, 2021.

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 a total of five (5) retail shopping centers – three (3) neighborhood commercial centers (Edgewater Place, Marlin Cove, and Beach Park Plaza) and two (2) 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. In addition, there are retail spaces in new mixed-use developments including Chess Retail Center, Foster Square, Pilgrim Triton and Parkside Towers.

Approximately 21,000 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.

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) to build a school facility 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 2021.

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. The façade and site improvements at Beach Park Plaza were recently completed in December 2020.



## **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 which is currently under construction. 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, pickleball 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 Community Services Division 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 youth and teens, 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. All regulatory permits have been received and construction has started.

## **FIVE-YEAR FINANCIAL FORECAST (FY 2021-2022 to FY 2025-2026)**

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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 April 22, 2021, there were more than 145.2 million confirmed COVID-19 cases and over 3.08 million deaths worldwide. In the U.S., more than 31.98 million people were infected resulting in over 571,000 deaths. As the supply of vaccines and vaccinations have increased, the U.S. economy is starting its road to recovery. The nations unemployment rate accelerated from 4.4% March 2020 to 14.80% in April 2020 and has since declined monthly to 6.0% as of March 2021. In comparison, California, San Mateo County, and Foster City's March 2021 unemployment rates were 8.3%, 5.0%, and 3.8% respectively. Notwithstanding, many economists are predicting that the hospitality industry, specifically the hotel sector in non-destination localities to struggle until 2024 before recovering to pre-pandemic occupancy levels.

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 impact for the City has been and continues to be losses of revenues in transient occupancy tax, sales tax, business license tax, and recreation fees and rentals. In acknowledging the adverse economic impacts that COVID-19 has had on small local businesses, the City Council approved \$575,000 in relief grants/programs to local business and non-profits. Coronavirus Aid, Relief, and Economic Security (CARES) Act monies received by the City totaling \$407,863 were used as reimbursement for the financial assistance. On March 11, President Biden signed a \$1.9 trillion American Rescue Plan Act (ARP) of 2021, which includes State and local economic relief through December 31, 2024. The estimated assistance to Foster City is \$6.38 million with 50% expected in FY 2020-2021 with the remainder twelve months following the 1st tranche. These monies can be used to help provide government services to the extent of revenue losses as a result of the public health emergency from the COVID-19 pandemic. Preliminary estimates indicate that the City's General Fund revenue losses from FY 2019-2020 through FY 2023-2024 at over \$9 million in comparison to FY 2018-2019 levels. As a result, the \$6.38 million in ARP funds are anticipated to provide only partial relief for the City. In June 2020, the City Council adopted the FY 2020-2021 budget and five-year financial plan that included General Fund deficits in each year as the COVID-19 fiscal shock was anticipated to extend multiple years. Since the adoption of the budget, we learned that CalPERS' investment return for FY 2019-2020 was 4.7% or 2.3 percentage points below their 7% target. This will result in a investment loss base which increases the City's unfunded accrued liability (UAL) and corresponding annual minimum UAL payment. In recognition of the adverse fiscal impact from the City's growing UAL, the City Council authorized a \$7.5 million additional discretionary payment (ADP) for June 2021 from its Pension Stabilization Fund. The estimated long-term contribution reduction from the ADP is \$17.23 million, resulting in a net savings of approximately \$9.73 million to the General Fund. Over the course of the next five years, the contribution reduction is approximately \$2.49 million. While this does help reduce General Fund expenditures, the preliminary five year financial plan for FY 2021-2022 through FY 2025-2026 still indicates General Fund deficits in the 1st two years of \$2.07 and \$0.83 million respectively before the use of American Rescue Plan Act (ARP) relief. Surpluses for years three through five are forecasted at \$0.96, \$2.11, and \$2.49 million respectively.

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 Gilead’s campus-wide office and laboratory tenant improvements, Gilead’s Well Being Center, Gilead’s Life Science building, 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, vacant El Torito restaurant into a new life sciences office building, Gilead Sciences’ campus build out, Chess Hatch development, and housing at 1601 Beach Park Boulevard could move forward over the next few years. Earlier this fiscal year, San Mateo County projected a \$96.16 million funding shortfall (Foster City’s portion is \$1.45 million) 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. This is in addition to the \$9.18 million shortfall in FY 2019-2020 (Foster City’s portion is \$192,000). The State has included an appropriation in its proposed FY 2021-2022 budget for repayment of the \$9.18 million to San Mateo County, so Foster City is expecting to receive our \$192,000 at such time. As more San Mateo County school districts turn to basic aid status over the next decade, the VLF shortfall is expected to expand and impact the City’s General Fund revenues subject to the State’s continuation of backfilling the shortfalls.

Each of the City’s labor agreements ended on June 30, 2020. While the AFSCME unit has agreed to a one-year extension with no wage increase for FY 2020-2021, the City does not have any formal extensions in place for either the POA or the management employees. As labor negotiations continue, staff has assumed a 2% annual wage increase placeholder for FY 2021-2022 to FY 2025-2026 for each of the City’s bargaining units. Retirement benefit costs are expected to continue to escalate over the next few years. 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 General Fund employer pension costs over the 5-year financial plan is \$8.24 million for FY 2021-2022; \$8.67 million for FY 2022-2023; \$9.05 million for FY 2023-2024; \$9.45 million for FY 2024-2025; and \$9.39 million for FY 2025-2026. The 5-year forecast of pension costs is provided below.

<b>All Dollar Amounts in Thousands</b>						
	<b>Fiscal Year</b>					
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>General Fund Contributions</b>	8,014	8,242	8,667	9,050	9,448	9,386
<b>General Fund Spending</b>	46,448	48,653	49,267	50,394	51,634	52,568
<b>Contribution Cost as % of General Fund Spending</b>	17.3%	16.9%	17.6%	18.0%	18.3%	17.9%

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 in FY 2019-2020, the 2.3 percentage points under performance in FY 2019-2020 is expected to result in larger required annual UAL payments. Notwithstanding, CalPERS' investment return for the current fiscal year has improved. As of April 22, it exceeded 15%. If double digit gains do materialize for the full fiscal year, that will translate to an investment gain base for the FY 2020-2021 and soften the FY 2019-2020 impacts. As discussed earlier, the City Council authorized another \$7.5 million ADP from the Pension Stabilization Fund to further pay down the City's UAL. Over the course of the next five years, the ADP is projected to reduce General Fund payments to CalPERS of approximately \$2.49 million. The table below reflects the 5-year financial plan for the General Fund, inclusive of the \$7.5 million ADP.

**City of Foster City, California**  
**General Fund (Fund 001 to 003)**  
**Proposed Five Year Financial Plan FY 2021-2022 to FY 2025-2026**

	Projected	Forecast				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Total Revenues</b>	\$46,711,475	\$48,087,019	\$51,938,900	\$54,851,319	\$57,243,492	\$58,561,624
<b>Projected Expenditures</b>	\$46,183,353	\$48,653,130	\$49,764,237	\$50,902,810	\$52,155,765	\$53,099,257
Less: Projected Annual Expenditure Savings of 1%	\$0	\$0	(\$497,600)	(\$509,000)	(\$521,600)	(\$531,000)
<b>Net revenues over (under) expenditures before transfers</b>	\$528,122	(\$566,111)	\$2,672,263	\$4,457,509	\$5,609,327	\$5,993,367
<b>One Time Transfer In from BAERS Fund and Equipment</b>	\$1,027,619	\$0	\$0	\$0	\$0	\$0
<b>Net Transfers In (Out)</b>	(\$1,350,000)	(\$1,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)
<b>Net Increase (Decrease) in Fund Balance</b>	\$205,741	(\$2,066,111)	(\$827,737)	\$957,509	\$2,109,327	\$2,493,367
American Rescue Plan Act Relief (ARP)	\$3,190,000	\$3,190,000	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance with ARP Relief</b>	\$3,395,741	\$1,123,889	(\$827,737)	\$957,509	\$2,109,327	\$2,493,367
<b>Opening Fund Balance</b>	\$50,503,421	\$49,843,657	\$50,967,546	\$50,139,809	\$51,097,318	\$53,206,646
Use of FY 2019-2020 Rollover Surplus	(\$4,055,505)	\$0	\$0	\$0	\$0	\$0
<b>Ending Fund Balance (Reserves)</b>	\$49,843,657	\$50,967,546	\$50,139,809	\$51,097,318	\$53,206,645	\$55,700,013
Reserve Balance as % of Next Year's Operating Expenditures	102.4%	103.5%	99.5%	99.0%	101.2%	103.4%

Based on the City's 10-year Capital Improvement Program analysis that was presented to the City Council on March 22, 2021, the annual transfer recommended from the General Fund is \$1.5 million for FY 2021-2022, followed by the resumption of \$3.5 million thereafter.

The City's Internal Service funds are generally well funded. The District will continue work on 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 a 2% rate increase for FY 2024-2025 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 \$153.6 million share of WWTP project cost.

During FY 2020-2021, the City commenced construction on its Levee Protection Planning and Improvements project (CIP 301-657). 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. In August 2020, \$85 million of bonds were issued for the project.

Over the course of FY 2021-2022, 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, 2026**

The City of Foster City's Five-Year Financial Plan covers the five-year period ending June 30, 2026. 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 continued volatility for several revenue streams. While economic indicators such as national GDP, employment, consumer spending are recovering from the COVID-19 lows, local conditions in Foster City suggests that hotels, restaurants, and recreation center programs and rentals are anticipated to have different recovery timelines. As a result, General Fund deficits are projected in the next two years, before the application of available American Rescue Plan relief monies. Notwithstanding, the City's current General Fund reserve balance of \$50.5 million is 4.05 million above 100% of FY 2020-2021's budgeted operating expenditures of \$46.45 million.

#### **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:

- *Family Dental* - An expansion of Family Dental is anticipated to be completed in early 2023.
- *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 projected completion timeframe of FY 2022-2023.

- *Gilead Wellbeing Center* - Gilead plans to add a well-being facility in its Foster City campus with a projected completion date in the 4th quarter of FY 2021-2022.

The following new projects have been included in the forecast:

- *Gilead Life Science Building* - Gilead plans to add a life science building that is anticipated to be completed in the 3rd quarter of FY 2023-2024.

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.
- Redevelopment of vacant El Torito restaurant into a new Class A life sciences office building.
- *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 eleven years from FY 2009-2010 to FY 2020-2021, 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 2021-2022 is only 1.01%. The City is projecting FY 2021-2022 property tax revenues to increase slightly to 2.3% to \$31.10 million from its fiscal year 2020-2021 estimate of \$30.39 million based on preliminary assessed values tracked by the San Mateo County Assessor's Office. In the five-year financial plan, the City has assumed a 2% annual increase in property tax revenues for FY 2022-2023 to FY 2025-2026 plus additional property taxes from the completion of development projects discussed previously. Staff will continue to monitor economic and fiscal conditions changes and its impact on the City's revenues.
- Staff will continue to estimate Excess ERAF revenues conservatively (\$1.5 million for FY 2021-2022) in deference to a potential difference in the State's interpretation of the County's computation and the availability of Excess ERAF refunds to cities and other taxing entities. This cautious approach is based on the history of State takeaways during challenging financial times.

#### 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) in both FY 2019-2020 and FY 2020-2021, there were Property Tax in lieu of Vehicle License Fees shortfalls over the past two years. The State is expected to include annual budget appropriations two years subsequent to each shortfall year (i.e. FY 2019-2020 shortfall is expected to be backfilled by the State in FY 2021-2022 and the FY 2020-2021 shortfall in FY 2022-2023). The projected VLF for FY 2021-2022 is \$2.94 million.

### 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 \$3.08 million in FY 2021-2022 compared to a projected \$3.04 million in FY 2020-2021 as some recovery in restaurants will hopefully materialize in the new fiscal year.

### 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. During FY 2020-2021, hotel tax revenues fell by over 80% as occupancy plummeted. Projected revenues for FY 2021-2022 are \$2.36 million and assumes only a 50% recovery from pre-COVID conditions.

### 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. FY 2021-2022 revenue are estimated at \$1.45 million and well below the FY 2018-2019 level of \$1.76 million .

### Investment Earnings

- The Federal Reserve has indicated that it plans to maintain the discount rate to essentially zero over the next fiscal year. As a result, an investment return of 0.4% is forecasted for FY 2021-2022. Staff will continue to prioritize its investment objectives based on safety, liquidity, and then yield.

### 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 7, 2021 the District Board is expected to approve an increase of 2.8% for variable water charges and 4% for fixed water charges for FY 2021-2022.
- 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 \$153.6 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

- During the majority of FY 2020-2021, city facilities (e.g. Recreation Center) were 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 2021-2022 budget has been developed with the assumption of a reopening of City facilities and resumption of "normal" services. The FY 2021-2022 budget includes a net reduction of 3 full-time position, including elimination of 1 Human Resource Analyst, the conversion of a full-time Accounting Specialist to a 20-hour part-time position and the conversion of a Public Works full-time Office Assistant to 2 part-time positions.



- 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 2021-2022 funding for the City Capital Investment Fund is \$1.5 million and \$3.5 million annually thereafter. This annual funding amount takes into consideration 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 \$42.1 million by the end of FY 2020-2021. 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

- A net decrease of 3.0 full-time FTE's for a citywide total of 164 FTEs is recommended for FY 2021-2022. Proposed personnel changes include the following:

Department	Prior Years		Budget
	2019-2020	2020-2021	2021-2022
City / District Manager (Community Services added in FY 21/22)	8.00	8.00	18.00
Communications/City Clerk	3.00	3.00	4.00
Human Resources	4.00	5.00	4.00
Financial Services/City Treasurer	10.00	10.00	9.00
Parks and Recreation	36.50	29.25	0.00
Police	54.00	54.00	54.00
Fire	0.00	0.00	0.00
Community Development	14.00	14.00	14.00
Public Works (Parks added in FY 21/22)	34.50	43.75	61.00
<b>Totals</b>	<b>164.00</b>	<b>167.00</b>	<b>164.00</b>

- City Manager Dept.: Eliminate One (1) Assistant City Manager and Add One (1) Management Coordinator.
- Communications/City Clerk Dept.: Social Media & Communications Assistant (Convert from a Part Time Benefit to Full Time position).
- Human Resources Dept.: Eliminate One (1) Human Resource Analyst.
- Financial Services/City Treasurer Dept.: Accounting Specialist (Convert from Full Time position to Part Time Non Benefit position).
- Parks and Recreation Dept.: Reorganize by transferring personnel to Public Works and City Manager Departments. The propose personnel transfer is as follows:

<b>Full Time Position</b>	<b>Parks &amp; Recreation FY 20-21</b>	<b>Public Works FY 21-22</b>	<b>City Manager FY 21-22</b>	<b>Note</b>
Parks & Recreation Director	1.00	0.00	1.00	Replace with Deputy City Manager
Parks Manager	2.00	2.00	0.00	Reorganize (1) Parks Manager to Parks/Facility Maintenance Manager
Recreation Manager	1.00	0.00	1.00	
Recreation Coordinator I/II	5.00	0.00	4.00	Eliminate (1) Coordinator in FY 20-21
Parks Maintenance Lead Worker	4.00	4.00	0.00	
Parks Maintenance Worker I/II	11.00	11.00	0.00	
Sr. Management Analyst	0.25	0.25	0.00	
Management Coordinator	1.00	0.00	1.00	
Administration Assistant I/II	3.00	1.00	2.00	
Building Services Coordinator	1.00	0.00	1.00	
<b>Total</b>	<b>29.25</b>	<b>18.25</b>	<b>10.00</b>	

- Public Works: Convert One (1) Associate Engineer to Senior Engineer, One (1) Management Assistant to Management Coordinator, One (1) Senior Management Analyst to Principal Management Analyst, and convert One (1) Office Assistant to Two (2) Part-Time Office Assistant.
- 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 many government agencies, including Foster City. Based on CalPERS' 7.0% investment return in FY2020-2021, the forecasted employer pension costs in the General Fund's 5-year financial plan are \$8.24 million for FY 2021-2022; \$8.67 million for FY 2022-2023; \$9.05 million for FY 2023-2024; \$9.45 million for FY 2024-2025; and \$9.39 million for FY 2025-2026. 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 (ADP) 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. In May 2021, the City Council authorized an additional \$4.055 million transfer from the General Fund to the Pension Stabilization Fund, culminating in a \$7.5 million ADP from that Fund to CalPERS in June 2021. The ADP helps lower the City's aggregate UAL of approximately \$85.9 million (CalPERS' July 2020 Annual Valuation Reports as of June 30, 2019).
- 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. No wage increases are anticipated in FY 2020-2021. Negotiations are currently in progress and staff has assumed a 2% annual wage increase placeholder in FY 2021-2022 through FY 2025-2026 for all bargaining units.

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

- Annual increases of 2% are included in the proposed 5 Year financial plan starting with FY 2022-2023.

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. Notwithstanding, departments generally have realized expenditure savings each fiscal year. The annual expenditure savings assumption for the 5-year financial forecast is 1 percent each year starting in FY 2022-2023.

#### General Fund Reserves

- As discussed previously, the COVID-19 pandemic is anticipated to bring continued uncertainty and as conditions change, budget adjustments may be necessary. Notwithstanding, the City has a healthy General Fund reserve of over \$50.5 million, inclusive of \$4.05 million rollover surplus from FY 2019-2020. Staff plans to seek City Council direction on the potential use of the \$4.05 million to further pay down the City CalPERS UAL. Staff recommends using ARP Act relieve funds to fill the structural deficit gaps for the next two fiscal years.

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## City of Foster City, California

### Summary -- All Funds

#### Five Year Financial Plan for the Years Ended June 30, 2026

Revenues by Source:	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$35,080,230	\$39,784,323	\$40,562,223	\$41,464,723	\$42,361,723	\$43,227,343
Excess ERAF	\$3,020,190	\$1,526,800	\$1,555,900	\$1,587,000	\$1,618,750	\$1,651,150
Property tax in-lieu of Vehicle License Fee	\$2,667,175	\$2,943,400	\$3,862,200	\$3,943,300	\$4,042,200	\$4,143,700
Sales taxes	\$3,357,310	\$3,396,510	\$3,522,900	\$3,640,800	\$3,752,700	\$3,859,300
Transient occupancy taxes	\$1,044,690	\$2,361,000	\$3,433,080	\$4,692,960	\$5,866,200	\$6,042,000
Business Licenses Tax	\$1,423,600	\$1,452,100	\$1,481,100	\$1,510,700	\$1,540,900	\$1,571,700
Franchise taxes	\$1,076,000	\$1,135,820	\$1,195,600	\$1,219,500	\$1,244,000	\$1,268,900
Other taxes	\$2,386,121	\$2,504,730	\$2,574,170	\$2,628,609	\$2,684,043	\$2,737,814
Permits	\$1,373,105	\$845,802	\$1,182,040	\$1,023,127	\$1,085,788	\$1,118,366
Intergovernmental	\$4,316,477	\$3,588,370	\$401,700	\$405,124	\$408,572	\$412,146
Charges for current services	\$2,665,317	\$2,392,626	\$5,310,170	\$2,931,965	\$2,998,729	\$3,061,833
Interest and rentals	\$1,993,206	\$1,776,860	\$2,143,929	\$2,338,152	\$2,468,300	\$2,312,332
Bond and Other Financing Proceeds	\$91,404,518	\$0	\$0	\$0	\$0	\$0
Other	\$2,224,247	\$1,628,713	\$1,582,161	\$1,595,005	\$1,611,847	\$1,634,716
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$31,117,300	\$34,210,300	\$37,236,300	\$39,794,300	\$40,902,300	\$42,119,300
Connection fees	\$958,057	\$788,510	\$259,210	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$9,633,623	\$10,457,310	\$10,693,787	\$10,907,650	\$11,125,790	\$11,348,293
Interest and rentals	\$545,700	\$333,030	\$494,700	\$657,800	\$822,500	\$873,900
Bond and Other Financing Proceeds	\$66,860,640	\$33,676,585	\$0	\$0	\$0	\$0
Other	\$277,059	\$250,807	\$224,000	\$224,000	\$224,000	\$224,000
<b>Agency Fund Type Revenues</b>						
Sales & service charges	\$263,396	\$286,195	\$291,919	\$297,757	\$303,712	\$309,787
Other	\$0	\$223,868	\$223,868	\$223,868	\$223,868	\$223,868
Interest and rentals	\$2,100	\$1,300	\$2,000	\$2,700	\$3,400	\$3,400
<b>Total Revenues</b>	<b>\$263,690,061</b>	<b>\$145,564,959</b>	<b>\$118,232,957</b>	<b>\$121,089,040</b>	<b>\$125,289,322</b>	<b>\$128,143,848</b>
<b>Expenditures (see attached)</b>	<b>\$198,353,674</b>	<b>\$167,477,233</b>	<b>\$143,239,235</b>	<b>\$111,817,788</b>	<b>\$118,300,018</b>	<b>\$107,124,015</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$65,336,387</b>	<b>(\$21,912,274)</b>	<b>(\$25,006,278)</b>	<b>\$9,271,252</b>	<b>\$6,989,304</b>	<b>\$21,019,833</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>\$65,336,387</b>	<b>(\$21,912,274)</b>	<b>(\$25,006,278)</b>	<b>\$9,271,252</b>	<b>\$6,989,304</b>	<b>\$21,019,833</b>
<b>Opening Fund Balance</b>	<b>\$160,822,176</b>	<b>\$226,158,563</b>	<b>\$204,246,289</b>	<b>\$179,240,011</b>	<b>\$188,511,263</b>	<b>\$195,500,567</b>
<b>Ending Fund Balance</b>	<b>\$226,158,563</b>	<b>\$204,246,289</b>	<b>\$179,240,011</b>	<b>\$188,511,263</b>	<b>\$195,500,567</b>	<b>\$216,520,400</b>

**City of Foster City, California**

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2026

<b>Total By Expenditure</b>	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	\$44,393,884	\$38,579,345	\$39,446,151	\$40,379,520	\$41,339,932	\$41,905,414
Salaries and Wages	\$20,414,180	\$21,086,847	\$21,406,075	\$21,822,027	\$22,241,465	\$22,860,342
PERS	\$16,747,918	\$9,709,572	\$10,222,892	\$10,664,946	\$11,128,493	\$10,995,035
Flex Allowance (Health)	\$3,314,600	\$3,285,350	\$3,286,186	\$3,287,039	\$3,287,909	\$3,288,797
Workers Compensation	\$1,344,283	\$1,726,160	\$1,746,175	\$1,807,085	\$1,869,870	\$1,934,997
Other	\$2,572,903	\$2,771,416	\$2,784,823	\$2,798,423	\$2,812,194	\$2,826,243
<b>Supplies and other</b>	\$39,441,199	\$44,215,753	\$42,686,551	\$43,689,484	\$43,252,572	\$44,811,393
<b>Capital Improvement Projects</b>	\$102,223,231	\$64,318,155	\$47,462,720	\$13,826,496	\$19,493,831	\$5,896,440
<b>Capital Outlay</b>	\$2,507,422	\$9,132,044	\$2,174,685	\$2,218,178	\$2,262,543	\$2,307,793
<b>Total department expenses</b>	<b>\$188,565,736</b>	<b>\$156,245,297</b>	<b>\$131,770,107</b>	<b>\$100,113,678</b>	<b>\$106,348,877</b>	<b>\$94,921,040</b>
<b>Internal Services Charges</b>	\$9,787,938	\$11,231,936	\$11,469,127	\$11,704,109	\$11,951,141	\$12,202,975
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$198,353,674</b>	<b>\$167,477,233</b>	<b>\$143,239,234</b>	<b>\$111,817,787</b>	<b>\$118,300,018</b>	<b>\$107,124,015</b>

**City of Foster City, California**

General Fund (Fund 001 to 003)

Five Year Financial Plan for the Years Ended June 30, 2026

Revenues by Source:	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Property tax	\$30,395,207	\$31,103,300	\$31,881,200	\$32,957,700	\$33,778,700	\$34,699,320
Excess ERAF	\$3,020,190	\$1,526,800	\$1,555,900	\$1,587,000	\$1,618,750	\$1,651,150
Transient Occupancy Tax	\$1,044,690	\$2,361,000	\$3,433,080	\$4,692,960	\$5,866,200	\$6,042,000
Property Taxes in-lieu of Vehicle License Fee	\$2,667,175	\$2,943,400	\$3,862,200	\$3,943,300	\$4,042,200	\$4,143,700
Sales Tax	\$3,040,600	\$3,079,800	\$3,199,900	\$3,311,300	\$3,416,600	\$3,516,500
Business License Tax	\$1,423,600	\$1,452,100	\$1,481,100	\$1,510,700	\$1,540,900	\$1,571,700
Charges for current services - Recreation	\$370,019	\$1,152,920	\$1,417,685	\$1,663,100	\$1,696,362	\$1,730,289
Charges for current services - CDD	\$558,648	\$522,397	\$529,966	\$523,310	\$540,182	\$553,717
Permits	\$1,373,105	\$845,802	\$1,182,040	\$1,023,127	\$1,085,788	\$1,118,366
Franchise Taxes	\$1,076,000	\$1,135,820	\$1,195,600	\$1,219,500	\$1,244,000	\$1,268,900
Interest Income	\$280,500	\$280,500	\$420,800	\$559,700	\$699,600	\$699,600
Rentals - City/EMID	\$606,990	\$606,990	\$612,129	\$617,372	\$447,720	\$278,174
Rentals - Parks and Recreation	\$82,351	\$277,200	\$336,600	\$396,000	\$403,920	\$411,998
Other (Fines, Shared Services, Street Sweeping, Other)	\$368,000	\$389,100	\$395,800	\$402,200	\$409,100	\$416,310
Other taxes (real property tax transfer)	\$274,400	\$279,890	\$304,900	\$314,050	\$323,470	\$329,900
Intergovernmental (SB90, Grants, etc)	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
<b>Total Revenues</b>	<b>\$46,711,475</b>	<b>\$48,087,019</b>	<b>\$51,938,900</b>	<b>\$54,851,319</b>	<b>\$57,243,492</b>	<b>\$58,561,624</b>
<b>Projected Expenditures <sup>(1)</sup></b>	<b>\$46,183,353</b>	<b>\$48,653,130</b>	<b>\$49,266,637</b>	<b>\$50,393,810</b>	<b>\$51,634,165</b>	<b>\$52,568,257</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$528,122</b>	<b>(\$566,111)</b>	<b>\$2,672,263</b>	<b>\$4,457,509</b>	<b>\$5,609,327</b>	<b>\$5,993,367</b>
<b>One Time Transfer In from BAERS Fund and Equipment</b>	<b>\$1,027,619</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Transfers In (Out)</b>	<b>(\$1,350,000)</b>	<b>(\$1,500,000)</b>	<b>(\$3,500,000)</b>	<b>(\$3,500,000)</b>	<b>(\$3,500,000)</b>	<b>(\$3,500,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$205,741</b>	<b>(\$2,066,111)</b>	<b>(\$827,737)</b>	<b>\$957,509</b>	<b>\$2,109,327</b>	<b>\$2,493,367</b>
<b>American Rescue Plan Act Relief (ARP)</b>	<b>\$3,190,000</b>	<b>\$3,190,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance with ARP Relief</b>	<b>\$3,395,741</b>	<b>\$1,123,889</b>	<b>(\$827,737)</b>	<b>\$957,509</b>	<b>\$2,109,327</b>	<b>\$2,493,367</b>
<b>Opening Fund Balance</b>	<b>\$50,503,421</b>	<b>\$49,843,657</b>	<b>\$50,967,546</b>	<b>\$50,139,809</b>	<b>\$51,097,318</b>	<b>\$53,206,645</b>
<b>Use of FY 2019-2020 Rollover Surplus</b>	<b>\$(4,055,505)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance (Reserves) <sup>(2)</sup></b>	<b>\$49,843,657</b>	<b>\$50,967,546</b>	<b>\$50,139,809</b>	<b>\$51,097,318</b>	<b>\$53,206,645</b>	<b>\$55,700,012</b>
Reserve Balance as % of Next Year's Operating Expenditures	102.4 %	103.5 %	99.5 %	99.0 %	101.2 %	103.9 %

(1) Expenditures for FY 2021-2022 represent budgeted appropriations; expenditures for FY 2022-2023 to FY 2025-2026 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, 2026

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$28,526,117</b>	<b>\$29,624,773</b>	<b>\$30,435,758</b>	<b>\$31,211,995</b>	<b>\$32,006,574</b>	<b>\$32,541,361</b>
Salaries and Wages	\$16,089,253	\$16,590,852	\$16,919,357	\$17,251,069	\$17,584,583	\$18,115,814
PERS	\$7,953,445	\$8,242,361	\$8,667,473	\$9,050,375	\$9,448,240	\$9,386,468
Flex Allowance (Health)	\$2,554,087	\$2,551,662	\$2,552,499	\$2,553,352	\$2,554,222	\$2,555,109
Workers Compensation	\$1,136,137	\$1,438,832	\$1,485,140	\$1,535,558	\$1,587,431	\$1,641,202
Other	\$793,195	\$801,066	\$811,289	\$821,641	\$832,099	\$842,769
<b>Supplies and other</b>	<b>\$14,003,723</b>	<b>\$14,892,441</b>	<b>\$15,109,888</b>	<b>\$15,395,159</b>	<b>\$15,767,903</b>	<b>\$16,089,734</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>\$42,529,840</b>	<b>\$44,517,214</b>	<b>\$45,545,646</b>	<b>\$46,607,154</b>	<b>\$47,774,477</b>	<b>\$48,631,095</b>
<b>Internal Services Charges</b>	<b>\$7,071,626</b>	<b>\$7,580,693</b>	<b>\$7,732,265</b>	<b>\$7,879,601</b>	<b>\$8,036,913</b>	<b>\$8,196,899</b>
<b>Reallocation</b>	<b>(\$3,418,113)</b>	<b>(\$3,444,777)</b>	<b>(\$3,513,674)</b>	<b>(\$3,583,945)</b>	<b>(\$3,655,625)</b>	<b>(\$3,728,737)</b>
<b>Net Expenditures</b>	<b>\$46,183,353</b>	<b>\$48,653,130</b>	<b>\$49,764,237</b>	<b>\$50,902,810</b>	<b>\$52,155,765</b>	<b>\$53,099,257</b>
<b>Less: Expected Expenditure Savings (1%)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$497,600)</b>	<b>(\$509,000)</b>	<b>(\$521,600)</b>	<b>(\$531,000)</b>
<b>Projected Expenditures</b>	<b>\$46,183,353</b>	<b>\$48,653,130</b>	<b>\$49,266,637</b>	<b>\$50,393,810</b>	<b>\$51,634,165</b>	<b>\$52,568,257</b>



**City of Foster City, California**

General Fund (Fund 005 to 012)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$417,177	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Interest and rentals	\$48,855	\$11,860	\$14,870	\$18,130	\$22,440	\$22,440
Other	\$2,700	\$60,200	\$2,700	\$2,700	\$2,700	\$2,700
<b>Total Revenues</b>	<b>\$468,732</b>	<b>\$73,060</b>	<b>\$18,570</b>	<b>\$21,830</b>	<b>\$26,140</b>	<b>\$26,140</b>
<b>Projected Expenditures (see attached)</b>	<b>\$8,296,187</b>	<b>\$1,210,657</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$7,827,455)</b>	<b>(\$1,137,597)</b>	<b>(\$31,430)</b>	<b>(\$3,170)</b>	<b>\$1,140</b>	<b>\$1,140</b>
<b>Net Transfers In (Out)</b>	<b>\$4,287,104</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$3,540,351)</b>	<b>(\$1,087,597)</b>	<b>\$18,570</b>	<b>\$46,830</b>	<b>\$51,140</b>	<b>\$51,140</b>
<b>Opening Fund Balance</b>	<b>\$7,180,332</b>	<b>\$3,639,981</b>	<b>\$2,552,384</b>	<b>\$2,570,954</b>	<b>\$2,617,784</b>	<b>\$2,668,924</b>
<b>Ending Fund Balance</b>	<b>\$3,639,981</b>	<b>\$2,552,384</b>	<b>\$2,570,954</b>	<b>\$2,617,784</b>	<b>\$2,668,924</b>	<b>\$2,720,064</b>

**City of Foster City, California**

General Fund (Fund 005 to 012) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<i>Employee Services</i>	\$7,500,000	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$796,187	\$1,210,657	\$50,000	\$25,000	\$25,000	\$25,000
<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>\$8,296,187</b>	<b>\$1,210,657</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</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>\$8,296,187</b>	<b>\$1,210,657</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</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>\$8,296,187</b>	<b>\$1,210,657</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

**City of Foster City, California**

Special Revenue Funds (Fund 101-135)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Revenues by Source:</b>						
Sales tax	\$ 316,710	\$ 316,710	\$ 323,000	\$ 329,500	\$ 336,100	\$ 342,800
Other taxes	\$2,111,721	\$2,224,840	\$2,269,270	\$2,314,559	\$2,360,573	\$2,407,914
Licenses and permits	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$579,300	\$267,370	\$270,700	\$274,124	\$277,572	\$281,146
Charges for current services	\$1,736,650	\$717,309	\$3,362,519	\$745,555	\$762,185	\$777,827
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$225,710	\$265,810	\$181,030	\$204,250	\$216,220	\$221,720
Other	\$27,000	\$29,163	\$33,411	\$39,855	\$49,797	\$65,456
<b>Total Revenues</b>	<b>\$4,997,091</b>	<b>\$3,821,202</b>	<b>\$6,439,930</b>	<b>\$3,907,843</b>	<b>\$4,002,447</b>	<b>\$4,096,863</b>
<b>Expenditures (see attached)</b>	<b>\$4,241,115</b>	<b>\$5,935,979</b>	<b>\$3,824,676</b>	<b>\$3,905,518</b>	<b>\$5,313,655</b>	<b>\$3,608,612</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$755,976</b>	<b>(\$2,114,777)</b>	<b>\$2,615,254</b>	<b>\$2,325</b>	<b>(\$1,311,208)</b>	<b>\$488,251</b>
<b>Net Transfers In (Out)</b>	<b>(\$859,218)</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$103,242)</b>	<b>(\$2,164,777)</b>	<b>\$2,565,254</b>	<b>(\$47,675)</b>	<b>(\$1,361,208)</b>	<b>\$438,251</b>
<b>Opening Fund Balance</b>	<b>\$12,549,586</b>	<b>\$12,446,344</b>	<b>\$10,281,567</b>	<b>\$12,846,821</b>	<b>\$12,799,147</b>	<b>\$11,437,938</b>
<b>Ending Fund Balance</b>	<b>\$12,446,344</b>	<b>\$10,281,567</b>	<b>\$12,846,821</b>	<b>\$12,799,146</b>	<b>\$11,437,939</b>	<b>\$11,876,189</b>

**City of Foster City, California**

Special Revenue Fund (Fund 101-135) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$400,776</b>	<b>\$319,947</b>	<b>\$231,658</b>	<b>\$234,674</b>	<b>\$237,872</b>	<b>\$237,971</b>
Salaries and Wages	\$341,709	\$271,053	\$180,770	\$182,386	\$184,033	\$185,714
PERS	\$30,646	\$31,568	\$33,545	\$34,859	\$36,321	\$34,649
Flex Allowance (Health)	\$21,178	\$12,858	\$12,858	\$12,858	\$12,858	\$12,858
Workers Compensation	\$670	\$402	\$348	\$362	\$376	\$391
Other	\$6,573	\$4,066	\$4,137	\$4,210	\$4,284	\$4,359
<b>Supplies and other</b>	<b>\$1,348,795</b>	<b>\$1,757,409</b>	<b>\$766,222</b>	<b>\$775,512</b>	<b>\$776,545</b>	<b>\$787,118</b>
<b>Capital Improvement Projects</b>	<b>\$1,550,000</b>	<b>\$2,950,000</b>	<b>\$1,900,000</b>	<b>\$1,950,000</b>	<b>\$3,335,000</b>	<b>\$1,600,000</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>\$3,299,571</b>	<b>\$5,027,356</b>	<b>\$2,897,880</b>	<b>\$2,960,187</b>	<b>\$4,349,417</b>	<b>\$2,625,089</b>
<b>Internal Services Charges</b>	<b>\$67,487</b>	<b>\$74,596</b>	<b>\$76,088</b>	<b>\$77,610</b>	<b>\$79,162</b>	<b>\$80,745</b>
<b>Reallocation</b>	<b>\$874,057</b>	<b>\$834,027</b>	<b>\$850,708</b>	<b>\$867,721</b>	<b>\$885,076</b>	<b>\$902,778</b>
<b>Net expenditures</b>	<b>\$4,241,115</b>	<b>\$5,935,979</b>	<b>\$3,824,676</b>	<b>\$3,905,518</b>	<b>\$5,313,655</b>	<b>\$3,608,612</b>

**City of Foster City, California**

Debt Service Funds (Fund 230)

Five Year Financial Plan for the Years Ended June 30, 2026

Revenues by Source:	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Property taxes	\$4,685,023	\$8,681,023	\$8,681,023	\$8,507,023	\$8,583,023	\$8,528,023
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	\$6,625,726	\$0	\$0	\$0	\$0	\$0
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$25,000	\$12,500	\$2,500	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$11,335,749</b>	<b>\$8,693,523</b>	<b>\$8,683,523</b>	<b>\$8,507,023</b>	<b>\$8,583,023</b>	<b>\$8,528,023</b>
Expenditures (see attached)	\$2,530,023	\$6,492,688	\$6,380,988	\$5,351,188	\$3,906,188	\$3,906,788
Net revenues over (under) expenditures before transfers	\$8,805,726	\$2,200,835	\$2,302,535	\$3,155,835	\$4,676,835	\$4,621,235
Net Transfers In (Out)	\$0	\$0	\$0	\$0	\$0	\$0
Net Increase (Decrease) in Fund Balance	\$8,805,726	\$2,200,835	\$2,302,535	\$3,155,835	\$4,676,835	\$4,621,235
Opening Fund Balance	\$0	\$8,805,726	\$11,006,561	\$13,309,096	\$16,464,931	\$21,141,766
Ending Fund Balance	\$8,805,726	\$11,006,561	\$13,309,096	\$16,464,931	\$21,141,766	\$25,763,001

**City of Foster City, California**

Debt Service Funds (Fund 230) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$2,530,023	\$6,492,688	\$6,380,988	\$5,351,188	\$3,906,188	\$3,906,788
<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>\$2,530,023</b>	<b>\$6,492,688</b>	<b>\$6,380,988</b>	<b>\$5,351,188</b>	<b>\$3,906,188</b>	<b>\$3,906,788</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>\$2,530,023</b>	<b>\$6,492,688</b>	<b>\$6,380,988</b>	<b>\$5,351,188</b>	<b>\$3,906,188</b>	<b>\$3,906,788</b>

**City of Foster City, California**

Capital Improvements (City) Fund (Fund 301)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$160,000	\$104,000	\$156,000	\$207,500	\$259,400	\$259,400
Other	\$715,547	\$39,250	\$39,250	\$39,250	\$39,250	\$39,250
<b>Total Revenues</b>	<b>\$875,547</b>	<b>\$143,250</b>	<b>\$195,250</b>	<b>\$246,750</b>	<b>\$298,650</b>	<b>\$298,650</b>
<b>Expenditures (see attached)</b>	<b>\$744,000</b>	<b>\$952,000</b>	<b>\$3,110,000</b>	<b>\$2,447,000</b>	<b>\$5,205,000</b>	<b>\$1,354,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$131,547</b>	<b>(\$808,750)</b>	<b>(\$2,914,750)</b>	<b>(\$2,200,250)</b>	<b>(\$4,906,350)</b>	<b>(\$1,055,350)</b>
<b>Net Transfers In (Out)</b>	<b>\$6,738,451</b>	<b>\$1,800,000</b>	<b>\$4,625,000</b>	<b>\$3,790,000</b>	<b>\$3,610,000</b>	<b>\$3,585,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$6,869,998</b>	<b>\$991,250</b>	<b>\$1,710,250</b>	<b>\$1,589,750</b>	<b>(\$1,296,350)</b>	<b>\$2,529,650</b>
<b>Opening Fund Balance</b>	<b>\$6,840,344</b>	<b>\$13,710,342</b>	<b>\$14,701,592</b>	<b>\$16,411,842</b>	<b>\$18,001,592</b>	<b>\$16,705,242</b>
<b>Ending Fund Balance</b>	<b>\$13,710,342</b>	<b>\$14,701,592</b>	<b>\$16,411,842</b>	<b>\$18,001,592</b>	<b>\$16,705,242</b>	<b>\$19,234,892</b>

**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$744,000	\$952,000	\$3,110,000	\$2,447,000	\$5,205,000	\$1,354,000
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$744,000</b>	<b>\$952,000</b>	<b>\$3,110,000</b>	<b>\$2,447,000</b>	<b>\$5,205,000</b>	<b>\$1,354,000</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>\$744,000</b>	<b>\$952,000</b>	<b>\$3,110,000</b>	<b>\$2,447,000</b>	<b>\$5,205,000</b>	<b>\$1,354,000</b>



**City of Foster City, California**

Capital Asset Acquisition and Replacement Fund (Fund 326)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$263,800	\$168,000	\$420,000	\$335,200	\$419,000	\$419,000
Other	\$1,111,000	\$1,111,000	\$1,111,000	\$1,111,000	\$1,111,000	\$1,111,000
<b>Total Revenues</b>	<b>\$1,374,800</b>	<b>\$1,279,000</b>	<b>\$1,531,000</b>	<b>\$1,446,200</b>	<b>\$1,530,000</b>	<b>\$1,530,000</b>
<b>Expenditures (see attached)</b>	<b>\$0</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$1,374,800</b>	<b>(\$5,721,000)</b>	<b>\$1,531,000</b>	<b>\$1,446,200</b>	<b>\$1,530,000</b>	<b>\$1,530,000</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>\$1,374,800</b>	<b>(\$5,721,000)</b>	<b>\$1,531,000</b>	<b>\$1,446,200</b>	<b>\$1,530,000</b>	<b>\$1,530,000</b>
<b>Opening Fund Balance</b>	<b>\$42,140,912</b>	<b>\$43,515,712</b>	<b>\$37,794,712</b>	<b>\$39,325,712</b>	<b>\$40,771,912</b>	<b>\$42,301,912</b>
<b>Ending Fund Balance</b>	<b>\$43,515,712</b>	<b>\$37,794,712</b>	<b>\$39,325,712</b>	<b>\$40,771,912</b>	<b>\$42,301,912</b>	<b>\$43,831,912</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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$7,000,000	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$0	\$7,000,000	\$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	\$7,000,000	\$0	\$0	\$0	\$0

**City of Foster City, California**

Levee Project Fund (Fund 327)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$ 84,778,792	\$0	\$0	\$0	\$0	\$0
Special assessments	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$300,000	\$50,000	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$85,078,792</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures (see attached)</b>	<b>\$77,679,339</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$7,399,453</b>	<b>(\$2,082,205)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Transfers In (Out)</b>	<b>\$ (5,188,451)</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>\$2,211,002</b>	<b>(\$2,082,205)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$1</b>	<b>\$2,211,003</b>	<b>\$128,798</b>	<b>\$128,798</b>	<b>\$128,798</b>	<b>\$128,798</b>
<b>Ending Fund Balance</b>	<b>\$ 2,211,003</b>	<b>\$128,798</b>	<b>\$128,798</b>	<b>\$128,798</b>	<b>\$128,798</b>	<b>\$128,798</b>

**City of Foster City, California**

Levee Project Fund (Fund 327) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$ 77,679,339	\$ 2,132,205	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$77,679,339</b>	<b>\$2,132,205</b>	<b>\$0</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>\$77,679,339</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

Water Operating Funds (excluding CIP) (Fund 401)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	<b>\$16,390,300</b>	<b>\$17,348,300</b>	<b>\$17,929,300</b>	<b>\$18,508,300</b>	<b>\$19,137,300</b>	<b>\$19,864,300</b>
<b>Connection fees</b>	<b>\$827,820</b>	<b>\$132,842</b>	<b>\$243,368</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>\$116,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$159,000</b>	<b>\$199,000</b>	<b>\$199,000</b>
<b>Other</b>	<b>\$207,974</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>\$17,542,094</b>	<b>\$17,761,142</b>	<b>\$18,492,668</b>	<b>\$18,867,300</b>	<b>\$19,536,300</b>	<b>\$20,263,300</b>
<b>Expenditures (see attached)</b>	<b>\$15,080,992</b>	<b>\$15,785,560</b>	<b>\$16,164,201</b>	<b>\$17,809,499</b>	<b>\$18,322,254</b>	<b>\$19,370,439</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$2,461,102</b>	<b>\$1,975,582</b>	<b>\$2,328,467</b>	<b>\$1,057,801</b>	<b>\$1,214,046</b>	<b>\$892,861</b>
<b>Net Transfers In (Out)</b>	<b>(\$286,000)</b>	<b>(\$680,000)</b>	<b>(\$680,000)</b>	<b>(\$680,000)</b>	<b>(\$680,000)</b>	<b>(\$680,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$2,175,102</b>	<b>\$1,295,582</b>	<b>\$1,648,467</b>	<b>\$377,801</b>	<b>\$534,046</b>	<b>\$212,861</b>
<b>Opening Fund Balance</b>	<b>\$4,919,670</b>	<b>\$7,094,772</b>	<b>\$8,390,354</b>	<b>\$10,038,821</b>	<b>\$10,416,622</b>	<b>\$10,950,668</b>
<b>Ending Fund Balance</b>	<b>\$7,094,772</b>	<b>\$8,390,354</b>	<b>\$10,038,821</b>	<b>\$10,416,622</b>	<b>\$10,950,668</b>	<b>\$11,163,529</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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$2,343,241</b>	<b>\$2,426,106</b>	<b>\$2,471,334</b>	<b>\$2,520,067</b>	<b>\$2,571,606</b>	<b>\$2,578,614</b>
Salaries and Wages	\$1,283,512	\$1,282,710	\$1,307,318	\$1,332,419	\$1,358,022	\$1,384,138
PERS	\$435,231	\$471,182	\$499,977	\$519,203	\$540,574	\$516,730
Flex Allowance (Health)	\$243,299	\$227,840	\$227,840	\$227,840	\$227,840	\$227,840
Workers Compensation	\$76,134	\$98,488	\$89,538	\$93,153	\$96,912	\$100,825
Other	\$305,065	\$345,886	\$346,661	\$347,452	\$348,259	\$349,081
<b>Supplies and other</b>	<b>\$10,315,531</b>	<b>\$10,714,308</b>	<b>\$10,987,874</b>	<b>\$12,523,221</b>	<b>\$12,921,817</b>	<b>\$13,898,940</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>\$13,000</b>	<b>\$13,260</b>	<b>\$13,525</b>	<b>\$13,796</b>	<b>\$14,072</b>
<b>Total department expenses</b>	<b>\$12,658,772</b>	<b>\$13,153,414</b>	<b>\$13,472,468</b>	<b>\$15,056,813</b>	<b>\$15,507,220</b>	<b>\$16,491,626</b>
<b>Internal Services Charges</b>	<b>\$1,215,046</b>	<b>\$1,445,715</b>	<b>\$1,481,573</b>	<b>\$1,518,323</b>	<b>\$1,555,984</b>	<b>\$1,594,582</b>
<b>Reallocation</b>	<b>\$1,207,174</b>	<b>\$1,186,431</b>	<b>\$1,210,160</b>	<b>\$1,234,363</b>	<b>\$1,259,050</b>	<b>\$1,284,231</b>
<b>Net expenditures</b>	<b>\$15,080,992</b>	<b>\$15,785,560</b>	<b>\$16,164,201</b>	<b>\$17,809,499</b>	<b>\$18,322,254</b>	<b>\$19,370,439</b>

**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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)	\$285,000	\$1,312,500	\$1,375,000	\$1,000,000	\$500,000	\$500,000
Net revenues over (under) expenditures before transfers	(\$285,000)	(\$1,312,500)	(\$1,375,000)	(\$1,000,000)	(\$500,000)	(\$500,000)
Net Transfers In (Out)	\$205,000	\$680,000	\$680,000	\$680,000	\$680,000	\$680,000
Net Increase (Decrease) in Fund Balance	(\$80,000)	(\$632,500)	(\$695,000)	(\$320,000)	\$180,000	\$180,000
Opening Fund Balance	\$3,754,405	\$3,674,405	\$3,041,905	\$2,346,905	\$2,026,905	\$2,206,905
Ending Fund Balance	\$3,674,405	\$3,041,905	\$2,346,905	\$2,026,905	\$2,206,905	\$2,386,905

**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$285,000	\$1,312,500	\$1,375,000	\$1,000,000	\$500,000	\$500,000
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$285,000</b>	<b>\$1,312,500</b>	<b>\$1,375,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</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>\$285,000</b>	<b>\$1,312,500</b>	<b>\$1,375,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>



**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408)

Five Year Financial Plan for the Years Ended June 30, 2026

Revenues by Source:	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Sales & service charges	\$0	\$0	\$0	\$0	\$0	\$0
Connection fees	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$443,967	\$633,532	\$646,203	\$659,127	\$672,309	\$685,755
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$443,967</b>	<b>\$633,532</b>	<b>\$646,203</b>	<b>\$659,127</b>	<b>\$672,309</b>	<b>\$685,755</b>
<b>Expenditures (see attached)</b>	<b>\$53,500</b>	<b>\$207,500</b>	<b>\$211,650</b>	<b>\$215,883</b>	<b>\$220,201</b>	<b>\$224,605</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$390,467</b>	<b>\$426,032</b>	<b>\$434,553</b>	<b>\$443,244</b>	<b>\$452,108</b>	<b>\$461,150</b>
<b>Net Transfers In (Out)</b>	<b>\$81,000</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>\$471,467</b>	<b>\$426,032</b>	<b>\$434,553</b>	<b>\$443,244</b>	<b>\$452,108</b>	<b>\$461,150</b>
<b>Opening Fund Balance</b>	<b>\$2,883,339</b>	<b>\$3,354,806</b>	<b>\$3,780,838</b>	<b>\$4,215,391</b>	<b>\$4,658,635</b>	<b>\$5,110,743</b>
<b>Ending Fund Balance</b>	<b>\$3,354,806</b>	<b>\$3,780,838</b>	<b>\$4,215,391</b>	<b>\$4,658,635</b>	<b>\$5,110,743</b>	<b>\$5,571,893</b>

**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$53,500	\$207,500	\$211,650	\$215,883	\$220,201	\$224,605
<b>Total department expenses</b>	\$53,500	\$207,500	\$211,650	\$215,883	\$220,201	\$224,605
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	\$53,500	\$207,500	\$211,650	\$215,883	\$220,201	\$224,605

**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$14,727,000	\$16,862,000	\$19,307,000	\$21,286,000	\$21,765,000	\$22,255,000
<b>Connection fees</b>	\$130,237	\$655,668	\$15,842	\$0	\$0	\$0
<b>Vehicle, equipment rental and other user charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Interest and rentals</b>	\$205,000	\$117,000	\$175,000	\$233,000	\$291,000	\$291,000
<b>Other</b>	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Revenues</b>	\$15,063,237	\$17,635,668	\$19,498,842	\$21,520,000	\$22,057,000	\$22,547,000
<b>Expenditures (see attached)</b>	\$7,861,297	\$8,256,371	\$8,499,226	\$8,766,134	\$9,044,964	\$9,289,996
<b>Net revenues over (under) expenditures before transfers</b>	\$7,201,940	\$9,379,297	\$10,999,616	\$12,753,866	\$13,012,036	\$13,257,004
<b>Net Transfers In (Out)</b>	(\$4,734,364)	(\$7,961,072)	(\$7,706,614)	(\$8,245,764)	(\$6,621,264)	(\$5,271,941)
<b>Net Increase (Decrease) in Fund Balance</b>	\$2,467,576	\$1,418,225	\$3,293,002	\$4,508,102	\$6,390,772	\$7,985,063
<b>Opening Fund Balance</b>	\$13,709,904	\$16,177,480	\$17,595,705	\$20,888,707	\$25,396,809	\$31,787,581
<b>Ending Fund Balance</b>	\$16,177,480	\$17,595,705	\$20,888,707	\$25,396,809	\$31,787,581	\$39,772,644

**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, 2026

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$2,421,131</b>	<b>\$2,672,136</b>	<b>\$2,718,083</b>	<b>\$2,769,381</b>	<b>\$2,823,501</b>	<b>\$2,834,304</b>
Salaries and Wages	\$1,345,196	\$1,431,857	\$1,458,646	\$1,485,971	\$1,513,841	\$1,542,270
PERS	\$389,921	\$471,315	\$499,596	\$518,554	\$539,606	\$516,594
Flex Allowance (Health)	\$278,032	\$269,649	\$269,649	\$269,649	\$269,649	\$269,649
Workers Compensation	\$79,071	\$110,728	\$100,626	\$104,643	\$108,819	\$113,165
Other	\$328,911	\$388,587	\$389,567	\$390,566	\$391,586	\$392,626
<b>Supplies and other</b>	<b>\$3,500,550</b>	<b>\$3,509,550</b>	<b>\$3,659,315</b>	<b>\$3,826,697</b>	<b>\$4,002,070</b>	<b>\$4,185,826</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>\$5,921,681</b>	<b>\$6,181,686</b>	<b>\$6,377,398</b>	<b>\$6,596,078</b>	<b>\$6,825,571</b>	<b>\$7,020,130</b>
<b>Internal Services Charges</b>	<b>\$1,151,219</b>	<b>\$1,185,084</b>	<b>\$1,214,435</b>	<b>\$1,244,515</b>	<b>\$1,275,341</b>	<b>\$1,306,933</b>
<b>Reallocation</b>	<b>\$788,397</b>	<b>\$889,601</b>	<b>\$907,393</b>	<b>\$925,541</b>	<b>\$944,052</b>	<b>\$962,933</b>
<b>Net expenditures</b>	<b>\$7,861,297</b>	<b>\$8,256,371</b>	<b>\$8,499,226</b>	<b>\$8,766,134</b>	<b>\$9,044,964</b>	<b>\$9,289,996</b>

**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>
<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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>
<b>Ending Fund Balance</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$1,000	\$100	\$0	\$0	\$0	\$0
Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,000</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures (see attached)</b>	<b>\$2,900,000</b>	<b>\$1,869,091</b>	<b>\$1,866,216</b>	<b>\$1,866,966</b>	<b>\$1,866,216</b>	<b>\$1,868,841</b>
Net revenues over (under) expenditures before transfers	(\$2,899,000)	(\$1,868,991)	(\$1,866,216)	(\$1,866,966)	(\$1,866,216)	(\$1,868,841)
Net Transfers In (Out)	(\$17,540,892)	\$2,087,125	\$2,084,250	\$2,085,000	\$2,084,250	\$2,086,875
Net Increase (Decrease) in Fund Balance	(\$20,439,892)	\$218,134	\$218,034	\$218,034	\$218,034	\$218,034
Opening Fund Balance	(\$24,479,469)	(\$44,919,361)	(\$44,701,227)	(\$44,483,193)	(\$44,265,159)	(\$44,047,125)
Ending Fund Balance*	(\$44,919,361)	(\$44,701,227)	(\$44,483,193)	(\$44,265,159)	(\$44,047,125)	(\$43,829,091)

**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, 2026

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$2,900,000	\$1,869,091	\$1,866,216	\$1,866,966	\$1,866,216	\$1,868,841
<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>\$2,900,000</b>	<b>\$1,869,091</b>	<b>\$1,866,216</b>	<b>\$1,866,966</b>	<b>\$1,866,216</b>	<b>\$1,868,841</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>\$2,900,000</b>	<b>\$1,869,091</b>	<b>\$1,866,216</b>	<b>\$1,866,966</b>	<b>\$1,866,216</b>	<b>\$1,868,841</b>



**City of Foster City, California**

Wastewater Capital Improvement Project Funds (Fund 455)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>Other</b>	\$11,000	\$0	\$0	\$0	\$0	\$0
<b>Interest and rentals</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Bond Proceeds</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$11,000	\$0	\$0	\$0	\$0	\$0
<b>Expenditures (see attached)</b>	\$21,764,892	\$55,256,450	\$39,952,720	\$8,139,496	\$10,343,831	\$2,357,440
<b>Net revenues over (under) expenditures before transfers</b>	(\$21,753,892)	(\$55,256,450)	(\$39,952,720)	(\$8,139,496)	(\$10,343,831)	(\$2,357,440)
<b>Loan from General Fund for WWTP Project</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Transfers In (Out)</b>	\$22,055,892	\$59,640,350	\$39,607,363	\$7,753,392	\$5,593,831	\$2,457,440
<b>Net Increase (Decrease) in Fund Balance</b>	\$302,000	\$4,383,900	(\$345,357)	(\$386,104)	(\$4,750,000)	\$100,000
<b>Opening Fund Balance</b>	\$4,282,842	\$4,584,842	\$8,968,742	\$8,623,385	\$8,237,281	\$3,487,281
<b>Ending Fund Balance</b>	\$ 4,584,842	\$8,968,742	\$8,623,385	\$8,237,281	\$3,487,281	\$3,587,281

**City of Foster City, California**

Wastewater Capital Improvement Project Funds (Fund 455) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$21,764,892	\$55,256,450	\$39,952,720	\$8,139,496	\$10,343,831	\$2,357,440
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$21,764,892</b>	<b>\$55,256,450</b>	<b>\$39,952,720</b>	<b>\$8,139,496</b>	<b>\$10,343,831</b>	<b>\$2,357,440</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>\$21,764,892</b>	<b>\$55,256,450</b>	<b>\$39,952,720</b>	<b>\$8,139,496</b>	<b>\$10,343,831</b>	<b>\$2,357,440</b>

**City of Foster City, California**

Wastewater Expansion Fund (Fund 456)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$269,346	\$254,683	\$259,777	\$264,972	\$270,272	\$275,677
Interest and rentals	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$269,346</b>	<b>\$254,683</b>	<b>\$259,777</b>	<b>\$264,972</b>	<b>\$270,272</b>	<b>\$275,677</b>
<b>Expenditures (see attached)</b>	<b>\$141,060</b>	<b>\$1,543,000</b>	<b>\$130,560</b>	<b>\$133,171</b>	<b>\$135,835</b>	<b>\$138,551</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$128,286</b>	<b>(\$1,288,317)</b>	<b>\$129,217</b>	<b>\$131,801</b>	<b>\$134,437</b>	<b>\$137,126</b>
<b>Net Transfers In (Out)</b>	<b>\$220,000</b>	<b>(\$1,415,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$348,286</b>	<b>(\$2,703,317)</b>	<b>\$129,217</b>	<b>\$131,801</b>	<b>\$134,437</b>	<b>\$137,126</b>
<b>Opening Fund Balance</b>	<b>\$3,344,596</b>	<b>\$3,692,882</b>	<b>\$989,565</b>	<b>\$1,118,782</b>	<b>\$1,250,583</b>	<b>\$1,385,019</b>
<b>Ending Fund Balance</b>	<b>\$3,692,882</b>	<b>\$989,565</b>	<b>\$1,118,782</b>	<b>\$1,250,583</b>	<b>\$1,385,020</b>	<b>\$1,522,145</b>

**City of Foster City, California**

Wastewater Equipment Replacement Funds (Fund 458) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$1,415,000	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$141,060	\$128,000	\$130,560	\$133,171	\$135,835	\$138,551
<b>Total department expenses</b>	\$141,060	\$1,543,000	\$130,560	\$133,171	\$135,835	\$138,551
<b>Internal Services Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</b>	\$141,060	\$1,543,000	\$130,560	\$133,171	\$135,835	\$138,551

**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Interest and rentals</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Bond Proceeds</b>	\$66,860,640	\$33,676,585	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$66,860,640	\$33,676,585	\$0	\$0	\$0	\$0
<b>Expenditures (see attached)</b>	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<b>Net revenues over (under) expenditures before transfers</b>	\$66,860,640	\$33,670,585	(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)
<b>Net Transfers In (Out)</b>	\$0	(\$52,350,767)	(\$33,984,363)	(\$1,591,992)	(\$1,056,181)	\$728,262
<b>Net Increase (Decrease) in Fund Balance</b>	\$66,860,640	(\$18,680,182)	(\$33,990,363)	(\$1,597,992)	(\$1,062,181)	\$722,262
<b>Opening Fund Balance</b>	\$0	\$66,860,640	\$48,180,458	\$14,190,095	\$12,592,103	\$11,529,922
<b>Ending Fund Balance</b>	\$66,860,640	\$48,180,458	\$14,190,095	\$12,592,103	\$11,529,922	\$12,252,184

**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, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<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>	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<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	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000



**City of Foster City, California**

Internal Service Funds (Fund 501-509)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<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	\$8,919,674	\$9,568,459	\$9,787,171	\$9,982,915	\$10,182,573	\$10,386,224
Interest and rentals	\$223,700	\$135,930	\$199,700	\$265,800	\$332,500	\$383,900
Other	\$57,085	\$49,807	\$23,000	\$23,000	\$23,000	\$23,000
<b>Total Revenues</b>	<b>\$9,200,459</b>	<b>\$9,754,196</b>	<b>\$10,009,871</b>	<b>\$10,271,715</b>	<b>\$10,538,073</b>	<b>\$10,793,124</b>
<b>Expenditures (see attached)</b>	<b>\$10,230,774</b>	<b>\$10,090,643</b>	<b>\$11,106,584</b>	<b>\$10,451,947</b>	<b>\$10,457,934</b>	<b>\$10,577,309</b>
Net revenues over (under) expenditures before transfers	(\$1,030,315)	(\$336,447)	(\$1,096,713)	(\$180,232)	\$80,139	\$215,815
Net Transfers In (Out)	(\$600,000)	(\$300,000)	(\$1,125,000)	(\$290,000)	(\$110,000)	(\$85,000)
Net Increase (Decrease) in Fund Balance	(\$1,630,315)	(\$636,447)	(\$2,221,713)	(\$470,232)	(\$29,861)	\$130,815
Opening Fund Balance	\$31,994,255	\$30,363,940	\$29,727,493	\$27,505,780	\$27,035,548	\$27,005,687
Ending Fund Balance	\$30,363,940	\$29,727,493	\$27,505,780	\$27,035,548	\$27,005,687	\$27,136,502

**City of Foster City, California**

Internal Service Funds (Fund 501-509) Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<b>Employee Services</b>	<b>\$3,202,619</b>	<b>\$3,536,383</b>	<b>\$3,589,318</b>	<b>\$3,643,403</b>	<b>\$3,700,379</b>	<b>\$3,713,164</b>
Salaries and Wages	\$1,354,510	\$1,510,375	\$1,539,983	\$1,570,183	\$1,600,986	\$1,632,406
PERS	\$438,675	\$493,146	\$522,302	\$541,955	\$563,752	\$540,594
Flex Allowance (Health)	\$218,004	\$223,341	\$223,341	\$223,341	\$223,341	\$223,341
Workers Compensation	\$52,271	\$77,710	\$70,523	\$73,370	\$76,332	\$79,414
Other	\$1,139,159	\$1,231,811	\$1,233,169	\$1,234,554	\$1,235,967	\$1,237,409
<b>Supplies and other</b>	<b>\$3,684,248</b>	<b>\$3,636,720</b>	<b>\$3,722,374</b>	<b>\$3,795,256</b>	<b>\$3,869,802</b>	<b>\$3,945,838</b>
<b>Capital Improvement Projects</b>	<b>\$200,000</b>	<b>\$300,000</b>	<b>\$1,125,000</b>	<b>\$290,000</b>	<b>\$110,000</b>	<b>\$85,000</b>
<b>Capital Outlay</b>	<b>\$2,312,862</b>	<b>\$1,783,544</b>	<b>\$1,819,215</b>	<b>\$1,855,599</b>	<b>\$1,892,711</b>	<b>\$1,930,565</b>
<b>Total department expenses</b>	<b>\$9,399,729</b>	<b>\$9,256,647</b>	<b>\$10,255,907</b>	<b>\$9,584,258</b>	<b>\$9,572,892</b>	<b>\$9,674,567</b>
<b>Internal Services Charges</b>	<b>\$282,560</b>	<b>\$299,278</b>	<b>\$305,264</b>	<b>\$311,369</b>	<b>\$317,595</b>	<b>\$323,947</b>
<b>Reallocation</b>	<b>\$548,485</b>	<b>\$534,718</b>	<b>\$545,413</b>	<b>\$556,320</b>	<b>\$567,447</b>	<b>\$578,795</b>
<b>Net expenditures</b>	<b>\$10,230,774</b>	<b>\$10,090,643</b>	<b>\$11,106,584</b>	<b>\$10,451,947</b>	<b>\$10,457,934</b>	<b>\$10,577,309</b>

**City of Foster City, California**

Agency Funds (Fund 604 - 608)

Five Year Financial Plan for the Years Ended June 30, 2026

	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$263,396	\$286,195	\$291,919	\$297,757	\$303,712	\$309,787
<b>Connection fees</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Vehicle, equipment rental and other user charges</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Interest and rentals</b>	\$2,100	\$1,300	\$2,000	\$2,700	\$3,400	\$3,400
<b>Other</b>	\$0	\$223,868	\$223,868	\$223,868	\$223,868	\$223,868
<b>Total Revenues</b>	\$265,496	\$511,363	\$517,787	\$524,325	\$530,980	\$537,055
<b>Expenditures (see attached)</b>	\$362,142	\$773,459	\$797,176	\$797,176	\$797,176	\$797,176
<b>Net revenues over (under) expenditures before transfers</b>	(\$96,646)	(\$262,096)	(\$279,389)	(\$272,851)	(\$266,196)	(\$260,121)
<b>Net Transfers In (Out)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance</b>	(\$96,646)	(\$262,096)	(\$279,389)	(\$272,851)	(\$266,196)	(\$260,121)
<b>Opening Fund Balance</b>	(\$801,962)	(\$898,608)	(\$1,160,704)	(\$1,440,093)	(\$1,712,944)	(\$1,979,140)
<b>Ending Fund Balance</b>	(\$898,608)	(\$1,160,704)	(\$1,440,093)	(\$1,712,944)	(\$1,979,140)	(\$2,239,261)

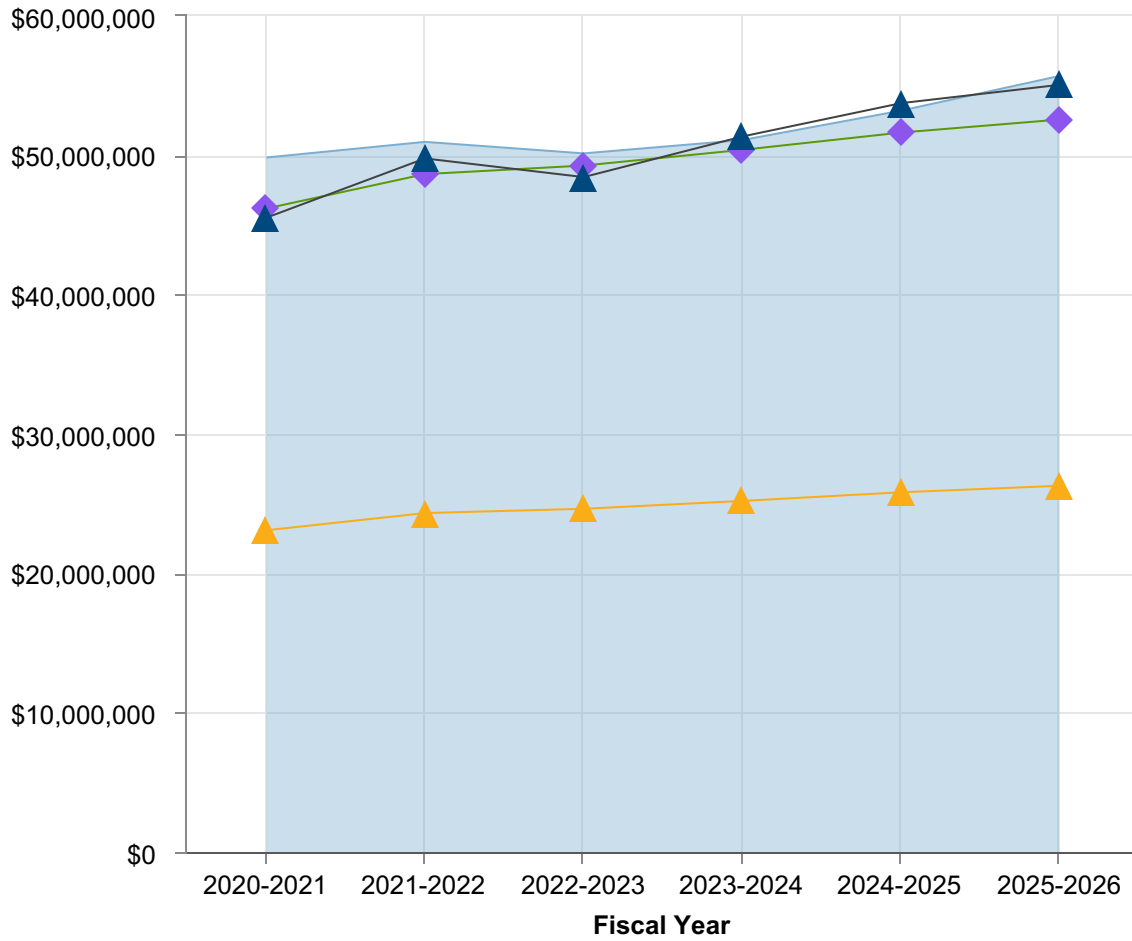
**City of Foster City, California**

Agency Funds (Fund 604 - 608) Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2026

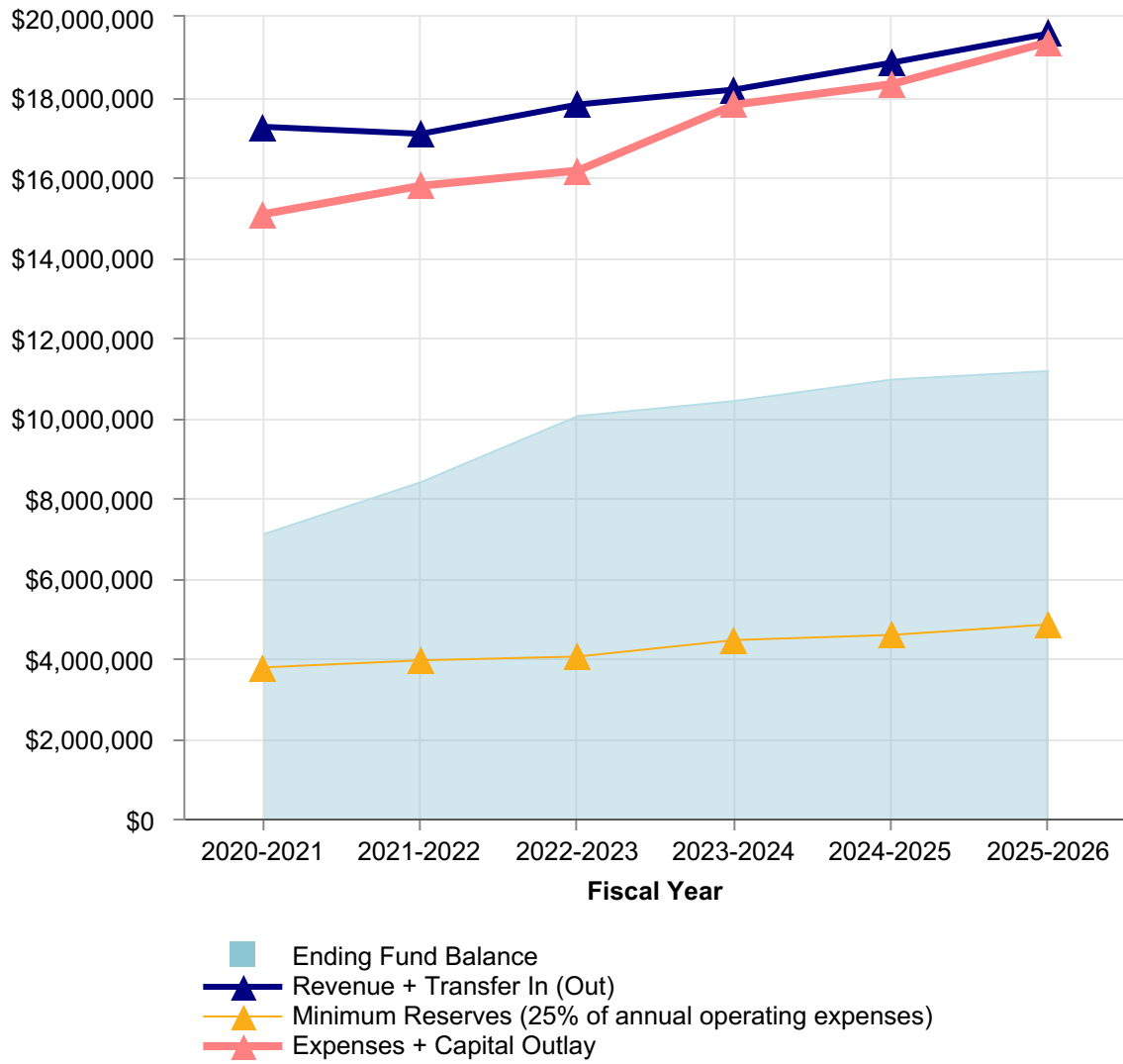
	Projected	Five Year Financial Plan				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Department Expenses</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$362,142	\$773,459	\$797,176	\$797,176	\$797,176	\$797,176
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$362,142</b>	<b>\$773,459</b>	<b>\$797,176</b>	<b>\$797,176</b>	<b>\$797,176</b>	<b>\$797,176</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>\$362,142</b>	<b>\$773,459</b>	<b>\$797,176</b>	<b>\$797,176</b>	<b>\$797,176</b>	<b>\$797,176</b>

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

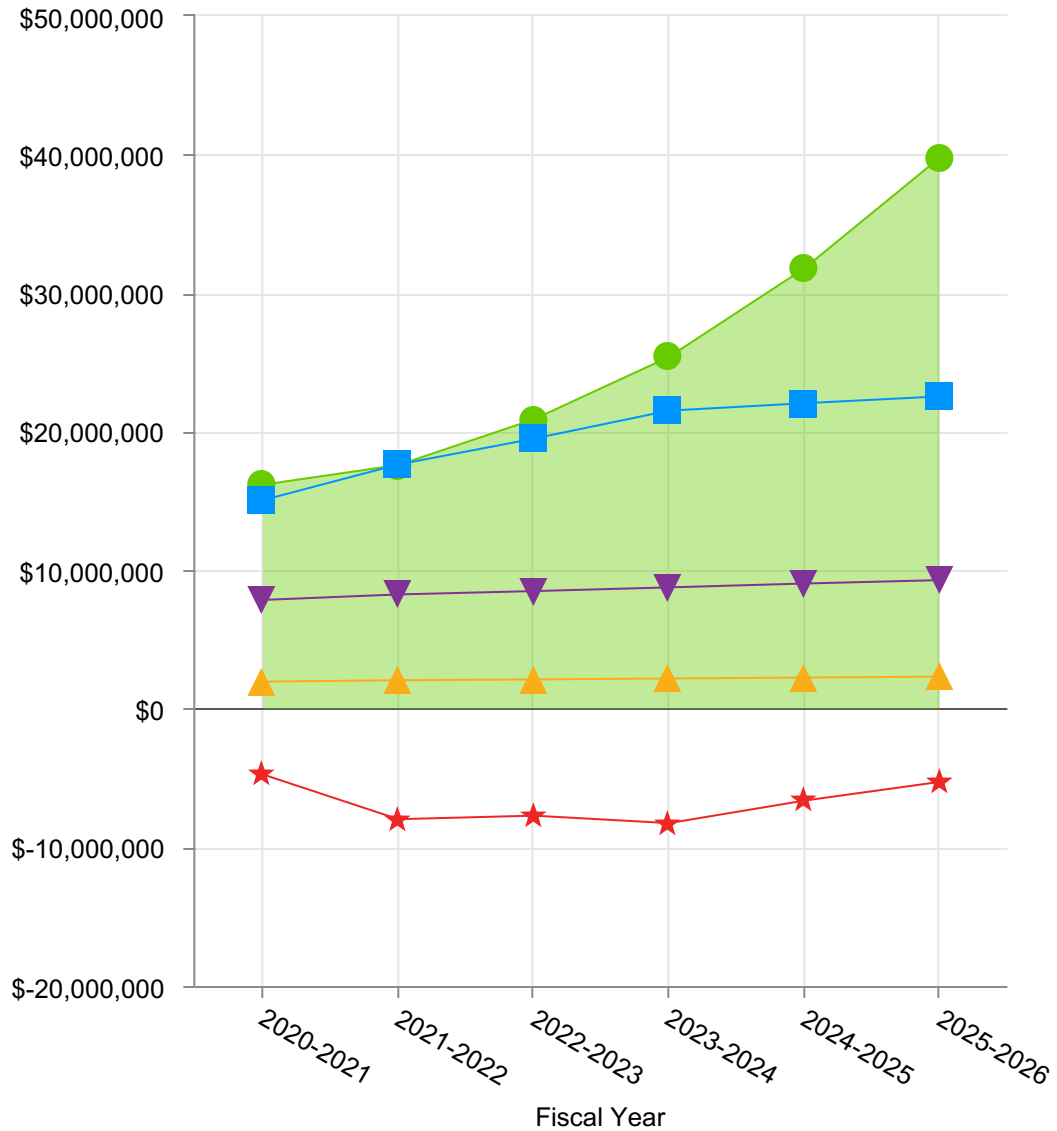


- Ending Fund Balance
- ◆ Expenditures
- ▲ Upper Range of Minimum Reserves (50% of annual operating expenditures)
- ▲ Revenues, Transfers & Other Adj.

### Estero Municipal Improvement District Water Operating Fund



## Estero Municipal Improvement District Wastewater Operating Fund



- Ending Fund Balance
- Revenue
- ★ Transfer In (Out) include transfers out for WWTP debt service payments and proje...
- ▲ 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, 2022

FINAL BUDGET

Fund	Available July 1, 2021	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2022
<b>General Funds</b>										
001 GENERAL FUND	\$49,843,657	\$16,454,109	\$33,086,790	\$1,886,281	\$97,498,275	\$46,530,729	\$0	\$46,530,729	\$1,123,889	\$50,967,546
002 GENERAL FUND-DISTRICT	\$0	\$33,392,790	\$0	\$33,086,790	\$306,000	\$306,000	\$0	\$306,000	\$0	\$0
003 SPECIAL RECREATION	\$0	\$1,430,120	\$386,281	\$0	\$1,816,401	\$1,816,401	\$0	\$1,816,401	\$0	\$0
005 COMMUNITY BENEFIT PROGRAM	\$836,072	\$59,600	\$0	\$0	\$895,672	\$883,320	\$0	\$883,320	(\$823,720)	\$12,352
006 DRUG ABUSE RESIST EDUCATION	\$1,989	\$10	\$0	\$0	\$1,999	\$600	\$0	\$600	(\$590)	\$1,399
007 SOLAR INCENTIVE GRANT PRG	\$72,454	\$200	\$0	\$0	\$72,654	\$25,000	\$0	\$25,000	(\$24,800)	\$47,654
008 EE HOME LOAN PROGRAM	\$59,856	\$50	\$0	\$0	\$59,906	\$58,000	\$0	\$58,000	(\$57,950)	\$1,906
009 ASSET SEIZURE	\$22,175	\$1,100	\$0	\$0	\$23,275	\$22,175	\$0	\$22,175	(\$21,075)	\$1,100
010 PENSION STABILIZATION FD	\$88,374	\$0	\$0	\$0	\$88,374	\$0	\$0	\$0	\$0	\$88,374
011 FACILITIES REPLACEMENT FD	\$2,390,999	\$8,600	\$0	\$0	\$2,399,599	\$0	\$0	\$0	\$8,600	\$2,399,599
012 SUSTAINABLE FC	\$168,062	\$3,500	\$50,000	\$0	\$221,562	\$221,562	\$0	\$221,562	(\$168,062)	\$0
<b>Subtotal General Funds</b>	<b>\$53,483,638</b>	<b>\$51,350,079</b>	<b>\$33,523,071</b>	<b>\$34,973,071</b>	<b>\$103,383,717</b>	<b>\$49,863,787</b>	<b>\$0</b>	<b>\$49,863,787</b>	<b>\$36,292</b>	<b>\$53,519,930</b>
<b>Special Revenue Funds</b>										
101 TRAFFIC SAFETY	\$2,254	\$60,000	\$0	\$0	\$62,254	\$60,000	\$0	\$60,000	\$0	\$2,254
102 MEASURE "A"	\$1,464,029	\$720,040	\$0	\$0	\$2,184,069	\$0	\$800,000	\$800,000	(\$79,960)	\$1,384,069
103 GAS TAX	\$45,619	\$856,600	\$0	\$0	\$902,219	\$554,500	\$300,000	\$854,500	\$2,100	\$47,719
104 PARK IN-LIEU FEES	\$2,805,589	\$11,200	\$0	\$0	\$2,816,789	\$0	\$0	\$0	\$11,200	\$2,816,789
105 MEASURE M	\$0	\$107,370	\$0	\$0	\$107,370	\$0	\$100,000	\$100,000	\$7,370	\$7,370
108 SLESF/COPS GRANT	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	\$0
114 CalOpps Fund	\$300,837	\$441,400	\$0	\$0	\$742,237	\$522,003	\$0	\$522,003	(\$80,603)	\$220,234
116 FOSTER CITY FOUNDATION FUND	\$287,356	\$14,163	\$0	\$0	\$301,519	\$19,397	\$0	\$19,397	(\$5,234)	\$282,122
119 SB1 ROAD MAINT&REHAB A/C	\$617,915	\$660,900	\$0	\$0	\$1,278,815	\$0	\$1,250,000	\$1,250,000	(\$589,100)	\$28,815
122 LMIHAF-HOUSING SUCCESSOR	\$1,961,105	\$85,180	\$0	\$0	\$2,046,285	\$134,760	\$0	\$134,760	(\$49,580)	\$1,911,525
124 FC AFFORDABLE HOUSING	\$550,540	\$34,200	\$0	\$0	\$584,740	\$400,000	\$0	\$400,000	(\$365,800)	\$184,740
125 SUSTAINABLE FC SPECIAL FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
127 BAY AREA EE RELATIONS SVC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
128 GENERAL PLAN MAINTENANCE	\$1,679,315	\$151,141	\$0	\$0	\$1,830,456	\$534,851	\$0	\$534,851	(\$383,710)	\$1,295,605
129 CONST & DEMO RECYCLING FUND	\$680,632	\$54,200	\$0	\$50,000	\$684,832	\$331,750	\$0	\$331,750	(\$327,550)	\$353,082
130 TECHNOLOGY MAINTENANCE FUND	\$137,417	\$48,678	\$0	\$0	\$186,095	\$124,418	\$0	\$124,418	(\$75,740)	\$61,677
131 SB 1186 FUND	\$22,795	\$4,100	\$0	\$0	\$26,895	\$1,300	\$0	\$1,300	\$2,800	\$25,595
132 SMIP FEE FUND	\$3,885	\$1,120	\$0	\$0	\$5,005	\$500	\$0	\$500	\$620	\$4,505
133 CRV GRANT FUND	\$7,985	\$8,540	\$0	\$0	\$16,525	\$13,000	\$0	\$13,000	(\$4,460)	\$3,525
134 CURBSIDE RECYCLING FEE FUND	\$197,073	\$20,500	\$0	\$0	\$217,573	\$25,000	\$0	\$25,000	(\$4,500)	\$192,573
135 GREEN BUILDING FEE FUND	\$5,857	\$1,820	\$0	\$0	\$7,677	\$500	\$0	\$500	\$1,320	\$7,177
136 MEASURE W	\$656,241	\$318,010	\$0	\$0	\$974,251	\$0	\$500,000	\$500,000	(\$181,990)	\$474,251
137 AFFORDABLE HOUSING FUND-COMMERCIAL LINKAGE FEES	\$968,400	\$1,500	\$0	\$0	\$969,900	\$0	\$0	\$0	\$1,500	\$969,900
138 TENANT RELOCATION ASSISTANCE FUND	\$51,500	\$120,540	\$0	\$0	\$172,040	\$164,000	\$0	\$164,000	-\$43,460	\$8,040
<b>Subtotal Special Revenue Funds</b>	<b>\$12,446,344</b>	<b>\$3,821,202</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$16,217,546</b>	<b>\$2,985,979</b>	<b>\$2,950,000</b>	<b>\$5,935,979</b>	<b>(\$2,164,777)</b>	<b>\$10,281,567</b>
<b>Debt Service Fund</b>										
230 LEVEE PROTECT I&R IMP FD	\$8,805,726	\$8,693,523	\$0	\$0	\$17,499,249	\$6,492,688	\$0	\$6,492,688	\$2,200,835	\$11,006,561
<b>Subtotal Capital Projects Funds</b>	<b>\$8,805,726</b>	<b>\$8,693,523</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,499,249</b>	<b>\$6,492,688</b>	<b>\$0</b>	<b>\$6,492,688</b>	<b>\$2,200,835</b>	<b>\$11,006,561</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, 2022

FINAL BUDGET

Fund	Available July 1, 2021	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2022	
<b>(Continued from previous page)</b>											
<b>Capital Projects Funds</b>											
301	CIP-CITY	\$13,710,342	\$143,250	\$1,800,000	\$0	\$15,653,592	\$0	\$952,000	\$952,000	\$991,250	\$14,701,592
326	CAPITAL ASSET PRESERVATION	\$43,515,712	\$1,279,000	\$0	\$0	\$44,794,712	\$7,000,000	\$0	\$7,000,000	\$(5,721,000)	\$37,794,712
327	LEEVE PROJECT FUND	\$2,211,003	\$50,000	\$0	\$0	\$2,261,003	\$0	\$2,132,205	\$2,132,205	\$(2,082,205)	\$128,798
<b>Subtotal Capital Projects Funds</b>		<b>\$59,437,057</b>	<b>\$1,472,250</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$62,709,307</b>	<b>\$7,000,000</b>	<b>\$3,084,205</b>	<b>\$10,084,205</b>	<b>\$(6,811,955)</b>	<b>\$52,625,102</b>
<b>Enterprise Funds</b>											
<b>Water Funds</b>											
401	WATER REVENUE	\$7,094,772	\$17,761,142	\$0	\$680,000	\$24,175,914	\$15,785,560	\$0	\$15,785,560	\$1,295,582	\$8,390,354
405	CIP-WATER	\$3,674,405	\$0	\$680,000	\$0	\$4,354,405	\$0	\$1,312,500	\$1,312,500	\$(632,500)	\$3,041,905
408	WATER EQUIPMENT REPLACEMENT	\$3,354,806	\$633,532	\$0	\$0	\$3,988,338	\$207,500	\$0	\$207,500	\$426,032	\$3,780,838
<b>Subtotal Water Funds</b>		<b>\$14,123,983</b>	<b>\$18,394,674</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$32,518,657</b>	<b>\$15,993,060</b>	<b>\$1,312,500</b>	<b>\$17,305,560</b>	<b>\$1,089,114</b>	<b>\$15,213,097</b>
<b>Wastewater Funds</b>											
451	WASTEWATER REVENUE	\$16,177,480	\$17,635,668	\$636	\$7,961,708	\$25,852,076	\$8,256,371	\$0	\$8,256,371	\$1,418,225	\$17,595,705
453	WASTEWATER SURPLUS	\$2,000,000	\$0	\$2,087,125	\$2,087,125	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
454	SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND	(\$44,919,361)	\$100	\$2,087,125	\$0	(\$42,832,136)	\$1,869,091	\$0	\$1,869,091	\$218,134	(\$44,701,227)
455	CIP-SEWER	\$4,584,842	\$0	\$59,640,350	\$0	\$64,225,192	\$0	\$55,256,450	\$55,256,450	\$4,383,900	\$8,968,742
456	WASTEWATER PLANT EXPANSION FD	\$0	\$636	\$0	\$636	\$0	\$0	\$0	\$0	\$0	\$0
458	WASTEWATER EQUIP REPLACEMENT	\$3,692,882	\$254,683	\$0	\$1,415,000	\$2,532,565	\$128,000	\$1,415,000	\$1,543,000	\$(2,703,317)	\$989,565
459	WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT LOAN FUND	\$66,860,640	\$33,676,585	\$3,624,583	\$55,975,350	\$48,186,458	\$6,000	\$0	\$6,000	\$(18,680,182)	\$48,180,458
<b>Subtotal Wastewater Funds</b>		<b>\$48,396,483</b>	<b>\$51,567,672</b>	<b>\$67,439,819</b>	<b>\$67,439,819</b>	<b>\$99,964,155</b>	<b>\$10,259,462</b>	<b>\$56,671,450</b>	<b>\$66,930,912</b>	<b>\$(15,363,240)</b>	<b>\$33,033,243</b>
<b>Subtotal Enterprise Funds</b>		<b>\$62,520,466</b>	<b>\$69,962,346</b>	<b>\$68,119,819</b>	<b>\$68,119,819</b>	<b>\$132,482,812</b>	<b>\$26,252,522</b>	<b>\$57,983,950</b>	<b>\$84,236,472</b>	<b>\$(14,274,126)</b>	<b>\$48,246,340</b>
<b>Internal Service Funds</b>											
501	VEHICLE REPLACEMENT FUND	\$3,594,336	\$1,802,082	\$0	\$0	\$5,396,418	\$1,960,508	\$0	\$1,960,508	\$(158,426)	\$3,435,910
502	EQUIPMENT REPLACEMENT FD	\$5,114,821	\$695,119	\$0	\$0	\$5,809,940	\$374,500	\$0	\$374,500	\$320,619	\$5,435,440
503	SELF INSURANCE FUND	\$1,205,094	\$494,670	\$0	\$0	\$1,699,764	\$772,570	\$0	\$772,570	\$(277,900)	\$927,194
504	COMMUNICATION & INFO SVC	\$3,865,594	\$2,384,155	\$0	\$0	\$6,249,749	\$2,483,898	\$0	\$2,483,898	\$(99,743)	\$3,765,851
505	BUILDING MAINTENANCE	\$5,359,951	\$3,403,877	\$0	\$300,000	\$8,463,828	\$3,272,159	\$300,000	\$3,572,159	\$(468,282)	\$4,891,669
507	EMPLOYEE BENEFITS LIAB FD	\$2,443,526	\$239,090	\$0	\$0	\$2,682,616	\$238,320	\$0	\$238,320	\$770	\$2,444,296
508	PEMHCA	\$5,990,029	\$229,280	\$0	\$0	\$6,219,309	\$214,320	\$0	\$214,320	\$14,960	\$6,004,989
509	COMPENSATED ABSENCES	\$2,790,589	\$505,923	\$0	\$0	\$3,296,512	\$474,368	\$0	\$474,368	\$31,555	\$2,822,144
<b>Subtotal Internal Service Funds</b>		<b>\$30,363,940</b>	<b>\$9,754,196</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$39,818,136</b>	<b>\$9,790,643</b>	<b>\$300,000</b>	<b>\$10,090,643</b>	<b>\$(636,447)</b>	<b>\$29,727,493</b>
<b>Agency Fund</b>											
604	SUCCESSOR AGENCY - REDEVELOPMENT PPTY TAX TRUST FUND	(\$898,608)	\$287,495	\$0	\$0	(\$611,113)	\$549,591	\$0	\$549,591	\$(262,096)	(\$1,160,704)
607	TOURISM ASSESSMENT	\$0	\$85,868	\$0	\$0	\$85,868	\$85,868	\$0	\$85,868	\$0	\$0
608	SAN MATEO CONSOLIDATED FIRE	\$0	\$138,000	\$0	\$0	\$138,000	\$138,000	\$0	\$138,000	\$0	\$0
<b>Subtotal Agency Fund</b>		<b>(\$898,608)</b>	<b>\$511,363</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$387,245)</b>	<b>\$773,459</b>	<b>\$0</b>	<b>\$773,459</b>	<b>\$(262,096)</b>	<b>(\$1,160,704)</b>
<b>Total All Funds</b>		<b>\$226,158,563</b>	<b>\$145,564,959</b>	<b>\$103,442,890</b>	<b>\$103,442,890</b>	<b>\$371,723,522</b>	<b>\$103,159,078</b>	<b>\$64,318,155</b>	<b>\$167,477,233</b>	<b>\$(21,912,273)</b>	<b>\$204,246,289</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

	2020-2021		2021-2022
	Approved	Projected	Budget
<b>General Fund 001-003</b>			
City			
Property Taxes in-lieu of Vehicle License Fee	\$3,743,640	\$2,667,175	\$2,943,400
Sales Taxes	\$2,797,500	\$3,040,600	\$3,079,800
Transient Occupancy Tax	\$2,424,450	\$1,044,690	\$2,361,000
Business License Tax	\$1,588,400	\$1,423,600	\$1,452,100
Franchise Taxes	\$1,076,000	\$1,076,000	\$1,135,820
Real Property Transfer Tax	\$274,400	\$274,400	\$279,890
Permits	\$1,373,105	\$1,373,105	\$845,802
Intergovernmental (POST, SB90, Grants, etc.)	\$30,000	\$3,220,000	\$3,220,000
Charges for current services	\$558,648	\$558,648	\$522,397
Fines and forfeitures	\$51,100	\$30,000	\$51,100
Interest	\$314,000	\$224,800	\$224,800
Other (Fines, Reimbursement, Street Sweeping, Other)	\$338,000	\$338,000	\$338,000
General Fund (City) Subtotal	\$14,569,243	\$15,271,018	\$16,454,109
District			
Property Taxes	\$29,176,800	\$30,395,207	\$31,103,300
Excess ERAF	\$1,035,520	\$3,020,190	\$1,526,800
Intergovernmental	\$100,000	\$100,000	\$100,000
Rentals	\$606,990	\$606,990	\$606,990
Interest	\$118,000	\$55,700	\$55,700
General Fund (District) Subtotal	\$31,037,310	\$34,178,087	\$33,392,790
Special Recreation			
Program Revenues	\$1,248,225	\$370,019	\$1,152,920
Rents and Concessions	\$297,000	\$82,351	\$277,200
Interest	\$2,200	\$0	\$0
General Fund (Special Recreation) Subtotal	\$1,547,425	\$452,370	\$1,430,120
<b>total general fund 001-003</b>	<b>\$47,153,978</b>	<b>\$49,901,475</b>	<b>\$51,277,019</b>
<b>General Fund 005-012</b>			
City			
Community Benefits Program	\$0	\$419,863	\$59,600
Intergovernmental (D.A.R.E.)	\$0	\$15	\$10
Solar Incentive Grant Program	\$600	\$600	\$200
Employee Rental Assistance Program	\$450	\$450	\$50
Asset Seizure Program	\$1,200	\$9,454	\$1,100
Pension Sustainability Fund	\$0	\$20,000	\$0
Facilities Replacement Fund	\$7,000	\$14,300	\$8,600
Sustainable Foster City Fund	\$2,700	\$4,050	\$3,500
General Fund 005-012 (City) Subtotal	\$11,950	\$468,732	\$73,060
<b>total general fund 005-012</b>	<b>\$11,950</b>	<b>\$468,732</b>	<b>\$73,060</b>
<b>Total General Fund (ALL)</b>	<b>\$47,165,928</b>	<b>\$50,370,207</b>	<b>\$51,350,079</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

(Continued from previous page)

	2020-2021		2021-2022
	Approved	Projected	Budget
(Continued on next page)			
<b>Special Revenue Funds</b>			
Traffic Safety			
Vehicle Code Fines	\$84,660	\$50,000	\$60,000
Interest	\$0	\$0	\$0
Traffic Safety Subtotal	\$84,660	\$50,000	\$60,000
Measure A			
Sales Taxes	\$793,600	\$718,740	\$714,240
Interest	\$26,000	\$11,700	\$5,800
Measure A Subtotal	\$819,600	\$730,440	\$720,040
Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$567,039	\$531,240	\$554,500
Gas Tax (2103)	\$298,699	\$260,741	\$297,600
Interest	\$12,100	\$4,500	\$4,500
Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$877,838	\$796,481	\$856,600
Park In-Lieu Fees			
Developer Fees	\$0	\$0	\$0
Interest	\$35,800	\$17,800	\$11,200
Park In-Lieu Fees Subtotal	\$35,800	\$17,800	\$11,200
Measure M			
Vehicle License Fees	\$119,300	\$119,300	\$107,370
Measure M Subtotal	\$119,300	\$119,300	\$107,370
SLESF/COPS Grant			
Grant	\$100,000	\$100,000	\$100,000
SLESF/COPS Subtotal	\$100,000	\$100,000	\$100,000
CalOpps.org			
Fees for Services	\$474,300	\$431,300	\$440,000
Interest	\$3,500	\$3,000	\$1,400
CalOpps.org Subtotal	\$477,800	\$434,300	\$441,400
Foster City Foundation			
Grants and Donations	\$86,000	\$12,000	\$14,163
Foster City Foundation Subtotal	\$86,000	\$12,000	\$14,163
SB1 Road Maintenance and Rehabilitation			
Road Maintenance and Rehabilitation Account	\$578,000	\$601,000	\$658,500
Interest	\$0	\$4,000	\$2,400
SB1 Road Maintenance and Rehabilitation Fund Subtotal	\$578,000	\$605,000	\$660,900
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayment	\$15,000	\$15,000	\$15,000
Rentals	\$55,160	\$55,160	\$62,280
Interest	\$44,000	\$21,000	\$7,900
LMIHF Fund Subtotal	\$114,160	\$91,160	\$85,180
City Affordable Housing Fund			
Loan Repayment	\$5,200	\$5,200	\$5,200
Interest	\$59,000	\$29,000	\$29,000
City Affordable Housing Fund Subtotal	\$64,200	\$34,200	\$34,200
BAERS Fund			
Other	\$257,500	\$0	\$0
Interest	\$7,300	\$0	\$0
BAERS Fund Subtotal	\$264,800	\$0	\$0

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

(Continued from previous page)

	2020-2021		2021-2022
	Approved	Projected	Budget
(Continued on next page)			
General Plan Maintenance Fund			
Other	\$139,486	\$469,800	\$144,041
Interest	\$17,400	\$10,000	\$7,100
General Plan Maintenance Fund Subtotal	\$156,886	\$479,800	\$151,141
Construction & Demo Fund			
Other	\$70,000	\$70,000	\$50,000
Interest	\$12,000	\$8,000	\$4,200
Construction & Demo Fund Subtotal	\$82,000	\$78,000	\$54,200
Technology Maintenance Fund			
Other	\$90,722	\$72,400	\$48,078
Interest	\$2,200	\$1,000	\$600
Technology Maintenance Fund Subtotal	\$92,922	\$73,400	\$48,678
SB 1186 Fund			
Other	\$4,000	\$4,000	\$4,000
Interest	\$100	\$100	\$100
SB 1186 Fund Subtotal	\$4,100	\$4,100	\$4,100
SMIP Fund			
Other	\$990	\$1,050	\$1,090
Interest	\$110	\$50	\$30
SMIP Fund Subtotal	\$1,100	\$1,100	\$1,120
CRV Grant Fund			
Other	\$8,500	\$8,500	\$8,500
Interest	\$100	\$60	\$40
CRV Grant Fund Subtotal	\$8,600	\$8,560	\$8,540
Curbside Recycling Fund			
Other	\$19,800	\$19,800	\$19,800
Interest	\$1,800	\$1,200	\$700
Curbside Recycling Fund Subtotal	\$21,600	\$21,000	\$20,500
Green Building Fees Fund			
Other	\$1,800	\$1,800	\$1,800
Interest	\$60	\$40	\$20
Green Building Fees Fund Subtotal	\$1,860	\$1,840	\$1,820
Measure W Fund			
Sales Taxes	\$351,900	\$316,710	\$316,710
Interest	\$0	\$2,000	\$1,300
Measure W Fund Subtotal	\$351,900	\$318,710	\$318,010
Affordable Housing Fund-Commercial Linkage Fees Fund			
Charges for current services	\$968,000	\$968,000	\$0
Interest	\$0	\$400	\$1,500
Affordable Housing Fund-Commercial Linkage Fees Fund Subtotal	\$968,000	\$968,400	\$1,500
Tenant Relocation Assistance Fund			
Rentals	\$0	\$51,440	\$120,500
Interest	\$0	\$60	\$40
Tenant Relocation Assistance Fund Subtotal	\$0	\$51,500	\$120,540
<b>total special revenue funds</b>	<b>\$5,311,126</b>	<b>\$4,997,091</b>	<b>\$3,821,202</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

(Continued from previous page)

	2020-2021		2021-2022
	Approved	Projected	Budget
(Continued on next page)			
<b>Debt Services Fund</b>			
City			
Property Taxes	\$4,685,023	\$4,685,023	\$8,681,023
Interest	\$0	\$25,000	\$12,500
Bonds Proceeds	\$95,137,000	\$6,625,726	\$0
Debt Services Subtotal	\$99,822,023	\$11,335,749	\$8,693,523
<b>total debt services fund</b>	<b>\$99,822,023</b>	<b>\$11,335,749</b>	<b>\$8,693,523</b>
<b>Capital Projects Fund</b>			
City Capital Projects			
Other	\$0	\$715,547	\$39,250
Interest	\$222,900	\$160,000	\$104,000
City Capital Projects Subtotal	\$222,900	\$875,547	\$143,250
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	\$263,800	\$168,000
Capital Asset Acquisition and Replacement Subtotal	\$1,681,300	\$1,374,800	\$1,279,000
Levee Project Fund			
Bonds Proceeds	\$0	\$84,778,792	\$0
Interest	\$0	\$300,000	\$50,000
Levee Project Subtotal	\$0	\$85,078,792	\$50,000
<b>total capital projects fund</b>	<b>\$1,904,200</b>	<b>\$87,329,139</b>	<b>\$1,472,250</b>
<b>Enterprise Funds</b>			
Water Revenue			
User Charges	\$16,390,000	\$16,390,300	\$17,348,300
Connection Fees	\$271,920	\$827,820	\$132,842
Interest	\$175,000	\$116,000	\$80,000
Other Revenues	\$0	\$0	\$0
Sustainability Fund Revenues	\$200,000	\$207,974	\$200,000
Water Revenue Subtotal	\$17,036,920	\$17,542,094	\$17,761,142
Water Equipment Replacement			
Equipment Rental	\$443,967	\$443,967	\$633,532
Water Equipment Replacement Subtotal	\$443,967	\$443,967	\$633,532
Wastewater Revenue			
User Charges	\$14,727,000	\$14,727,000	\$16,862,000
Connection Fees	\$130,237	\$130,237	\$655,668
Other	\$1,000	\$1,000	\$1,000
Interest	\$228,000	\$205,000	\$117,000
Wastewater Revenue Subtotal	\$15,086,237	\$15,063,237	\$17,635,668
San Mateo-Foster City Public Financing Authority Loan			
Bond Proceeds	\$0	\$0	\$0
Interest	\$12,000	\$1,000	\$100
San Mateo-Foster City Public Financing Authority Loan Subtotal	\$12,000	\$1,000	\$100

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

(Continued from previous page)

	2020-2021	2021-2022	
	Approved	Projected	Budget
(Continued on next page)			
<b>Wastewater CIP</b>			
Other	\$0	\$11,000	\$0
Wastewater CIP Subtotal	\$0	\$11,000	\$0
<b>Wastewater Expansion</b>			
Other	\$636	\$636	\$636
Wastewater Expansion Subtotal	\$636	\$636	\$636
<b>Wastewater Equipment Replacement</b>			
Equipment Rental	\$269,346	\$269,346	\$254,683
Wastewater Equipment Replacement Subtotal	\$269,346	\$269,346	\$254,683
<b>Water Infrastructure Finance and Innovation Act (WIFIA)</b>			
Financing Proceeds	\$7,805,800	\$66,860,640	\$33,676,585
Water Infrastructure Finance and Innovation Act (WIFIA) Subtotal	\$7,805,800	\$66,860,640	\$33,676,585
<b>total enterprise funds</b>	<b>\$40,654,906</b>	<b>\$100,191,920</b>	<b>\$69,962,346</b>
<b>Internal Service Funds</b>			
<b>Vehicle Replacement</b>			
Vehicle Replacement Charges	\$1,646,071	\$1,646,071	\$1,758,482
Sales of Retired Vehicles	\$23,000	\$23,000	\$23,000
Interest	\$55,000	\$34,400	\$20,600
Vehicle Replacement Subtotal	\$1,724,071	\$1,703,471	\$1,802,082
<b>Equipment Replacement</b>			
Equipment Rental	\$464,983	\$464,983	\$670,719
Other	\$0	\$4,620	\$0
Interest	\$65,000	\$35,000	\$24,400
Equipment Replacement Subtotal	\$529,983	\$504,603	\$695,119
<b>Self Insurance</b>			
Insurance Charges	\$530,797	\$530,797	\$490,270
Interest	\$11,800	\$7,400	\$4,400
Self Insurance Subtotal	\$542,597	\$538,197	\$494,670
<b>Information Technology</b>			
User Charges	\$2,172,637	\$2,128,124	\$2,338,448
Other	\$0	\$29,465	\$26,807
Interest	\$50,500	\$31,500	\$18,900
Information Technology Subtotal	\$2,223,137	\$2,189,089	\$2,384,155
<b>Building Maintenance</b>			
User Charges	\$3,302,005	\$3,302,005	\$3,381,177
Interest	\$60,500	\$45,500	\$22,700
Building Maintenance Subtotal	\$3,362,505	\$3,347,505	\$3,403,877
<b>Longevity Recognition Benefits</b>			
Longevity Benefits Charges	\$224,160	\$224,160	\$229,320
Interest	\$25,100	\$15,600	\$9,770
Longevity Recognition Benefits Subtotal	\$249,260	\$239,760	\$239,090
<b>PEMHCA Benefits Plan</b>			
PEMHCA Benefits Charges	\$194,580	\$194,580	\$205,320
Interest	\$61,000	\$38,100	\$23,960
PEMHCA Benefits Plan Subtotal	\$255,580	\$232,680	\$229,280

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2022**

(Continued from previous page)

	2020-2021	2021-2022
	Approved	Projected

(Continued on next page)

Compensated Absences			
Employer Contributions	\$431,108	\$428,954	\$494,723
Interest	\$26,000	\$16,200	\$11,200
Compensated Absences Subtotal	\$457,108	\$445,154	\$505,923
<b>total internal service funds</b>	<b>\$9,344,241</b>	<b>\$9,200,459</b>	<b>\$9,754,196</b>

**Agency Fund**

Successor Agency of Community Development Agency			
Property, Current Secured	\$362,142	\$263,396	\$286,195
Interest	\$6,500	\$2,100	\$1,300
Successor Agency - Redevelopment Property Tax Trust Subtotal	\$368,642	\$265,496	\$287,495

Tourism Assessment			
Other	\$0	\$0	\$85,868
Tourism Assessment Subtotal	\$0	\$0	\$85,868

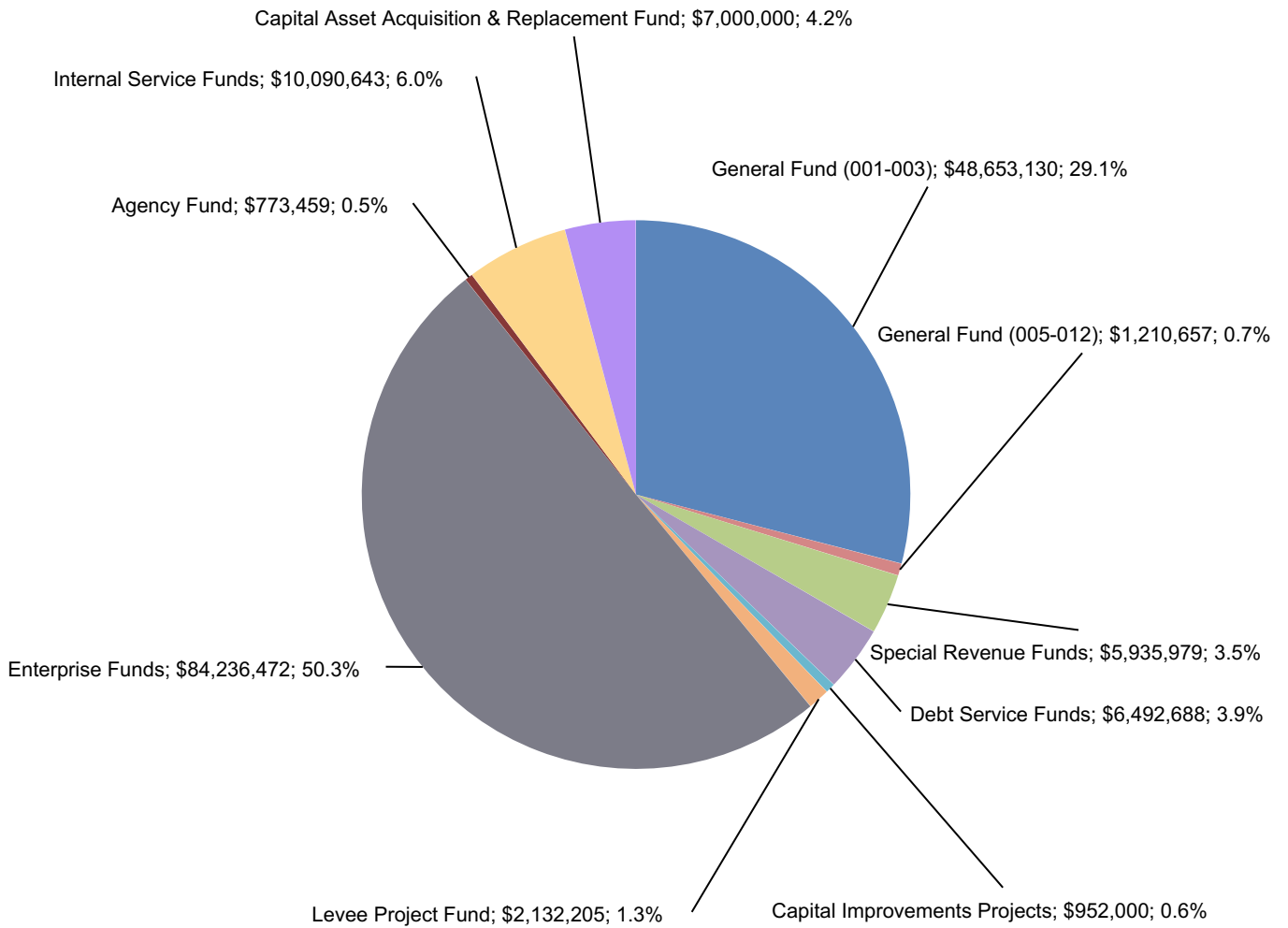
San Mateo Consolidated Fire			
Other	\$0	\$0	\$138,000
San Mateo Consolidated Fire Subtotal	\$0	\$0	\$138,000











total agency funds	\$368,642	\$265,496	\$511,363
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<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$204,571,066</b>	<b>\$263,690,061</b>	<b>\$145,564,959</b>
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**City of Foster City / Estero Municipal Improvement District  
 Appropriations by Fund  
 For the Fiscal Year Ended June 30, 2022  
 Total Appropriations: \$167,477,233**



	General Fund (001-003)		General Fund (005-012)
	Special Revenue Funds		Debt Service Funds
	Capital Improvements Projects		Levee Project Fund
	Enterprise Funds		Agency Fund
	Internal Service Funds		Capital Asset Acquisition & Replacement Fund

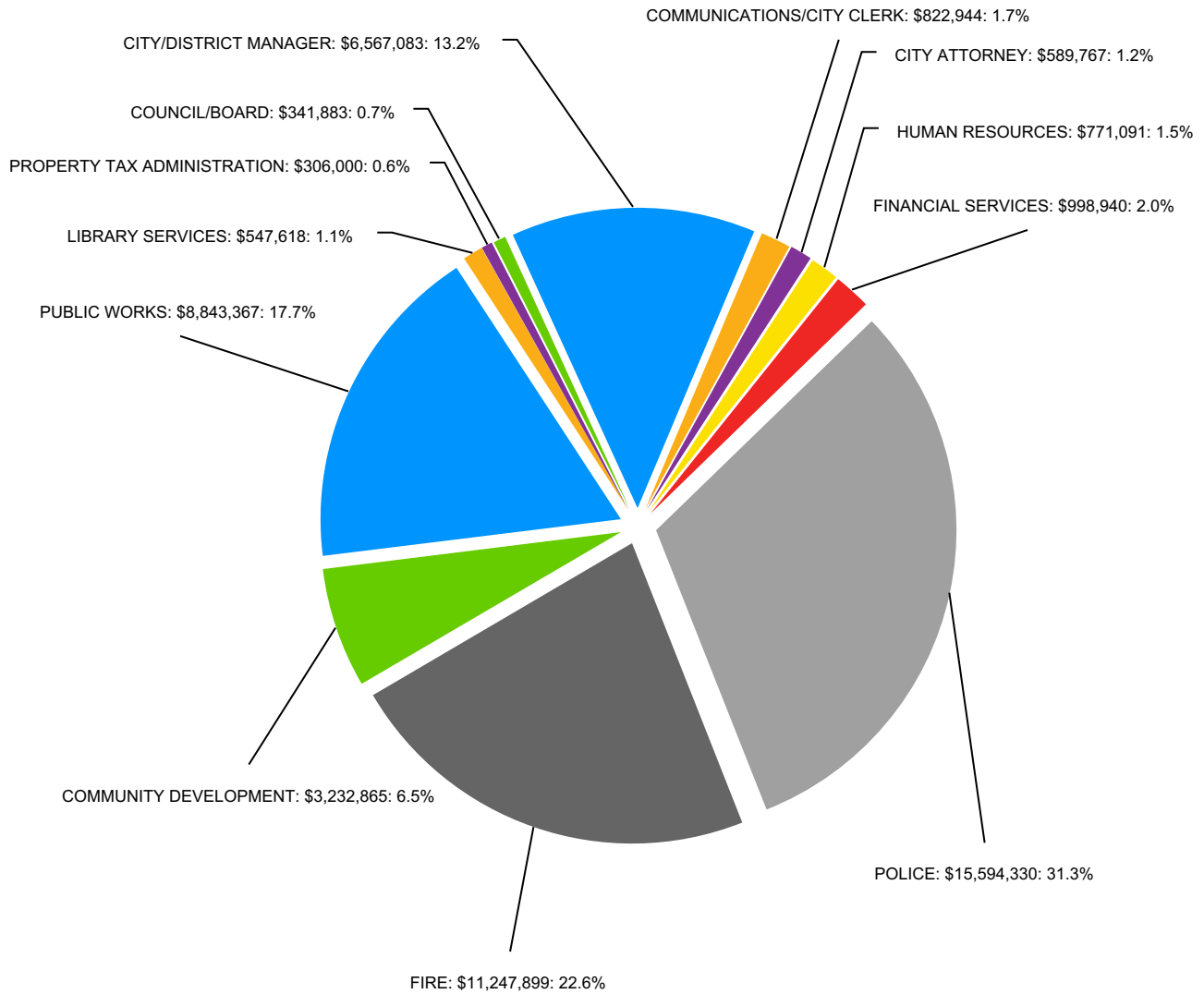
**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of Appropriations by Fund  
 Annual Appropriations for the Year Ending June 30, 2022

	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
GENERAL FUND (001-003)	\$46,447,916	\$46,183,353	\$48,653,130
GENERAL FUND (005-012)	\$1,391,752	\$8,296,187	\$1,210,657
TRAFFIC SAFETY	\$83,000	\$83,000	\$60,000
MEASURE A	\$793,600	\$793,600	\$800,000
GAS TAX (2105-2107)	\$870,100	\$870,100	\$854,500
MEASURE M	\$119,300	\$119,300	\$100,000
SLESF/COPS GRANT	\$100,000	\$100,000	\$100,000
CALOPPS.ORG	\$526,970	\$526,137	\$522,003
FOSTER CITY FOUNDATION	\$112,027	\$112,027	\$19,397
SB1 ROAD MAINTENANCE AND REHABILITATION	\$342,900	\$342,900	\$1,250,000
LMIHAF-HOUSING SUCCESSOR	\$133,200	\$133,200	\$134,760
CITY AFFORDABLE HOUSING FUND	\$0	\$400,000	\$400,000
BAY AREA EMPLOYEE RELATIONS SERVICES	\$302,553	\$45,883	\$0
GENERAL PLAN MAINTENANCE FUND	\$52,300	\$462,300	\$534,851
CONSTRUCTION AND DEMOLITION FUND	\$76,750	\$96,750	\$331,750
TECHNOLOGY MAINTENANCE FUND	\$115,618	\$115,618	\$124,418
SB 1186 FUND	\$1,300	\$1,300	\$1,300
SMIP FEE FUND	\$500	\$500	\$500
CRV GRANT FUND	\$13,000	\$13,000	\$13,000
CURBSIDE RECYCLING FEE FUND	\$25,000	\$25,000	\$25,000
GREEN BUILDING FEE FUND	\$500	\$500	\$500
MEASURE W	\$0	\$0	\$500,000
TENANT RELOCATION ASSISTANCE FUND	\$0	\$0	\$164,000
DEBT SERVICES FUND	\$87,530,023	\$2,530,023	\$6,492,688
CAPITAL IMPROVEMENT PROJECTS FUND	\$250,000	\$744,000	\$952,000
CAPITAL ASSET ACQUISITION & REPLACEMENT	\$0	\$0	\$7,000,000
LEVEE PROJECT FUND	\$0	\$77,679,339	\$2,132,205
WATER	\$15,075,550	\$15,419,492	\$17,305,560
WASTEWATER	\$31,618,702	\$32,667,249	\$66,930,912
VEHICLE REPLACEMENT	\$2,267,864	\$2,290,684	\$1,960,508
EQUIPMENT REPLACEMENT	\$880,535	\$880,535	\$374,500
SELF INSURANCE	\$689,230	\$689,230	\$772,570
INFORMATION TECHNOLOGY	\$2,045,833	\$2,045,833	\$2,483,898
BUILDING MAINTENANCE	\$3,467,758	\$3,458,801	\$3,572,159
LONGEVITY RECOGNITION BENEFITS	\$233,160	\$233,160	\$238,320
PEMHCA BENEFITS PLAN	\$203,580	\$203,580	\$214,320
COMPENSATED ABSENCES	\$428,951	\$428,951	\$474,368
SUCCESSOR AGENCY (SA) OF COMMUNITY DEVELOPMENT AGENCY	\$362,142	\$362,142	\$549,591
TOURISM ASSESSMENT	\$0	\$0	\$85,868
SAN MATEO CONSOLIDATED FIRE	\$0	\$0	\$138,000
<b>TOTAL FOR CITY / EMID</b>	<b>\$ 196,561,614</b>	<b>\$ 198,353,674</b>	<b>\$ 167,477,233</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, 2022

	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$37,726,065	\$ 44,393,884	\$38,579,345
SERVICES AND SUPPLIES	\$40,886,040	\$ 39,441,199	\$44,215,753
CAPITAL OUTLAY	\$2,480,098	\$ 2,507,422	\$9,132,044
INTERNAL SERVICES	\$9,798,910	\$ 9,787,938	\$11,231,936
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$90,891,113</b>	<b>\$96,130,443</b>	<b>\$103,159,078</b>
CAPITAL EXPENDITURES	\$105,670,501	\$102,223,231	\$64,318,155
<b>TOTAL CITY / EMID / SA EXPENDITURES</b>	<b>\$196,561,614</b>	<b>\$198,353,674</b>	<b>\$167,477,233</b>

**City of Foster City  
 General Fund Operating Expenditures by Department (001-012)  
 For the Fiscal Year Ended June 30, 2022  
 Total General Fund Operating Expenditures: \$49,863,787**



**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, 2022

	2020-2021	2020-2021	2021-2022
	APPROVED	PROJECTED	REQUESTED
COUNCIL/BOARD	\$377,381	\$377,381	\$341,883
CITY/DISTRICT MANAGER	\$1,351,767	\$1,255,710	\$1,126,324
<i>COMMUNITY SERVICES</i>	\$4,307,478	\$4,113,579	\$4,277,877
COMMUNICATIONS/CITY CLERK	\$911,033	\$888,130	\$822,944
CITY ATTORNEY	\$570,961	\$570,961	\$589,767
HUMAN RESOURCES	\$448,290	\$721,037	\$771,091
FINANCIAL SERVICES	\$989,446	\$940,077	\$998,940
POLICE	\$15,160,123	\$15,062,052	\$15,571,555
FIRE	\$10,240,265	\$10,240,265	\$11,247,899
COMMUNITY DEVELOPMENT	\$3,091,957	\$3,096,776	\$3,232,865
PUBLIC WORKS	\$2,640,649	\$2,607,958	\$3,058,686
<i>PARKS</i>	\$5,574,194	\$5,525,055	\$5,759,681
LIBRARY SERVICES	\$500,972	\$500,972	\$547,618
PROPERTY TAX ADMINISTRATION	\$283,400	\$283,400	\$306,000
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$46,447,916</b>	<b>\$46,183,353</b>	<b>\$48,653,130</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, 2022

	2020-2021	2020-2021	2021-2022
	APPROVED	PROJECTED	REQUESTED
COUNCIL/BOARD	\$0	\$0	\$0
CITY/DISTRICT MANAGER	\$1,318,977	\$1,224,440	\$1,162,882
<i>COMMUNITY SERVICES</i>	\$0	\$495,038	\$0
COMMUNICATIONS/CITY CLERK	\$0	\$106,837	\$0
CITY ATTORNEY	\$0	\$0	\$0
HUMAN RESOURCES	\$0	\$190,839	\$0
FINANCIAL SERVICES	\$0	\$426,125	\$0
POLICE	\$22,775	\$2,336,846	\$22,775
FIRE	\$0	\$1,800,837	\$0
COMMUNITY DEVELOPMENT	\$0	\$564,768	\$0
PUBLIC WORKS	\$50,000	\$407,901	\$25,000
<i>PARKS</i>	\$0	\$742,556	\$0
LIBRARY SERVICES	\$0	\$0	\$0
PROPERTY TAX ADMINISTRATION	\$0	\$0	\$0
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$1,391,752</b>	<b>\$8,296,187</b>	<b>\$1,210,657</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, 2022

	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$29,310,794	\$28,526,117	\$29,624,773
SERVICES AND SUPPLIES	\$13,598,989	\$14,003,723	\$14,892,441
CAPITAL OUTLAY	\$0	\$0	\$0
INTERNAL SERVICES	\$7,076,691	\$7,071,626	\$7,580,693
REALLOCATIONS	(\$3,538,558)	(\$3,418,113)	(\$3,444,777)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$46,447,916</b>	<b>\$46,183,353</b>	<b>\$48,653,130</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, 2022

	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$15,915	\$7,500,000	\$0
SERVICES AND SUPPLIES	\$1,375,837	\$796,187	\$1,210,657
CAPITAL OUTLAY	\$0	\$0	\$0
INTERNAL SERVICES	\$0	\$0	\$0
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$1,391,752</b>	<b>\$8,296,187</b>	<b>\$1,210,657</b>



**City of Foster City / Estero Municipal Improvement District**

Personnel Summary - Full-Time Employees

For the Fiscal Years Ended June 30, 2021 to 2022

Department	Prior Years		Budget
	2019-2020	2020-2021	2021-2022
City / District Manager <i>(Community Services added in FY 21/22)</i>	8.00	8.00	<b>18.00</b>
Communications/City Clerk	3.00	3.00	<b>4.00</b>
Human Resources	4.00	5.00	<b>4.00</b>
Financial Services/City Treasurer	10.00	10.00	<b>9.00</b>
Parks and Recreation	36.50	29.25	<b>0.00</b>
Police	54.00	54.00	<b>54.00</b>
Fire	0.00	0.00	<b>0.00</b>
Community Development	14.00	14.00	<b>14.00</b>
Public Works <i>(Parks added in FY 21/22)</i>	34.50	43.75	<b>61.00</b>
<b>Totals</b>	<b>164.00</b>	<b>167.00</b>	<b>164.00</b>

**Personnel Changes FY 2021-2022**

- **City Manager:** Eliminate One (1) Assistant City Manager and Add One (1) Management Coordinator.
- **Communications/City Clerk:** Social Media & Communications Assistant (Convert from a Part Time Benefit to Full Time position).
- **Human Resources:** Eliminate One (1) Human Resource Analyst.
- **Financial Services/City Treasurer:** Accounting Specialist (Convert from Full Time position to Part Time Non Benefit position).
- **Parks and Recreation:** Reorganize by transferring from personnel to Public Works and City Manager Departments. The propose personnel transfer is as follows:

Full Time Position	Parks & Recreation FY 20-21	Public Works FY 21-22	City Manager FY 21-22	Note
Parks & Recreation Director	1.00	0.00	1.00	Replace with Deputy City Manager
Parks Manager	2.00	2.00	0.00	Reorganize (1) Parks Manager to Parks/Facility Maintenance Manager
Recreation Manager	1.00	0.00	1.00	
Recreation Coordinator I/II	5.00	0.00	4.00	Eliminate (1) Coordinator in FY 20-21
Parks Maintenance Lead Worker	4.00	4.00	0.00	
Parks Maintenance Worker I/II	11.00	11.00	0.00	
Sr. Management Analyst	0.25	0.25	0.00	
Management Coordinator	1.00	0.00	1.00	
Administration Assistant I/II	3.00	1.00	2.00	
Building Services Coordinator	1.00	0.00	1.00	
<b>Total</b>	<b>29.25</b>	<b>18.25</b>	<b>10.00</b>	

- **Public Works:** Convert One (1) Associate Engineer to Senior Engineer, One (1) Management Assistant to Management Coordinator, One (1) Senior Management Analyst to Principal Management Analyst, and convert One (1) Office Assistant to Two (2) Part-Time Office Assistant.

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2021-2022)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2021-2022 Funding	CIP City (Fund 301)	BMF (Fund 505)	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Measure M (Fund 105)	SB 1 (Fund 119)	Measure W (Fund 136)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	SM-FC PFA Loan Fund/WIFIA/SRF (Fund 454/459)	Wastewater Capital Investment (Fund 455)	WW ERF (Fund 458)
<b>BUILDING PROJECTS</b>																
BD-03 (CIP 301-693) ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)	CC/BMF/CW/CWW	\$1,235,000	\$635,000	\$600,000	\$100,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	\$0
BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	CC/CW/CWW	\$250,000	\$0	\$250,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62,500	\$0	\$62,500	\$0
<b>TOTAL BUILDING PROJECTS</b>	<b>2</b>	<b>\$1,485,000</b>	<b>\$635,000</b>	<b>\$850,000</b>	<b>\$225,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$162,500</b>	<b>\$0</b>	<b>\$162,500</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>																
PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	CC	\$200,000	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	CC	\$300,000	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PK-03 (301-682) PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)	CC	\$484,500	\$257,500	\$227,000	\$227,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PARKS PROJECTS</b>	<b>3</b>	<b>\$984,500</b>	<b>\$257,500</b>	<b>\$727,000</b>	<b>\$727,000</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>LEVEE PROJECTS</b>																
LV-01 (CIP 327-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$85,000,000	\$82,867,795	\$2,132,205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,132,205	\$0	\$0	\$0	\$0
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$85,000,000</b>	<b>\$82,867,795</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STORMWATER/LAGOON PROJECTS</b>																
None	NONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON 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>\$0</b>	<b>\$0</b>	<b>\$0</b>

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**CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2021-2022)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2021-2022 Funding	CIP City (Fund 301)	BMF (Fund 505)	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Measure M (Fund 105)	SB 1 (Fund 119)	Measure W (Fund 136)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	SM-FC PFA Loan Fund/WIFIA/SRF (Fund 454/459)	Wastewater Capital Investment (Fund 455)	WW ERF (Fund 458)
<b>STREETS/TRAFFIC PROJECTS</b>																
ST-01 (CIP 301-681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)	SB1	\$3,882,500	\$2,882,500	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0
ST-02 (CIP 301-694) DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)	SB1	\$475,000	\$225,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	MA/GT/MM/MW	\$1,700,000	\$0	\$1,700,000	\$0	\$0	\$810,000	\$290,000	\$100,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>3</b>	<b>\$6,057,500</b>	<b>\$3,107,500</b>	<b>\$2,950,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$810,000</b>	<b>\$290,000</b>	<b>\$100,000</b>	<b>\$1,250,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER PROJECTS</b>																
WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)	CW	\$4,100,000	\$3,200,000	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0
WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	CW	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$4,350,000</b>	<b>\$3,200,000</b>	<b>\$1,150,000</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>\$1,150,000</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	\$103,379,766	\$50,820,816	\$52,558,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,284,950	\$274,000	\$0
WW-02 (CIP 405-695) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$1,800,000	\$150,000	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,650,000	\$0
WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	CWW/CWW-ERF	\$2,300,000	\$0	\$2,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$885,000	\$1,415,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$107,479,766</b>	<b>\$50,820,816</b>	<b>\$56,508,950</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>\$52,284,950</b>	<b>\$2,809,000</b>	<b>\$1,415,000</b>
<b>GRAND TOTAL</b>	<b>14</b>	<b>\$205,356,766</b>	<b>\$140,888,611</b>	<b>\$64,318,155</b>	<b>\$952,000</b>	<b>\$300,000</b>	<b>\$810,000</b>	<b>\$290,000</b>	<b>\$100,000</b>	<b>\$1,250,000</b>	<b>\$500,000</b>	<b>\$2,132,205</b>	<b>\$1,312,500</b>	<b>\$52,284,950</b>	<b>\$2,971,500</b>	<b>\$1,415,000</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

**City of Foster City / Estero Municipal Improvement District  
Schedule of Fund Balance Transfers  
For the Fiscal Year Ended June 30, 2022**

#	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	\$386,281	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,886,281
2	002 GENERAL FUND - DISTRICT	\$33,086,790	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,086,790
3	129 C & D RECYCLING FUND*	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
4	401 WATER REVENUE	\$0	\$0	\$0	\$0	\$680,000	\$0	\$0	\$0	\$0	\$0	\$680,000
5	451 WASTEWATER REVENUE	\$0	\$0	\$0	\$0	\$0	\$2,087,125		\$2,250,000	\$3,624,583		\$7,961,708
6	453 WASTEWATER SURPLUS	\$0	\$0	\$0	\$0	\$0	\$0	\$2,087,125	\$0			\$2,087,125
7	456 WASTEWATER PLANT EXPANSION FD	\$0	\$0	\$0	\$0	\$636	\$0	\$0	\$0	\$0	\$0	\$636
8	458 WASTEWATER EQUIP REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,415,000	\$0	\$0	\$1,415,000
9	459 WIFIA*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,975,350	\$0	\$0	\$55,975,350
10	505 BUILDING MAINTENANCE	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
	<b>Totals</b>	<b>\$33,086,790</b>	<b>\$386,281</b>	<b>\$50,000</b>	<b>\$1,800,000</b>	<b>\$680,000</b>	<b>\$636</b>	<b>\$2,087,125</b>	<b>\$2,087,125</b>	<b>\$59,640,350</b>	<b>\$3,624,583</b>	<b>\$103,442,890</b>

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

C & D = Construction & Demolition

Footnotes:

- 1 Transfers to:
  - 1) Subsidize Special Recreation fund \$386,281
  - 2) Set aside funds for long-term Capital Improvement Projects \$1,500,000
- 2 Transfer of District Surplus to General Fund 001 \$33,086,790
- 3 Annual transfer to General Fund Sustainable Foster City Fund \$50,000
- 4 Transfers to set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund \$680,000
- 5 Transfers to:
  - 1) set aside funds for Wastewater Rate Stabilization Fund \$2,087,125
  - 2) set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund \$2,250,000
  - 3) set aside funds for fiscal agent fees and expenses \$3,624,583
- 6 Transfers to SM-FC PFA debt service \$2,087,125
- 7 Transfers to Wastewater Revenue \$636
- 8 Transfer to set aside funds for Wasterwater Equipment Replacement Fund \$1,415,000
- 9 Transfer to WWTP Project costs \$55,975,350
- 10 Transfer to set aside funds for long-term Capital Improvement Projects \$300,000

# Council/Board

## VISION STATEMENT

Create a sustainable Foster City through smart, inclusive, and efficient actions to enhance our quality of place for current and future generations.

## MISSION STATEMENT

The mission of the City of Foster City is to deliver equitable services that are customer-focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure improvements, innovation, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.

## NOTABLE ACCOMPLISHMENTS AND KEY INITIATIVES COMPLETED

- Remained agile and quick to adjust to the evolving COVID-19 situation, leading the City to ensure a high level of service was maintained for the community
- Pivoted to support recreation programs during the Shelter-in-Place orders resulting from COVID-19, including innovative offerings such as virtual events (such as Bingo, trivia, classes); summer camp and learning hubs to support children and families
- Continued to encourage community engagement through volunteer programs such as the Community Emergency Response Team (CERT) and citizen advisory committees
- Remained committed to public safety, hosting a virtual Town Hall on Community Policing to provide an opportunity for honest and open dialogue
- Explored solutions and approved efforts to help prevent the displacement of long-term residents of Foster's Landing and assist them with relocation efforts
- Celebrated diversity and inclusion by approving the flying of the rainbow flag in support of the LGBTQ+ community, and recognizing and observing Juneteenth
- Embarked on several efforts to provide immediate relief to support business operations during the COVID-19 public health emergency, including the Small Business Resiliency Grant Program, expansion of the Stamp Me rewards program, and issuance of Temporary Outdoor Guidelines to assist businesses with adjusting their operations
- Invested in the community by providing support to community partners, including the San Mateo-Foster City Elementary School District for its Free Meal Program to address food insecurity and internet access to bridge the digital divide, Foster City Village for their efforts to support our seniors, and Rotary Club and Second Harvest Food Bank for food distribution
- Continued progress on the Levee Protection Planning and Improvements Project, including awarding the construction contract
- Embarked on an effort to update the Climate Action Plan to reflect new State legislation, changing priorities, and environmental sustainability and greenhouse gas (GHG) reduction policies
- 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

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2021-2022**

### **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:

#### Facilities and Infrastructure

- Maintain a standard of excellence with regard to infrastructure, including streets, lagoon, levee, parks, water supply system, wastewater system, storm water collection system, and City facilities to preserve and enhance quality of life for future generations

#### Smart Planning and Local Development

- Create a long-term vision that protects, maintains, and enhances our community character through thoughtful planning and economic development policies

#### City Council Operations and Improved Community Engagement

- The City Council operates at the highest level of civil discourse, encouraging resident engagement and full transparency

#### Innovation and Sustainability

- Continue to lead in employing modern solutions to current day problems with a focus on and consideration of climate change

#### Public Safety and Social Equity

- Continue to promote diversity and inclusive policies within the City organization and seek social equity in all City policies including public safety

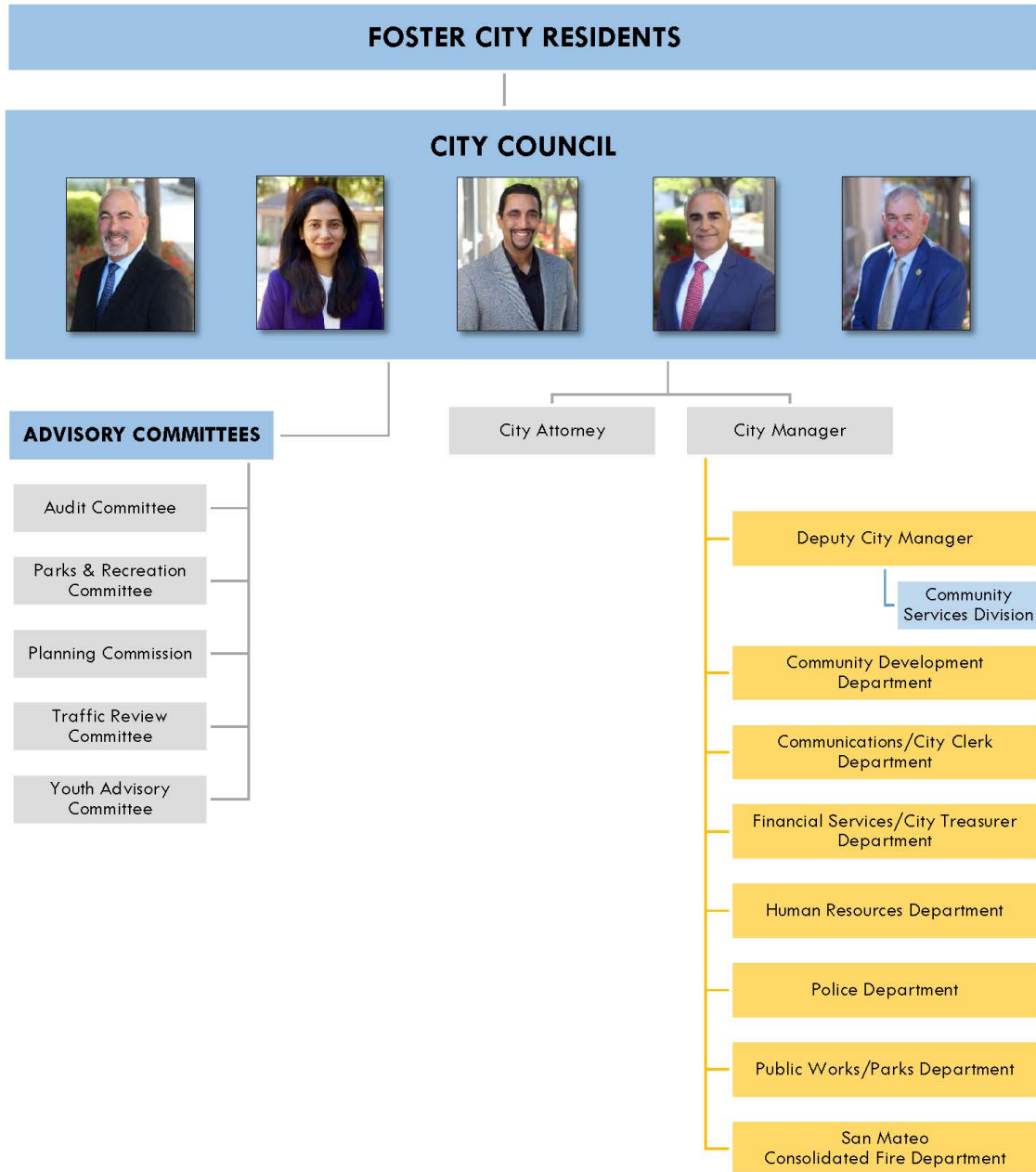
#### Staff Empowerment and Operational Excellence

- The staff of Foster City is committed to and takes pride in proactively providing exceptional service to our community

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

- General Office Supplies decreased due to Structural Deficit Remediation Strategy FY (-\$1,500)
- Contracts and Professional Services decreased due to Structural Deficit Remediation Strategy FY (-\$5,000)
- Membership and Dues increased due to anticipated increases (\$4,083)
- Travel, Conferences, and Meetings increased due to adjustment to pre-COVID level (\$4,000)
- Training has no increase due to Structural Deficit Remediation Strategy (\$—)
- The funding for community promotions has decreased due to COVID-19 Budget (-\$2,400)
- Building Maintenance decreased due to the FY 2021-2022 Internal Service Fund budget (\$-3,894)

# 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
AUDIT COMMITTEE	\$300	\$300	\$200
COMMUNITY PROMOTION	\$52,740	\$52,740	\$15,900
COUNCIL/BOARD	\$300,853	\$300,853	\$303,653
PARKS & REC COMMITTEE	\$1,160	\$1,160	\$1,160
PLANNING COMMISSION	\$20,858	\$20,858	\$19,500
YOUTH ADVISORY COMMITTEE	\$1,470	\$1,470	\$1,470
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$377,381</b>	<b>\$377,381</b>	<b>\$341,883</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$174,333	\$174,333	\$174,149
SERVICES AND SUPPLIES	\$229,809	\$229,809	\$197,006
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$404,142	\$404,142	\$371,155
INTERNAL SERVICES	\$145,224	\$145,224	\$144,589
Subtotal (Total Department Expenses before Reallocations)	\$549,366	\$549,366	\$515,744
REALLOCATIONS	(\$171,985)	(\$171,985)	(\$173,861)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$377,381</b>	<b>\$377,381</b>	<b>\$341,883</b>

Position	2019-2020	2020-2021	2021-2022
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 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$300,853</b>	<b>\$303,653</b>
<b>Totals Employee Services</b>		<b>\$157,867</b>	<b>\$157,689</b>
001-1010-413-41-15	DIR,COUNCILMEN,COMM FEES	\$34,000	\$34,000
001-1010-413-41-21	PERS RETIREMENT	\$1,543	\$730
001-1010-413-41-35	FLEX ALLOWANCE	\$117,096	\$117,288
001-1010-413-41-36	WORKERS COMPENSATION	\$194	\$182
001-1010-413-41-39	OTHER FRINGE BENEFITS	\$2,208	\$2,151
001-1010-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$2,826	\$3,338
<b>Totals Internal Services</b>		<b>\$143,532</b>	<b>\$142,849</b>
001-1010-413-42-56	EQUIP REPLACEMENT CHARGES	\$3,306	\$6,517
001-1010-413-42-69	BUILDING MAINTENANCE CHG	\$140,226	\$136,332
001-1010-413-42-69	<i>BUILDING MAINTENANCE (87% Cncl Chambers)</i>	\$98,703	\$95,962
001-1010-413-42-69	<i>BUILDING MAINTENANCE</i>	\$41,523	\$40,370
<b>Totals Services and Supplies</b>		<b>\$171,439</b>	<b>\$176,976</b>
001-1010-413-42-41	COPY EXPENSE	\$150	\$150
001-1010-413-42-42	POSTAGE EXPENSE	\$150	\$150
001-1010-413-42-43	GENERAL OFFICE SUPPLIES	\$7,800	\$6,300
001-1010-413-42-43	PLAQUES/NAME TAGS	\$300	\$300
001-1010-413-42-43	MEMENTOS FOR DIGNITARIES	\$700	\$700
001-1010-413-42-43	LOGO ITEMS	\$1,000	\$1,000
001-1010-413-42-43	GENERAL OFFICE SUPPLIES	\$2,100	\$2,100
001-1010-413-42-43	COUNCIL REORGANIZATION RECEPTION	\$500	\$500
001-1010-413-42-43	COFFEE AND SUPPLIES FOR CITY HALL	\$2,900	\$2,900
001-1010-413-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,500)
001-1010-413-42-43	BUSINESS CARDS	\$300	\$300
001-1010-413-42-51	CONTRACT, PROF, SPEC SVCS	\$105,015	\$103,969
001-1010-413-42-51	SAN MATEO LEADERSHIP PROGRAM	\$10,000	\$15,000
001-1010-413-42-51	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	\$77,159	\$76,434
001-1010-413-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$5,000)
001-1010-413-42-51	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	\$17,856	\$17,535
001-1010-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$45,774	\$49,857
001-1010-413-42-53	MISCELLANEOUS	\$965	\$965
001-1010-413-42-53	LCC PENINSULA DIVISION DUES	\$100	\$103
001-1010-413-42-53	LCC ANNUAL DUES	\$13,545	\$13,545
001-1010-413-42-53	LAFCO ASSESSMENT	\$5,400	\$9,071
001-1010-413-42-53	C/CAG ADMINISTRATIVE COSTS	\$12,544	\$11,776
001-1010-413-42-53	BAY PLANNING COALITION	\$1,200	\$1,200
001-1010-413-42-53	ASSOCIATION OF BAY AREA GOVERNMENTS	\$9,770	\$10,269
001-1010-413-42-53	SISTER CITIES INTERNATIONAL NETWORK DUES	\$0	\$610
001-1010-413-42-53	AIRPORT/COMMUNITY ROUNDTABLE	\$2,250	\$2,318
001-1010-413-42-54	TRAVEL,CONFERENCE,MEETING	\$10,550	\$14,550
001-1010-413-42-54	MISCELLANEOUS BUSINESS MEETINGS	\$12,050	\$14,550
001-1010-413-42-54	ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES	\$2,500	\$0
001-1010-413-42-54	COVID-19 ADJUSTMENT	(\$4,000)	\$0
001-1010-413-42-55	TRAINING	\$2,000	\$2,000
001-1010-413-42-55	TRAINING	\$3,000	\$3,000
001-1010-413-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,000)
001-1010-413-42-55	COVID-19 ADJUSTMENT	(\$1,000)	\$0
<b>Totals Reallocation</b>		<b>(\$171,985)</b>	<b>(\$173,861)</b>
001-1010-413-45-02	ALLOCATION OF EXP-OTHER	(\$95,015)	(\$93,969)
001-1010-413-45-05	INDIRECT COST ALLOCATION	(\$76,970)	(\$79,892)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$300</b>	<b>\$200</b>
<b>Totals Internal Services</b>		<b>\$300</b>	<b>\$200</b>
001-1022-413-42-43	GENERAL OFFICE SUPPLIES-MISCELLANEOUS SUPPLIES	\$300	\$200

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,160</b>	<b>\$1,160</b>
<b>Totals Services and Supplies</b>		<b>\$1,160</b>	<b>\$1,160</b>
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$560	\$560
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$1,160	\$1,160
001-1026-413-42-43	COVID-19 ADJUSTMENT	(\$600)	(\$600)
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$0
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$500
001-1026-413-42-51	COVID-19 ADJUSTMENT	(\$500)	(\$500)
001-1026-413-42-54	TRAVEL,CONFERENCE,MEETING	\$600	\$600

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$20,858</b>	<b>\$19,500</b>
<b>Totals Employees Services</b>		<b>\$16,466</b>	<b>\$16,460</b>
001-1027-413-41-15	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140
001-1027-413-41-36	WORKERS COMPENSATION	\$92	\$86
001-1027-413-41-39	OTHER FRINGE BENEFITS	\$234	\$234
<b>Totals Internal Services</b>		<b>\$1,692</b>	<b>\$1,740</b>
001-1027-413-41-54	PEMHCA	\$1,692	\$1,740
<b>Totals Services and Supplies</b>		<b>\$2,700</b>	<b>\$1,300</b>
001-1027-413-42-54	TRAVEL,CONFERENCE,MEETING	\$2,700	\$1,300
001-1027-413-42-54	PLANNING COMMISSIONER INSTITUTE	\$2,700	\$2,700
001-1027-413-42-54	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,400)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,470</b>	<b>\$1,470</b>
<b>Totals Services and Supplies</b>		<b>\$1,470</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	\$310	\$310
001-1028-413-42-43	GENERAL OFFICE SUPPLIES	\$1,250	\$1,250
001-1028-413-42-43	COVID-19 ADJUSTMENT	(\$940)	(\$940)
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$0
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$1,000	\$1,000
001-1028-413-42-51	COVID-19 ADJUSTMENT	(\$1,000)	(\$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 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$52,740</b>	<b>\$15,900</b>
<b>Totals Services and Supplies</b>		<b>\$52,740</b>	<b>\$15,900</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	\$0	\$0
001-1030-413-42-51	FOURTH OF JULY FIREWORKS	\$21,800	\$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)	(\$46,800)
001-1030-413-42-60	CONTRIB TO OTHER AGENCIES	\$52,440	\$15,600
001-1030-413-42-60	N/P -- SUSTAINABLE SAN MATEO COUNTY (FY 21-22 PARTIALLY FUNDED BY COMMUNITY BENEFITS (FUND 005) \$2,500)	\$2,700	\$600
001-1030-413-42-60	N/P -- STARVISTA (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$1,800	\$0
001-1030-413-42-60	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$3,000	\$0
001-1030-413-42-60	N/P -- SAMARITAN HOUSE (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$15,000)	\$15,000	\$0
001-1030-413-42-60	N/P -- PENINSULA TELEVISION	\$2,500	\$0
001-1030-413-42-60	N/P -- PENINSULA CONFLICT RESOLUTION CENTER	\$1,100	\$0
001-1030-413-42-60	N/P -- PARCA (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$2,700	\$0
001-1030-413-42-60	N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$2,200	\$0
001-1030-413-42-60	N/P -- MISSION HOSPICE AND HOME CARE (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$0
001-1030-413-42-60	N/P -- LIFEMOVES (FORMERLY IVSN) (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$10,000)	\$5,000	\$0
001-1030-413-42-60	N/P -- HILLBARN THEATRE (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$20,000)	\$3,100	\$0
001-1030-413-42-60	N/P -- FOSTER CITY VILLAGE	\$10,000	\$15,000
001-1030-413-42-60	N/P -- CALL PRIMROSE CENTER (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$2,000	\$0
001-1030-413-42-60	N/P -- BAYBASI	\$1,340	\$0
001-1030-413-42-60	N/P -- SAN MATEO-FOSTER CITY EDUCATION FOUNDATION (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$30,000)	\$0	\$0

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$34,000	\$34,000	\$0	1
4121	PERS RETIREMENT	\$1,543	\$730	(\$813)	1
4135	FLEX ALLOWANCE	\$117,096	\$117,288	\$192	1
4136	WORKERS COMPENSATION	\$194	\$182	(\$12)	1
4139	OTHER FRINGE BENEFITS	\$2,208	\$2,151	(\$57)	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$2,826	\$3,338	\$512	1
4241	COPY EXPENSE	\$150	\$150	\$0	2
4242	POSTAGE EXPENSE	\$150	\$150	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$7,800	\$6,300	(\$1,500)	3
4251	CONTRACT, PROF, SPEC SVCS	\$105,015	\$103,969	(\$1,046)	3
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$45,774	\$49,857	\$4,083	4
4254	TRAVEL,CONFERENCE,MEETING	\$10,550	\$14,550	\$4,000	4
4255	TRAINING	\$2,000	\$2,000	\$0	2
4256	EQUIP REPLACEMENT CHARGES	\$3,306	\$6,517	\$3,211	5
4269	BUILDING MAINTENANCE CHG	\$140,226	\$136,332	(\$3,894)	5
4502	ALLOCATION OF EXP-OTHER	(\$95,015)	(\$93,969)	\$1,046	6
4505	INDIRECT COST ALLOCATION	(\$76,970)	(\$79,892)	(\$2,922)	7
		<u>\$300,853</u>	<u>\$303,653</u>	<u>\$2,800</u>	

### Detailed Analysis:

- Note 1 Contractual adjustment to benefit formulas.
- Note 2 No change.
- Note 3 Budget Balancing Strategy reduction.
- Note 4 Increase due to adjustment to pre-COVID level.
- Note 5 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 6 Change from CCAG assessment.
- Note 7 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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$300	\$200	(\$100)	1
		<u>\$300</u>	<u>\$200</u>	<u>(\$100)</u>	

### Detailed Analysis:

Note 1      Budget Balancing Strategy reduction.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$560	\$560	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$0	\$0	1
4254	TRAVEL,CONFERENCE,MEETING	\$600	\$600	\$0	1
		<u>\$1,160</u>	<u>\$1,160</u>	<u>\$0</u>	

### Detailed Analysis:

Note 1      No change.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140	\$0	1
4136	WORKERS COMPENSATION	\$92	\$86	(\$6)	1
4139	OTHER FRINGE BENEFITS	\$234	\$234	\$0	1
4154	PEMHCA	\$1,692	\$1,740	\$48	1
4254	TRAVEL,CONFERENCE,MEETING	\$2,700	\$1,300	(\$1,400)	2
		<u>\$20,858</u>	<u>\$19,500</u>	<u>(\$1,358)</u>	

### Detailed Analysis:

Note 1 Contractual adjustment to benefit formulas.

Note 2 Budget Balancing Strategy reduction.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4241	COPY EXPENSE	\$20	\$20	\$0	1
4242	POSTAGE EXPENSE	\$200	\$200	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$310	\$310	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$0	\$0	1
4254	TRAVEL,CONFERENCE,MEETING	\$940	\$940	\$0	1
		\$1,470	\$1,470	\$0	

**Detailed Analysis:**

Note 1      No change.



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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$300	\$300	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$0	\$0	1
4260	CONTRIB TO OTHER AGENCIES	\$52,440	\$15,600	(\$36,840)	2
		<u>\$52,740</u>	<u>\$15,900</u>	<u>(\$36,840)</u>	

### Detailed Analysis:

Note 1 No change.

Note 2 Per Council Meeting 6/7/2021

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# City Manager

## DEPARTMENT DESCRIPTION

The City Manager Department provides administrative and legislative/policy support to the City Council and City staff, general oversight of all City operations and specific City-wide oversight in the following areas: Economic Development, Environmental Sustainability, Community Relations/Services, Budget, Animal Control, Transportation, Information Technology, and Emergency Preparedness.

## MISSION STATEMENT

The mission of the City Manager 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, and 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.

As a strategic partner to the City's operating departments, it advocates, supports, and maintains the necessary technology to achieve the mission of the organization and efficient/effective service delivery. It also strives to preserve and enhance the quality of life for Foster City through neighborhood-oriented services, community-based problem-solving, and information and resources that are relevant, accessible, and responsive to the community. Through partnership, the City Manager Department is committed to providing innovative services that promote and engage enriching lifestyles, foster social interaction, and encourage environmental stewardship, which in turn contribute to a healthy community.

## 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 City staff.
- Attract and retain high caliber of talent/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 to promote enhanced mobility and a robust transportation system.
- Oversee timelines and priorities to meet City goals and objectives, as well as performance measurements to inform management, processes, and decision-making.
- Celebrate the successes and accomplishments 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 and external partners to create an open and direct dialogue 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.
- 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.

### **Community Services**

- Offer high quality recreation programs using a variety of different delivery modes for all age groups and all interests.

### **KEY INITIATIVES COMPLETED IN FY 2020-2021**

- Led response for City, in collaboration with the County of San Mateo and other external partners, to the novel Coronavirus (COVID-19) pandemic. It included the following objectives:
  - To maintain compliance with changing public Health Orders from the County and State;
  - To provide essential services and continuity of City operations with minimal to no disruption (to the extent possible);
  - To effectively communicate, educate, and inform the community;
  - To support needs of vulnerable/at-risk populations, mobilizing community-based organizations, non-profits, and private sector;
  - To foster a safe workplace and enable the employee base to perform; and
  - To provide long-term strategic planning in response to COVID-19 and potential impacts to City operations.
- Coordinated planning of City's 50<sup>th</sup> Anniversary Celebration, including work with an ad hoc committee that resulted in a year-long programming proposal accepted by City Council.
- 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 as part of the Economic Development Strategic Plan, Foster City continued the "Support Local Foster City" campaign that focuses 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. This also included the Foster City Business Spotlight Program, 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.
  - The second phase of the program focused on improving the customer experience and streamlining the ability for businesses to offer rewards, with customer loyalty app, Stamp Me, which allows customers to gain rewards by collecting stamps at participating Foster City businesses.
- In light of COVID-19, several community assistance programs and initiatives were explored, in partnership with community organizations, to provide immediate relief and support to Foster City's local businesses and residents. This included:
  - Implementation of a Small Business Resiliency Grant Program, providing \$500,000 in grant funding to businesses to support operations and help avert layoffs
  - Rollout of a Restaurant Voucher Program, providing \$50,000 in free \$10 vouchers to Stamp Me customers to utilize at local restaurants

- Preparation and distribution of “Rethink, Reopen, Restart” Kits to over 70 storefront businesses in shopping centers to support reopening efforts
- Temporary suspension of Code Enforcement actions and guidelines to allow for outdoor dining and services
- Suspension or freeze on shut-offs/disconnection of water service for non-payment for a period of time
- Waiver of credit card fees for online payment of utilities for a period of time
- Allocation of \$20,000 in funding towards to San Mateo-Foster City Elementary School District and Community Foundation for a Free Meal Program and to support families/students with mobile hotspot/internet access for distance learning
- Allocation of \$5,000 in funding towards Foster City Village to provide seniors with protective supply purchases, grocery bag deliveries, food distributions, and gasoline cards for volunteer drivers
- Partnerships with the County, Foster City Village, Second Harvest Food Bank, Rotary Club, and Samaritan House, amongst others, to address food insecurity and needs through various meal programs
- Community engagement efforts led and supported by the City Manager Department included:
  - A Virtual Town Hall on Community Policing, which garnered over 165 attendees and provided an open forum in which Foster City constituents could provide their input and feedback on how local policing practices may be improved. This meeting was in response to events that had occurred across the nation, where the topics of race relations, police use of force policies, and needs for significant reform became front and center in public discourse.
  - Although the "Home is Foster City" initiative, which aimed to gather a broad cross-section of community members to talk about current challenges related to housing and to share their thoughts, took a pause, other housing conversations in the form of joint City Council and Planning Commission meetings were organized.
  - The Foster City Age Friendly Initiative, which convened a taskforce and a series of community focus group meetings over a five-month period to assess the baseline "age-friendliness" of Foster City, review and evaluate proposed solutions to address unmet needs in Foster City, and propose inaugural projects. An application and letter were submitted to the American Association of Retired Persons (AARP), and later accepted, designating Foster City as an “Age Friendly Community” in the World Health Organization’s network. This achievement is indicator of Foster City commitment to providing places for older adults to be engaged, as well as providing for social opportunities and services that ensure older adults can thrive and be part of the community.
- The fourth year of Foster City Access, a citizen reporting tool that allows for ease of communication with the City, was a success which in 2020, has had approximately 656 non-emergency issues successfully resolved (out of 669 submitted service requests).
- 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.

### **Community Services**

- Successful transition to modified and online events in response to health orders related to the COVID-19 pandemic, including drive-in movies (October-December) and socially distanced special events such as the walk-thru Halloween Experience and Winter Wonderland.
- Creation of distance learning hub program in support of the school district and local families.

- Free virtual recess program which consisted of staff-led games via an online platform for children in Kindergarten-5th grade.
- Summer, Winter, and Spring camps held at reduced capacities to comply with COVID-19.

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2021-2022**

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 2021-2022:

### **Budget Preparation and Management**

Manage expenses within adopted FY 2021-2022 budget and prepare FY 2022-2023 budget and related five-year financial plan

- Ensure that expenditures remain within budget on a total budget basis.
- Complete preparation of the FY 2022-2023 budget and related five-year financial plan for adoption no later than June 30, 2022.

### **Economic Development and Sustainability**

Support the City Council's Economic Development Initiatives

- Coordinate Economic Development activities identified by the City Council and Sustainable Foster City Plan.
- Actively develop and nurture one-on-one relationships with business leaders throughout the Foster City community.
- Identify ways to support economic vitality and improve Foster City's local economy

### **Support the City Council's Environmental Sustainability Initiatives**

- Actively implement items from the FY 2021-2022 Sustainable Foster City Plan.
- Make continued progress on the Climate Action Plan update, alongside establishment of an organizational framework for interdepartmental collaboration and responsibility.

### **Public Information and Outreach**

With the Communication/City Clerk Department, support the City Council's and City's overall community outreach initiatives

- Ensure that the City's major projects and programs are thoughtfully presented to both general and targeted residents and businesses as appropriate

### **Community Services**

Support the City's evolving recreational needs and changing social landscape

- Increase recreation service utilization
- Develop self-sustaining programs
- Develop marketing plan and consistent evaluation process
- Advocate for Parks and Recreation services in the City, community, region, and profession

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The City Manager Department has set some ambitious strategic goals and initiatives for FY 2021-2022 in addition to overseeing the daily operations of the City and managing special projects and requests. Overall, the Administration Division budget is proposed to decrease by \$207,206, after allocations, and the Insurance Division is proposed to decrease by \$18,237 for the following reasons:

#### Administration Division

- Decrease to the Permanent Salaries for the Administrative Division Staff.
- Increase to the San Mateo County Animal Control contract by 11.4%.
- Increases in personnel costs approved by the City Council through the Compensation and Benefits Agreement with the Management Group.

#### Community Services Division

- Adjustment has been made to programs that will be affected by COVID-19 and evaluation will continue through the fiscal year.

#### Insurance Division

- Decrease in the Premium costs allocation 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.

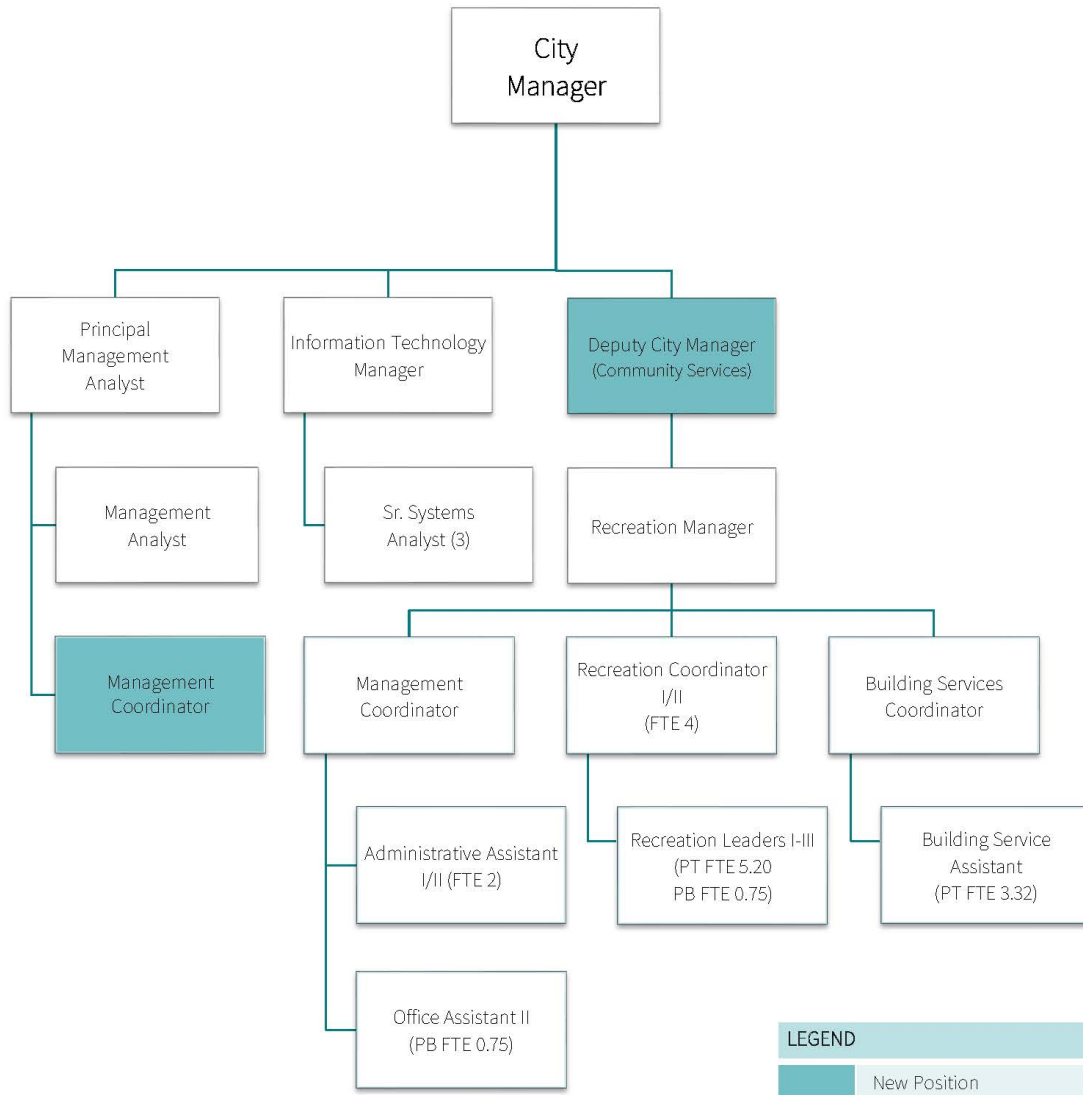
#### Employee Rental Assistance Program

- 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, including implementation of City Council priorities in the areas of Economic Development, Environmental Sustainability, and Community Dialogue Series, Business Roundtables, 92 Corridor Alliance initiatives, and Business Development Programs.
- In Fiscal Year 2020-2021, the Sustainable Foster City Fund was dissolved as the revenue mechanism is no longer in place. Sustainable Foster City budgeting now falls 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, these additional funding sources were identified;
  - \$50,000 from available from Demolition and Construction Fund.
- Annual Small Cell Site License Fee Revenue - while not currently realized funding, the City recently approved a Master Agreement with communication carriers for no less than \$270 per site/per pole. It is recommended that revenue from this program be used to fund Sustainable Foster City programs and initiatives.

# CITY MANAGER DEPARTMENT ORGANIZATION CHART FOR FY 2021/2022





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

CITY MANAGER DIVISION	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION	\$1,112,909	\$1,016,852	\$905,703
INSURANCE & RISK MANAGEMENT	\$238,858	\$238,858	\$220,621
COMMUNITY BENEFITS PROGRAM FUND	\$1,018,000	\$703,000	\$883,320
EE HOME LOAN PROGRAM	\$59,000	\$0	\$58,000
SUSTAINABLE FC	\$241,977	\$67,587	\$221,562
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,670,744</b>	<b>\$2,026,297</b>	<b>\$2,289,206</b>

CITY MANAGER DIVISION	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$1,246,875	\$1,038,034	\$1,044,970
SERVICES AND SUPPLIES	\$1,503,052	\$1,070,242	\$1,413,444
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,749,927	\$2,108,276	\$2,458,414
INTERNAL SERVICES	\$448,528	\$445,732	\$433,722
Subtotal (Total Department Expenses before Reallocations)	\$3,198,455	\$2,554,008	\$2,892,136
REALLOCATIONS	(\$527,711)	(\$527,711)	(\$602,930)
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,670,744</b>	<b>\$2,026,297</b>	<b>\$2,289,206</b>

COMMUNITY SERVICES DIVISION	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
REC ADMINISTRATION	\$2,370,704	\$2,327,798	\$2,461,476
Subtotal - City General Fund Divisions	\$2,370,704	\$2,327,798	\$2,461,476
ADULT CONTRACT CLASSES	\$187,627	\$186,495	\$188,536
ADULTS SPORTS	\$58,733	\$40,289	\$28,000
ADVERTISING	\$37,200	\$37,200	\$43,100
FACILITY OPERATIONS	\$588,789	\$506,776	\$571,828
SENIORS / VOLUNTEERS	\$188,978	\$186,713	\$179,591
SPECIAL EVENTS	\$10,600	\$24,600	\$25,100
TEEN PROGRAMS	\$271,672	\$256,940	\$281,407
YOUTH CAMPS	\$293,235	\$250,960	\$197,985
YOUTH CONTRACT CLASSES	\$299,940	\$295,808	\$300,854
Subtotal - Special Recreation Fund	\$1,936,774	\$1,785,781	\$1,816,401
<b>TOTAL FOR COMMUNITY SERVICES</b>	<b>\$4,307,478</b>	<b>\$4,113,579</b>	<b>\$4,277,877</b>

COMMUNITY SERVICES DIVISION	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$2,193,004	\$2,000,260	\$2,153,364
SERVICES AND SUPPLIES	\$629,258	\$629,258	\$617,852
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,822,262	\$2,629,518	\$2,771,216
INTERNAL SERVICES	\$1,485,216	\$1,484,061	\$1,506,661
Subtotal (Total Department Expenses before Reallocations)	\$4,307,478	\$4,113,579	\$4,277,877
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR COMMUNITY SERVICES</b>	<b>\$4,307,478</b>	<b>\$4,113,579</b>	<b>\$4,277,877</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	0.00
Principal Management Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Sr. Systems Analyst	2.00	3.00	3.00
Management Coordinator	0.00	0.00	1.00
Technology Analyst II	1.00	0.00	0.00
Deputy City Manager (Community Services)	0.00	0.00	1.00
Recreation Manager	0.00	0.00	1.00
Recreation Coordinator I/II	0.00	0.00	4.00
Management Coordinator	0.00	0.00	1.00
Administration Assistant I/II	0.00	0.00	2.00
Building Services Coordinator	0.00	0.00	1.00
<b>Total Full Time Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>18.00</b>
<b>Part Time with Benefits Position</b>			
Recreation Leader III	0.00	0.00	0.75
Office Assistant I/II	0.00	0.00	0.75
<b>Total Part Time with Benefits Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>1.50</b>
<b>Part Time without Benefits Position</b>			
Recreation Leader I	0.00	0.00	
Recreation Leader II	0.00	0.00	5.20
Recreation Leader III	0.00	0.00	
Building Service Assistant	0.00	0.00	3.32
Department Intern - Sustainability	0.50	0.50	0.00
<b>Total Part Time without Benefits Positions</b>	<b>0.50</b>	<b>0.50</b>	<b>8.52</b>
<b>Total Full Time Equivalents</b>	<b>8.50</b>	<b>8.50</b>	<b>28.02</b>

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,112,909</b>	<b>\$905,703</b>
<b>Totals Employee Services</b>		<b>\$1,230,960</b>	<b>\$1,044,970</b>
001-0110-413-41-10	PERMANENT SALARIES	\$810,544	\$639,791
001-0110-413-41-11	HOURLY & PART TIME SALARY	\$0	\$0
001-0110-413-41-11	HOURLY & PART TIME SALARY	\$31,200	\$0
001-0110-413-41-11	SUSTAINABILITY INTERN (TRNSFER TO SUSTAINABLE FC)	(\$31,200)	\$0
001-0110-413-41-21	PERS RETIREMENT	\$89,754	\$68,650
001-0110-413-41-35	FLEX ALLOWANCE	\$97,985	\$86,121
001-0110-413-41-36	WORKERS COMPENSATION	\$4,391	\$3,335
001-0110-413-41-36	WORKERS COMPENSATION	\$4,569	\$3,335
001-0110-413-41-36	SUSTAINABILITY INTERN (TRNSFER TO SUSTAINABLE FC)	(\$178)	\$0
001-0110-413-41-39	OTHER FRINGE BENEFITS	\$53,721	\$41,881
001-0110-413-41-39	OTHER FRINGE BENEFITS	\$54,173	\$41,881
001-0110-413-41-36	SUSTAINABILITY INTERN (TRNSFER TO SUSTAINABLE FC)	(\$452)	\$0
001-0110-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$174,565	\$205,192
001-0110-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$174,565	\$228,930
001-0110-413-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$23,738)
<b>Totals Internal Services</b>		<b>\$209,670</b>	<b>\$213,101</b>
001-0110-413-41-40	COMPENSATED ABSENCES	\$21,184	\$20,247
001-0110-413-41-54	PEMHCA	\$6,768	\$6,960
001-0110-413-42-44	VEHICLE RENTAL CHARGES	\$20,899	\$22,487
001-0110-413-42-57	COMM & INFO SERVICES CHGS	\$74,196	\$79,189
001-0110-413-42-69	BUILDING MAINTENANCE CHG	\$86,623	\$84,218
<b>Totals Services and Supplies</b>		<b>\$199,990</b>	<b>\$250,562</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	\$6,000	\$2,625
001-0110-413-42-43	COMCAST DIGITAL RECEIVER BOXES	\$3,000	\$3,000
001-0110-413-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$3,375)
001-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$3,000	\$3,000
001-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$177,190	\$226,087
001-0110-413-42-51	ANIMAL CONTROL CONTRACT W/COUNTY	\$173,690	\$194,622
001-0110-413-42-51	ANIMAL CARE SHELTER CONSTRUCTION COSTS	\$0	\$27,965
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	\$3,950	\$9,000
001-0110-413-42-53	ICMA MEMBERSHIP DUES (2)	\$2,800	\$2,800
001-0110-413-42-53	NEWSPAPER SUBSCRIPTIONS (2)	\$650	\$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	ALLIANCE FOR INNOVATION MEMBERSHIP DUES (1)	\$0	\$2,550
001-0110-413-42-53	CALIFORNIA CITY MANAGEMENT FOUNDATION MEMBERSHIP DUES (1)	\$0	\$400
001-0110-413-42-53	MISCELLANEOUS	\$100	\$100
001-0110-413-42-53	CHAMBER OF COMMERCE	\$0	\$2,100

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
001-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$9,700	\$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
001-0110-413-42-54	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	(\$9,000)	(\$9,000)
<b>Totals Reallocation</b>		<b>(\$527,711)</b>	<b>(\$602,930)</b>
001-0110-413-45-05	INDIRECT COST ALLOCATION	(\$527,711)	(\$602,930)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$238,858</b>	<b>\$220,621</b>
<b>Totals Internal Services</b>		<b>\$238,858</b>	<b>\$220,621</b>
001-0170-413-42-62	INSURANCE & OTHER COSTS	\$238,858	\$220,621

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,018,000</b>	<b>\$883,320</b>
<b>Totals Services and Supplies</b>		<b>\$1,018,000</b>	<b>\$883,320</b>
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS-Carryover	\$1,018,000	\$775,820
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS-Carryover	\$968,000	\$737,740
005-0110-413-42-51	CARRYOVER - FOSTER CITY BIRTHDAY CELEBRATION	\$0	\$38,080
005-0110-413-42-51	FOSTER CITY BIRTHDAY CELEBRATION	\$50,000	\$0
005-0110-413-42-60	CONTRIBUTE TO OTHER AGENCIES	\$0	\$107,500
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - CALL PRIMROSE	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - COUNTY OF SAN MATEO JOBS FOR YOUTH	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - HILLBARN THEATRE	\$0	\$20,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - LIFEMOVES	\$0	\$10,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - MISSION HOSPICE & HOME CARE	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - OMBUDSMAN SVCS OF SAN MATEO COUNTY	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - PARCA	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SAMARITAN HOUSE	\$0	\$15,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SM-FC CITY EDUCATION FOUNDATION	\$0	\$30,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - STARVISTA	\$0	\$5,000
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SUSTAINABLE SAN MATEO COUNTY	\$0	\$2,500

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$59,000</b>	<b>\$58,000</b>
<b>Totals Employees Services</b>		<b>\$59,000</b>	<b>\$58,000</b>
008-0110-413-42-90	EE HOME LOAN PROGRAM	\$0	\$0
008-0110-413-42-91	CARRYOVER-EE RENTAL ASSISTANCE PRGM	\$59,000	\$58,000

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$241,977</b>	<b>\$221,562</b>
<b>Totals Employee Services</b>		<b>\$15,915</b>	<b>\$0</b>
012-0110-413-41-11	HOURLY & PART TIME SALARY	\$15,600	\$0
012-0110-413-41-11	SUSTAINABILITY INTERN	\$31,200	\$0
012-0110-413-41-11	COVID-19 ADJUSTMENT	(\$15,600)	\$0
012-0110-413-41-36	WORKERS COMPENSATION	\$89	\$0
012-0110-413-41-36	SUSTAINABILITY INTERN	\$178	\$0
012-0110-413-41-36	COVID-19 ADJUSTMENT	(\$89)	\$0
012-0110-413-41-39	OTHER FRINGE BENEFITS	\$226	\$0
012-0110-413-41-39	SUSTAINABILITY INTERN	\$452	\$0
012-0110-413-41-39	COVID-19 ADJUSTMENT	(\$226)	\$0
<b>Totals Services and Supplies</b>		<b>\$226,062</b>	<b>\$221,562</b>
012-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$212,862	\$212,862
012-0110-413-42-51	CARRYOVER-CLIMATE ACTION PLAN UPDATE	\$60,000	\$60,000
012-0110-413-42-51	CARRYOVER-ENVIRONMENTAL SUSTAINABILITY INITIATIVES	\$20,862	\$20,862
012-0110-413-42-51	CARRYOVER-TRANSPORTATION INITIATIVES	\$50,000	\$50,000
012-0110-413-42-51	CARRYOVER-ECONOMIC DEVELOPMENT INITIATIVES	\$75,000	\$75,000
012-0110-413-42-51	CARRYOVER-SOCIAL EQUITY AND ENGAGEMENT INITIATIVES	\$7,000	\$7,000
012-0110-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$5,700	\$5,700
012-0110-413-42-53	ICLEI MEMBERSHIP	\$700	\$700
012-0110-413-42-53	SVEDA MEMBERSHIP	\$5,000	\$5,000
012-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$7,500	\$3,000
012-0110-413-42-54	ICSC DEAL MAKING CONFERENCE	\$2,000	\$0
012-0110-413-42-54	SMART CITIES CONFERENCE	\$3,000	\$3,000
012-0110-413-42-54	ICSC ReCON	\$2,500	\$0

**001-0510 City Manager - Community Services - Community Services Administration Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$2,370,704</b>	<b>\$2,461,476</b>
<b>Totals Employee Services</b>		<b>\$884,034</b>	<b>\$950,672</b>
001-0510-451-41-10	PERMANENT SALARIES	\$546,574	\$621,200
001-0510-451-41-11	HOURLY & PART TIME SALARY	\$26,606	\$0
001-0510-451-41-21	PERS RETIREMENT	\$60,988	\$66,124
001-0510-451-41-35	FLEX ALLOWANCE	\$69,768	\$81,216
001-0510-451-41-36	WORKERS COMPENSATION	\$5,772	\$6,657
001-0510-451-41-39	OTHER FRINGE BENEFITS	\$30,208	\$36,400
001-0510-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$144,118	\$139,075
001-0510-451-41-61	<i>EMPLOYEE BENEFIT-PERS UAL</i>	<i>\$144,118</i>	<i>\$150,592</i>
001-0510-451-41-61	<i>ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT</i>	<i>\$0</i>	<i>(\$11,517)</i>
<b>Totals Internal Services</b>		<b>\$1,452,462</b>	<b>\$1,475,436</b>
001-0510-451-41-40	COMPENSATED ABSENCES	\$14,514	\$19,624
001-0510-451-41-53	LONGEVITY	\$5,550	\$5,550
001-0510-451-41-54	PEMHCA	\$1,692	\$3,480
001-0510-451-42-44	VEHICLE RENTAL CHARGES	\$56,133	\$64,744
001-0510-451-42-56	EQUIP REPLACEMENT CHARGES	\$29,777	\$30,876
001-0510-451-42-57	COMM & INFO SERVICES CHGS	\$150,040	\$86,243
001-0510-451-42-69	BUILDING MAINTENANCE CHG - RC, SR, TC, CC	\$1,194,756	\$1,264,919
<b>Totals Services and Supplies</b>		<b>\$34,208</b>	<b>\$35,368</b>
001-0510-451-42-41	COPY EXPENSE - LETTERS AND STAFF REPORTS	\$100	\$100
001-0510-451-42-42	POSTAGE EXPENSE-LETTERS, FACILITY AND PLAYFIELD PERMITS	\$1,200	\$1,200
001-0510-451-42-43	GENERAL OFFICE SUPPLIES	\$12,000	\$12,000
001-0510-451-42-46	MAINT-FACILITY & EQUIP	\$10,000	\$6,500
001-0510-451-42-46	<i>SUPPLIES &amp; EQUIPMENT</i>	<i>\$6,500</i>	<i>\$6,500</i>
001-0510-451-42-46	<i>BUDGET BALANCING STRATEGY TOOLBOX 2020-09</i>	<i>\$0</i>	<i>(\$3,500)</i>
001-0510-451-42-46	<i>YOUTH SUMMIT / YOUTH LEADERSHIP</i>	<i>\$3,500</i>	<i>\$3,500</i>
001-0510-451-42-49	ADVERTISING/PUBLICITY	\$5,000	\$5,000
001-0510-451-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$500
001-0510-451-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$3,748	\$3,748
001-0510-451-42-53	<i>CPRS STAFF MEMBERSHIP</i>	<i>\$1,276</i>	<i>\$1,276</i>
001-0510-451-42-53	<i>NATIONAL RECREATION &amp; PARKS SOCIETY - AGENCY</i>	<i>\$786</i>	<i>\$786</i>
001-0510-451-42-53	<i>CALIF. PARKS &amp; RECREATION SOCIETY - AGENCY</i>	<i>\$612</i>	<i>\$612</i>
001-0510-451-42-53	<i>NEWS SUBSCRIPTIONS &amp; PROFESSIONAL JOURNALS</i>	<i>\$510</i>	<i>\$510</i>
001-0510-451-42-53	<i>LERN MEMBERSHIP</i>	<i>\$358</i>	<i>\$358</i>
001-0510-451-42-53	<i>NATIONAL LEGISLATIVE BULLETIN</i>	<i>\$154</i>	<i>\$154</i>
001-0510-451-42-53	<i>NRPA NET</i>	<i>\$52</i>	<i>\$52</i>
001-0510-451-42-54	TRAVEL,CONFERENCE,MEETING	\$1,100	\$5,760
001-0510-451-42-54	<i>CPRS REGIONAL - REC COORDINATORS (5)</i>	<i>\$5,000</i>	<i>\$5,000</i>
001-0510-451-42-54	<i>NRPA - DIRECTOR</i>	<i>\$2,400</i>	<i>\$2,400</i>
001-0510-451-42-54	<i>CA PARKS &amp; REC TRAINING - MANAGER (1)</i>	<i>\$1,400</i>	<i>\$1,400</i>
001-0510-451-42-54	<i>ANNUAL DEPARTMENT RETREAT - JANUARY</i>	<i>\$1,200</i>	<i>\$1,200</i>
001-0510-451-42-54	<i>PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR</i>	<i>\$1,000</i>	<i>\$1,000</i>
001-0510-451-42-54	<i>BUDGET BALANCING STRATEGY TOOLBOX 2020-09</i>	<i>\$0</i>	<i>(\$5,240)</i>
001-0510-451-42-54	<i>COVID-19 ADJUSTMENT</i>	<i>(\$9,900)</i>	<i>\$0</i>
001-0510-451-42-55	TRAINING	\$560	\$560
001-0510-451-42-55	<i>TRAINING</i>	<i>\$800</i>	<i>\$800</i>
001-0510-451-42-55	<i>COVID-19 ADJUSTMENT</i>	<i>(\$240)</i>	<i>(\$240)</i>

### 003-0525 City Manager - Community Services - Facility Operations Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$588,789</b>	<b>\$571,828</b>
<b>Totals Employee Services</b>		<b>\$503,038</b>	<b>\$486,775</b>
003-0525-451-41-10	PERMANENT SALARIES	\$171,213	\$182,124
003-0525-451-41-11	HOURLY & PART TIME SALARY	\$175,952	\$154,290
003-0525-451-41-12	OVERTIME	\$3,200	\$3,200
003-0525-451-41-21	PERS RETIREMENT	\$28,136	\$25,252
003-0525-451-41-35	FLEX ALLOWANCE	\$53,334	\$41,811
003-0525-451-41-36	WORKERS COMPENSATION	\$4,192	\$6,567
003-0525-451-41-39	OTHER FRINGE BENEFITS	\$7,982	\$7,728
003-0525-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$59,029	\$65,803
003-0525-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$59,029	\$70,474
003-0525-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$4,671)
<b>Totals Internal Services</b>		<b>\$21,451</b>	<b>\$20,753</b>
003-0525-451-41-40	COMPENSATED ABSENCES	\$6,724	\$7,535
003-0525-451-42-56	EQUIP REPLACEMENT CHARGES	\$14,727	\$13,218
<b>Totals Services and Supplies</b>		<b>\$64,300</b>	<b>\$64,300</b>
003-0525-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0525-451-42-43	GENERAL OFFICE SUPPLIES	\$8,000	\$8,000
003-0525-451-42-46	MAINT-FACILITY & EQUIP-SM/FC SCHOOL JOINT-USE FACILITIES	\$55,000	\$55,000
003-0525-451-42-65	MISC EXPENSE - PAYMENT PROCESSING FEES	\$1,200	\$1,200

### 003-0530 City Manager - Community Services - Adult Sports Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$58,733</b>	<b>\$28,000</b>
<b>Totals Employee Services</b>		<b>\$13,733</b>	<b>\$7,966</b>
003-0530-451-41-11	HOURLY & PART TIME SALARY	\$13,312	\$7,613
003-0530-451-41-36	WORKERS COMPENSATION	\$228	\$243
003-0530-451-41-39	OTHER FRINGE BENEFITS	\$193	\$110
<b>Totals Services and Supplies</b>		<b>\$45,000</b>	<b>\$20,034</b>
003-0530-451-42-43	GENERAL OFFICE SUPPLIES	\$45,000	\$20,034
003-0530-451-42-43	EXPANSION OF PICKLEBALL AND BOCCE, ADULT SOFTBALL	\$45,000	\$45,000
003-0530-451-42-43	REALIGNMENT BETWEEN SUUPLIES & EMPLOYEE SERVICES	\$0	(\$7,966)
003-0530-451-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$17,000)



### 003-0534 City Manager - Community Services - Youth Camps Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$293,235</b>	<b>\$197,985</b>
<b>Totals Employee Services</b>		<b>\$222,243</b>	<b>\$124,535</b>
003-0534-451-41-10	PERMANENT SALARIES	\$88,785	\$0
003-0534-451-41-11	HOURLY & PART TIME SALARY	\$79,324	\$100,401
003-0534-451-41-11	<i>Workforce Calculation</i>	\$162,210	\$100,401
003-0534-451-41-11	<i>COVID-19 Adjustment</i>	(\$82,886)	\$0
003-0534-451-41-12	OVERTIME	\$0	\$0
003-0534-451-41-21	PERS RETIREMENT	\$10,073	\$0
003-0534-451-41-35	FLEX ALLOWANCE	\$15,000	\$0
003-0534-451-41-36	WORKERS COMPENSATION	\$2,875	\$3,204
003-0534-451-41-36	<i>Workforce Calculation</i>	\$4,292	\$3,204
003-0534-451-41-36	<i>COVID-19 Adjustment</i>	(\$1,417)	\$0
003-0534-451-41-39	OTHER FRINGE BENEFITS	\$3,579	\$1,456
003-0534-451-41-39	<i>Workforce Calculation</i>	\$4,781	\$1,456
003-0534-451-41-39	<i>COVID-19 Adjustment</i>	(\$1,202)	\$0
003-0534-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$22,607	\$19,474
003-0534-451-41-61	<i>EMPLOYEE BENEFIT-PERS UAL</i>	\$22,607	\$21,884
003-0534-451-41-61	<i>ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT</i>	\$0	(\$2,410)
<b>Totals Internal Services</b>		<b>\$2,442</b>	<b>\$0</b>
003-0534-451-41-40	COMPENSATED ABSENCES	\$2,442	\$0
<b>Totals Services and Supplies</b>		<b>\$68,550</b>	<b>\$73,450</b>
003-0534-451-42-42	POSTAGE EXPENSE	\$250	\$250
003-0534-451-42-43	GENERAL OFFICE SUPPLIES	\$6,100	\$11,000
003-0534-451-42-43	<i>General Office Supplies</i>	\$11,000	\$11,000
003-0534-451-42-43	<i>COVID-19 Adjustment</i>	(\$4,900)	\$0
003-0534-451-42-51	CONTRACT, PROF, SPEC SVCS	\$62,200	\$62,200
003-0534-451-42-51	<i>Contractual Services</i>	\$87,000	\$87,000
003-0534-451-42-51	<i>BUDGET BALANCING STRATEGY TOOLBOX 2020-09</i>	\$0	(\$24,800)
003-0534-451-42-51	<i>COVID-19 Adjustment</i>	(\$24,800)	\$0

**003-0535 City Manager - Community Services - Adult Contracts Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$187,627</b>	<b>\$188,536</b>

<b>Totals Employee Services</b>		<b>\$81,781</b>	<b>\$82,445</b>
003-0535-451-41-10	PERMANENT SALARIES	\$48,943	\$48,943
003-0535-451-41-11	HOURLY & PART TIME SALARY	\$0	\$0
003-0535-451-41-12	OVERTIME	\$520	\$520
003-0535-451-41-21	PERS RETIREMENT	\$5,612	\$5,307
003-0535-451-41-35	FLEX ALLOWANCE	\$12,930	\$12,954
003-0535-451-41-36	WORKERS COMPENSATION	\$837	\$1,562
003-0535-451-41-39	OTHER FRINGE BENEFITS	\$1,322	\$1,325
003-0535-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$11,834
003-0535-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$14,095
003-0535-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$2,261)

<b>Totals Internal Services</b>		<b>\$1,346</b>	<b>\$1,591</b>
003-0535-451-41-40	COMPENSATED ABSENCES	\$1,346	\$1,591

<b>Totals Services and Supplies</b>		<b>\$104,500</b>	<b>\$104,500</b>
003-0535-451-42-43	GENERAL OFFICE SUPPLIES	\$2,000	\$2,000
003-0535-451-42-46	MAINT-FACILITY & EQUIP	\$500	\$500
003-0535-451-42-51	CONTRACT, PROF, SPEC SVCS	\$102,000	\$102,000

**003-0537 City Manager - Community Services - Special Events Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$10,600</b>	<b>\$25,100</b>

<b>Totals Services and Supplies</b>		<b>\$10,600</b>	<b>\$25,100</b>
003-0537-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0537-451-42-43	GENERAL OFFICE SUPPLIES	\$8,000	\$8,000
003-0537-451-42-49	ADVERTISING/PUBLICITY	\$2,000	\$2,000
003-0537-451-42-51	CONTRACT, PROF, SPEC SVCS	\$27,314	\$15,000
003-0537-451-42-51	CONTRACTUAL SERVICES	\$28,000	\$28,000
003-0537-451-42-51	SUMMER DAY EVENT	\$63,500	\$63,500
003-0537-451-42-51	COVID-19 REOPENING ADJUSTMENT	\$0	\$14,500
003-0537-451-42-51	COVID-19 ADJUSTMENT	(\$91,000)	(\$91,000)

**003-0538 City Manager - Community Services - Youth Contract Classes Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$299,940</b>	<b>\$300,854</b>
<b>Totals Employee Services</b>		<b>\$81,194</b>	<b>\$81,863</b>
003-0538-451-41-10	PERMANENT SALARIES	\$48,943	\$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	\$5,553	\$5,252
003-0538-451-41-35	FLEX ALLOWANCE	\$12,930	\$12,954
003-0538-451-41-36	WORKERS COMPENSATION	\$837	\$1,562
003-0538-451-41-39	OTHER FRINGE BENEFITS	\$1,314	\$1,318
003-0538-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$11,834
003-0538-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$14,095
003-0538-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$2,261)
<b>Totals Internal Services</b>		<b>\$1,346</b>	<b>\$1,591</b>
003-0538-451-41-40	COMPENSATED ABSENCES	\$1,346	\$1,591
<b>Totals Services and Supplies</b>		<b>\$217,400</b>	<b>\$217,400</b>
003-0538-451-42-43	GENERAL OFFICE SUPPLIES	\$1,400	\$1,400
003-0538-451-42-51	CONTRACT, PROF, SPEC SVCS	\$216,000	\$216,000

**003-0539 City Manager - Community Services - Advertising Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$37,200</b>	<b>\$43,100</b>
<b>Totals Services and Supplies</b>		<b>\$37,200</b>	<b>\$43,100</b>
003-0539-451-42-42	POSTAGE EXPENSE	\$11,600	\$11,600
003-0539-451-42-43	GENERAL OFFICE SUPPLIES	\$2,000	\$2,000
003-0539-451-42-43	SUPPLIES	\$500	\$500
003-0539-451-42-43	BUDGET CARRYOVER-PROFESSIONAL GRAPHIC ARTIST	\$1,500	\$1,500
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS-CONTRACTUAL SERVICES	\$23,600	\$29,500
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS-CONTRACTUAL SERVICES	\$36,000	\$36,000
003-0539-451-42-51	COVID-19 ADJUSTMENT	(\$12,400)	(\$6,500)

**003-0540 City Manager - Community Services - Senior/Volunteers Expenses**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$188,978</b>	<b>\$179,591</b>
<b>Totals Employee Services</b>		<b>\$147,986</b>	<b>\$151,010</b>
003-0540-451-41-10	PERMANENT SALARIES	\$97,886	\$97,886
003-0540-451-41-11	HOURLY & PART TIME SALARY	\$0	\$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	\$11,190	\$10,584
003-0540-451-41-35	FLEX ALLOWANCE	\$10,056	\$10,056
003-0540-451-41-36	WORKERS COMPENSATION	\$1,674	\$3,124
003-0540-451-41-39	OTHER FRINGE BENEFITS	\$2,567	\$2,574
003-0540-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$23,863	\$26,036
003-0540-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$23,863	\$28,190
003-0540-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$2,154)
<b>Totals Internal Services</b>		<b>\$2,692</b>	<b>\$3,181</b>
003-0540-451-41-40	COMPENSATED ABSENCES	\$2,692	\$3,181
<b>Totals Services and Supplies</b>		<b>\$38,300</b>	<b>\$25,400</b>
003-0540-451-42-42	POSTAGE EXPENSE	\$200	\$200
003-0540-451-42-43	GENERAL OFFICE SUPPLIES	\$16,000	\$16,000
003-0540-451-42-43	SENIOR PROGRAMS TRIPS & TOURS	\$14,500	\$14,500
003-0540-451-42-43	SUPPLIES	\$1,500	\$1,500
003-0540-451-42-49	ADVERTISING/PUBLICITY	\$100	\$100
003-0540-451-42-51	CONTRACT, PROF, SPEC SVCS	\$22,000	\$9,100
003-0534-451-42-51	TRIP & TRANSPORTATION	\$22,000	\$22,000
003-0540-451-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$3,800)
003-0534-451-42-51	ALLOCATE EXPENSE TO SPECIAL EVENTS	\$0	(\$9,100)

### 003-0541 City Manager - Community Services - Teen Programs Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$271,672</b>	<b>\$281,407</b>
<b>Totals Employee Services</b>		<b>\$258,995</b>	<b>\$268,098</b>
003-0541-451-41-10	PERMANENT SALARIES	\$97,886	\$97,886
003-0541-451-41-11	HOURLY & PART TIME SALARY	\$98,582	\$95,515
003-0541-451-41-11	<i>Workforce Calculation</i>	\$120,393	\$95,515
003-0541-451-41-11	<i>COVID-19 Adjustment</i>	(\$21,811)	\$0
003-0541-451-41-12	OVERTIME	\$953	\$953
003-0541-451-41-21	PERS RETIREMENT	\$14,452	\$13,669
003-0541-451-41-35	FLEX ALLOWANCE	\$15,000	\$15,048
003-0541-451-41-36	WORKERS COMPENSATION	\$3,360	\$6,172
003-0541-451-41-36	<i>Workforce Calculation</i>	\$3,733	\$6,172
003-0541-451-41-36	<i>COVID-19 Adjustment</i>	(\$373)	\$0
003-0541-451-41-39	OTHER FRINGE BENEFITS	\$4,271	\$4,238
003-0541-451-41-39	<i>Workforce Calculation</i>	\$4,587	\$4,238
003-0541-451-41-39	<i>COVID-19 Adjustment</i>	(\$316)	\$0
003-0541-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$24,491	\$34,617
003-0541-451-41-61	<i>EMPLOYEE BENEFIT-PERS UAL</i>	\$24,491	\$35,237
003-0541-451-41-61	<i>ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT</i>	\$0	(\$620)
<b>Totals Internal Services</b>		<b>\$3,477</b>	<b>\$4,109</b>
003-0541-451-41-40	COMPENSATED ABSENCES	\$3,477	\$4,109
<b>Totals Services and Supplies</b>		<b>\$9,200</b>	<b>\$9,200</b>
003-0541-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0541-451-42-43	GENERAL OFFICE SUPPLIES	\$3,000	\$3,000
003-0541-451-42-43	<i>General Office Supplies</i>	\$7,000	\$7,000
003-0541-451-42-43	<i>COVID-19 Adjustment</i>	(\$4,000)	(\$4,000)
003-0541-451-42-49	ADVERTISING/PUBLICITY	\$100	\$100
003-0541-451-42-51	CONTRACT, PROF, SPEC SVCS	\$6,000	\$6,000
003-0541-451-42-51	<i>SUMMER CAMP - FEILD TRIPS &amp; BUS TRANSPORTATION (\$4,000)</i>	\$33,000	\$33,000
003-0541-451-42-51	<i>TEEN PROGRAMS (NET \$1,000)</i>	\$2,000	\$2,000
003-0541-451-42-51	<i>MIDDLE SCHOOL DANCES (NET \$1,000)</i>	\$2,000	\$2,000
003-0541-451-42-51	<i>COVID-19 Adjustment</i>	(\$31,000)	(\$31,000)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$810,544	\$639,791	(\$170,753)	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	2
4121	PERS RETIREMENT	\$89,754	\$68,650	(\$21,104)	3
4135	FLEX ALLOWANCE	\$97,985	\$86,121	(\$11,864)	3
4136	WORKERS COMPENSATION	\$4,391	\$3,335	(\$1,056)	3
4139	OTHER FRINGE BENEFITS	\$53,721	\$41,881	(\$11,840)	3
4140	COMPENSATED ABSENCES	\$21,184	\$20,247	(\$937)	4
4154	PEMHCA	\$6,768	\$6,960	\$192	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$174,565	\$205,192	\$30,627	3
4241	COPY EXPENSE	\$3,000	\$3,000	\$0	2
4242	POSTAGE EXPENSE	\$150	\$150	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$6,000	\$2,625	(\$3,375)	5
4244	VEHICLE RENTAL CHARGES	\$20,899	\$22,487	\$1,588	3
4251	CONTRACT, PROF, SPEC SVCS	\$177,190	\$226,087	\$48,897	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,950	\$9,000	\$5,050	6
4254	TRAVEL,CONFERENCE,MEETING	\$9,700	\$9,700	\$0	6
4257	COMM & INFO SERVICES CHGS	\$74,196	\$79,189	\$4,993	4
4269	BUILDING MAINTENANCE CHG	\$86,623	\$84,218	(\$2,405)	4
4505	INDIRECT COST ALLOCATION	(\$527,711)	(\$602,930)	(\$75,219)	8
		<u>\$1,112,909</u>	<u>\$905,703</u>	<u>(\$207,206)</u>	

**Detailed Analysis:**

- Note 1      Eliminated Assistant City Manager, Merit (Step) increase. Assumption of 2% COLA increase. Eliminate Sustainability FC's PT Intern and replaced with a Management Coordinator in City Manager Division.
- Note 2      No change.
- Note 3      Contractual adjustment to benefit formulas.
- Note 4      Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 5      Decrease due to Structural Deficit Remediation Strategy FY 2020-2021.
- Note 6      Increase due to adjustment to pre-COVID level and add Chamber of Commerce membership.
- Note 7      Add Animal Care Shelter Construction Cost and Animal Control Contract increase.
- 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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4262	INSURANCE & OTHER COSTS	\$238,858	\$220,621	(\$18,237)	1
		<u>\$238,858</u>	<u>\$220,621</u>	<u>(\$18,237)</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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$1,018,000	\$775,820	(\$242,180)	1
4260	CONTRIB TO OTHER AGENCIES	\$0	\$107,500	\$107,500	2
		<u>\$1,018,000</u>	<u>\$883,320</u>	<u>(\$134,680)</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.
- Note 2      Non-profit funding contribution; Funding source-Gilead Sciences Donation of \$57,500 and Community Benefits Program \$50,000.



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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4291	EE RENTAL ASSISTANCE PRGM	\$59,000	\$58,000	(\$1,000)	1
		<u>\$59,000</u>	<u>\$58,000</u>	<u>(\$1,000)</u>	

**Detailed Analysis:**

Note 1      Carryover \$58,000 for the rental assistance program as part of the FY 2021-2022 budget.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4111	HOURLY & PART TIME SALARY	\$15,600	\$0	(\$15,600)	1
4136	WORKERS COMPENSATION	\$89	\$0	(\$89)	1
4139	OTHER FRINGE BENEFITS	\$226	\$0	(\$226)	1
4251	CONTRACT, PROF, SPEC SVCS	\$212,862	\$212,862	\$0	2
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$5,700	\$5,700	\$0	2
4254	TRAVEL,CONFERENCE,MEETING	\$7,500	\$3,000	(\$4,500)	3
		<u>\$241,977</u>	<u>\$221,562</u>	<u>(\$20,415)</u>	

**Detailed Analysis:**

- Note 1 Eliminate PT Intern and replaced with a Management Coordinator in City Manager Division.
- Note 2 Carryover from FY 2020-2021 Budget.
- Note 3 Eliminated two conferences.

**City Manager Budget Comparisons -  
Community Services Recreation Administration (001-0510)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2020-2021	FY 2021-2022	(Decrease)	
4110	PERMANENT SALARIES	\$546,574	\$621,200	\$74,626	1
4111	HOURLY & PART TIME SALARY	\$26,606	\$0	(\$26,606)	1
4121	PERS RETIREMENT	\$60,988	\$66,124	\$5,136	2
4135	FLEX ALLOWANCE	\$69,768	\$81,216	\$11,448	2
4136	WORKERS COMPENSATION	\$5,772	\$6,657	\$885	2
4139	OTHER FRINGE BENEFITS	\$30,208	\$36,400	\$6,192	2
4140	COMPENSATED ABSENCES	\$14,514	\$19,624	\$5,110	3
4153	LONGEVITY	\$5,550	\$5,550	\$0	3
4154	PEMHCA	\$1,692	\$3,480	\$1,788	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$144,118	\$139,075	(\$5,043)	2
4241	COPY EXPENSE	\$100	\$100	\$0	4
4242	POSTAGE EXPENSE	\$1,200	\$1,200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$12,000	\$12,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$56,133	\$64,744	\$8,611	3
4246	MAINT-FACILITY & EQUIP	\$10,000	\$6,500	(\$3,500)	5
4249	ADVERTISING/PUBLICITY	\$5,000	\$5,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$500	\$500	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,748	\$3,748	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,100	\$5,760	\$4,660	6
4255	TRAINING	\$560	\$560	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$29,777	\$30,876	\$1,099	3
4257	COMM & INFO SERVICES CHGS	\$150,040	\$86,243	(\$63,797)	3
4269	BUILDING MAINTENANCE CHG	\$1,194,756	\$1,264,919	\$70,163	3
		<u>\$2,370,704</u>	<u>\$2,461,476</u>	<u>\$90,772</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to Structural Deficit Remediation Strategy FY 2020-2021.
- Note 6 Increase due to partial adjustment to pre-COVID level.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Facility Operations (003-0525)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$171,213	\$182,124	\$10,911	1
4111	HOURLY & PART TIME SALARY	\$175,952	\$154,290	(\$21,662)	1
4112	OVERTIME	\$3,200	\$3,200	\$0	2
4121	PERS RETIREMENT	\$28,136	\$25,252	(\$2,884)	3
4135	FLEX ALLOWANCE	\$53,334	\$41,811	(\$11,523)	3
4136	WORKERS COMPENSATION	\$4,192	\$6,567	\$2,375	3
4139	OTHER FRINGE BENEFITS	\$7,982	\$7,728	(\$254)	3
4140	COMPENSATED ABSENCES	\$6,724	\$7,535	\$811	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$59,029	\$65,803	\$6,774	3
4242	POSTAGE EXPENSE	\$100	\$100	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$8,000	\$8,000	\$0	2
4246	MAINT-FACILITY & EQUIP	\$55,000	\$55,000	\$0	2
4256	EQUIP REPLACEMENT CHARGES	\$14,727	\$13,218	(\$1,509)	4
4265	MISC EXPENSE	\$1,200	\$1,200	\$0	2
		<u>\$588,789</u>	<u>\$571,828</u>	<u>(\$16,961)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase and assumption of 2% COLA increase.
- Note 2 No change.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Adult Sports (003-0530)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4111	HOURLY & PART TIME SALARY	\$13,312	\$7,613	(\$5,699)	1
4136	WORKERS COMPENSATION	\$228	\$243	\$15	2
4139	OTHER FRINGE BENEFITS	\$193	\$110	(\$83)	2
4243	GENERAL OFFICE SUPPLIES	\$45,000	\$20,034	(\$24,966)	3
		<u>\$58,733</u>	<u>\$28,000</u>	<u>(\$30,733)</u>	

**Detailed Analysis:**

Note 1 Personnel realignment..

Note 2 Contractual adjustment to benefit formulas.

Note 3 Decrease due to Structural Deficit Remediation Strategy FY 2020-2021 and transfer \$,7966 to Employee Services.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Youth Camps (003-0534)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$88,785	\$0	(\$88,785)	1
4111	HOURLY & PART TIME SALARY	\$79,324	\$100,401	\$21,077	1
4112	OVERTIME	\$0	\$0	\$0	2
4121	PERS RETIREMENT	\$10,073	\$0	(\$10,073)	2
4135	FLEX ALLOWANCE	\$15,000	\$0	(\$15,000)	2
4136	WORKERS COMPENSATION	\$2,875	\$3,204	\$329	2
4139	OTHER FRINGE BENEFITS	\$3,579	\$1,456	(\$2,123)	2
4140	COMPENSATED ABSENCES	\$2,442	\$0	(\$2,442)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$22,607	\$19,474	(\$3,133)	2
4242	POSTAGE EXPENSE	\$250	\$250	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$6,100	\$11,000	\$4,900	5
4251	CONTRACT, PROF, SPEC SVCS	\$62,200	\$62,200	\$0	4
		<u>\$293,235</u>	<u>\$197,985</u>	<u>(\$95,250)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment and merit (Step) increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Adult Contracts( 003-0535)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$48,943	\$48,943	\$0	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	2
4112	OVERTIME	\$520	\$520	\$0	2
4121	PERS RETIREMENT	\$5,612	\$5,307	(\$305)	3
4135	FLEX ALLOWANCE	\$12,930	\$12,954	\$24	3
4136	WORKERS COMPENSATION	\$837	\$1,562	\$725	3
4139	OTHER FRINGE BENEFITS	\$1,322	\$1,325	\$3	3
4140	COMPENSATED ABSENCES	\$1,346	\$1,591	\$245	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$11,834	\$217	3
4243	GENERAL OFFICE SUPPLIES	\$2,000	\$2,000	\$0	2
4246	MAINT-FACILITY & EQUIP	\$500	\$500	\$0	2
4251	CONTRACT, PROF, SPEC SVCS	\$102,000	\$102,000	\$0	2
		<u>\$187,627</u>	<u>\$188,536</u>	<u>\$909</u>	

**Detailed Analysis:**

- Note 1     Include assumption of 2% COLA increase.
- Note 2     No change.
- Note 3     Contractual adjustment to benefit formulas.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Special Events (003-0537)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4242	POSTAGE EXPENSE	\$100	\$100	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$8,000	\$8,000	\$0	1
4249	ADVERTISING/PUBLICITY	\$2,000	\$2,000	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$500	\$15,000	\$14,500	2
		<u>\$10,600</u>	<u>\$25,100</u>	<u>\$14,500</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Increase due to adjustment to pre-COVID level.



**City Manager Department - Community Services Budget Comparisons -  
Special Rec Youth Contract (003-0538)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$48,943	\$48,943	\$0	1
4121	PERS RETIREMENT	\$5,553	\$5,252	(\$301)	2
4135	FLEX ALLOWANCE	\$12,930	\$12,954	\$24	2
4136	WORKERS COMPENSATION	\$837	\$1,562	\$725	2
4139	OTHER FRINGE BENEFITS	\$1,314	\$1,318	\$4	2
4140	COMPENSATED ABSENCES	\$1,346	\$1,591	\$245	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,617	\$11,834	\$217	2
4243	GENERAL OFFICE SUPPLIES	\$1,400	\$1,400	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$216,000	\$216,000	\$0	4
		<u>\$299,940</u>	<u>\$300,854</u>	<u>\$914</u>	

**Detailed Analysis:**

- Note 1      Include assumption of 2% COLA increase.
- Note 2      Contractual adjustment to benefit formulas.
- Note 3      Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4      No change.

**City Manager Department - Community Services Budget Comparisons -  
Special Rec Advertising (003-0539)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4242	POSTAGE EXPENSE	\$11,600	\$11,600	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$2,000	\$2,000	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$23,600	\$29,500	\$5,900	2
		<u>\$37,200</u>	<u>\$43,100</u>	<u>\$5,900</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Increase due to partial adjustment to pre-COVID level.

**City Manager Department - Community Services Budget Comparisons - Senior / Volunteer (003-0540)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$97,886	\$97,886	\$0	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	1
4112	OVERTIME	\$750	\$750	\$0	1
4121	PERS RETIREMENT	\$11,190	\$10,584	(\$606)	2
4135	FLEX ALLOWANCE	\$10,056	\$10,056	\$0	2
4136	WORKERS COMPENSATION	\$1,674	\$3,124	\$1,450	2
4139	OTHER FRINGE BENEFITS	\$2,567	\$2,574	\$7	2
4140	COMPENSATED ABSENCES	\$2,692	\$3,181	\$489	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$23,863	\$26,036	\$2,173	2
4242	POSTAGE EXPENSE	\$200	\$200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$16,000	\$16,000	\$0	4
4249	ADVERTISING/PUBLICITY	\$100	\$100	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$22,000	\$9,100	(\$12,900)	5
		<u>\$188,978</u>	<u>\$179,591</u>	<u>(\$9,387)</u>	

**Detailed Analysis:**

- Note 1 Include assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No changed.
- Note 5 Decrease due to Structural Deficit Remediation Strategy FY 2020-2021.

**City Manager Department - Community Services Budget Comparisons -  
Teens Program (003-0541)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$97,886	\$97,886	\$0	1
4111	HOURLY & PART TIME SALARY	\$98,582	\$95,515	(\$3,067)	2
4112	OVERTIME	\$953	\$953	\$0	3
4121	PERS RETIREMENT	\$14,452	\$13,669	(\$783)	4
4135	FLEX ALLOWANCE	\$15,000	\$15,048	\$48	4
4136	WORKERS COMPENSATION	\$3,360	\$6,172	\$2,812	4
4139	OTHER FRINGE BENEFITS	\$4,271	\$4,238	(\$33)	4
4140	COMPENSATED ABSENCES	\$3,477	\$4,109	\$632	5
4242	POSTAGE EXPENSE	\$100	\$100	\$0	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$24,491	\$34,617	\$10,126	4
4243	GENERAL OFFICE SUPPLIES	\$3,000	\$3,000	\$0	3
4249	ADVERTISING/PUBLICITY	\$100	\$100	\$0	3
4251	CONTRACT, PROF, SPEC SVCS	\$6,000	\$6,000	\$0	3
		<u>\$271,672</u>	<u>\$281,407</u>	<u>\$9,735</u>	

**Detailed Analysis:**

- Note 1      Include assumption of 2% COLA increase.
- Note 2      Decrease due to Structural Deficit Remediation Strategy FY 2020-2021.
- Note 3      No change.
- Note 4      Contractual adjustment to benefit formulas.
- Note 5      Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.

# Communications/City Clerk

## DEPARTMENT DESCRIPTION

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

The City Clerk Division is responsible for the following functions:

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

### Legislative Administration

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

### Managing City Records

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

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

Administer free and open municipal elections in full accordance with the law in collaboration with the San Mateo County Elections Office, and serve as the filing officer for Campaign Expenditure Statements required for candidates in municipal elections.

The Communications Division is responsible for the following functions:

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

### External Communication

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

### Video Services/FCTV

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

Manage Foster City Television (FCTV), Foster City's Government Access Cable Television Channel, which has provided local information to Foster City since 1986. FCTV can be viewed on Comcast Channel 27, AT&T Channel 99 and YouTube.

### Social Media

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

## **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 Record keeping Principles(GARP) compliance; develop Records Management Training Program through Records Coordinator Users Group; coordinate Free the Files Day; and continue to implement a digital signatures platform/process for documents to increase efficiency
- Legislative Administration – Ensure legislative actions and recordings meet Brown Act requirements; manage video technician agreement and maintain on-demand video streaming; 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 to 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 2020-2021 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

- Managed the Council Chambers Audio Upgrade project to ensure quality audio levels for meeting participants in the Council Chambers and viewers at home
- Conducted the vendor selection process for the Video Technician contract and obtained Council approval to engage services to ensure continual video coverage, streaming, and playback of meetings
- Refined the City's electronic signature policy and use of DocuSign, in collaboration with the City Manager's Department, to further 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 November 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 and pivoted to the Weekly Update during the COVID-19 pandemic.
- Worked with City departments to develop, design, and release the City's fourth Community Annual Report for FY 20--21
- 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. Major projects included: COVID-19 and safety messages, Levee Improvement Project, 2020 Election, 2020 Census, Lagoon Safety, Citizen Advisory Committees, and virtual Town Halls

### Safety, Citizen Advisory Committees, and virtual Town Halls

- Maintained Archive Social, a social media archiving program
- Produced over 20 videos as an outreach element to inform and educate the community about programs, services, and projects
- Continued to use Nextdoor to provide information and engage with verified residents. Increased social media presence on Facebook, Twitter and Instagram by keeping 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 2021-2022

Key initiatives and service levels planned for FY 2021-2022 include the following:

### City Clerk - Records Management

- Continue conducting Citywide Department Records Management Assessment for GARP compliance
- 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
- Refine 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
- Explore document management software solutions to increase efficiency of uploading and retrieving records and improve access of documents and data.

### City Clerk - Legislative Administration

- Explore agenda management solutions to improve long range planning capabilities and publication efficiencies.
- Implement “shirt sleeve” City Council study sessions to increase opportunities for City Council to discuss priority items
- Oversee recruitment and administration of Boards and Commissions
- Provide training materials for Committees and staff liaisons relating to the Brown Act, legal requirements, etc.
- Oversee administration of CivicClerk agenda management system
- Maintain on-demand video streaming and explore additional livestreaming options
- Attend the relevant trainings and conferences to stay updated on new laws and best practices

### City Clerk - Administering Elections

- Complete required FPPC filing for officeholders and campaign committees

### Communications - External Communications

- Use Communications platforms (including social media, newsletters, website, etc.) / develop marketing materials to effectively promote City information and news; utilize paid promotion, such as social media boosts and ads, to enhance the reach of communications efforts.
- Explore and implement a public engagement platform to facilitate 2-way dialogue with community members, provided City Council provides budgeting authorization.
- Provide training to staff on tools, outreach plans, and effective engagement, as needed.
- Improve City-wide response times by developing a 48-hour response policy during working days for general city-wide resident inquiries.

### Communications - Social Media

- Create social media planner to organize all posts in one place and post regularly and consistently.
- Measure the sentiment in social media, and implement an outgoing marketing campaign that ensures the community has ample opportunity to get and stay engaged.
- Stay abreast of new communication tools and trends through research and trainings.
- Continue successful implementation of an archiving program.



#### Communications – Video Services / FCTV

- Create and disseminate videos to inform the public about City services and programs.
- Transition to more informal, lower production videos that follow current trends.
- Develop a reel showcasing videos that are released in 2021.
- Maintain the FCTV slide deck and more effectively use the platform to promote City information.

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

#### City Clerk

- Include Merit (step) increase and an assumption of 2% COLA increase.
- Benefits increased due to the benefits formula (\$9,568).
- Compensated Absences increased due to the FY 2021-2022 Internal Service Fund budget (\$1,779).
- PEMHCA increase due to the FY 2021-2022 Internal Service Fund budget (\$96).
- Building Maintenance Services decreased due to the FY 2021-2022 Internal Service Fund budget (\$-1,626).
- General Office Supplies decreased due to Structural Deficit Remediation Strategy FY 2020-2021 (\$-1,000).
- Contracts and Professional Services decreased due to Structural Deficit Remediation Strategy FY 2020-2021 (\$-700).
- Travel, Conferences, and Meetings decreased due to Structural Deficit Remediation Strategy FY 2020-2021 (\$-455).
- Training increased due to adjustment to pre-COVID level (\$555)

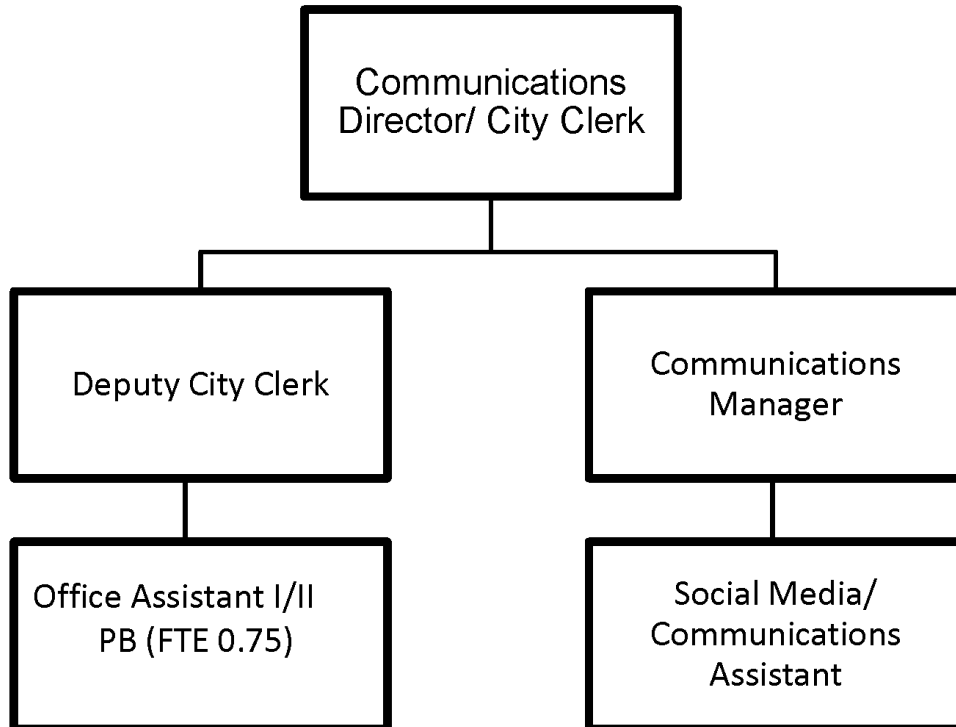
#### Municipal Elections

- There is no election scheduled in FY 2021-2022

#### Communications

- Salaries increased based on contractual adjustment (\$91,696). The increase is based on change of part-time Communications & Social Media Assistant to full-time, as well as merit (step) increases and an assumption of 2% COLA increase.
- Hourly and Part Time Salary decreased (\$-99,630) due to removal of Videographer position and change of the part-time Communications & Social Media Assistant to full-time.
- Benefits increased due to the benefits formula (\$17,478).
- Compensated Absences increased due to the FY 2021-2022 Internal Service Fund budget (\$1,609).
- Equipment Replacement increased due to the FY 2021-2022 Internal Service Fund budget (\$3,118).
- Building Maintenance Services decreased due to the FY 2021-2022 Internal Service Fund budget (\$-395).
- Maintenance Facility & Equipment decreased due to Structural Deficit Remediation Strategy FY 2020-2021 (\$-9,000).
- Contract, Professional, Special Services increased due to adjustment to pre-COVID level (\$10,600) and add Video Technician Contract of (\$20,000) due to the removal of Part-Time Videographer.
- Training increased due to adjustment to pre-COVID level (\$40).

# Communications/City Clerk Department



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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION	\$639,418	\$623,306	\$631,781
MUNICIPAL ELECTIONS	\$86,700	\$86,700	\$0
COMMUNICATIONS	\$184,915	\$178,124	\$191,163
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$911,033</b>	<b>\$888,130</b>	<b>\$822,944</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$862,357	\$839,454	\$881,146
SERVICES AND SUPPLIES	\$168,150	\$168,150	\$101,490
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,030,507	\$1,007,604	\$982,636
INTERNAL SERVICES	\$156,544	\$156,544	\$166,698
Subtotal (Total Department Expenses before Reallocations)	\$1,187,051	\$1,164,148	\$1,149,334
REALLOCATIONS	(\$276,018)	(\$276,018)	(\$326,390)
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$911,033</b>	<b>\$888,130</b>	<b>\$822,944</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
Communications Director/City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00
Social Media & Communications Assistant	0.00	0.00	1.00
<b>Total Full Time Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>
<b>Part Time with Benefits Position</b>			
Office Assistant I/I	0.75	0.75	0.75
Social Media & Communications Assistant	0.75	0.75	0.00
<b>Total Part Time with Benefits Positions</b>	<b>1.50</b>	<b>1.50</b>	<b>0.75</b>
<b>Part Time without Benefits Position</b>			
Videographer	0.50	0.50	0.00
<b>Total Part Time without Benefits Position</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>5.00</b>	<b>4.75</b>

## 001-0210 Communications/City Clerk - Administration Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$639,418</b>	<b>\$631,781</b>
<b>Totals Employee Services</b>		<b>\$562,950</b>	<b>\$572,195</b>
001-0210-411-41-10	PERMANENT SALARIES	\$310,393	\$310,393
001-0210-411-41-11	HOURLY & PART TIME SALARY	\$53,478	\$53,478
001-0210-411-41-21	PERS RETIREMENT	\$41,281	\$39,043
001-0210-411-41-35	FLEX ALLOWANCE	\$59,007	\$59,151
001-0210-411-41-36	WORKERS COMPENSATION	\$2,028	\$1,904
001-0210-411-41-39	OTHER FRINGE BENEFITS	\$23,291	\$23,311
001-0210-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$73,472	\$84,915
001-0210-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$73,472	\$90,503
001-0210-411-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$5,588)
<b>Totals Internal Services</b>		<b>\$126,184</b>	<b>\$132,006</b>
001-0210-411-41-40	COMPENSATED ABSENCES	\$9,783	\$11,562
001-0210-411-41-54	PEMHCA	\$3,384	\$3,480
001-0210-411-42-57	COMM & INFO SERVICES CHGS	\$54,448	\$60,021
001-0210-411-42-69	BUILDING MAINTENANCE CHG	\$58,569	\$56,943
<b>Totals Services and Supplies</b>		<b>\$24,090</b>	<b>\$22,490</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	\$3,300	\$2,300
001-0210-411-42-43	GENERAL OFFICE SUPPLIES	\$3,300	\$3,550
001-0210-411-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,250)
001-0210-411-42-49	ADVERTISING/PUBLICITY-LEGAL ADVERTISING	\$1,500	\$1,500
001-0210-411-42-51	CONTRACT, PROF, SPEC SVCS	\$11,400	\$10,700
001-0210-411-42-51	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,400	\$2,600
001-0210-411-42-51	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,000	\$2,000
001-0210-411-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	-\$900
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)	\$195	\$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)	\$210	\$210
001-0210-411-42-54	TRAVEL,CONFERENCE,MEETING-IIMC CONFERENCE/CCAC	\$2,000	\$1,545
001-0210-411-42-54	TRAVEL,CONFERENCE,MEETING-IIMC CONFERENCE/CCAC	\$2,000	\$2,500
001-0210-411-42-54	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$955)
001-0210-411-42-55	TRAINING	\$640	\$1,195
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	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$305)
001-0210-411-42-55	COVID-19 ADJUSTMENT	(\$860)	\$0
<b>Totals Reallocation</b>		<b>(\$73,806)</b>	<b>(\$94,910)</b>
001-0210-411-45-05	INDIRECT COST ALLOCATION	(\$73,806)	(\$94,910)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$86,700</b>	<b>\$0</b>
<b>Totals Services and Supplies</b>		<b>\$86,700</b>	<b>\$0</b>
001-0220-414-42-41	COPY EXPENSE	\$150	\$0
001-0220-414-42-42	POSTAGE EXPENSE	\$250	\$0
001-0220-414-42-43	GENERAL OFFICE SUPPLIES	\$300	\$0
001-0220-414-42-49	ADVERTISING/PUBLICITY	\$7,500	\$0
001-0220-414-42-51	CONTRACT, PROF, SPEC SVCS	\$77,000	\$0
001-0220-414-42-54	TRAVEL,CONFERENCE,MEETING	\$1,500	\$0

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$184,915</b>	<b>\$191,163</b>
<b>Totals Employee Services</b>		<b>\$299,407</b>	<b>\$308,951</b>
001-0230-411-41-10	PERMANENT SALARIES	\$104,892	\$196,588
001-0230-411-41-11	HOURLY & PART TIME SALARY	\$99,630	\$0
001-0230-411-41-21	PERS RETIREMENT	\$19,663	\$21,094
001-0230-411-41-35	FLEX ALLOWANCE	\$32,967	\$36,396
001-0230-411-41-36	WORKERS COMPENSATION	\$1,150	\$1,038
001-0230-411-41-39	OTHER FRINGE BENEFITS	\$8,451	\$9,325
001-0230-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$32,654	\$44,510
<b>Totals Internal Services</b>		<b>\$30,360</b>	<b>\$34,692</b>
001-0230-411-41-40	COMPENSATED ABSENCES	\$4,692	\$6,301
001-0230-411-42-56	EQUIP REPLACEMENT CHARGES	\$11,462	\$14,580
001-0230-411-42-69	BUILDING MAINTENANCE CHG - (13% Council Chambers)	\$14,206	\$13,811
<b>Totals Services and Supplies</b>		<b>\$57,360</b>	<b>\$79,000</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	\$1,500	\$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	\$1,000
001-0230-411-42-46	MAINT-FACILITY & EQUIP-MEETING/BROADCAST EQUIP MAINT.	\$10,000	\$10,000
001-0230-411-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$9,000)
001-0230-411-42-51	CONTRACT, PROF, SPEC SVCS	\$39,350	\$69,950
001-0230-411-42-51	SOCIAL MEDIA ARCHIVAL SYSTEM	\$4,800	\$5,000
001-0230-411-42-51	PUBLIC ENGAGEMENT PROGRAM	\$12,350	\$4,550
001-0230-411-42-51	CLOSED CAPTIONING SERVICE	\$15,000	\$15,800
001-0230-411-42-51	VIDEO TECHNICIAN CONTRACT	\$30,000	\$30,900
001-0230-411-42-51	CONTRACT VIDEO PRODUCTION SERVICES	\$0	\$20,000
001-0230-411-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$6,300)
001-0230-411-42-51	COVID-19 ADJUSTMENT	(\$22,800)	\$0

**001-0230 Communications/City Clerk - Communications Expenses (continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-0230-411-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$2,100	\$2,100
001-0230-411-42-53	FCTV PROGRAMMING LICENSING	\$400	\$400
001-0230-411-42-53	ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP	\$40	\$40
001-0230-411-42-53	GRAPHIC DESIGN SUBSCRIPTION/ONLINE SERVICES	\$185	\$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	\$275	\$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	\$860	\$900
001-0230-411-42-55	TRAINING-FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING	\$2,000	\$2,300
001-0230-411-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,400)
001-0230-411-42-55	COVID-19 ADJUSTMENT	(\$1,140)	\$0
<b>Totals Reallocation</b>		<b>(\$202,212)</b>	<b>(\$231,480)</b>
001-0230-411-45-05	INDIRECT COST ALLOCATION	(\$202,212)	(\$231,480)

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$310,393	\$310,393	\$0	1
4111	HOURLY & PART TIME SALARY	\$53,478	\$53,478	\$0	2
4121	PERS RETIREMENT	\$41,281	\$39,043	(\$2,238)	2
4135	FLEX ALLOWANCE	\$59,007	\$59,151	\$144	2
4136	WORKERS COMPENSATION	\$2,028	\$1,904	(\$124)	2
4139	OTHER FRINGE BENEFITS	\$23,291	\$23,311	\$20	2
4140	COMPENSATED ABSENCES	\$9,783	\$11,562	\$1,779	3
4154	PEMHCA	\$3,384	\$3,480	\$96	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$73,472	\$84,915	\$11,443	2
4241	COPY EXPENSE	\$4,000	\$4,000	\$0	4
4242	POSTAGE EXPENSE	\$500	\$500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$3,300	\$2,300	(\$1,000)	5
4249	ADVERTISING/PUBLICITY	\$1,500	\$1,500	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$11,400	\$10,700	(\$700)	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$750	\$750	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$1,545	(\$455)	5
4255	TRAINING	\$640	\$1,195	\$555	6
4257	COMM & INFO SERVICES CHGS	\$54,448	\$60,021	\$5,573	3
4269	BUILDING MAINTENANCE CHG	\$58,569	\$56,943	(\$1,626)	3
4505	INDIRECT COST ALLOCATION	(\$73,806)	(\$94,910)	(\$21,104)	7
		<u>\$639,418</u>	<u>\$631,781</u>	<u>(\$7,637)</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to Structural Deficit Remediation Strategy FY 2020-2021.
- Note 6 Increase due to adjustment to pre-COVID level.



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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4241	COPY EXPENSE	\$150	\$0	(\$150)	1
4242	POSTAGE EXPENSE	\$250	\$0	(\$250)	1
4243	GENERAL OFFICE SUPPLIES	\$300	\$0	(\$300)	1
4249	ADVERTISING/PUBLICITY	\$7,500	\$0	(\$7,500)	1
4251	CONTRACT, PROF, SPEC SVCS	\$77,000	\$0	(\$77,000)	1
4254	TRAVEL,CONFERENCE,MEETING	\$1,500	\$0	(\$1,500)	1
		<u>\$86,700</u>	<u>\$0</u>	<u>(\$86,700)</u>	

**Detailed Analysis:**

Note 1      Decrease due to no scheduled election.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$104,892	\$196,588	\$91,696	1
4111	HOURLY & PART TIME SALARY	\$99,630	\$0	(\$99,630)	1
4121	PERS RETIREMENT	\$19,663	\$21,094	\$1,431	2
4135	FLEX ALLOWANCE	\$32,967	\$36,396	\$3,429	2
4136	WORKERS COMPENSATION	\$1,150	\$1,038	(\$112)	2
4139	OTHER FRINGE BENEFITS	\$8,451	\$9,325	\$874	2
4140	COMPENSATED ABSENCES	\$4,692	\$6,301	\$1,609	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$32,654	\$44,510	\$11,856	2
4241	COPY EXPENSE	\$500	\$500	\$0	4
4242	POSTAGE EXPENSE	\$50	\$50	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500	\$0	4
4245	TOOLS & EQUIP(<5000@ITEM)	\$1,000	\$1,000	\$0	4
4246	MAINT-FACILITY & EQUIP	\$10,000	\$1,000	(\$9,000)	5
4251	CONTRACT, PROF, SPEC SVCS	\$39,350	\$69,950	\$30,600	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$2,100	\$2,100	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$2,000	\$0	4
4255	TRAINING	\$860	\$900	\$40	7
4269	BUILDING MAINTENANCE CHG	\$14,206	\$13,811	(\$395)	3
4256	EQUIP REPLACEMENT CHARGES	\$11,462	\$14,580	\$3,118	3
4505	INDIRECT COST ALLOCATION	(\$202,212)	(\$231,480)	(\$29,268)	8
		<u>\$184,915</u>	<u>\$191,163</u>	<u>\$6,248</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 2% COLA increase and upgrade a Part-Time position to Full-Time.
- 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 Increase due to adjustment to pre-COVID level and add Video Technician Contract.
- Note 7 Increase due to adjustment to pre-COVID level.
- 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 2021-2022**

During FY 2021-2022, 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 City Council and staff on major development projects, participating as a member of the City team for the Levee Improvements 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 2021-2022**

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 Improvements Project and Wastewater Treatment Plant Project.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The City Attorney's budget has been increased by 2% for the FY 2021-2022 in order to reflect the fact that additional legal support will be required this year on both the Levee Improvements Project and Wastewater Treatment Plant Project. 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 FY 2021-2022. 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$582,272	\$582,272	\$591,102
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$582,272	\$582,272	\$591,102
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$582,272	\$582,272	\$591,102
REALLOCATIONS	(\$11,311)	(\$11,311)	(\$1,335)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$570,961</b>	<b>\$570,961</b>	<b>\$589,767</b>

**001-0310 City Attorney - Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$570,961</b>	<b>\$589,767</b>
<b>Totals Services and Supplies</b>		<b>\$582,272</b>	<b>\$591,102</b>
001-0310-412-42-51	CONTRACT, PROF, SPEC SVCS	\$581,522	\$590,352
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	\$441,522	\$450,352
001-0310-412-42-54	TRAVEL,CONFERENCE,MEETING-LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750	\$750
<b>Totals Reallocation</b>		<b>(\$11,311)</b>	<b>(\$1,335)</b>
001-0310-412-45-05	INDIRECT COST ALLOCATION	(\$11,311)	(\$1,335)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$581,522	\$590,352	\$8,830	1
4254	TRAVEL, CONFERENCE, MEETING	\$750	\$750	\$0	2
4505	INDIRECT COST ALLOCATION	(\$11,311)	(\$1,335)	\$9,976	3
		<u>\$570,961</u>	<u>\$589,767</u>	<u>\$18,806</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. The Department also oversees risk management on behalf of the City, reviewing and attending to liability, property, vehicle and cyber claims.

## 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 2020-2021

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2020-2021. Some examples of the key services provided include:

### Safety

- Implemented protocols to successfully maintain safety and health of employees during COVID-19 related shelter in place orders.
- Created taskforce for policy development of public facilities reopening and visitor protocols during pandemic conditions.
- Responded to reports of COVID-19 exposure and notified employees in a timely manner as required under CalOSHA and other directives.

### CALOPPS

- Continued oversight and improvements to CalOpps.org, the recruitment and applicant-tracking website hosted by Foster City and used by over 175 agencies. Over 1 million job seekers use and benefit from the user-friendly applicant tracking system. The Human Resources Staff continued to assist agencies and the public on using the system and troubleshooting any issues that arose.

## **BAERS**

- Due to reduction in membership and growing cost to administer, the decision was made to discontinue supporting BAERS (Bay Area Employee Relations Service), the local government compensation and classification database. Notice was sent to the former twenty-two member agencies of the intent to discontinue the service. Upon termination of the service, staffing adjustments to the Department were made, resulting in transferring one HR Analyst to an open position in the Public Works Department.

## **Training and Development**

- Continued to provide leadership to the San Mateo County Regional Training and Development Consortium for Public Agencies and assisted in transitioning live training to virtual/online programs.
- Continued to provide 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.

## **Benefits**

- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans were 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.
- Ensured continued compliance with the Affordable Care Act and partnered with the Finance Department to issue Form 1095-C to all full-time employees.
- Continued to oversee the FISH Committee's planning and organization of the two annual employee events.
- Implemented online benefit portal to assist employees with selection of plans during Open Enrollment.
- Monitored California's sick leave law mandating paid sick leave for part-time employees.

## **Labor Relations**

- Successfully negotiated labor negotiations with AFSCME implementing a new Memoranda of Understanding (MOU).
- Continued engagement in negotiations with FCPOA, and implemented a letter of understanding to address leave issues impacted by COVID-19.
- Conducted a satisfaction survey with the Unrepresented Management Group.

## **Workers' Compensation**

- Managed the workers' compensation program and continued to work on resolving 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 7 recruitments during FY 2020-2021. Welcomed 2 new employees to the workforce.
- Departments hosted one internship for college students.
- Coordinated City Manager recruitment process.



### **Classification and Compensation**

- Ensured continued compliance with the Affordable Care Act, EEO and the mandated monitoring and measuring process.
- Assisted the City Manager and Department Heads on classification issues and analysis of staffing levels for the organization.

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2021-2022**

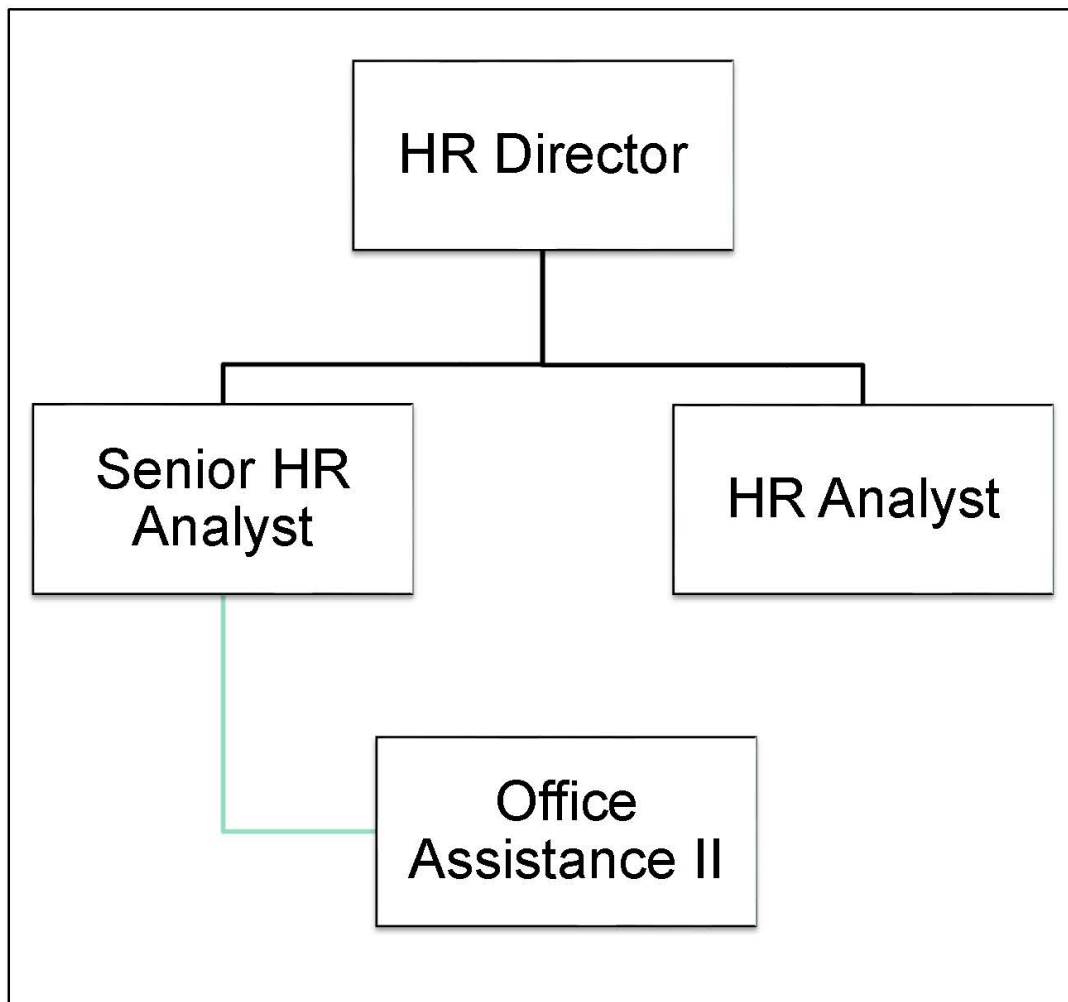
#### **Key initiatives and service levels planned for FY 2021-2022 include the following:**

- 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.
- Implement internal Leadership Development Cohort with Executing and Middle Management employees to support organizational and employee's professional growth.
- 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.
- Conduct effective on-boarding and separation interviews.
- Continue to manage FISH Committee events and employee recognition programs for staff.
- Consider new options to promote employee wellness, coordinating with outside vendors to provide outside resources for employees' general well-being.
- Continue to review and revise HR policies and procedures to ensure compliance with current legal regulations and organizational needs; 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 of the Parks & Recreation/Public Works Department.
- Manage existing workers' compensation claims with the insurance pool to reduce exposure and work expeditiously to return employees to work.
- Assist the Pension Subcommittee with its task of addressing the City's unfunded pension liability.
- Continue to refine options for more cost-effective employee benefits and monitor existing benefits for effectiveness.
- Continue representing agency on reestablished CALGOVEA trustee board and conduct a compliance audit of the VEBA benefit plan.
- Review workers compensation service levels and consider areas for improvement.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

- Special Departmental Supplies decreased due to Structural Deficit Remediation Strategy (\$-2,868)
- Postage expenses decreased due to Structural Deficit Remediation Strategy (\$-562)
- Advertising/ Publicity increased in anticipation of executive recruitment services (\$42,000)
- Contract and Professional Services increased due to one-time Classification Study and adjustment of legal services to pre-COVID levels (\$99,500)
- Travel, Conferences and Meetings increased due to adjustment to pre-COVID levels (\$8,000)
- Training increased due to Leadership Development in-house program implementation and adjustment of other training programs to pre-COVID levels (\$73,208)

# Human Resources Department FY 2021-2022



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

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$664,181	\$643,483	\$693,680
SERVICES AND SUPPLIES	\$93,050	\$266,050	\$312,338
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$757,231	\$909,533	\$1,006,018
INTERNAL SERVICES	\$133,141	\$133,141	\$137,875
Subtotal (Total Department Expenses before Reallocations)	\$890,372	\$1,042,674	\$1,143,893
REALLOCATIONS	\$(442,082)	\$(321,637)	\$(372,802)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$448,290</b>	<b>\$721,037</b>	<b>\$771,091</b>

**Staffing (Full Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
Human Resources Director	1.00	1.00	1.00
Sr. Human Resources Analyst	1.00	1.00	1.00
Human Resources Analyst	2.00	2.00	1.00
Office Assistant II	0.00	1.00	1.00
<b>Permanent</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>
<b>Part-Time with Benefits Positions</b>			
Office Assistant I/II (BAERS & CALOPPS)	0.75	0.00	0.00
<b>Part-Time with Benefits</b>	<b>0.75</b>	<b>0.00</b>	<b>0.00</b>
<b>Part-Time without Benefits Positions</b>			
Office Assistant I/II (CALOPPS)	0.00	0.00	0.00
Human Resources Analyst (BAERS)	0.25	0.00	0.00
<b>Part-Time without Benefits</b>	<b>0.25</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>

## 001-1210 Human Resources - Administration Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$448,290</b>	<b>\$771,091</b>
<b>Totals Employee Services</b>		<b>\$664,181</b>	<b>\$693,680</b>
001-1210-415-41-10	PERMANENT SALARIES	\$426,470	\$448,964
001-1210-415-41-21	PERS RETIREMENT	\$47,717	\$46,622
001-1210-415-41-35	FLEX ALLOWANCE	\$67,000	\$71,478
001-1210-415-41-36	WORKERS COMPENSATION	\$2,334	\$2,271
001-1210-415-41-39	OTHER FRINGE BENEFITS	\$29,291	\$28,987
001-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$91,369	\$95,358
001-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$91,369	\$105,340
001-1210-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$9,982)
<b>Totals Internal Services</b>		<b>\$133,141</b>	<b>\$137,875</b>
001-1210-415-41-40	COMPENSATED ABSENCES	\$11,262	\$13,787
001-1210-415-41-54	PEMHCA	\$5,076	\$5,220
001-1210-415-42-56	EQUIP REPLACEMENT CHARGES	\$1,842	\$0
001-1210-415-42-57	COMM & INFO SERVICES CHGS	\$47,910	\$53,679
001-1210-415-42-69	BUILDING MAINTENANCE CHG	\$67,051	\$65,189
<b>Totals Services and Supplies</b>		<b>\$93,050</b>	<b>\$312,338</b>
001-1210-415-42-40	SPECIAL DEPARTMENTAL SUP	\$10,450	\$7,582
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	\$3,500	\$3,570
001-1210-415-42-40	GYM MAINTENANCE	\$500	\$500
001-1210-415-42-40	EMPLOYEE RECOGNITION PROGRAMS	\$250	\$250
001-1210-415-42-40	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$2,938)
001-1210-415-42-41	COPY EXPENSE	\$5,000	\$5,000
001-1210-415-42-42	POSTAGE EXPENSE	\$2,000	\$1,438
001-1210-415-42-42	POSTAGE EXPENSE	\$2,000	\$2,000
001-1210-415-42-42	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$562)
001-1210-415-42-43	GENERAL OFFICE SUPPLIES	\$1,750	\$1,750
001-1210-415-42-49	ADVERTISING/PUBLICITY	\$15,500	\$57,500
001-1210-415-42-49	POLICE PROMOTIONAL TESTING PROCESS	\$1,000	\$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	\$3,000	\$3,000
001-1210-415-42-49	RECRUITMENT EXPENSES	\$2,000	\$2,000
001-1210-415-42-49	RECRUITMENT - 3 POSITIONS	\$0	\$45,000
001-1210-415-42-49	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$3,000)
001-1210-415-42-49	RECRUITMENT ADVERTISING	\$1,000	\$1,000

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

<b>Account String</b>	<b>Object Name</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-1210-415-42-51	CONTRACT, PROF, SPEC SVCS	\$41,500	\$141,000
001-1210-415-42-51	LEGAL SERVICES	\$30,000	\$30,000
001-1210-415-42-51	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	\$6,500	\$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	CARRYOVER - CLASSIFICATION STUDY	\$0	\$89,000
001-1210-415-42-51	Classification Study	\$87,000	\$0
001-1210-415-42-51	COVID-19 ADJUSTMENT	(\$97,500)	\$0
001-1210-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,600	\$1,610
001-1210-415-42-53	IPMA MEMBERSHIP	\$500	\$510
001-1210-415-42-53	HR PROFESSIONAL MEMBERSHIP DUES	\$500	\$500
001-1210-415-42-53	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	\$400	\$400
001-1210-415-42-53	ICMA	\$200	\$200
001-1210-415-42-54	TRAVEL,CONFERENCE,MEETING	\$250	\$8,250
001-1210-415-42-54	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	\$1,500	\$1,000
001-1210-415-42-54	CONSORTIUM & REGIONAL MEETINGS	\$2,000	\$2,000
001-1210-415-42-54	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	\$1,500	\$1,500
001-1210-415-42-54	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	\$250	\$250
001-1210-415-42-54	Legal Conference (LCW)	\$1,500	\$1,500
001-1210-415-42-54	IPMA Western Regional and National Conference	\$4,000	\$0
001-1210-415-42-54	NCC-IPMA-HR Meetings	\$2,000	\$2,000
001-1210-415-42-54	COVID-19 ADJUSTMENT	(\$12,500)	\$0
001-1210-415-42-55	TRAINING	\$15,000	\$88,208
001-1210-415-42-55	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$30,000	\$30,000
001-1210-415-42-55	SUCCESSION PLANNING EMPLOYEE DEVELOPMENT	\$5,000	\$5,000
001-1210-415-42-55	SAFETY TRAINING	\$10,000	\$10,000
001-1210-415-42-55	LEADERSHIP DEVELOPMENT	\$0	\$25,000
001-1210-415-42-55	CARRYOVER LEADERSHIP DEVELOPMENT		\$26,000
001-1210-415-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$7,792)
001-1210-415-42-55	COVID-19 ADJUSTMENT	(\$30,000)	\$0
<b>Totals Reallocation</b>		<b>(\$442,082)</b>	<b>(\$372,802)</b>
001-1210-415-45-05	INDIRECT COST ALLOCATION	(\$442,082)	(\$372,802)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$426,470	\$448,964	\$22,494	1
4121	PERS RETIREMENT	\$47,717	\$46,622	(\$1,095)	2
4135	FLEX ALLOWANCE	\$67,000	\$71,478	\$4,478	2
4136	WORKERS COMPENSATION	\$2,334	\$2,271	(\$63)	2
4139	OTHER FRINGE BENEFITS	\$29,291	\$28,987	(\$304)	2
4140	COMPENSATED ABSENCES	\$11,262	\$13,787	\$2,525	3
4154	PEMHCA	\$5,076	\$5,220	\$144	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$91,369	\$95,358	\$3,989	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$10,450	\$7,582	(\$2,868)	4
4241	COPY EXPENSE	\$5,000	\$5,000	\$0	5
4242	POSTAGE EXPENSE	\$2,000	\$1,438	(\$562)	4
4243	GENERAL OFFICE SUPPLIES	\$1,750	\$1,750	\$0	5
4249	ADVERTISING/PUBLICITY	\$15,500	\$57,500	\$42,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$41,500	\$141,000	\$99,500	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,600	\$1,610	\$10	8
4254	TRAVEL,CONFERENCE,MEETING	\$250	\$8,250	\$8,000	9
4255	TRAINING	\$15,000	\$88,208	\$73,208	10
4256	EQUIP REPLACEMENT CHARGES	\$1,842	\$0	(\$1,842)	3
4257	COMM & INFO SERVICES CHGS	\$47,910	\$53,679	\$5,769	3
4269	BUILDING MAINTENANCE CHG	\$67,051	\$65,189	(\$1,862)	3
4505	INDIRECT COST ALLOCATION	(\$442,082)	(\$372,802)	\$69,280	11
		<u>\$448,290</u>	<u>\$771,091</u>	<u>\$322,801</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, change,merit (Step) increase and assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 Budget Balancing Strategy reduction.
- Note 5 No change.
- Note 6 Anticipated 3 recruitments for FY2021-2022, and adjustment to pre-COVID level.
- Note 7 Carryover of Classification Study and Increase due to adjustment to pre-COVID level.
- Note 8 Insignificant change.
- Note 9 Increase due to adjustment to pre-COVID level net reductions of conferences.
- Note 10 Net of carryover FY 21-22 Leadership Development Training & Budget Balancing Strategy reduction.
- Note 11 Based on annual update of Cost Allocation Plan.

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# Financial Services/City Treasurer

## DEPARTMENT DESCRIPTION

- The Financial Services/City Treasurer Department is responsible to provide timely and accurate financial information and reports and provide high-quality services to the community and all operating departments. The Department is 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, 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.
- Enhance the 10-year Capital Improvement Program to 15 years to capture funding for infrastructure projects with up to a 15 year replacement cycle.
- 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 to the City Council.
- Monitor the City/District's 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.
- Monitor and collect City/District's revenues.
- 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).

- Identify funding sources as well as financing options (e.g. lease revenue bonds) for the replacement of the City's Recreation Center.
- Team with the Human Resources Department to develop/implement a long-term pension funding policy for the Pension ad hoc Subcommittee.
- Provide support to City Departments on implementation of City Council strategic priorities
- Collaborate with City Departments to implement Public Dashboard of the City's Key Performance Indicators.

### **General Accounting**

- Prepare Comprehensive Annual Financial Report and State Controller's Reports.
- Maintain City's governmental accounting system.
- Review and process payroll and accounts payable.
- Maintain the accounting for the City's housing program's financial activities.
- Assist independent auditors during annual audits.
- Prepare accurate and timely financial reports.
- Staff and administer Audit Committee meetings.
- Complete 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.
- Compile and transmit annual CDIAC (California Debt and Investment Advisory Commission) yearly debt status reports.
- Prepare Foster City Successor Agency's Recognized Obligation Payment Schedule (ROPS).

### **Utility**

- Assist the Public Works Department in monitoring water purchases, sales, and conservation.
- Promote customer online bill pay to enhance efficiency.
- Assist customers in accessing consumption history online.

### **Taxes and Licenses**

- Administer the City's business license program.
- Administer the City's centralized billings.

## **KEY INITIATIVES COMPLETED**

The Financial Services/City Treasurer Department continued to provide high quality services during FY 2020-2021. Projects completed during the year included the issuance of \$85 million of General Obligation bonds for the Levee Protection and Planning Improvements Project (CIP 327-657) and securing a \$66.86 million WIFIA (Water Infrastructure Finance and Innovation Act) Loan as its 2nd tranche of financing for the District's portion of the Wastewater Treatment Plant Project (CIP 455-652). Due to the COVID pandemic, the Finance Department capitalized on staff attrition to permanently reduce its full-time employee count from 10 to 9 employees and converting it to a part-time employee. In addition, the Department deployed technology to streamline its processes (e.g. deployment of online business license renewals).

### **Administration**

- Prepared the City/District's FY 2021-2022 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. The loan was approved with the District securing \$66.86 million to finance its share of the 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.
- Continued to enhance its 2nd year use of OpenGov's Budget Book software.
- Evaluated pension sustainability strategies with the Pension ad hoc Subcommittee. These discussions resulted in the City Council's authorization to pay down its Unfunded Accrued Liability by \$3.5 million.

### **General Accounting**

- Completed the City/District's Comprehensive Annual Financial Report.
- Received a Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2019-2020 Comprehensive Annual Financial Report from the Government Finance Officers Association (GFOA). This was the 28th consecutive year that the City has received this award.
- Prepared and filed various 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**

- Updated a water and a wastewater rate study for FY 2020-2021,
- 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 the 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 2021-2022**

The key initiatives planned for FY 2021-2022 include the following.

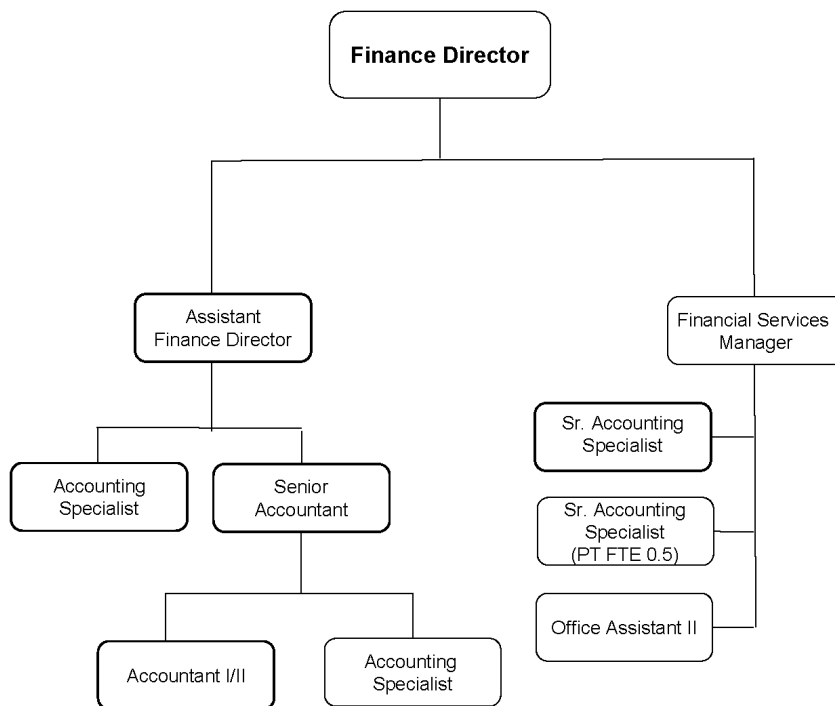
- Provide leadership training opportunities for succession plan.
- Provide internal cross-training for backup and support.
- Prepare the City/District's FY 2022-2023 budget and five-year financial plan in collaboration with all City departments.
- Prepare and present quarterly financial updates to the 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.
- Complete the annual financial audit.

- Submit application for Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2020-2021 Comprehensive Annual Financial Report Statistics Reports to the Government Finance Officers Association (GFOA). The City/District has received this award for 28 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 the 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.
- Collaborate with IT to implement pay stubs paperless distribution.
- Collaborate with IT to provide alternative vendor payments option via EFT.
- Prepare and file for COVID-19 disaster event cost recovery, including funding from the American Rescue Plan Act.

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

- The overall Financial Services Department expenditures, net of re-allocations are increasing by \$9,494 or 0.96% from \$989,446 to \$998,940.
- Total FY 2021-2022 employee services expenditures for the Department are \$1,802,853, an increase of \$102,160 from the prior fiscal year. Part of the increase is attributable to the elimination of savings during the prior year's COVID-19 budget reduction strategy hiring freeze that extended through the 1st six months of FY 2020-2021. The corresponding cost for these positions less the conversion of a full-time Accounting Specialist to a part-time position have been incorporated into the FY 2021-2022 budget. Employee services (wages and fringe benefits) costs have also 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 rates/unfunded accrued liability charges, medical premium changes, workers compensation, etc.).
- Internal Services charges are based on assessments from the Equipment Replacement, Information Technology, Building Maintenance, Compensated Absences, PEMHCA, and Longevity Internal Services Funds. The aggregate charges for FY 2021-2022 is \$313,200, an increase of \$20,428 from the prior fiscal year.
- Aggregate Service and Supplies expenditures for FY 2021-2022 are budgeted for \$136,838, a \$8,448 increase from prior fiscal year due primarily to the restoration of expenditure previously curtailed due to COVID-19.
- Reallocation of expenses to other Departments which serves to reduce overall Department expenditures is increasing by \$72,173 to \$1,253,951 due to the higher FY 2021-2022 Financial Services Department expenditure budget.

## 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION	\$367,267	\$352,286	\$347,354
GENERAL ACCOUNTING	\$523,713	\$495,753	\$637,789
UTILITY ACCOUNTING	\$0	\$(3,182)	\$0
TAXES & LICENSES	\$98,466	\$95,220	\$13,797
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$989,446</b>	<b>\$940,077</b>	<b>\$998,940</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$1,750,062	\$1,700,693	\$1,802,853
SERVICES AND SUPPLIES	\$128,390	\$128,390	\$136,838
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,878,452	\$1,829,083	\$1,939,691
INTERNAL SERVICES	\$292,772	\$292,772	\$313,200
Subtotal (Total Department Expenses before Reallocations)	\$2,171,224	\$2,121,855	\$2,252,891
REALLOCATIONS	(\$1,181,778)	(\$1,181,778)	(\$1,253,951)
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$989,446</b>	<b>\$940,077</b>	<b>\$998,940</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</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	1.00	1.00
Accounting Manager	1.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00
Payroll Technician	1.00	0.00	0.00
Sr. Accounting Specialist/Accounting Specialist	3.00	4.00	3.00
Office Assistant II	1.00	1.00	1.00
<b>Total Full Time Position</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>
<b>Part Time without Benefits Position</b>			
Sr. Accounting Specialist/Accounting Specialist	0.00	0.00	0.50
<b>Total Part Time without Benefits Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>
<b>Total Full Time Equivalents</b>	<b>10.00</b>	<b>10.00</b>	<b>9.50</b>

## DETAIL LINE ITEM REPORT

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$367,267</b>	<b>\$347,354</b>
<b>Totals Employee Services</b>		<b>\$506,074</b>	<b>\$504,560</b>
001-1110-415-41-10	PERMANENT SALARIES	\$329,185	\$328,586
001-1110-415-41-21	PERS RETIREMENT	\$36,587	\$32,978
001-1110-415-41-35	FLEX ALLOWANCE	\$39,606	\$37,588
001-1110-415-41-36	WORKERS COMPENSATION	\$1,788	\$1,598
001-1110-415-41-39	OTHER FRINGE BENEFITS	\$23,238	\$23,044
001-1110-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$75,670	\$80,766
001-1110-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$75,670	\$89,391
001-1110-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$8,625)
<b>Totals Internal Services</b>		<b>\$68,987</b>	<b>\$72,576</b>
001-1110-415-41-40	COMPENSATED ABSENCES	\$8,626	\$9,702
001-1110-415-41-53	LONGEVITY	\$3,900	\$3,900
001-1110-415-41-54	PEMHCA	\$6,768	\$6,960
001-1110-415-42-56	EQUIP REPLACEMENT CHARGES	\$1,084	\$181
001-1110-415-42-57	COMM & INFO SERVICES CHGS	\$33,183	\$36,835
001-1110-415-42-69	BUILDING MAINTENANCE CHG	\$15,426	\$14,998
<b>Totals Services and Supplies</b>		<b>\$65,525</b>	<b>\$72,970</b>
001-1110-415-42-41	COPY EXPENSE	\$2,800	\$2,500
001-1110-415-42-41	PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,300	\$2,000
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	\$54,505	\$64,550
001-1110-415-42-51	TEMPORARY HELP	\$1,995	\$2,000
001-1110-415-42-51	COMPREHENSIVE ANNUAL FINANCIAL REPORT STATISTICS REPORTS	\$1,500	\$1,500
001-1110-415-42-51	MANDATED COST ALLOCATION SB90 CLAIMS	\$3,000	\$3,000
001-1110-415-42-51	GFOA ANNUAL REPORT AWARD APPLICATION FEE	\$505	\$550
001-1110-415-42-51	AUDIT FEES (1X REDUCTION OF \$3K FOR CONTRACT EXTENSION	\$57,500	\$57,500
001-1110-415-42-51	COVID-19 ADJUSTMENT	(\$9,995)	\$0
001-1110-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$3,950	\$1,420
001-1110-415-42-53	GOVERNMENT FINANCE OFFICERS ASSOCIATION (3)	\$400	\$750
001-1110-415-42-53	PROFESSIONAL LICENSE	\$130	\$250
001-1110-415-42-53	FIXED ASSET PORTAL SUBSCRIPTION	\$3,000	\$0



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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-1110-415-42-53	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$130	\$130
001-1110-415-42-53	CALIFORNIA MUNICIPAL TREASURER ASSN	\$160	\$160
001-1110-415-42-53	ASSOCIATION OF GOV'T ACCOUNTANTS	\$130	\$130
001-1110-415-42-54	TRAVEL,CONFERENCE,MEETING	\$1,640	\$1,700
001-1110-415-42-54	MISCELLANEOUS MEETINGS	\$150	\$250
001-1110-415-42-54	LEAGUE OF CALIFORNIA CITIES	\$1,000	\$300
001-1110-415-42-54	GFOA ANNUAL CONFERENCE	\$1,800	\$550
001-1110-415-42-54	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$1,200	\$300
001-1110-415-42-54	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE	\$800	\$300
001-1110-415-42-54	COVID-19 ADJUSTMENT	(\$3,310)	\$0
001-1110-415-42-55	TRAINING	\$630	\$800
001-1110-415-42-55	GOVT TAX SEMINAR	\$450	\$400
001-1110-415-42-55	CSMFO, GFOA, AGA TRAINING	\$600	\$400
001-1110-415-42-55	COVID-19 ADJUSTMENT	(\$420)	\$0
<b>Totals Reallocation</b>		<b>(\$273,319)</b>	<b>(\$302,752)</b>
001-1110-415-45-05	INDIRECT COST ALLOCATION	(\$273,319)	(\$302,752)

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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$523,713</b>	<b>\$637,789</b>
<b>Totals Employee Services</b>		<b>\$861,934</b>	<b>\$982,448</b>
001-1120-415-41-10	PERMANENT SALARIES	\$531,008	\$607,395
001-1120-415-41-10	PERMANENT SALARIES	\$600,070	\$607,395
001-1120-415-41-10	COVID-19 ADJUSTMENT	\$(69,062)	\$0
001-1120-415-41-21	PERS RETIREMENT	\$56,217	\$63,501
001-1120-415-41-21	PERS RETIREMENT	\$66,933	\$63,501
001-1120-415-41-21	COVID-19 ADJUSTMENT	\$(10,716)	\$0
001-1120-415-41-35	FLEX ALLOWANCE	\$102,653	\$122,954
001-1120-415-41-35	FLEX ALLOWANCE	\$128,813	\$122,954
001-1120-415-41-35	COVID-19 ADJUSTMENT	\$(26,160)	\$0
001-1120-415-41-36	WORKERS COMPENSATION	\$2,758	\$3,104
001-1120-415-41-36	WORKERS COMPENSATION	\$3,282	\$3,104
001-1120-415-41-36	COVID-19 ADJUSTMENT	\$(524)	\$0
001-1120-415-41-39	OTHER FRINGE BENEFITS	\$30,203	\$33,412
001-1120-415-41-39	OTHER FRINGE BENEFITS	\$36,446	\$33,412
001-1120-415-41-39	COVID-19 ADJUSTMENT	\$(6,243)	\$0
001-1120-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$139,095	\$152,082
001-1120-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$139,095	\$161,348
001-1120-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$9,266)
<b>Totals Internal Services</b>		<b>\$118,130</b>	<b>\$129,469</b>
001-1120-415-41-40	COMPENSATED ABSENCES	\$15,835	\$18,843
001-1120-415-41-54	PEMHCA	\$5,076	\$6,960
001-1120-415-42-57	COMM & INFO SERVICES CHGS	\$66,366	\$73,670
001-1120-415-42-69	BUILDING MAINTENANCE CHG	\$30,853	\$29,996
<b>Totals Services and Supplies</b>		<b>\$12,195</b>	<b>\$12,655</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	\$5,500	\$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 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-1120-415-42-54	TRAVEL,CONFERENCE,MEETING	\$490	\$700
001-1120-415-42-54	MISCELLANEOUS MEETING	\$180	\$200
001-1120-415-42-54	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$1,300	\$500
001-1120-415-42-54	COVID-19 ADJUSTMENT	(\$990)	\$0
001-1120-415-42-55	TRAINING	\$1,825	\$2,075
001-1120-415-42-55	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$2,000	\$1,000
001-1120-415-42-55	GOVERNMENT TAX SEMINAR	\$900	\$900
001-1120-415-42-55	GFOA ANNUAL GAAP UPDATE	\$175	\$175
001-1120-415-42-55	COVID-19 ADJUSTMENT	(\$1,250)	\$0
<b>Totals Reallocation</b>		<b>\$(468,546)</b>	<b>\$(486,783)</b>
001-1120-415-45-05	INDIRECT COST ALLOCATION	\$(468,546)	\$(486,783)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>
<b>Totals Employee Services</b>		<b>\$189,158</b>	<b>\$194,132</b>
001-1130-415-41-10	PERMANENT SALARIES	\$123,031	\$127,203
001-1130-415-41-21	PERS RETIREMENT	\$13,958	\$13,526
001-1130-415-41-35	FLEX ALLOWANCE	\$15,090	\$15,514
001-1130-415-41-36	WORKERS COMPENSATION	\$699	\$673
001-1130-415-41-39	OTHER FRINGE BENEFITS	\$3,895	\$4,005
001-1130-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$32,485	\$33,211
<b>Totals Internal Services</b>		<b>\$76,286</b>	<b>\$81,834</b>
001-1130-415-41-40	COMPENSATED ABSENCES	\$3,372	\$4,084
001-1130-415-42-57	COMM & INFO SERVICES CHGS	\$49,775	\$55,253
001-1130-415-42-69	BUILDING MAINTENANCE CHG	\$23,139	\$22,497
<b>Totals Services and Supplies</b>		<b>\$43,800</b>	<b>\$44,343</b>
001-1130-415-42-41	COPY EXPENSE	\$500	\$250
001-1130-415-42-42	POSTAGE EXPENSE	\$400	\$193
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	\$41,200
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	\$7,200
001-1130-415-42-51	BANK DRAFT FEES	\$4,800	\$4,000
001-1130-415-42-55	TRAINING	\$1,500	\$1,500
<b>Totals Reallocation</b>		<b>(\$309,244)</b>	<b>(\$320,309)</b>
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$309,244)	(\$320,309)
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$400,459)	(\$390,577)
001-1130-415-45-05	INDIRECT COST ALLOCATION - 2nd ROUND	\$91,215	\$70,268

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$98,466</b>	<b>\$13,797</b>
<b>Totals Employee Services</b>		<b>\$192,896</b>	<b>\$121,713</b>
001-1140-415-41-10	PERMANENT SALARIES	\$126,246	\$52,745
001-1140-415-41-11	HOURLY & PART TIME SALARY	\$0	\$40,956
001-1140-415-41-21	PERS RETIREMENT	\$13,958	\$5,537
001-1140-415-41-35	FLEX ALLOWANCE	\$20,035	\$6,715
001-1140-415-41-36	WORKERS COMPENSATION	\$699	\$493
001-1140-415-41-39	OTHER FRINGE BENEFITS	\$4,013	\$2,602
001-1140-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$27,945	\$12,665
001-1140-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$27,945	\$17,062
001-1140-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$4,397)
<b>Totals Internal Services</b>		<b>\$29,369</b>	<b>\$29,321</b>
001-1140-415-41-40	COMPENSATED ABSENCES	\$3,372	\$1,664
001-1140-415-41-54	PEMHCA	\$1,692	\$1,740
001-1140-415-42-57	COMM & INFO SERVICES CHGS	\$16,592	\$18,418
001-1140-415-42-69	BUILDING MAINTENANCE CHG	\$7,713	\$7,499
<b>Totals Services and Supplies</b>		<b>\$6,870</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	\$2,020	\$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	(\$480)	(\$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	\$50	\$50
001-1140-415-42-55	TRAINING	\$300	\$300
001-1140-415-42-55	COVID-19 ADJUSTMENT	(\$250)	(\$250)
<b>Totals Reallocation</b>		<b>(\$130,669)</b>	<b>(\$144,107)</b>
001-1140-415-45-05	INDIRECT COST ALLOCATION	(\$130,669)	(\$144,107)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$329,185	\$328,586	(\$599)	1
4121	PERS RETIREMENT	\$36,587	\$32,978	(\$3,609)	2
4135	FLEX ALLOWANCE	\$39,606	\$37,588	(\$2,018)	2
4136	WORKERS COMPENSATION	\$1,788	\$1,598	(\$190)	2
4139	OTHER FRINGE BENEFITS	\$23,238	\$23,044	(\$194)	2
4140	COMPENSATED ABSENCES	\$8,626	\$9,702	\$1,076	3
4153	LONGEVITY	\$3,900	\$3,900	\$0	3
4154	PEMHCA	\$6,768	\$6,960	\$192	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$75,670	\$80,766	\$5,096	2
4241	COPY EXPENSE	\$2,800	\$2,500	(\$300)	4
4242	POSTAGE EXPENSE	\$200	\$200	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500	\$0	5
4249	ADVERTISING/PUBLICITY	\$300	\$300	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$54,505	\$64,550	\$10,045	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,950	\$1,420	(\$2,530)	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,640	\$1,700	\$60	6
4255	TRAINING	\$630	\$800	\$170	6
4256	EQUIP REPLACEMENT CHARGES	\$1,084	\$181	(\$903)	3
4257	COMM & INFO SERVICES CHGS	\$33,183	\$36,835	\$3,652	3
4269	BUILDING MAINTENANCE CHG	\$15,426	\$14,998	(\$428)	3
4505	INDIRECT COST ALLOCATION	(\$273,319)	(\$302,752)	(\$29,433)	7
		<u>\$367,267</u>	<u>\$347,354</u>	<u>(\$19,913)</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, 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 2021-2022 Internal Service Fund budget.
- Note 4 Adjust to projection.
- Note 5 No change.
- Note 6 Increase due to adjustment to pre-COVID level.
- Note 7 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$531,008	\$607,395	\$76,387	1
4121	PERS RETIREMENT	\$56,217	\$63,501	\$7,284	2
4135	FLEX ALLOWANCE	\$102,653	\$122,954	\$20,301	2
4136	WORKERS COMPENSATION	\$2,758	\$3,104	\$346	2
4139	OTHER FRINGE BENEFITS	\$30,203	\$33,412	\$3,209	2
4140	COMPENSATED ABSENCES	\$15,835	\$18,843	\$3,008	3
4154	PEMHCA	\$5,076	\$6,960	\$1,884	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$139,095	\$152,082	\$12,987	2
4241	COPY EXPENSE	\$1,000	\$1,000	\$0	4
4242	POSTAGE EXPENSE	\$2,650	\$2,650	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$5,500	\$5,500	\$0	4
4246	MAINT-FACILITY & EQUIP	\$500	\$500	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$230	\$230	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$490	\$700	\$210	5
4255	TRAINING	\$1,825	\$2,075	\$250	5
4257	COMM & INFO SERVICES CHGS	\$66,366	\$73,670	\$7,304	3
4269	BUILDING MAINTENANCE CHG	\$30,853	\$29,996	(\$857)	3
4505	INDIRECT COST ALLOCATION	(\$468,546)	(\$486,783)	(\$18,237)	6
		<u>\$523,713</u>	<u>\$637,789</u>	<u>\$114,076</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level.
- 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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$123,031	\$127,203	\$4,172	1
4121	PERS RETIREMENT	\$13,958	\$13,526	(\$432)	2
4135	FLEX ALLOWANCE	\$15,090	\$15,514	\$424	2
4136	WORKERS COMPENSATION	\$699	\$673	(\$26)	2
4139	OTHER FRINGE BENEFITS	\$3,895	\$4,005	\$110	2
4140	COMPENSATED ABSENCES	\$3,372	\$4,084	\$712	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$32,485	\$33,211	\$726	2
4241	COPY EXPENSE	\$500	\$250	(\$250)	4
4242	POSTAGE EXPENSE	\$400	\$193	(\$207)	4
4243	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$40,200	\$41,200	\$1,000	6
4255	TRAINING	\$1,500	\$1,500	\$0	4
4257	COMM & INFO SERVICES CHGS	\$49,775	\$55,253	\$5,478	3
4269	BUILDING MAINTENANCE CHG	\$23,139	\$22,497	(\$642)	3
4505	INDIRECT COST ALLOCATION	(\$309,244)	(\$320,309)	(\$11,065)	7
		<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 2021-2022 Internal Service Fund budget.
- Note 4 Adjust to projection.
- Note 5 No change.
- Note 6 Increase in ACH processing charge due to increase in usage.
- Note 7 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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$126,246	\$52,745	(\$73,501)	1
4111	HOURLY & PART TIME SALARY	\$0	\$40,956	\$40,956	1
4121	PERS RETIREMENT	\$13,958	\$5,537	(\$8,421)	2
4135	FLEX ALLOWANCE	\$20,035	\$6,715	(\$13,320)	2
4136	WORKERS COMPENSATION	\$699	\$493	(\$206)	2
4139	OTHER FRINGE BENEFITS	\$4,013	\$2,602	(\$1,411)	2
4140	COMPENSATED ABSENCES	\$3,372	\$1,664	(\$1,708)	3
4154	PEMHCA	\$1,692	\$1,740	\$48	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$27,945	\$12,665	(\$15,280)	2
4241	COPY EXPENSE	\$300	\$300	\$0	4
4242	POSTAGE EXPENSE	\$2,000	\$2,000	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$2,020	\$2,020	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$2,500	\$2,500	\$0	4
4255	TRAINING	\$50	\$50	\$0	5
4257	COMM & INFO SERVICES CHGS	\$16,592	\$18,418	\$1,826	3
4269	BUILDING MAINTENANCE CHG	\$7,713	\$7,499	(\$214)	3
4505	INDIRECT COST ALLOCATION	(\$130,669)	(\$144,107)	(\$13,438)	6
		<u>\$98,466</u>	<u>\$13,797</u>	<u>(\$84,669)</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 2021-2022 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.

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# Parks and Recreation



**NOTE:**

Parks Division narrative has been integrated into the Parks and Public Works Department Narrative.

Recreation Division narrative has been shifted to the City Manager Department.

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

Full Time Position	FY	FY 2020-2021		FY 2021-2022		Note
	2019-2020	Public Works	Parks & Recreation	Public Works	City Manager/CS*	
Parks & Recreation Director	1.00	0.00	1.00	0.00	0.00	1.00
Deputy City Manager	0.00	0.00	0.00	0.00	1.00	1.00
Parks Manager	2.00	0.00	2.00	0.00	0.00	2.00
Parks Superintendent	0.00	0.00	0.00	1.00	0.00	2.00
Parks & Facility Maintenance Manager	0.00	0.00	0.00	1.00	0.00	2.00
Recreation Manager	1.00	0.00	1.00	0.00	1.00	
Building/Vehicle Manager	1.00	1.00	0.00	Transfer to PW FY 20-21		
Recreation Coordinator I/II	5.00	0.00	5.00	0.00	4.00	3.00
Mechanic I	1.00	1.00	0.00	Transfer to PW FY 20-21		
Equipment Maintenance Worker	1.00	1.00	0.00	Transfer to PW FY 20-21		
Parks Maintenance Lead Worker	4.00	0.00	4.00	4.00	0.00	
Parks Maintenance Worker I/II	11.00	0.00	11.00	11.00	0.00	
Sr. Management Analyst	0.50	0.25	0.25	0.25	0.00	
Management Coordinator	1.00	0.00	1.00	0.00	1.00	
Administration Assistant I/II	3.00	0.00	3.00	1.00	2.00	4.00
Building Maintenance Worker I/II	3.00	3.00	0.00	Transfer to PW FY 20-21		
Building Maintenance Lead Worker	1.00	1.00	0.00	Transfer to PW FY 20-21		
Building Services Coordinator	1.00	0.00	1.00	0.00	1.00	
<b>Total Full Time Positions</b>	<b>36.50</b>	<b>7.25</b>	<b>29.25</b>	<b>18.25</b>	<b>10.00</b>	
<b>Part Time with Benefits Position</b>						
Recreation Leader III	0.75	0.00	0.75	0.00	0.75	
Office Assistant I/II	1.13	0.00	0.75	0.00	0.00	Eliminated
Building Services Coordinator Assistant	0.75	0.00	0.75	0.00	0.00	Eliminated
<b>Total Part Time with Benefits Positions</b>	<b>2.63</b>	<b>0.00</b>	<b>2.25</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>
<b>Part Time without Benefits Position</b>						
Recreation Leader I (7)	3.25	0.00	4.64	0.00		5.00
Recreation Leader II (14) > (13)	7.00	0.00	2.62	0.00	4.36	5.00
Recreation Leader III (14) > (13)	7.20	0.00	2.10	0.00		5.00
Office Assistant I/II	0.00	0.00	0.50	0.00	0.00	Eliminated
Building Service Assistant (10)	6.00	0.00	3.32	0.00	3.32	
Park Maintenance Worker (3)	2.00	0.00	1.28	0.64	0.00	6.00
<b>Total Part Time without Benefits Positions</b>	<b>25.45</b>	<b>0.00</b>	<b>14.46</b>	<b>0.64</b>	<b>7.68</b>	
<b>Total Full Time Equivalents</b>	<b>64.58</b>	<b>7.25</b>	<b>45.96</b>	<b>18.89</b>	<b>18.43</b>	

Note

\*FY 2021-2022 Recreation will become Community Services under the City Manager

- 1 - Eliminated and proposed to replace with Deputy City Manager in City Manager - Community Services Division
- 2 - Propose to reclassified one of the Parks Manager to Parks / Facility Maintenance Manager and place in Public Works - Parks Divisions
- 3 - Reduced Recreation Coordinator FTE from 5 to 4 during FY 2020-2021 and transferred to CM - CS Division
- 4 - 1 Administrative Assistants transferred to Public Works-Parks and 2 Administrative Assistant to CM - CS Division
- 5 - Reduced by 4.36 FTE and transfer to CM - CS Division
- 6 - Reduced by .64 FTE and transfer to PW - Parks

# 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 additional calls for service we receive. Included in this division is Patrol, Traffic, S.W.A.T., Community Service Officers, and Reserve Officers.
- The **Administrative Services Division** is comprised of sworn and non-sworn assignments based out of the police station. These assignments include the Detective Bureau, Community Engagement, Recruitment & Hiring, Policy & Procedure, Crime Prevention, Crime Data Analysis, Property & Evidence, Dispatch Communications, Records Bureau, Emergency Service Volunteers, and Police Explorers.

## **MISSION STATEMENT**

We, the members of the Foster City Police Department, are dedicated to providing a professional level of public service, ensuring personal safety and the protection of property, with the continuous goal of enhancing the quality of life in our community.

In FY 2021-2022, we will likely retain our current staffing levels. The following provides historical information regarding Police Department staffing levels and activity:

<b>ACTIVITY LEVELS</b>			
<b>Activity</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Incidents Completed	31,295	31,824	25,184
Calls For Service	16,577	17,416	17,451
Officer Initiated Incidents	14,718	14,408	7,733
Officer Reports Completed	2,279	2,211	1,783
Citations Issued	2,470	2,072	660
9-1-1 Calls To Dispatch	6,362	7,078	6,573
Non 9-1-1 Calls To Dispatch	28,240	27,916	25,937
Arrests	596	495	268

**Single Year Comparison:** Activity from 2019 and 2020 are being compared to display similarities and changes in activity levels. Of note is the substantial decrease in various officer related activities in 2020. The decrease in officer related activities was the result of a mandatory decrease in unnecessary person to person contacts, beginning March 2020, which was implemented in response to COVID-19 pandemic safety concerns. While some officer activities decreased substantially in 2020, calls for service increased slightly, and dispatch activity experienced moderate decreases in call activity.

FPCPD staff handled 35 additional calls for service in 2020 as compared to 2019 (2% increase). Total incidents completed decreased by 6,640 from 2019 (20% decrease). 9-1-1 emergency calls into dispatch decreased by 505 from 2019 (7% decrease). Non-emergency calls into dispatch decreased by 1,979 (7% decrease). Arrests, officer-initiated incidents, reports taken by officers, and citations issued all show decreases when compared to 2019 as a result of decreased person to person contacts.

## **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 Foster City Police Department has been using Strategic Planning to help focus our efforts on a daily basis and to ensure continuity exists in our long-term goals and objectives. The plan contains mid-term initiatives and deliverables that are designed to incrementally help us realize the larger goals. 2020 was the first of the two-year Strategic Plan, which encompasses overarching and 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 if priorities and community need shift throughout the year. The following goals are detailed in our FY 2020-2022 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**

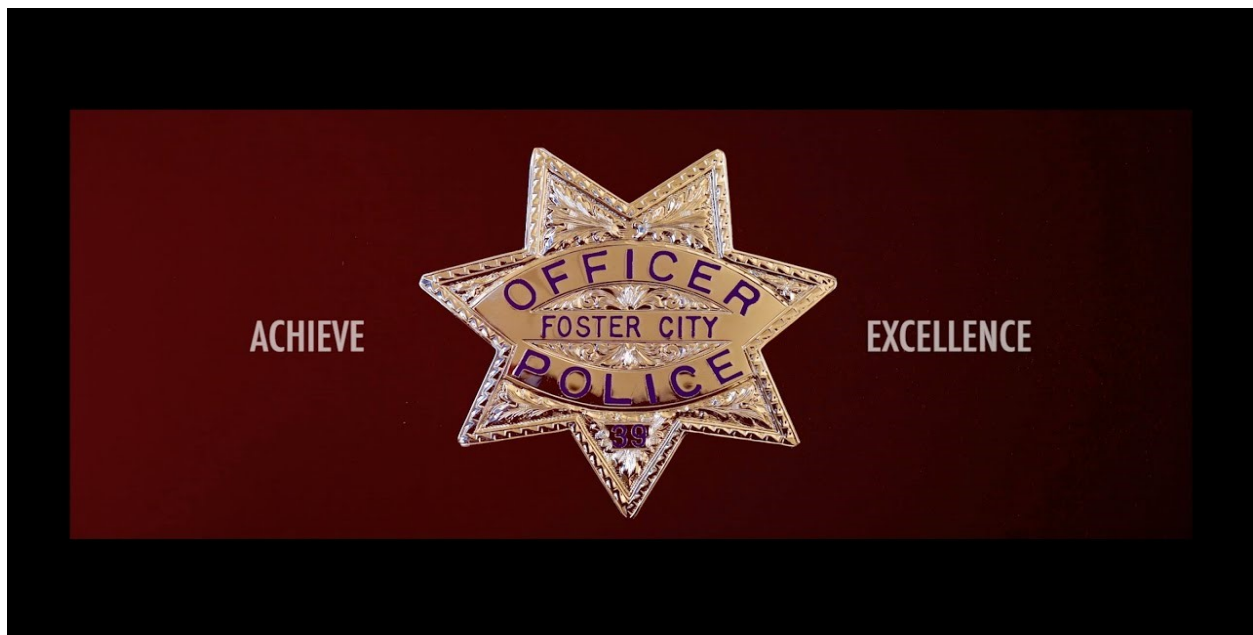
Use creative and innovative methods to attract and retain the most talented employees from around the United States to become employees of our Department with a focus on diversity, equity and inclusion

- 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





## **2020 KEY INITIATIVES COMPLETED**

The following represents some of the work and accomplishments completed by members of the FCPD in 2020:

Chief Tracy Avelar



- FCPD staff handled 25,184 incidents, which included 17,451 calls for service, 7,733 officer-initiated incidents, and 268 arrests made. A total of 32,510 calls were made into the dispatch center.
- Crime statistics led to Foster City being ranked as the 11th safest city in California when compared to like cities (safewise.com).
- FCPD worked towards being adequately staffed through continued recruitment and training efforts.
- In 2020, Foster City experienced the following when compared to 2019: 19% decrease in general thefts / 58% decrease in residential burglary. The substantial decrease in residential burglaries is believed to be directly related to the increase in people staying home during the COVID-19 pandemic.
- In 2020, traffic collisions decreased to 119 from 231 in 2019, a 48% decrease. There was a 15% decrease in the number of people injured in collisions and there were no traffic-related fatalities in 2020. This substantial decrease in collisions was directly related to the decrease in vehicular traffic during the COVID-19 pandemic.
- Staff in all Department divisions maintained service expectations to our community while working through COVID-19 related changes to procedures and scheduling.
- Education and enforcement were employed to address pedestrian and bicycle safety issues. In 2020, collisions involving bicyclists decreased to 7 from 11 in 2019. Collisions involving pedestrians increased to 5 from 4 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 wildfires in the Santa Cruz mountains.
- Body-worn cameras continued to be regularly used in the field by officers.
- The Department's Explorer Program is active and consists of young adults who are learning about the law enforcement profession and providing a service to their community. Explorer activity was restricted during the COVID-19 outbreak to reduce inter-mingling of personnel.
- The Department provided the community with a virtual tour of the police department in the place of the open house event that was cancelled due to COVID-19 restrictions.
- 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 Community Connect Program was developed, and the Police Chief participated in a Facebook Live Department tour as well as a virtual Town Hall event as part of our efforts to provide transparency and clear communication with the public.

- 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 in-person and virtually.
- In 2020, two master's degrees were earned with an additional two master's programs being started. Over 80% of sworn personnel have an A.A. Degree, BS/BA degree, or MA/MS/JD.
- Continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via Lexipol.
- Many employees sought out new leadership positions and challenges within the Department.
- A Department Wellness Committee was formed and worked to provide personnel with resources to support physical and psychological wellness.



## **INITIATIVES & SERVICE LEVEL EXPECTATIONS**

### **FOR FY 2021-2022**

The police department's management team is comprised of two lieutenants, two captains, and the Chief of Police. Chief Avelar, appointed in late 2019, completed her first full year as the Police Chief. The management team is motivated and excited to continue the Department's commitment to providing the Foster City community with the highest possible level of service.

The law enforcement profession, and the communities we serve, have experienced some very trying times recently.

- The COVID-19 pandemic required that we adjust our methods, prioritize our responsibilities, and commit ourselves to maintaining our commitment to serve our community to a high standard in the face of the health crisis.
- Law enforcement entered into a significant social crisis, resulting in increased distrust of law enforcement, and demands that existing resources and practices be re-examined.
- Legislative mandates enacted in response to police reform efforts have presented law enforcement with challenges beyond those typically experienced with new legislation. New legislation, in combination with public demands, have required that we examine and consider modifications to our policing practices, policies, public communication methods, and our budget.

The FCPD has long operated in ways that have built up the bonds between our agency and our community members. As strong as our service levels and relationships may be, the FCPD is committed to continuing our efforts to reimagine what policing can look like in our community. Our agency culture was already one that always looked for opportunities to improve; we will continue with these efforts through productive community engagement and inclusion, transparency in our policies, operations, and goals, and continuous assessments to ensure equitable police services are provided to every person who lives, works, or plays in Foster City.

The services provided by the FCPD in the coming year will 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.
- Ongoing involvement in 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 requests, and State mandated reporting.
- Response times for non-emergency calls for service will remain at current expectations.
- Proactive community outreach by our Crime Prevention Corporal and our Community Engagement Officer.
- 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 partnership.
- Continue to partner with other City Departments and community members/organizations in the interest of supporting a “Sustainable Foster City.”
- Continue providing sworn personnel training in the areas of de-escalation / crisis intervention and biased-based policing / racial profiling as required by law and in the interest of working through understanding and communication rather than force.
- Continued use of body-worn cameras in the field.
- A Crime Analysis Program will be created and operated by one officer and one corporal. They will each be sent to crime analyst training and will work to improve our abilities to identify crime trends along with methods to address and deter crime.

## 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.

Continued efforts will be made to adjust staffing responsibilities and assignments to increase efficiency, productivity, and the Department's level of service whenever possible. One such change to be implemented in late 2021 involves the Youth Services Detective assignment transitioning into the Community Engagement Officer assignment. Youth related services will continue to be provided by the Department; the Community Engagement Officer will be responsible for fulfilling and seeking out community outreach opportunities, to include youth related engagement, and serving as the Department's social media specialist.

The addition of our Crime Analysis Program will result in a valuable resource for our agency personnel, as well as for our community members. Crime analysis is a systematic process that provides valuable and timely intelligence regarding crime patterns, trends, and correlations. Collected information will be used by our officers to understand crime trends in our city, which will allow them to develop plans to intercept future criminal activity and deter criminals from entering our city. While Foster City continues to be amongst the safest cities in California; the FCPD continuously strives for a reduction in crime and to improve the quality of life for our community and the citizens of Foster City.

As allowed with COVID-19 concerns taken into consideration, the Department will continue providing daily school safety patrols, community engagement services, and will provide excellent service overall. Programs will continue to be active, either in-person or virtually, allowing us to continue to strengthen the bond between our community and their police department. We will continue to conduct proactive traffic education and enforcement activities as well as proactive crime mitigation activities while ensuring equitable services for all community members.



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.

## **Exception Requests**

The following three exception requests have been submitted for review and approval for funding in FY 2021-2022:

### Purchase of Front Counter Protective Barrier

- FCPD is requesting the installation of physical/ballistic protection at the front counter of the police station. The protection will be in the form of a Level III rated polycarbonate barrier over the counter and Level III rated fiberglass along the wall under the counter. Based on the lowest bid, \$21,000.00 is being requested to complete this project.

The FCPD is the only San Mateo County law enforcement agency without front counter protection specifically intended to serve as physical security for the police department, preventing people from accessing the building by climbing over the front counter. The barrier will also provide our agency with industry standard ballistic protection, which will protect FCPD employees from acts of violence, to include the use of firearms, while also protecting the agency's sensitive materials and equipment.

### Purchase of the California Incident Based Reporting System (CIBRS)

- FCPD is requesting funding to complete the transition from the current Uniform Crime Reporting (UCR) system to the California Incident Based Reporting System (CIBRS) for the collection of crime data.

The implementation of CIBRS is mandated by the FBI for all California agencies and will provide a much more detailed account of criminal activity within Foster City. A current vendor for the FCPD, Sun Ridge Systems, will complete the transition and implementation of CIBRS. Sun Ridge Systems quoted a total cost of \$25,000.00; however, they believe the final cost will be less. Completion of this project will likely be realized in the fall of 2021.

### Continued Funding for San Mateo-Foster City Unified School District Crossing Guards

- The FCPD has long included the partial funding of the school district's crossing guard program in the annual budget. In response to COVID-19 and the subsequent closure of all schools, the annual budgeted amount of \$21,600.00 was deducted from the FCPD's FY 20-21 budget and returned to the City's general fund.

With the expected reopening of schools, crossing guards are expected to return to work. The FCPD is requesting that the annual contribution of \$21,600.00 be added back to the FY 21-22 budget.

## **Budget Balancing Strategy**

### Permanent Salaries / Overtime

For FY 21-22, \$176,398 has been established as a target savings to be realized from FCPD's permanent salaries and overtime costs, as compared to the budgeted amounts for FY 20-21.

The budgeted Field Operations & Administrative overtime for FY 21-22 was established through examination of the FY 18-19 & 19-20 actuals, along with existing and potential staffing conditions leading into FY 21-22. Staffing shortages continue to be a possibility during FY 21-22; however, there is no accurate way to determine future staffing shortages and overtime needs. Therefore, the anticipated savings of \$176,398 is expected to be realized through combined savings in salary and overtime costs.

### Crossing Guard Program

The regularly budgeted \$21,600 was deducted from the FY 20-21 budget and returned to the general fund following school closures due to COVID-19. This deduction was scheduled to reoccur in FY 21-22; however, FCPD is requesting that the deduction not occur. It is expected that schools will reopen and that the funds will again be needed. An Exception Request has been submitted for review and approval to cancel the planned deduction.

### **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 2021-2022.

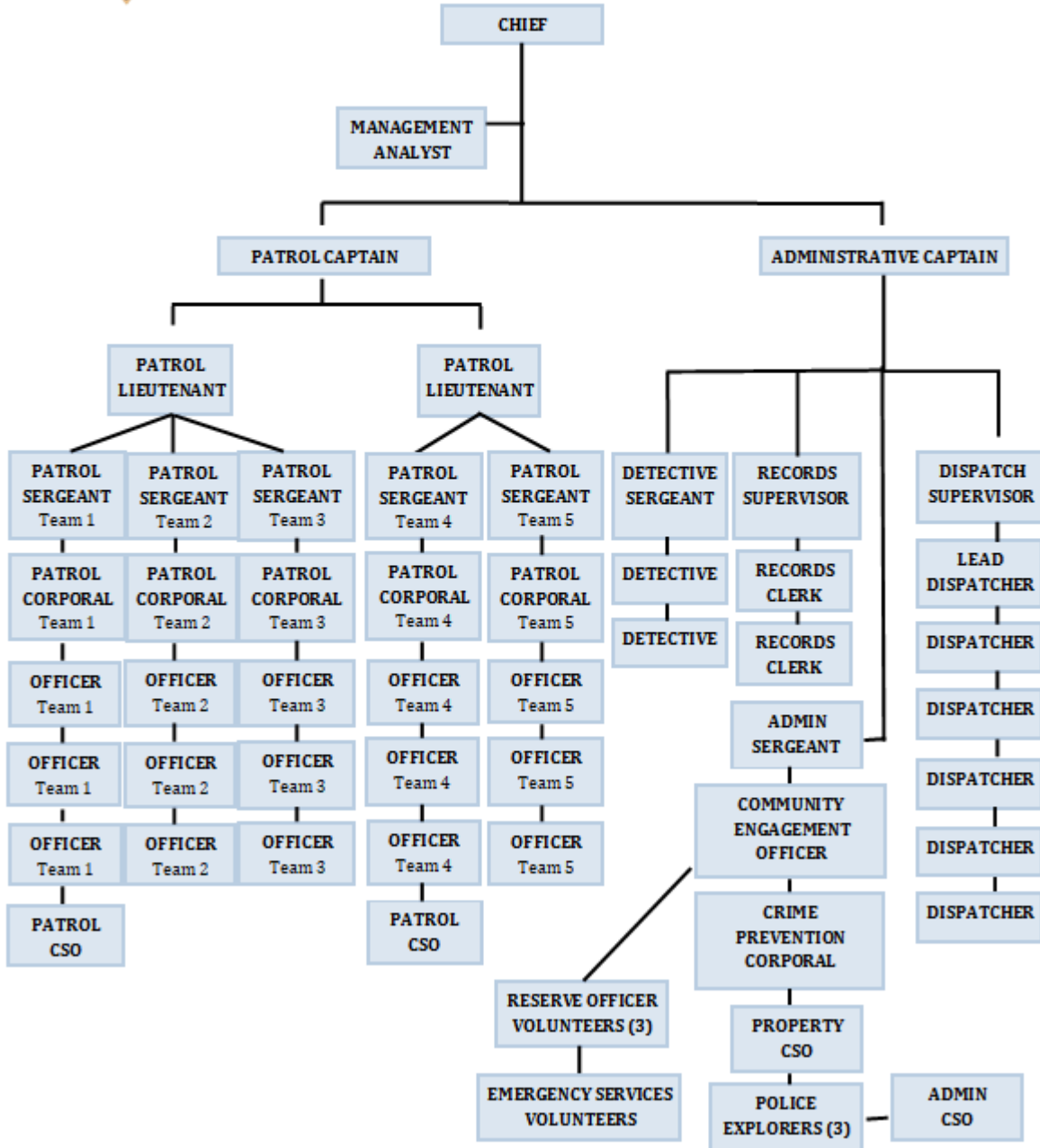
### **Services and Supplies**

- 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 the reduced number of crimes that qualify for booking at county jail, we have not allotted any funds for booking fees in 2021-2022. 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.

# POLICE DEPARTMENT



## ORGANIZATIONAL CHART



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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
CHIEF'S OFFICE	\$718,646	\$700,543	\$793,918
FIELD OPERATIONS	\$8,793,067	\$8,758,821	\$8,777,095
ADMINISTRATION	\$5,571,502	\$5,547,380	\$5,914,248
CROSSING GUARDS	\$21,600	\$0	\$21,600
POST TRAINING	\$30,000	\$30,000	\$40,000
BSCAA PROP 47 GRANT	\$25,308	\$25,308	\$24,694
DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$600	\$600	\$600
ASSET SEIZURE	\$22,175	\$0	\$22,175
<b>TOTAL FOR POLICE</b>	<b>\$15,182,898</b>	<b>\$15,062,652</b>	<b>\$15,594,330</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$13,039,890	\$12,963,419	\$13,214,779
SERVICES AND SUPPLIES	\$419,250	\$375,475	\$489,236
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$13,459,140	\$13,338,894	\$13,704,015
INTERNAL SERVICES	\$1,723,758	\$1,723,758	\$1,890,315
Subtotal (Total Department Expenses before Reallocations)	\$15,182,898	\$15,062,652	\$15,594,330
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR POLICE</b>	<b>\$15,182,898</b>	<b>\$15,062,652</b>	<b>\$15,594,330</b>



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

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</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)	0.5	0.5	0.5
<b>Total Part Time without Benefits Position</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<hr/>			
<b>Total Full Time Equivalents</b>	<b>54.5</b>	<b>54.5</b>	<b>54.5</b>

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$718,646</b>	<b>\$793,918</b>
<b>Totals Employee Services</b>		<b>\$650,917</b>	<b>\$720,176</b>
001-0610-421-41-10	PERMANENT SALARIES	\$360,577	\$365,635
001-0610-421-41-21	PERS RETIREMENT	\$66,475	\$65,836
001-0610-421-41-35	FLEX ALLOWANCE	\$38,616	\$38,664
001-0610-421-41-36	WORKERS COMPENSATION	\$21,758	\$25,510
001-0610-421-41-39	OTHER FRINGE BENEFITS	\$14,315	\$14,403
001-0610-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$149,176	\$210,128
001-0610-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$149,176	\$212,410
001-0610-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$2,282)
<b>Totals Internal Services</b>		<b>\$50,669</b>	<b>\$56,262</b>
001-0610-421-41-40	COMPENSATED ABSENCES	\$9,508	\$11,237
001-0610-421-41-53	LONGEVITY	\$14,220	\$16,740
001-0610-421-41-54	PEMHCA	\$6,768	\$6,960
001-0610-421-42-44	VEHICLE RENTAL CHARGES	\$20,173	\$21,325
<b>Totals Services and Supplies</b>		<b>\$17,060</b>	<b>\$17,480</b>
001-0610-421-42-43	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000
001-0610-421-42-51	CONTRACT, PROF, SPEC SVCS	\$12,000	\$12,000
001-0610-421-42-51	PRE-EMPLOYMENT EXAMS	\$8,000	\$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	\$1,080	\$1,500
001-0610-421-42-55	TRAINING	\$1,500	\$1,500
001-0610-421-42-55	COVID-19 ADJUSTMENT	(\$420)	\$0

## 001-0620 Police - Field Operations Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$8,793,067</b>	<b>\$8,777,095</b>
<b>Totals Employee Services</b>		<b>\$8,127,258</b>	<b>\$8,058,351</b>
001-0620-421-41-10	PERMANENT SALARIES	\$4,318,852	\$4,291,451
001-0620-421-41-10	PERMANENT SALARIES	\$4,438,950	\$4,472,701
001-0620-421-41-10	Reallocation to SLESF/COPS GRANT	(\$100,000)	(\$100,000)
001-0620-421-41-10	COVID-19 ADJUSTMENT	(\$20,098)	\$0
001-0620-421-41-10	BUDGET BALANCING STRATEGY TOOLBOX 2020-09- Allowance for Vacancy	\$0	(\$81,250)
001-0620-421-41-12	OVERTIME	\$251,290	\$200,000
001-0620-421-41-12	OVERTIME	\$251,290	\$241,189
001-0620-421-41-12	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$41,189)
001-0620-421-41-17	HOLIDAY PAY	\$212,851	\$215,018
001-0620-421-41-21	PERS RETIREMENT	\$852,587	\$859,995
001-0620-421-41-21	PERS RETIREMENT	\$854,886	\$859,995
001-0620-421-41-21	COVID-19 ADJUSTMENT	(\$2,299)	\$0
001-0620-421-41-35	FLEX ALLOWANCE	\$612,651	\$603,924
001-0620-421-41-35	FLEX ALLOWANCE	\$619,116	\$603,924
001-0620-421-41-35	COVID-19 ADJUSTMENT	(\$6,465)	\$0
001-0620-421-41-36	WORKERS COMPENSATION	\$394,997	\$472,582
001-0620-421-41-36	WORKERS COMPENSATION	\$396,852	\$472,582
001-0620-421-41-36	COVID-19 ADJUSTMENT	(\$1,855)	\$0
001-0620-421-41-39	OTHER FRINGE BENEFITS	\$219,304	\$216,613
001-0620-421-41-39	OTHER FRINGE BENEFITS	\$220,030	\$216,613
001-0620-421-41-39	COVID-19 ADJUSTMENT	(\$726)	\$0
001-0620-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,264,726	\$1,198,768
001-0620-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,264,726	\$1,290,464
001-0620-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$91,696)
<b>Totals Internal Services</b>		<b>\$602,350</b>	<b>\$656,025</b>
001-0620-421-41-40	COMPENSATED ABSENCES	\$118,239	\$141,041
001-0620-421-41-53	LONGEVITY	\$75,720	\$76,560
001-0620-421-41-54	PEMHCA	\$25,380	\$27,840
001-0620-421-42-44	VEHICLE RENTAL CHARGES	\$340,259	\$368,682
001-0620-421-42-56	EQUIP REPLACEMENT CHARGES	\$42,752	\$41,902
<b>Totals Services and Supplies</b>		<b>\$63,459</b>	<b>\$62,719</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 Police - Field Operations Expenses (Continued)**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
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
001-0620-421-42-53	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	\$3,240	\$2,500
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	(\$1,260)	(\$2,000)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$5,571,502</b>	<b>\$5,914,248</b>
<b>Totals Employee Services</b>		<b>\$4,261,715</b>	<b>\$4,436,252</b>
001-0630-421-41-10	PERMANENT SALARIES	\$2,227,444	\$2,260,952
001-0630-421-41-10	PERMANENT SALARIES	\$2,296,253	\$2,296,759
001-0630-421-41-10	COVID-19 ADJUSTMENT	(\$68,809)	\$0
001-0630-421-41-10	BUDGET BALANCING STRATEGY TOOLBOX 2020-09-Allowance for Vacancy	\$0	(\$35,807)
001-0630-421-41-11	HOURLY & PART TIME SALARY	\$52,811	\$52,811
001-0630-421-41-12	OVERTIME	\$153,039	\$145,000
001-0630-421-41-12	OVERTIME	\$153,039	\$163,152
001-0630-421-41-12	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$18,152)
001-0630-421-41-17	HOLIDAY PAY	\$89,571	\$89,571
001-0630-421-41-21	PERS RETIREMENT	\$375,163	\$377,737
001-0630-421-41-21	PERS RETIREMENT	\$383,971	\$377,737
001-0630-421-41-21	COVID-19 ADJUSTMENT	(\$8,808)	\$0
001-0630-421-41-35	FLEX ALLOWANCE	\$391,353	\$386,856
001-0630-421-41-35	FLEX ALLOWANCE	\$397,224	\$386,856
001-0630-421-41-35	COVID-19 ADJUSTMENT	(\$5,871)	\$0
001-0630-421-41-36	WORKERS COMPENSATION	\$198,122	\$248,330
001-0630-421-41-36	WORKERS COMPENSATION	\$210,482	\$248,330
001-0630-421-41-36	COVID-19 ADJUSTMENT	(\$12,360)	\$0
001-0630-421-41-39	OTHER FRINGE BENEFITS	\$111,323	\$117,239
001-0630-421-41-39	OTHER FRINGE BENEFITS	\$112,992	\$117,239
001-0630-421-41-39	COVID-19 ADJUSTMENT	(\$1,669)	\$0
001-0630-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$662,889	\$757,756
001-0630-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$662,889	\$785,973
001-0630-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	\$0	(\$28,217)

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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals Internal Services</b>		<b>\$1,070,739</b>	<b>\$1,178,028</b>
001-0630-421-41-40	COMPENSATED ABSENCES	\$61,259	\$72,397
001-0630-421-41-53	LONGEVITY	\$20,520	\$20,520
001-0630-421-41-54	PEMHCA	\$11,844	\$12,180
001-0630-421-42-44	VEHICLE RENTAL CHARGES	\$92,626	\$108,637
001-0630-421-42-56	EQUIP REPLACEMENT CHARGES	\$25,174	\$55,008
001-0630-421-42-57	COMM & INFO SERVICES CHGS	\$572,083	\$621,100
001-0630-421-42-69	BUILDING MAINTENANCE CHG	\$287,233	\$288,186
<b>Totals Services and Supplies</b>		<b>\$239,048</b>	<b>\$299,968</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	\$50,852
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	FRONT COUNTER PROTECTIVE BARRIER	\$0	\$21,000
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	\$153,321	\$163,321
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	\$40,000	\$50,000

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
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
001-0630-421-42-55	TRAINING	\$12,680	\$17,600
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	(\$4,920)	\$0
001-0630-421-42-65	MISC EXPENSE	\$8,700	\$33,700
001-0630-421-42-65	ADMINISTRATIVE INVESTIGATIVE FUND	\$2,500	\$2,500
001-0630-421-42-65	CIBRS REPORTING	\$0	\$25,000
001-0630-421-42-65	INVESTIGATION TECHNOLOGY	\$6,200	\$6,200

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<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
001-0650-421-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$21,000)
001-0650-421-42-51	ADJUSTMENT TO PRE-COVID LEVEL	\$0	\$21,000

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$30,000</b>	<b>\$40,000</b>
<b>Totals Services and Supplies</b>		<b>\$30,000</b>	<b>\$40,000</b>
001-0670-421-42-55	TRAINING-POST	\$30,000	\$40,000
001-0670-421-42-55	TRAINING-POST	\$40,000	\$40,000
001-0670-421-42-55	COVID-19 ADJUSTMENT	(\$10,000)	\$0

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$25,308</b>	<b>\$24,694</b>
<b>Totals Services and Supplies</b>		\$25,308	\$24,694
001-0680-421-42-55	TRAINING-BUDGET CARRYOVER	\$25,308	\$24,694

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<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 20-21 Budget	FY 21-22 Requested
<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 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$360,577	\$365,635	\$5,058	1
4121	PERS RETIREMENT	\$66,475	\$65,836	(\$639)	2
4135	FLEX ALLOWANCE	\$38,616	\$38,664	\$48	2
4136	WORKERS COMPENSATION	\$21,758	\$25,510	\$3,752	2
4139	OTHER FRINGE BENEFITS	\$14,315	\$14,403	\$88	2
4140	COMPENSATED ABSENCES	\$9,508	\$11,237	\$1,729	3
4153	LONGEVITY	\$14,220	\$16,740	\$2,520	3
4154	PEMHCA	\$6,768	\$6,960	\$192	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$149,176	\$210,128	\$60,952	2
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$20,173	\$21,325	\$1,152	3
4251	CONTRACT, PROF, SPEC SVCS	\$12,000	\$12,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,755	\$1,755	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,225	\$1,225	\$0	4
4255	TRAINING	\$1,080	\$1,500	\$420	5
		<u>\$718,646</u>	<u>\$793,918</u>	<u>\$75,272</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level.



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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$4,318,852	\$4,291,451	(\$27,401)	1
4112	OVERTIME	\$251,290	\$200,000	(\$51,290)	1
4117	HOLIDAY PAY	\$212,851	\$215,018	\$2,167	1
4121	PERS RETIREMENT	\$852,587	\$859,995	\$7,408	2
4135	FLEX ALLOWANCE	\$612,651	\$603,924	(\$8,727)	2
4136	WORKERS COMPENSATION	\$394,997	\$472,582	\$77,585	2
4139	OTHER FRINGE BENEFITS	\$219,304	\$216,613	(\$2,691)	2
4140	COMPENSATED ABSENCES	\$118,239	\$141,041	\$22,802	3
4153	LONGEVITY	\$75,720	\$76,560	\$840	3
4154	PEMHCA	\$25,380	\$27,840	\$2,460	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$1,264,726	\$1,198,768	(\$65,958)	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$24,195	\$24,195	\$0	4
4244	VEHICLE RENTAL CHARGES	\$340,259	\$368,682	\$28,423	3
4246	MAINT-FACILITY & EQUIP	\$850	\$850	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$33,674	\$33,674	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$675	\$675	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$825	\$825	\$0	4
4255	TRAINING	\$3,240	\$2,500	(\$740)	5
4256	EQUIP REPLACEMENT CHARGES	\$42,752	\$41,902	(\$850)	3
		<u>\$8,793,067</u>	<u>\$8,777,095</u>	<u>(\$15,972)</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and budget balancing strategy reduction.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$2,227,444	\$2,260,952	\$33,508	1
4111	HOURLY & PART TIME SALARY	\$52,811	\$52,811	\$0	1
4112	OVERTIME	\$153,039	\$145,000	(\$8,039)	1
4117	HOLIDAY PAY	\$89,571	\$89,571	\$0	1
4121	PERS RETIREMENT	\$375,163	\$377,737	\$2,574	2
4135	FLEX ALLOWANCE	\$391,353	\$386,856	(\$4,497)	2
4136	WORKERS COMPENSATION	\$198,122	\$248,330	\$50,208	2
4139	OTHER FRINGE BENEFITS	\$111,323	\$117,239	\$5,916	2
4140	COMPENSATED ABSENCES	\$61,259	\$72,397	\$11,138	3
4153	LONGEVITY	\$20,520	\$20,520	\$0	3
4154	PEMHCA	\$11,844	\$12,180	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$662,889	\$757,756	\$94,867	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$8,000	\$8,000	\$0	4
4242	POSTAGE EXPENSE	\$2,200	\$2,200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$18,500	\$18,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$92,626	\$108,637	\$16,011	3
4246	MAINT-FACILITY & EQUIP	\$29,852	\$50,852	\$21,000	5
4249	ADVERTISING/PUBLICITY	\$3,700	\$3,700	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$153,321	\$163,321	\$10,000	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$745	\$745	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,350	\$1,350	\$0	4
4255	TRAINING	\$12,680	\$17,600	\$4,920	5
4256	EQUIP REPLACEMENT CHARGES	\$25,174	\$55,008	\$29,834	3
4257	COMM & INFO SERVICES CHGS	\$572,083	\$621,100	\$49,017	3
4265	MISC EXPENSE	\$8,700	\$33,700	\$25,000	7
4269	BUILDING MAINTENANCE CHG	\$287,233	\$288,186	\$953	3
		<u>\$5,571,502</u>	<u>\$5,914,248</u>	<u>\$342,746</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase, assumption of 2% COLA increase and budget balancing strategy reduction.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level.
- Note 6 Licensing of Twenty (20) Automated License Plate Readers (ALPR) - Term of renewal.
- Note 7 Cost to implement mandated California Incident Based Reporting System

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$21,600	\$21,600	\$0	1
		<u>\$21,600</u>	<u>\$21,600</u>	<u>\$0</u>	

### Detailed Analysis:

Note 1 No change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2020-2021	FY 2021-2022	(Decrease)	
4255	TRAINING	\$30,000	\$40,000	\$10,000	1
		\$30,000	\$40,000	\$10,000	

### Detailed Analysis:

Note 1      Increase due to adjustment to pre-COVID level.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4255	TRAINING	\$25,308	\$24,694	(\$614)	1
		<u>\$25,308</u>	<u>\$24,694</u>	<u>(\$614)</u>	

**Detailed Analysis:**

Note 1      Carryover of FY 2020-2021 remaining appropriation.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$600	\$600	\$0	1
		<u>\$600</u>	<u>\$600</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      Carryover of FY 2020-2021 remaining appropriation.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$22,175	\$22,175	\$0	1
		<u>\$22,175</u>	<u>\$22,175</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      Carryover of FY 2020-2021 remaining appropriation.

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# ***San Mateo Consolidated Fire Department***



## **DEPARTMENT DESCRIPTION**

The Fire Departments in the Cities of Belmont, Foster City, and San Mateo have joined together as the San Mateo Consolidated (SMC) Fire Department, a Joint Powers Authority (JPA) as of January 13, 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 20 and March 27, 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 SMC Fire Department 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 2020-2021**

- In 2020, the SMC Fire Department responded to a total of 12,886 apparatus responses and various incidents. 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 4 minutes, 58 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 11 separate fire incidents throughout the state and 12 separate fire incidents throughout the nation.
- 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 managed a Multi-Agency Coordination EOC for two months in response to COVID-19 in order to provide a coordinated response among the cities of Belmont, Foster City, and San Mateo. This approach demonstrated the benefits of sharing scarce resources, establishing a joint approach to public messaging, and coordinating response actions among the communities and department. In June, San Mateo's EOC was also partially activated in response to demonstrations for the Black Lives Matter movement to support situational awareness and public information.
- In September, OES responded to the San Juan Canyon Fire that occurred in Belmont to establish a temporary evacuation center for evacuated community members, to obtain information, and to have a safe place to stay until the orders were lifted. All activities were conducted while observing COVID-19 safety protocols. OES also provided logistics support, provided alerts and warnings, and monitored social media inquiries regarding the incident.
- OES supported the City of Belmont, Foster City, and San Mateo, as well as its own department, in preparation for the documentation needed to support financial recovery through the Federal Public Assistance Grant programs.
- Due to the pandemic, the traditional in-person, annual Open House with the SMC Fire Department and Foster City Police Departments had to be cancelled. However, a virtual Open House was held in place in October 2020 to kick off Fire Prevention Week and to provide an education opportunity for participants to learn more about fire safety and emergency preparedness.
- 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. This past year's class was transitioned to a virtual format offering a two-hour basic preparedness class, open to all residents.
- 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. CERT volunteers are active all year round, training and at public service events. Despite the challenges of COVID-19, our CERT program stayed active.
- The shelter-in-place orders issued in March resulted in a special request from the San Mateo Senior Center for CERT volunteers to support a meal delivery program to senior neighbors who were staying home. 28 CERT volunteers were given special training in COVID-19 precautions for handling food during a pandemic, and they volunteered to deliver hot lunches every weekday. Roughly 200 hot lunches were delivered each week for 14 weeks. They also helped with making hand sanitizer available to front line responders, delivering bilingual information about a free pop-up COVID-19 Test Site, staffed the COVID-19 Test Site, and shared information about preparedness with neighbors.
- In addition, CERT volunteers helped staff an evacuation center by request of San Mateo County for those evacuated from the CZU August Lightning Complex Fire.
- Once the pandemic hit, CERT moved to training online, including HAM Radio Basics, and Urban Search and Rescue, and the creation of a video on preparedness while sheltering-in-place for the Foster City Parks and Recreation. 302 CERT volunteers gave 1,131 hours in Foster City during this fiscal year.
- 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.

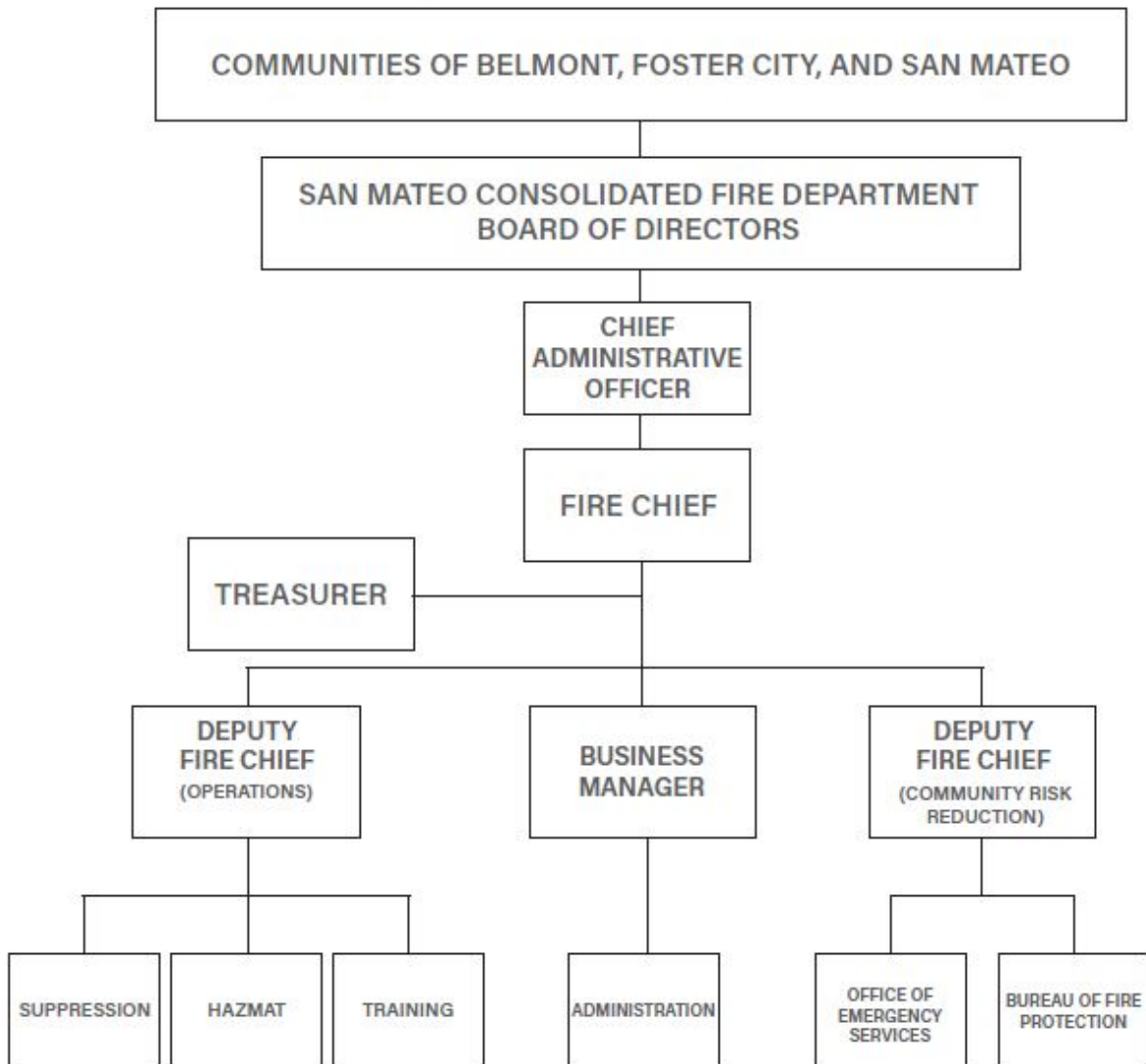
#### **INITIATIVES & SERVICE LEVEL EXPECTATIONS DURING FISCAL YEAR 2021-2022**

Service levels to the residents remained high and will continue to remain high in Fiscal Year 2021-2022. The San Mateo Consolidated Fire Department strives to maintain or improve service levels to the residents at an exceptional level.

#### **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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
DISASTER PREPAREDNESS	\$1,567	\$1,567	\$21,438
SMC FIRE	\$8,136,527	\$8,144,857	\$8,948,803
FIRE LEGACY COSTS	\$2,102,171	\$2,093,841	\$2,277,658
3 YR CONTRIBUTION TO SMC	\$0	\$0	\$0
<b>TOTAL FOR FIRE</b>	<b>\$10,240,265</b>	<b>\$10,240,265</b>	<b>\$11,247,899</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$2,102,171	\$2,093,841	\$2,277,658
SERVICES AND SUPPLIES	\$7,986,966	\$7,995,296	\$8,800,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$10,089,137	\$10,089,137	\$11,077,658
INTERNAL SERVICES	\$188,908	\$188,908	\$174,941
Subtotal (Total Department Expenses before Reallocations)	\$10,278,045	\$10,278,045	\$11,252,599
REALLOCATIONS	\$ (37,780)	\$ (37,780)	\$ (4,700)
<b>TOTAL FOR FIRE</b>	<b>\$10,240,265</b>	<b>\$10,240,265</b>	<b>\$11,247,899</b>



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

<b>Full Time Position</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</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	3.01	3.01
<b>Total Part Time Positions</b>	<b>3.01</b>	<b>3.01</b>
<b>Total Full Time Equivalents</b>	<b>157.01</b>	<b>157.01</b>

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,567</b>	<b>\$21,438</b>
<b>Totals Internal Services</b>		\$19,147	\$26,138
001-0740-422-42-44	VEHICLE RENTAL CHARGES	\$16,218	\$17,365
001-0740-422-42-56	EQUIP REPLACEMENT CHARGES	\$2,929	\$8,773
<b>Totals Reallocation</b>		(\$17,580)	(\$4,700)
001-0740-422-45-05	INDIRECT COST ALLOCATION	(\$17,580)	(\$4,700)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$8,136,527</b>	<b>\$8,948,803</b>
<b>Totals Internal Services</b>		\$169,761	\$148,803
001-0750-422-41-53	LONGEVITY	\$93,000	\$94,800
001-0750-422-41-54	PEMHCA	\$35,532	\$36,540
001-0750-422-42-57	COMM & INFO SERVICES CHGS	\$0	\$0
001-0750-422-42-69	BUILDING MAINTENANCE CHG	\$41,229	\$17,463
<b>Totals Services and Supplies</b>		\$7,986,966	\$8,800,000
001-0750-422-42-51	CONTRACT, PROF, SPEC SVCS-SMC Fire Operating Cost	\$7,986,966	\$8,800,000
<b>Totals Reallocation</b>		(\$20,200)	\$0
001-0750-422-45-05	INDIRECT COST ALLOCATION	(\$20,200)	\$0

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$2,102,171</b>	<b>\$2,277,658</b>
<b>Totals Employee Services</b>		\$2,102,171	\$2,277,658
001-0760-422-41-36	WORKERS COMPENSATION	\$379,638	\$467,268
001-0760-422-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,722,533	\$1,810,390
001-0760-422-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,722,533	\$1,904,581
001-0760-422-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$94,191)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>
<b>Totals Services and Supplies</b>		\$0	\$0
001-0770-422-42-92	CONTRIBUTION TO FIRE JPA	\$0	\$0

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4244	VEHICLE RENTAL CHARGES	\$16,218	\$17,365	\$1,147	1
4256	EQUIP REPLACEMENT CHARGES	\$2,929	\$8,773	\$5,844	1
4505	INDIRECT COST ALLOCATION	\$(17,580)	\$(4,700)	\$12,880	2
	Total	<u>\$1,567</u>	<u>\$21,438</u>	<u>\$19,871</u>	

**Detailed Analysis:**

Note 1 Change in assessment per proposed FY 2021-2022 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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4153	LONGEVITY	\$93,000	\$94,800	\$1,800	1
4154	PEMHCA	\$35,532	\$36,540	\$1,008	1
4251	CONTRACT, PROF, SPEC SVCS	\$7,986,966	\$8,800,000	\$813,034	2
4257	COMM & INFO SERVICES CHGS	\$0	\$0	\$0	1
4269	BUILDING MAINTENANCE CHG	\$41,229	\$17,463	(\$23,766)	1
4505	INDIRECT COST ALLOCATION	(20,200)	\$0	20,200	3
	<b>Total</b>	<b>\$8,136,527</b>	<b>\$8,948,803</b>	<b>\$812,276</b>	

**Detailed Analysis:**

- Note 1 Change in assessment per proposed FY 2021-2022 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 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4136	WORKERS COMPENSATION	\$ 379,638	\$ 467,268	\$ 87,630	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$1,722,533	\$1,810,390	\$87,857	2
	Total	<u>\$2,102,171</u>	<u>\$2,277,658</u>	<u>\$175,487</u>	

### Detailed Analysis:

Note 1 Contractual obligation.

Note 2 Unfunded accrued liability payment to CALPERS for former Foster City Fire Department employees.

**Fire Department Budget Comparisons -General Fund 3 Years Contribution  
(001-0770)**

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2020-2021</b>	<b>FY 2021-2022</b>	<b>(Decrease)</b>	
4292	CONTRIBUTION TO FIRE JPA	\$0	\$0	\$0	1
	Total	\$0	\$0	\$0	

**Detailed Analysis:**

Note 1      Transfer of additional Internal Service Fund authorized by Council Reso 2018-96 not required.

# 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 2020-2021

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2020-2021. The Department has accomplished many significant objectives during FY 2020-2021 including the following major items:

### Policy/Code Updates and other Initiatives

- An amendment to Chapters 17.16, R-T Townhouse Residence District, 17.18, R-3 Medium Density Multiple-Family Residence District and 17.78, Accessory Dwelling Units, of Title 17, Zoning, of the Foster City Municipal Code was adopted by the City Council on October 5, 2020.
- Initiated an amendment to Section 17.36.060, Off-Street Parking Requirements in a Planned Development District, of Title 17, Zoning, of the Foster City Municipal Code, which was adopted by the City Council on January 4, 2021.
- Staff pursued two State grant opportunities, SB2 and LEAP, and was successful in getting awarded both grants for a total \$310,000 this past calendar year. Part of SB2 grant was used for updating ADU Ordinance per State laws and the remaining SB2 funds will be used for adopting Affordable Housing Overlay (AHO) zone and Objective Design standards. LEAP Grant Funds will be used for the Housing Element update (Cycle 6).

- Staff launched Camino – An Online Guided Application Process software to help homeowners, contractors and design professionals with required documents/drawings for permit submittals.
- CDD staff worked with other departments to develop a single cell site application intake process for streamline review.
- Beach Park Plaza Shopping Center received its Building Final in February 2021. This was the first Façade & Site Improvement project that utilized the City's Commercial Façade Improvement Grant Program. The 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.
- CDD staff worked with the Economic and Sustainability Subcommittee, the City Council, and the property owner, Essex, to develop programs to assist the tenants of expiring covenants of Foster's Landing. Most notable achievement was execution of the Post BMR Expiration Rent Agreement, which is an agreement between the City and Essex Property Trust to provide up to \$800,000 (split 50/50 between the City and Essex) to preserve the affordability of 50 units for one (1) year for Phase I tenants of Foster's Landing Below Market Rate units, which were set to expire on Dec 31, 2020. This was approved by the City Council on September 18, 2020
- On February 1, 2021, the City Council approved the Early Relocation Assistance Program that aims to provide the residents of Foster's Landing Below Market Rate Program with financial assistance to off-set the up-front cost associated with relocating and assist the residents in finding replacement housing.
- CDD staff continued to administer the City's requirements for the existing 485 affordable housing units.
- Initiated work on Housing Element update (Cycle 6) which is due on January 2023 and started community engagement efforts.
- CDD prepared outdoor dining guidelines and acknowledgement form for restaurant operators to allow use of outdoor space to serve additional diners while State and County health orders restrict indoor dining to its full capacity because of COVID-19.
- Facilitated on boarding of two (2) new Planning Commissioners.
- CDD staff held two (2) Joint City Council and Planning Commission Study Session, one on September 21, 2020 to provide an overview of the local and regional housing framework and second one on March 24, 2021 to discuss other items as it related to current and next Housing Element Update.
- Participated in the 2020 COVID-19 Multi-agency Emergency Operation Center (EOC) Activation.
- CDD staff started working with a Public Advocacy Group on introducing legislation that helps position the City to preserve affordable housing that have expiring covenants and also achieve RHNA credit for the preserved units.
- On March 11, 2021, CDD staff presented a City Council Report for consideration of Development Impact Fees for future development projects.

### **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 final 48 units were completed by August 2020.
  - Completion of many Tenant Improvement for the retail/restaurant businesses with ongoing construction through the end of 2021.
- Provided ongoing inspections for the construction of Workforce Housing of Pilgrim Triton Phase C that is expected to be completed in the Winter of 2021.
- Provided ongoing inspections for the construction of three buildings totaling 15 market rate housing units of Pilgrim Triton Phase C that is expected to be completed in the winter of 2021.
- A Use Permit request for a proposed two-story approximately 60,836-square foot amenity building (Wellbeing Center) for Gilead was approved by the Planning Commission.



- Building permits were issued for the project. Ongoing building inspections are being conducted for the construction of Gilead Wellbeing Center that is expected to be completed in the Winter of 2021.
- A Use Permit request to construct a new, approximately 5.42-acre private park including an Amphitheatre on Gilead Campus was approved by the Planning Commission.
  - Gilead has applied for Building permits for the project and currently Plan Review is being conducted by the Building Division.
- 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.
- Preliminary Review Applications were submitted for the following projects:
  - Redevelopment of existing Lantern Cove apartments to add 420 new dwelling units and 518 new parking spaces;
  - Redevelopment of the Vacant El Torito Restaurant into a Four-story Class A Life Sciences Office building on an approximately 2.2-Acre Site.
  - Proposed Development of a new ±6,000 Square-Foot Covered Outdoor Restaurant/Retail Pavilion as an Ancillary Amenity to the Existing Century Plaza Site.
  - Proposed conversion of Office use into Research & Development use at Parkside Towers located at 1001 E. Hillsdale Boulevard.

#### **Staff Training**

- The CDD Director attended the CAL-ALHFA Virtual Conference – Housing for Everyone. The CDD Director and Planning Manager also attended several HCD & ABAG Housing Technical Assistance Webinars
- 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 for the State of California Intervening Code cycle.
- The Associate Planner attended the California American Planning Association (APA) conference.
- Planning Staff attended several meetings organized by San Mateo County 21 Elements and Home For All.
- Planning Staff attended several webinars organized by Department of Housing and Community Development (HCD).

#### **Permit Processing**

- Planning Permits - During calendar year 2020, the Planning/Code Enforcement Division processed 109 permits, including the major categories of 38 Architectural Review permits, 39 Use Permits, 13 Temporary Use Permit, 4 Zoning Compliance letters and 15 Sign Review permits, compared to 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 in calendar year 2019
- Building Permit Processing- In calendar year 2020, the Building Inspection Division processed 1,340 applications, issued 2,038 permits and conducted 5,944 inspections, compared to 1,416 applications 2,765 permits and 8,794 inspections in calendar year 2019.

#### **Permitting Streamlining and Process Improvements**

- Online permitting and inspection scheduling was fully implemented utilizing eTRAKit application in March 2020. This is across all Building Division and Planning Division permits and applications.
- Due to COVID-19 restrictions, online scheduling of in-person appointments was implemented.

- Staff started conducting virtual inspections over Zoom and FaceTime due to in-person inspection limitations because of COVID-19.

### **Code Enforcement**

- During calendar year 2020, a total of 1044 code enforcement related complaints were handled, including major categories of 301 property maintenance violations, 48 work without permit violations, 2 hoarding cases compared to calendar year 2019 totals of 817 code enforcement complaints, including the major categories of 211 property maintenance cases, 20 building without permit violations and 8 hoarding cases.

### **Affordable Housing Programs**

- Staff continued to implement affordable housing programs, including the Existing Unit Purchase Program. Staff coordinated with HIP Housing to develop rental payments plans for tenants experiencing COVID-19 related hardships and to ensure that all of the requirements of the Eviction Moratorium has been met. Staff continued to process and pay invoices for property maintenance.
- 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 respond to inquiries from Community/Property Managers regarding administration of the Below Market Rate (BMR) program including but not limited to rental rates, utility allowance, alleged fair housing violations, reasonable accommodation requests, recertifications, occupancy requirements, annual income projections, waitlist, new applications, etc.
- Staff continued to respond to tenant complaints regarding rental increase, alleged fair housing violations, reasonable accommodation requests, recertifications, occupancy requirements, annual income projections, waitlists etc.
- Staff continued to provide administrative oversight of existing home loans.
- Staff continued to explore funding and other opportunities to extend the covenants and/or provide relocation assistance to the tenants. Staff has been in contact with San Mateo County Housing regarding Permanent Local Housing Allocation (PLHA). On December 7, 2020 the NOFA was announced and Staff applied for the grant on January 14, 2021.

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2021-2022**

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 2021-2022 include the following:

#### **Planning/Code Enforcement Division**

- Adopt Affordable Housing overlay (AHO), and Multifamily Objective Design Standards to implement Housing Element Cycle 5 programs.
- Rezone sites identified in the Housing Element (HE) with an AHOZ and consider new sites for inclusion
- Adopt Inclusionary Zoning Ordinance to implement Housing Element policy (H-E-2).
- Continue community engagement efforts through Housing Element update process.
- Start site inventory analysis for the next HE Update (Cycle 6).
- Continue working with public advocacy group hired by the City on the Affordable Housing preservation spot bill and monitoring of housing and other key legislation.
- Continue inputting more planning projects into the Camino guide.
- Assist Public Works Department on adoption of the Urban Water Management Plan (UWMP).
- Assist San Mateo Consolidated Fire Department on multijurisdictional Local Hazard Mitigation Plan (LHMP).
- Adopt Objective Design Standards for ADUs to minimize impacts of second unit construction.

- Update the City's Window and Door policy.
- Complete entitlements and final EIR for development of the proposed hotel at the former vacant Visa lot and presenting it to Planning commission and City Council.
- Continue review and process application for proposed Redevelopment of the Vacant El Torito Restaurant into a Four-story Class A Life Sciences Office building.
- Continue review and process application for the Proposed Development of a New ±6,000 Square-Foot Covered Outdoor Restaurant/Retail Pavilion as an Ancillary Amenity to the Existing Century Plaza Site.
- Planning Review of the construction plans associated with the Family Dental Expansion.
- Review building permits for Gilead Wellbeing Center and Gilead Park.
- Monitor and apply for any local, state or Federal Grant to fund long range planning activities.
- Adopt 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.
- Assist City Manager's office on adoption of Climate Action Plan (CAP).
- Continue to monitor and implement State mandated laws and programs and adopt/amend city ordinances to comply with changes in State law.
- Continue to improve internal development review processes and permit streamlining.
- Continue updating major development projects and housing information on City's website to inform the community regarding upcoming projects and Housing Element related work.
- Continue to implement and administer housing programs.
- Review the current Safety Element as part of the concurrent update that is required as part of the HE Update Cycle.
- Implement first wave of Transition & Relocation Assistance Program approved for Foster's Landing.
- Coordinate with other departments and consultants on nexus study for Development Impact Fees as directed by the City Council.

### **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 for the Metro Center Hotel.
- Continue to provide inspection services inspections for 70 townhouses and 22 workforce housing units associated with PTP3 development (Phase C 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.
- Continue inputting more building projects into the Camino guide.
- File and maintain approved construction plans for the life of a building.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

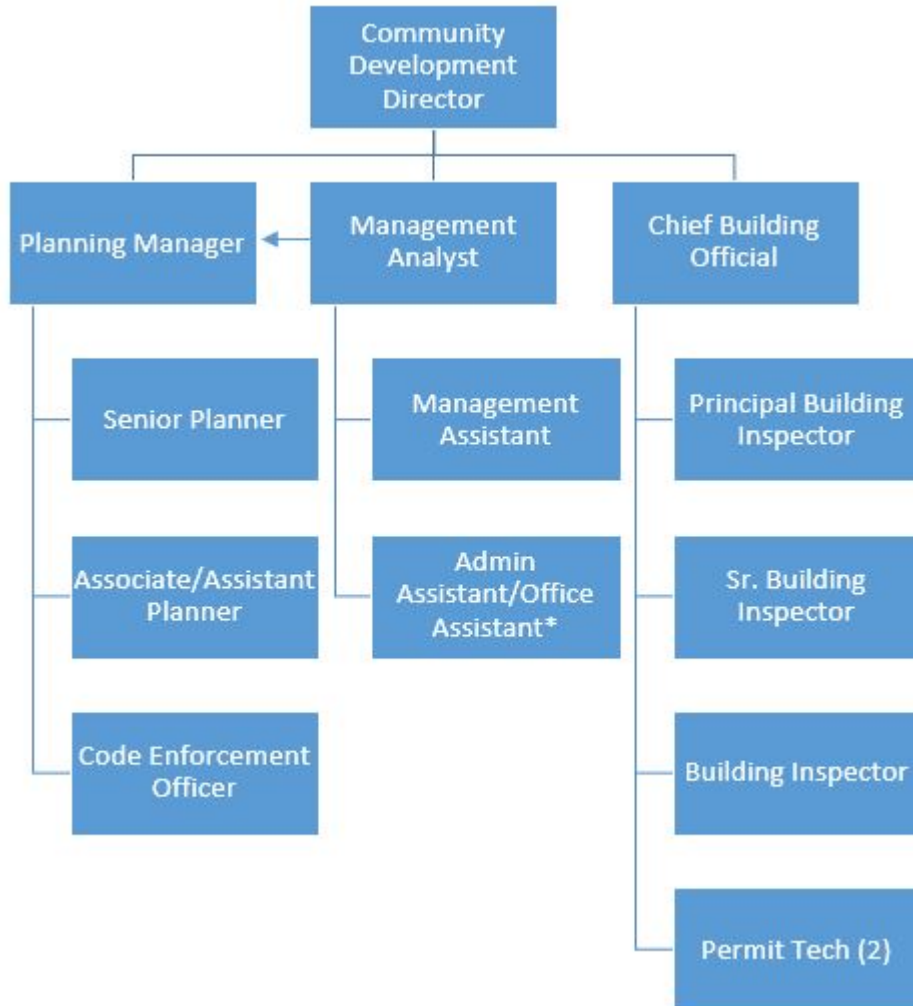
### Services and Supplies

- 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.
- Consultants services will be used to augment planning staff needs and for special projects like development potential of the Golf Course site, Nexus study for Impact Fees, Safety Element and so on.

### 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 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 became available at other departments.

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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
ADVANCE PLANNING	\$280,078	\$270,946	\$315,183
BUILDING SAFETY, CODE, PLAN CHECK	\$1,616,165	\$1,533,195	\$1,641,319
CURRENT PLANNING	\$527,474	\$636,534	\$570,577
ORDINANCE ENFORCEMENT	\$199,949	\$196,252	\$182,177
PLANNING ADMINISTRATION	\$468,291	\$459,849	\$523,609
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,091,957</b>	<b>\$3,096,776</b>	<b>\$3,232,865</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$2,624,044	\$2,504,837	\$2,634,263
SERVICES AND SUPPLIES	\$61,529	\$186,529	\$156,647
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,685,573	\$2,691,366	\$2,790,910
INTERNAL SERVICES	\$406,384	\$405,410	\$441,955
Subtotal (Total Department Expenses before Reallocations)	\$3,091,957	\$3,096,776	\$3,232,865
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,091,957</b>	<b>\$3,096,776</b>	<b>\$3,232,865</b>

**Staffing (Full Time Equivalents)**

Full Time Position	FY 2019-2020	FY 2020-2021	FY 2021-2022
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	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Building Inspector	2.00	2.00	1.00
Building Permit Technician	1.00	1.00	2.00
Code Enforcement Officer	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

### 001-0810 CDD - Planning Administration Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$468,291</b>	<b>\$523,609</b>
<b>Totals Employee Services</b>		<b>\$270,020</b>	<b>\$308,705</b>
001-0810-419-41-10	PERMANENT SALARIES	\$173,661	\$203,711
001-0810-419-41-21	PERS RETIREMENT	\$19,606	\$21,761
001-0810-419-41-35	FLEX ALLOWANCE	\$26,851	\$28,030
001-0810-419-41-36	WORKERS COMPENSATION	\$1,686	\$3,120
001-0810-419-41-39	OTHER FRINGE BENEFITS	\$11,794	\$13,660
001-0810-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$36,422	\$38,423
001-0810-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$36,422	\$44,139
001-0810-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$5,716)
<b>Totals Internal Services</b>		<b>\$168,571</b>	<b>\$179,204</b>
001-0810-419-41-40	COMPENSATED ABSENCES	\$4,626	\$6,418
001-0810-419-41-53	LONGEVITY	\$4,200	\$4,200
001-0810-419-41-54	PEMHCA	\$6,768	\$6,960
001-0810-419-42-44	VEHICLE RENTAL CHARGES	\$40,247	\$43,218
001-0810-419-42-57	COMM & INFO SERVICES CHGS	\$64,052	\$71,081
001-0810-419-42-69	BUILDING MAINTENANCE CHG	\$48,678	\$47,327
<b>Totals Services and Supplies</b>		<b>\$29,700</b>	<b>\$35,700</b>
001-0810-419-42-41	COPY EXPENSE	\$3,000	\$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	\$4,000	\$10,000
001-0810-419-42-55	MISCELLANEOUS TECHNICAL TRAINING	\$5,000	\$5,000
001-0810-419-42-55	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$5,000	\$5,000
001-0810-419-42-55	COVID-19 ADJUSTMENT	(\$6,000)	\$0

### 001-0811 CDD - Advance Planning Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$280,078</b>	<b>\$315,183</b>
<b>Totals Employee Services</b>		<b>\$274,033</b>	<b>\$307,700</b>
001-0811-419-41-10	PERMANENT SALARIES	\$188,309	\$203,713
001-0811-419-41-21	PERS RETIREMENT	\$21,321	\$21,834
001-0811-419-41-35	FLEX ALLOWANCE	\$28,092	\$24,821
001-0811-419-41-36	WORKERS COMPENSATION	\$2,161	\$4,381
001-0811-419-41-39	OTHER FRINGE BENEFITS	\$12,799	\$13,696
001-0811-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$21,351	\$39,255
001-0811-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$21,351	\$42,284
001-0811-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$3,029)
<b>Totals Internal Services</b>		<b>\$6,045</b>	<b>\$7,483</b>
001-0811-419-41-40	COMPENSATED ABSENCES	\$5,030	\$6,439
001-0811-419-41-54	PEMHCA	\$1,015	\$1,044

### 001-0812 CDD - Current Planning Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$527,474</b>	<b>\$570,577</b>
<b>Totals Employee Services</b>		<b>\$517,094</b>	<b>\$476,096</b>
001-0812-419-41-10	PERMANENT SALARIES	\$328,517	\$305,381
001-0812-419-41-21	PERS RETIREMENT	\$37,175	\$32,646
001-0812-419-41-35	FLEX ALLOWANCE	\$49,457	\$40,613
001-0812-419-41-36	WORKERS COMPENSATION	\$4,220	\$6,267
001-0812-419-41-39	OTHER FRINGE BENEFITS	\$21,741	\$20,160
001-0812-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$75,984	\$71,029
001-0812-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$75,984	\$77,150
001-0812-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$6,121)
<b>Totals Internal Services</b>		<b>\$10,380</b>	<b>\$11,281</b>
001-0812-419-41-40	COMPENSATED ABSENCES	\$8,773	\$9,628
001-0812-419-41-54	PEMHCA	\$1,607	\$1,653
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$83,200</b>
001-0812-419-42-51	CONTRACT, PROF, SPEC SVCS - PLANNING TECH OUTSIDE CONSULTANT	\$0	\$83,200

### 001-0813 CDD - Ordinance Enforcement Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$199,949</b>	<b>\$182,177</b>
<b>Totals Employee Services</b>		<b>\$196,327</b>	<b>\$178,278</b>
001-0813-419-41-10	PERMANENT SALARIES	\$120,343	\$109,807
001-0813-419-41-21	PERS RETIREMENT	\$13,656	\$11,782
001-0813-419-41-35	FLEX ALLOWANCE	\$26,040	\$23,477
001-0813-419-41-36	WORKERS COMPENSATION	\$1,867	\$3,487
001-0813-419-41-39	OTHER FRINGE BENEFITS	\$4,907	\$4,021
001-0813-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$29,514	\$25,704
001-0813-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$29,514	\$26,706
001-0813-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$1,002)
<b>Totals Internal Services</b>		<b>\$3,622</b>	<b>\$3,899</b>
001-0813-419-41-40	COMPENSATED ABSENCES	\$3,284	\$3,551
001-0813-419-41-54	PEMHCA	\$338	\$348

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$1,616,165</b>	<b>\$1,641,319</b>
<b>Totals Employee Services</b>		<b>\$1,366,570</b>	<b>\$1,363,484</b>
001-0820-424-41-10	PERMANENT SALARIES	\$864,266	\$861,721
001-0820-424-41-10	PERMANENT SALARIES	\$892,188	\$861,721
001-0820-424-41-10	COVID-19 ADJUSTMENT	(\$27,922)	\$0
001-0820-424-41-21	PERS RETIREMENT	\$100,560	\$94,287
001-0820-424-41-21	PERS RETIREMENT	\$103,907	\$94,287
001-0820-424-41-21	COVID-19 ADJUSTMENT	(\$3,347)	\$0



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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-0820-424-41-35	FLEX ALLOWANCE	\$115,815	\$111,648
001-0820-424-41-35	FLEX ALLOWANCE	\$122,280	\$111,648
001-0820-424-41-35	COVID-19 ADJUSTMENT	(\$6,465)	\$0
001-0820-424-41-36	WORKERS COMPENSATION	\$12,369	\$19,856
001-0820-424-41-36	WORKFORCE CALCULATION	\$12,846	\$19,856
001-0820-424-41-36	COVID-19 ADJUSTMENT	(\$477)	\$0
001-0820-424-41-39	OTHER FRINGE BENEFITS	\$56,911	\$52,257
001-0820-424-41-39	OTHER FRINGE BENEFITS	\$59,242	\$52,257
001-0820-424-41-39	COVID-19 ADJUSTMENT	(\$2,331)	\$0
001-0820-424-41-61	EMPLOYEE BENEFIT-PERS UAL	\$216,649	\$223,715
001-0820-424-41-61	EMPLOYEE BENEFIT-PERS UAL	\$216,649	\$237,386
001-0820-424-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$13,671)
<b>Totals Internal Services</b>		<b>\$217,766</b>	<b>\$240,088</b>
001-0820-424-41-40	COMPENSATED ABSENCES	\$24,310	\$27,727
001-0820-424-41-54	PEMHCA	\$7,191	\$5,655
001-0820-424-42-44	VEHICLE RENTAL CHARGES	\$73,535	\$88,299
001-0820-424-42-57	COMM & INFO SERVICES CHGS	\$64,052	\$71,081
001-0820-424-42-69	BUILDING MAINTENANCE CHG	\$48,678	\$47,326
<b>Totals Services and Supplies</b>		<b>\$31,829</b>	<b>\$37,747</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	\$12,000	\$12,000
001-0820-424-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$5,031	\$5,086
001-0820-424-42-53	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,275	\$1,275
001-0820-424-42-53	STATE CODES AND AMENDMENTS	\$1,381	\$1,381
001-0820-424-42-53	PENINSULA CHAPTER OF ICBO	\$180	\$180
001-0820-424-42-53	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$790	\$790
001-0820-424-42-53	INTERNATIONAL CODE COUNCIL	\$300	\$300
001-0820-424-42-53	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$250	\$250
001-0820-424-42-53	CALIFORNIA BUILDING OFFICIALS	\$215	\$215
001-0820-424-42-53	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS	\$640	\$695
001-0820-424-42-55	TRAINING	\$9,598	\$15,461
001-0820-424-42-55	EDUCATION WEEK FOR INSPECTORS	\$3,235	\$3,235
001-0820-424-42-55	PENINSULA CHAPTER ICC MONTHLY TRAINING	\$420	\$420
001-0820-424-42-55	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$600	\$600
001-0820-424-42-55	ICC ANNUAL TRAINING MEETINGS	\$3,338	\$3,338
001-0820-424-42-55	CALBO ANNUAL TRAINING MEETING	\$2,978	\$2,978
001-0820-424-42-55	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	\$540	\$540
001-0820-424-42-55	CALBO/IAEI/IAPMO ANNUAL TRAINING MEETINGS	\$4,350	\$4,350
001-0820-424-42-55	COVID-19 ADJUSTMENT	(\$5,863)	\$0

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$173,661	\$203,711	\$30,050	1
4121	PERS RETIREMENT	\$19,606	\$21,761	\$2,155	2
4135	FLEX ALLOWANCE	\$26,851	\$28,030	\$1,179	2
4136	WORKERS COMPENSATION	\$1,686	\$3,120	\$1,434	2
4139	OTHER FRINGE BENEFITS	\$11,794	\$13,660	\$1,866	2
4140	COMPENSATED ABSENCES	\$4,626	\$6,418	\$1,792	3
4153	LONGEVITY	\$4,200	\$4,200	\$0	3
4154	PEMHCA	\$6,768	\$6,960	\$192	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$36,422	\$38,423	\$2,001	2
4241	COPY EXPENSE	\$3,000	\$3,000	\$0	4
4242	POSTAGE EXPENSE	\$4,000	\$4,000	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$9,500	\$9,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$40,247	\$43,218	\$2,971	3
4249	ADVERTISING/PUBLICITY	\$5,000	\$5,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,200	\$4,200	\$0	4
4255	TRAINING	\$4,000	\$10,000	\$6,000	5
4257	COMM & INFO SERVICES CHGS	\$64,052	\$71,081	\$7,029	3
4269	BUILDING MAINTENANCE CHG	\$48,678	\$47,327	(\$1,351)	3
		<u>\$468,291</u>	<u>\$523,609</u>	<u>\$55,318</u>	

**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 2021-2022 Internal Service Fund budget.
- Note 4      No change.
- Note 5      Increase due to adjustment to pre-COVID level.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$188,309	\$203,713	\$15,404	1
4121	PERS RETIREMENT	\$21,321	\$21,834	\$513	2
4135	FLEX ALLOWANCE	\$28,092	\$24,821	(\$3,271)	2
4136	WORKERS COMPENSATION	\$2,161	\$4,381	\$2,220	2
4139	OTHER FRINGE BENEFITS	\$12,799	\$13,696	\$897	2
4140	COMPENSATED ABSENCES	\$5,030	\$6,439	\$1,409	3
4154	PEMHCA	\$1,015	\$1,044	\$29	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$21,351	\$39,255	\$17,904	2
		\$280,078	\$315,183	\$35,105	

**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 2021-2022 Internal Service Fund budget.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$328,517	\$305,381	(\$23,136)	1
4121	PERS RETIREMENT	\$37,175	\$32,646	(\$4,529)	2
4135	FLEX ALLOWANCE	\$49,457	\$40,613	(\$8,844)	2
4136	WORKERS COMPENSATION	\$4,220	\$6,267	\$2,047	2
4139	OTHER FRINGE BENEFITS	\$21,741	\$20,160	(\$1,581)	2
4140	COMPENSATED ABSENCES	\$8,773	\$9,628	\$855	3
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$83,200	\$83,200	4
4154	PEMHCA	\$1,607	\$1,653	\$46	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$75,984	\$71,029	(\$4,955)	2
		\$527,474	\$570,577	\$43,103	

**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 2021-2022 Internal Service Fund budget.
- Note 4      Planning Permit Technician - Outside Consultant.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$120,343	\$109,807	(\$10,536)	1
4121	PERS RETIREMENT	\$13,656	\$11,782	(\$1,874)	2
4135	FLEX ALLOWANCE	\$26,040	\$23,477	(\$2,563)	2
4136	WORKERS COMPENSATION	\$1,867	\$3,487	\$1,620	2
4139	OTHER FRINGE BENEFITS	\$4,907	\$4,021	(\$886)	2
4140	COMPENSATED ABSENCES	\$3,284	\$3,551	\$267	3
4154	PEMHCA	\$338	\$348	\$10	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$29,514	\$25,704	(\$3,810)	2
		\$199,949	\$182,177	(\$17,772)	

**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 2021-2022 Internal Service Fund budget.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$864,266	\$861,721	(\$2,545)	1
4121	PERS RETIREMENT	\$100,560	\$94,287	(\$6,273)	2
4135	FLEX ALLOWANCE	\$115,815	\$111,648	(\$4,167)	2
4136	WORKERS COMPENSATION	\$12,369	\$19,856	\$7,487	2
4139	OTHER FRINGE BENEFITS	\$56,911	\$52,257	(\$4,654)	2
4140	COMPENSATED ABSENCES	\$24,310	\$27,727	\$3,417	3
4154	PEMHCA	\$7,191	\$5,655	(\$1,536)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$216,649	\$223,715	\$7,066	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	\$73,535	\$88,299	\$14,764	3
4251	CONTRACT, PROF, SPEC SVCS	\$12,000	\$12,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$5,031	\$5,086	\$55	5
4255	TRAINING	\$9,598	\$15,461	\$5,863	6
4257	COMM & INFO SERVICES CHGS	\$64,052	\$71,081	\$7,029	3
4269	BUILDING MAINTENANCE CHG	\$48,678	\$47,326	(\$1,352)	3
		\$1,616,165	\$1,641,319	\$25,154	

### 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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Insignificant change.
- Note 6 Increase due to adjustment to pre-COVID level.

# Public Works

## DEPARTMENT DESCRIPTION

The Public Works Department manages infrastructure engineering, construction, operations and maintenance programs for streets (including traffic signal system, street lighting, sweeping and signage, pavement markings and striping), lagoons, levees, drainage, buildings, parks, the water distribution system, wastewater collection and treatment system and the vehicle fleet. 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 the Public Works Department is to provide quality leadership in managing capital projects, and maintaining vital public infrastructure, parks, facilities, and equipment in a safe, reliable, and efficient manner. The Public Works Department unifies eight (8) Divisions through centralized direction and administration of the following areas:

- Construction Engineering Services
- CIP Management
- Wastewater Services
- Water Services
- Streets and Pavement Maintenance
- Levee, Lagoon and Stormwater Management
- Parks Maintenance
- Fleet Services
- Traffic Review
- Solid Waste and Recycling Services
- City Facility Maintenance and Improvement

## 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 - Meet needs and make a difference every day.
- Excellence –Do our best work every day.
- Fiscal Responsibility – Engender public trust and accountability every day.
- Leadership –Communicate and act upon our vision every day.
- Sustainability - Protect environmental resources every day.
- Community - Strengthen community sense of place and promote health and wellness every day.

### Goals and Objectives

**Goal # 1** – The Engineering Division shall provide administrative and engineering support services for the Capital Improvement Program, operational and maintenance programs, development projects, and City Council policies.

Objectives:

1. Collaborate with City staff and consultants to complete the Levee Improvements Project to meet 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. Administer Council-prioritized CIP projects from conceptual plan/design through construction.
5. Provide timely plan check review and inspection in support of development projects including Gilead Offices, Wellbeing Center, and Park, Waverly Townhomes, Foster Square Senior Housing, Hotel on Shell and Metro Center Boulevard, Laguna Vista Townhomes, Lantern Cove, Edgewater Marine, and Workforce Housing projects.
6. Perform timely building plan checks for tenant improvements, residential remodels, and fire sprinkler upgrades.
7. Review, update, and implement a comprehensive Urban Water Management Plan to support Environmental Sustainability and Resources.
8. Collaborate with other City Departments 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** – The Lagoon & Levees Division shall maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Collaborate with City staff and consultants to complete the Levee Improvement Project to contract specifications and Federal Emergency Management Agency (FEMA) requirements.
2. Develop strategies in response to potential Sea Level Rise 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** – The 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 street surfaces, 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** – The Parks Division shall provide safe, clean, well-maintained, and attractive parks throughout the community.

Objectives:

1. Maintain and improve parks system infrastructure, including playgrounds, restrooms, park furniture, synthetic and turf fields, planting materials and pathways.
2. Proactively look for options that encourage environmental stewardship within the park system, including prioritizing water conservation and integrated pest management solutions.
3. Work with sport field and sport court users to provide top quality playing conditions that contribute to a healthy community by fostering enriching lifestyles and social interaction.



4. Work with Recreation/Community Services Division to provide safe and suitable venues for community activities and events.

**Goal # 5** – The 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 and voluntary water conservation measures through programs, services and education.
3. Monitor opportunities to use alternative water sources, including recycled water and desalination, to support environmental sustainability and resource conservation.
4. Complete construction of the Water System Improvements and Valve Replacement Project (CIP 405-636).
5. Complete and certify the Water System Emergency Response Plan by the December 31, 2021 deadline.

**Goal # 6** – The 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 specifically the construction of the WWTP Expansion Project (CIP 455-652).
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 wastewater treatment plant operations.

**Goal # 7** – The 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 and conforms to all federal and state regulations.

Objectives:

1. Ensure customers receive cost effective, consistent, reliable, and high-quality collection service by monitoring and enforcing the conditions of the Solid Waste Collection Franchise.
2. Represent the City 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.
4. Proactively implement new requirements of SB 1383 within the mandated timelines.
5. Create and promote effective innovative community events and programs that encourage responsible recycling and disposal of all material types.

**Goal #8** – The Building Maintenance Division shall provide safe, secure, and clean facilities for Foster City employees and the community.

Objectives:

1. Respond to routine building requests from users.
2. Inspect and repair facilities as needed.
3. Evaluate building elements and make recommendations for replacement of major building systems.

4. Monitor and manage janitorial contract.

**Goal #9** – The Vehicle Maintenance Division shall provide a safe and efficient City vehicle fleet.

Objectives:

1. Inspect and service fleet vehicles on a regular schedule to minimize breakdowns and emergencies.
2. Provide timely response to emergency vehicle repair requests to minimize down time of fleet vehicles.
3. Collaborate with Departments to make recommendations for new purchases and/or replacements, developing vehicle specifications and making purchases as authorized by the City Council.
4. Evaluate the potential operational effectiveness of alternative fuel vehicles in the City fleet.

#### **KEY INITIATIVES COMPLETED FY 2020-2021**

The Public Works Department works efficiently and effectively to provide courteous, responsive services to the public and other City Departments to protect public health and safety and ensure reliable delivery of services. The Public Works Department seeks available alternative funding sources for all program improvements.

#### **Engineering**

1. Awarded construction contract for construction of Levee Protection Planning and Improvements Project (CIP 301-657) and commenced construction.
2. Issued General Obligation Bonds in the amount of \$85 million for the Levee Improvements Project.
3. Awarded construction contract packages for Guaranteed Maximum Price 2 & 3 (GMPs 2 & 3) for the Wastewater Treatment Plan (WWTP) Project.
4. Closed Water Infrastructure Finance and Innovation Act (WIFIA) loan in the total amount of \$277.2 million dollars (San Mateo share is \$210.4M and EMID share is \$67.8M) for the WWTP Improvements Project.
5. Continued design for the following CIP Projects:
  - a. Water Tanks Improvements and Facilities Project (CIP 405-660).
  - b. Seismic Improvements at Lagoon Pump Station Project (CIP 301-690).
  - c. New Traffic Signals at Various Locations Project (CIP 301-681).
  - d. Design of Traffic Relief Pilot Program (TRPP) (CIP 301-694). Completed
6. Initiated Design for the following CIP Projects:
  - a. LS 59 Effluent Line Improvements – (CIP 455-695)
  - b. Sanitary System Improvements – (CIP 455-696)
  - c. Fuel Systems Replacement Project
7. Completed construction the following CIP Projects:
  - a. Street Rehabilitation (2018-2019) Project (CIP 301-679).
  - b. Street Rehabilitation (2019-2020) Project (CIP 301-689).
  - c. Phase 5 Lift Station Rehabilitation Project (CIP 455-626).
8. Continued permit process to obtain Caltrans permit associated with Chess Drive Road Widening at Foster City Boulevard Project (CIP 301-635/637).
9. Redevelopment
  - a. Performed engineering review, plan checking, and inspection services for development projects including: Gilead Office buildings, Wellbeing Center, and Park, Waverly Townhomes, Foster Square Senior Housing, Foster City Dental, Shell and Metro Centre Boulevard Hotel, Laguna Vista Townhomes, Edgewater Marine, Lantern Cove, and Workforce housing Projects.
  - b. Performed construction inspections within public right-of-way to support development projects.

- c. Performed building plan checks for tenant improvements, residential remodel, and fire sprinkler upgrades.
  - d. Processed thirty-nine (39) Waste Management Plans as part of the building plan check process.
10. Processed and inspected 130 encroachment permits, including PG&E electric network capacity upgrade and gas line replacement projects.
  11. Collaborated with the Community Development Department for the coordinated review of wireless installations (cell-sites) on City facilities.
  12. Compiled and submitted Annual NPDES (National Pollutant Discharge Elimination System) report.
  13. Held Traffic Review Committee meetings.
  14. Responded and resolved forty-one (41) reported traffic issues.
  15. Performed annual NPDES industrial and commercial business inspections of 40 (forty) sites.
  16. Maintained and updated the Pavement Management Program.
  17. Create a Draft Operations Budget Report for the pavement program.
  18. Collaborated with the San Mateo County Transportation Authority, City/County Association of Governments, and City of San Mateo to complete and close out the Project Initiation Documents (PID) phase of the US-101/SR-92 Direct Connector project.
  19. Successfully administered a Federal-Aid Project (Street Rehabilitation Project 301-679) and received the full reimbursement.

#### **Lagoon and Levees**

1. Utilized Pontoon boat 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 public service requests/inquiries.
4. Installed drainage systems along levee to improve drainage at low spots.

#### **Streets and Storm Drains**

1. Managed multiple temporary lane closures along Beach Park Boulevard related to COVID-19 social distancing protocols and Levee Construction project.
2. Performed Underground Service Alert (USA) mark-outs as required by law.
3. Performed construction inspections of storm drains within the public right-of-way to support development projects.
4. Refreshed red-curb paint as needed.
5. Cleaned catch basin inlets as necessary to mitigate flooding.
6. Responded to calls from the public including approximately ten (10) graffiti complaints, fifteen (15) sidewalk issues, fourteen (14) lagoon issues, thirteen (13) pothole complaints, twelve (12) street sign repair/replacements, eight (8) storm drain issues, and twenty-five (25) animal retrieval requests.
7. Restriped and installed signage to improve traffic flow and safety on roadways.
8. Performed asphalt repairs of ten (10) sections of roadway due to tree root damage.
9. Replaced five (5) damaged catch basins to ensure public safety.

#### **Parks**

1. Collaborated with Public Works staff to prepare for merge.
2. Managed all park facilities (sport courts, restrooms, playgrounds, park furniture, fields and open space) in compliance with state and county protocols related to COVID-19.
3. Completed Pollux Court Landscape Renovation.
4. Completed Farragut Park Landscape Improvements.
5. Upgraded all Veterans Memorial Wall Plaques.
6. Replaced street median trees along portions of Edgewater Boulevard.
7. Renovated Sea Cloud Park Sport Fields.

8. Completed Leo J. Ryan Park Landscape Improvements and Synthetic Surface Replacement.
9. Improved Sunfish and Arcturus Park Pathways.
10. Increased storage at Sea Cloud Park for Synthetic Turf Maintenance Equipment
11. Replaced backflows at the Police Station and the Vibe
12. Refreshed City Hall Landscaping

### **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. Deployed Advanced Metering Infrastructure to troubleshoot issues, including identifying faulty radios and meters to minimize water loss.
4. Collected over 1,900 water quality samples to make sure parameters are within the safe drinking water guidelines.
5. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) as required by law.
6. Responded to approximately twenty-three (23) emergency water service and water main leaks.
7. Responded to and resolved over ninety public service requests/inquiries and water conservation issues.
8. Completed refurbishment of two (2) Pressure Reducing valves at PR Station 2.
9. Performed system-wide cathodic protection testing.
10. Performed Inflow preventer testing and inspections.
11. Assisted the Finance Department with water meter billing discrepancies and water turn on/off's.
12. Performed proactive water meter water loss investigations using RNI and Sensus Logic.
13. Performed quarterly Water Booster Pump engine emissions testing.
14. Replaced 11 broken valves.
15. Completed Citywide Fire Hydrant Flushing
16. Replaced 16 inch butterfly valve on Foster City Boulevard bridge.
17. Conducted Unregulated Contaminant Monitoring Rule (UCMR) testing and reporting as required by the US Environmental Protection Agency.
18. Completed comprehensive exterior pressure washing and cleaning of the three steel water tanks.
19. Issued RFP, selected consultant and prepared and certified to the EPA a Risk and Resilience Assessment per America's Water Infrastructure Act of 2018.

### **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. Conducted tri-annual video inspection of gravity sewer lines for blockage, line cracks, and separations using CCTV system and camera van.
4. Cleaned sewer lines as necessary to clear any blockages.
5. Completed the annual cleaning and hot spot maintenance of sixty (60) miles of sanitary sewer.
6. Monitored and performed monthly maintenance of 48 lift stations and 1 pump station.
7. Inspected all air release valves and by-pass plug valves throughout the City.
8. Maintained wastewater flow during unscheduled PG&E power outages.
9. Responded to and resolved dozens of public service requests/inquiries in addition to SeeClickFix.
10. Installed overflow at Lift Station #43
11. Coordinated with the City of San Mateo to deliver the Clean Water Program.
12. Collaborated with the Engineering Division to construct Sanitary Sewer Lift Station Improvements and manhole rehabilitations.
13. Cleaned 26 lift station wet wells.
14. Installed new air release valve on force main going over the Shell Bridge.
15. Replaced emergency generator transfer switch at Lift Station #22.

### **Building Maintenance Division**

1. Closed 594 Service Requests (Calendar Year 2020).
2. Performed multiple Recreation Center Roof patches.
3. Replaced Corporation Yard Administration interior carpet.
4. Replaced 14 variable air valves in City Hall.
5. Repaired or replaced carpet, hardwood floors and sheet rock and paint in Teen Center due to fire and water damage.
6. Replaced cabinets in Recreation Center classrooms.
7. Replaced metal roll-up doors at the Police Station and at the Corporation Yard Public Works facility.
8. Replaced hot water heater at the Community Center/Library and the Recreation Center.
9. Sealed the exterior walls and roofs of the Community Center, Fire Station and Police Station.

### **Vehicle Maintenance Division**

1. Conducted 238 regularly scheduled vehicle services (Calendar Year 2020).
2. Completed 737 small engine repairs (Calendar Year 2020).
3. Purchased and built-up five (5) marked Police Vehicles.

### **Solid Waste Collection**

1. Provided analysis for the City Council to set new solid waste rates for 2021.
2. Due to public health orders associated with Covid-19, held only one (1) socially distanced community document destruction event and 1 Coats for Kids collection.
3. Received and administered approximately \$8,500 in grant funds from CalRecycle for the promotion of beverage container recycling.
4. Provided four (4) Compost Bin Incentive grants totaling \$136 to encourage backyard composting.

### **Solar Rebate Fund**

1. Provided \$14,000 in funding for installation of solar technology on Single Family residential units (Calendar Year 2020).

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2021-2022**

Key initiatives and service levels planned for FY 2021-2022 include the following:

### **Engineering**

1. Construct Levee Protection Planning and Improvements project (CIP 327-657).
2. Work cooperatively with the City of San Mateo to administer the WWTP Expansion Project (Clean Water Program) (CIP 455-652).
3. Develop and implement Capital Improvement Program.
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 Department records consistent with the Records Retention Schedule.
9. Conduct Traffic Review Committee meetings and implement recommendations.
10. Respond to public inquiries.
11. Pursue available Federal and State grants and monies.
12. Pursue possible water supply alternatives.
13. Maintain and implement PMP (Pavement Management Program).
14. Integrate permitting and plan review software into current operation.
15. 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 storm drain inlets as needed to prevent localized flooding.
6. Participate and comply with National Pollution Discharge Elimination System (NPDES) program requirements.
7. Clean and inspect expansion joints on 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 by 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 Consumer Confidence Report (CCR).
10. Implement City-wide strategic plan to replace large water meters to ensure the accuracy of water flow measurements and to recapture water loss and maximize revenue.

### **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. Work with Engineering Division to plan and design major system repairs, replacements or upgrades.
4. 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 2022.
4. Comply with the requirements of AB 341 - Mandatory Commercial Recycling.
5. Comply with the requirements of AB 1826 – Organics Collection.
6. Study and implement 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 – home composting workshop, e-waste collection, document destruction/shred, household hazardous waste collection, Coats for Kids (partnership with Recology).
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. Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner.
10. Administer Compost Bin Incentive Program to encourage backyard composting.

### **Solar Rebate Fund**

1. Administer Solar Rebate Incentive program.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

Since January 2021, the Public Works and Parks and Recreation Departments have operated under one Acting Department Head. As of July 1, 2021, the Parks Division was permanently shifted to the Public Works Department while the Recreation Division was shifted to the City Manager Department. Thus, the number and configuration of employees in the Public Works Department has adjusted accordingly as shown in the personnel summary and organization chart.

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 November 5, 2020, the Clean Water Program closed the Water Infrastructure Finance and Innovation Act (WIFIA) loan in the total amount of \$277.2 Million dollars (San Mateo share is \$210.4 M and EMID share is \$67.8M) Rates are 1.32% for San Mateo and 1.14% for EMID). Relative to the current Bond rate of 3.81%, these rates result in a savings of \$87M for San Mateo and \$33.7 M for EMID over the 30-year life of the loan.

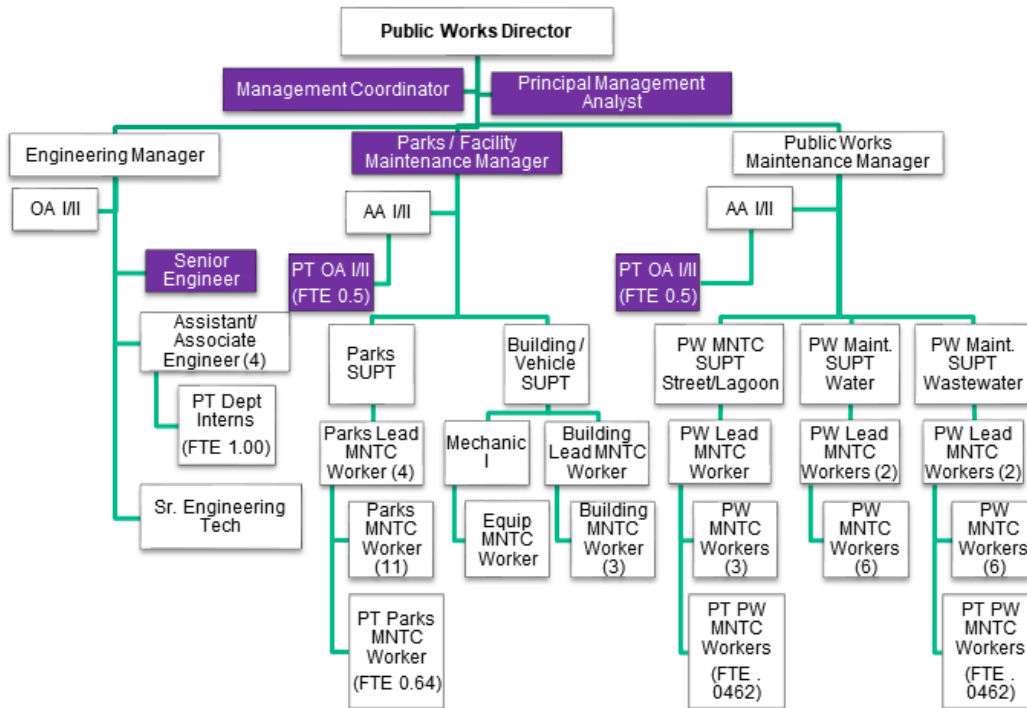
On February 14, 2020, the CWP submitted the technical package for State Revolving Funds (SRF) Funding to reflect design changes that have occurred since the initial application in 2017. The State Water Board indicated that the Clean Water Program was eligible for approximately \$137 million of SRF low-interest loans, of which EMID would be eligible for \$33 million dollars.

In June 2018, a \$90-million dollar 30-year GO Bond Ballot Measure was passed by Foster City residents. On August 5, 2020, the City issued General Obligation Bonds in the amount of \$85 million for the Levee Protection Planning and Improvements Project (CIP 301-657) and placed the assessment on the 2020 Tax Roles.

In the Parks Division, the cost of water, wastewater, and electricity are expected to increase significantly in FY 2021-2022, resulting in an overall increase in the line item. Likewise, the costs for median and cul-de-sac maintenance have been increased by the contractual term associated with the Consumer Price Index. One-time funding of \$50,000 has been included in the budget in order to re-finish the boardwalk at Leo Ryan Park, which will prevent premature degradation of the wood and extend the life of the structure.



# Public Works Department



AA = Administrative Assistant; Equip = Equipment;  
MNTC = Maintenance;  
OA = Office Assistant; SUPT = Superintendent

Previous Classification	Proposed Classification
Senior Management Analyst	Principal Management Analyst
Parks Superintendent	Parks/Facility Maintenance Manager
Management Assistant	Management Coordinator (Y-rated)
Assistant/Associate Engineer	Senior Engineer
Full-Time Office Assistant (Maintenance)	Part-Time Office Assistant (2 x FTE 0.5)

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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION & ENGINEERING	\$778,785	\$750,192	\$1,168,178
LAGOON & LEVEES	\$902,842	\$890,962	\$889,318
PARKS MAINTENANCE	\$5,574,194	\$5,525,055	\$5,759,681
STREETS	\$959,022	\$966,804	\$1,001,190
SOLAR REBATE	\$50,000	\$25,000	\$25,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$8,264,843</b>	<b>\$8,158,013</b>	<b>\$8,843,367</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$4,669,792	\$4,567,763	\$4,747,911
SERVICES AND SUPPLIES	\$2,889,700	\$2,885,039	\$2,981,145
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$7,559,492	\$7,452,802	\$7,729,056
INTERNAL SERVICES	\$1,595,244	\$1,595,104	\$1,823,119
Subtotal (Total Department Expenses before Reallocations)	\$9,154,736	\$9,047,906	\$9,552,175
REALLOCATIONS	\$(889,893)	\$(889,893)	\$(708,808)
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$8,264,843</b>	<b>\$8,158,013</b>	<b>\$8,843,367</b>

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

<b>Full Time Position</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
Administrative Assistant I/II	1.000	1.000	2.000
Engineering Manager	1.000	1.000	1.000
Junior/Assistant/Associate/Senior Engineer	4.000	5.000	5.000
Maintenance Manager	1.000	1.000	1.000
Management Assistant	1.000	1.000	0.000
Management Coordinator	0.000	0.000	1.000
Office Assistant I/II	1.000	2.000	1.000
Principal Management Analyst	0.000	0.000	1.000
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	0.750	0.000
Vehicle & Bldg Manager	0.000	1.000	1.000
Mechanic	0.000	1.000	1.000
Equipment Maintenance Worker	0.000	1.000	1.000
Building Maintenance Lead Worker	0.000	1.000	1.000
Building Maintenance Worker I/II	0.000	3.000	3.000
Parks Manager	0.000	0.000	1.000
Parks/Facility Maintenance Manager	0.000	0.000	1.000
Parks Maintenance Lead Worker	0.000	0.000	4.000
Parks Maintenance Worker I/II	0.000	0.000	11.000
<b>Total Full Time Positions</b>	<b>34.500</b>	<b>43.750</b>	<b>61.000</b>
<b>Part Time with Benefits Position</b>			
PW Maintenance Worker/MW1/MW2 (4 ---> 2)	0.000	0.924	0.462
Office Assistant I/I	0.375	0.000	0.000
<b>Total Part Time with Benefits Positions</b>	<b>0.375</b>	<b>0.924</b>	<b>0.462</b>
<b>Part Time without Benefits Position</b>			
Office Assistant I/II (2)	0.000	0.000	1.000
Park Maintenance Worker	0.000	0.000	0.640
PW Maintenance Worker/MW1/MW2 (2)	0.000	0.000	0.462
Department Interns (2)	1.000	1.000	1.000
<b>Total Part Time without Benefits Positions</b>	<b>1.000</b>	<b>1.000</b>	<b>3.102</b>
<b>Total Full Time Equivalents</b>	<b>35.875</b>	<b>45.674</b>	<b>64.564</b>

## 001-0520 Public Works - Parks Maintenance Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$5,574,194</b>	<b>\$5,759,681</b>
<b>Totals Employee Services</b>		<b>\$2,877,040</b>	<b>\$2,787,493</b>
001-0520-452-41-10	PERMANENT SALARIES	\$1,718,515	\$1,591,272
001-0520-452-41-11	HOURLY & PART TIME SALARY	\$38,340	\$49,729
001-0520-452-41-11	HOURLY & PART TIME SALARY	\$74,400	\$49,729
001-0520-452-41-11	COVID -19 ADJUSTMENT	(\$36,060)	\$0
001-0520-452-41-12	OVERTIME	\$70,700	\$70,700
001-0520-452-41-21	PERS RETIREMENT	\$202,851	\$178,395
001-0520-452-41-35	FLEX ALLOWANCE	\$387,186	\$374,279
001-0520-452-41-36	WORKERS COMPENSATION	\$29,567	\$51,059
001-0520-452-41-36	WORKERS COMPENSATION	\$30,184	\$51,059
001-0520-452-41-36	COVID -19 ADJUSTMENT	(\$617)	\$0
001-0520-452-41-39	OTHER FRINGE BENEFITS	\$69,741	\$60,236
001-0520-452-41-39	OTHER FRINGE BENEFITS	\$70,264	\$60,236
001-0520-452-41-39	COVID -19 ADJUSTMENT	(\$523)	\$0
001-0520-452-41-61	EMPLOYEE BENEFIT-PERS UAL	\$360,140	\$411,823
001-0520-452-41-61	EMPLOYEE BENEFIT-PERS UAL	\$360,140	\$450,662
001-0520-452-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$38,839)
<b>Totals Internal Services</b>		<b>\$861,979</b>	<b>\$1,095,443</b>
001-0520-452-41-40	COMPENSATED ABSENCES	\$46,798	\$51,354
001-0520-452-41-53	LONGEVITY	\$750	\$750
001-0520-452-41-54	PEMHCA	\$15,228	\$17,400
001-0520-452-42-44	VEHICLE RENTAL CHARGES	\$355,419	\$351,038
001-0520-452-42-56	EQUIP REPLACEMENT CHARGES	\$204,856	\$362,573
001-0520-452-42-57	COMM & INFO SERVICES CHGS	\$0	\$72,670
001-0520-452-42-69	BUILDING MAINTENANCE CHG-CORP YARD	\$238,928	\$239,658
<b>Totals Services and Supplies</b>		<b>\$1,835,175</b>	<b>\$1,876,745</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)	\$130,300	\$16,100
001-0520-452-42-45	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$13,000	\$16,100
001-0520-452-42-45	TOOLS, WORK PROGRAM	\$3,100	\$0
001-0520-452-42-45	AERWAY TURF AERATION	\$9,000	\$0
001-0520-452-42-45	TORO 11' GANG MOWER	\$87,200	\$0
001-0520-452-42-45	TORO STX-26 STUMP GRINDER	\$18,000	\$0
001-0520-452-42-46	MAINT-FACILITY & EQUIP	\$339,250	\$334,240
001-0520-452-42-46	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$63,000	\$64,260
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	\$51,820
001-0520-452-42-46	IRRIGATION SUPPLIES & REPAIRS	\$27,300	\$27,850
001-0520-452-42-46	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$20,300	\$33,150
001-0520-452-42-46	HARDWARE & MISC. MATERIALS INCL. SIGNS	\$15,900	\$16,220
001-0520-452-42-46	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,500	\$15,810

**001-0520 Public Works - Parks Maintenance Expenses (continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
001-0520-452-42-46	VANDALISM REPAIR	\$15,100	\$15,100
001-0520-452-42-46	LEVEE MAINTENANCE (Repairs, Erosion Control)	\$13,000	\$13,000
001-0520-452-42-46	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$12,200	\$0
001-0520-452-42-46	FENCING	\$12,200	\$12,200
001-0520-452-42-46	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,600	\$10,810
001-0520-452-42-46	DOG BAGS/ SUPPLIES	\$6,900	\$7,040
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	\$3,770
001-0520-452-42-46	TRASH CONTAINERS	\$3,100	\$3,160
001-0520-452-42-46	TENNIS & BALLFIELD WINDSCREENS	\$3,100	\$3,100
001-0520-452-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$3,100)
001-0520-452-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 LEVEE RELATED	\$0	(\$6,500)
001-0520-452-42-46	HOLIDAY DECORATIONS	\$3,100	\$3,100
001-0520-452-42-47	RENTS AND LEASES	\$2,500	\$2,550
001-0520-452-42-48	UTILITIES & COMMUNICATION	\$860,000	\$900,000
001-0520-452-42-48	METERS/WATER/WASTEWATER	\$809,000	\$849,000
001-0520-452-42-48	ELECTRICITY	\$50,000	\$50,000
001-0520-452-42-48	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,000	\$1,000
001-0520-452-42-51	CONTRACT, PROF, SPEC SVCS	\$482,885	\$602,800
001-0520-452-42-51	MEDIAN & CUL-DE-SAC MAINTENANCE CONTRACT	\$210,100	\$214,600
001-0520-452-42-51	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$90,000	\$90,000
001-0520-452-42-51	PLAYGROUND FENCING	\$45,000	\$45,000
001-0520-452-42-51	TREE MAINTENANCE	\$0	\$92,000
001-0520-452-42-51	TREE MAINTENANCE - PARKS	\$35,000	\$0
001-0520-452-42-51	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$35,000	\$0
001-0520-452-42-51	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$30,000	\$30,000
001-0520-452-42-51	TREE MAINTENANCE - DISEASE PREVENTION	\$22,000	\$0
001-0520-452-42-51	CANADIAN GEESE CONTROL - PARKS	\$20,000	\$20,000
001-0520-452-42-51	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$22,000	\$22,000
001-0520-452-42-51	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$10,000	\$10,200
001-0520-452-42-51	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	\$15,000	\$15,000
001-0520-452-42-51	PARKS LIGHTING - LED	\$10,000	\$10,000
001-0520-452-42-51	IRRIGATION & PLUMBING SERVICES	\$10,000	\$10,000
001-0520-452-42-51	FENCE MAINTENANCE CONTRACT	\$4,000	\$4,000
001-0520-452-42-51	IMPROVEMENTS TO SOLAR SYSTEM AT BAYWINDS PARK	\$10,000	\$0
001-0520-452-42-51	RE-FINISH BOARDWALK	\$0	\$50,000
001-0520-452-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$10,000)
001-0520-452-42-51	COVID-19 ADJUSTMENT	(\$85,215)	\$0
001-0520-452-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$800	\$1,615
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - DIVISON RETREAT	\$100	\$100
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - DIVISON RETREAT	\$1,000	\$1,000
001-0520-452-42-54	COVID-19 ADJUSTMENT	(\$900)	(\$900)
001-0520-452-42-55	TRAINING	\$5,240	\$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	(\$2,260)	(\$2,260)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$778,785</b>	<b>\$1,168,178</b>
<b>Totals Employee Services</b>		<b>\$784,818</b>	<b>\$929,970</b>
001-0910-431-41-10	PERMANENT SALARIES	\$483,141	\$589,363
001-0910-431-41-11	HOURLY & PART TIME SALARY	\$12,460	\$24,960
001-0910-431-41-11	HOURLY & PART TIME SALARY	\$24,960	\$24,960
001-0910-431-41-11	COVID-19 ADJUSTMENT	(\$12,500)	\$0
001-0910-431-41-21	PERS RETIREMENT	\$54,794	\$62,713
001-0910-431-41-35	FLEX ALLOWANCE	\$59,735	\$73,531
001-0910-431-41-36	WORKERS COMPENSATION	\$27,316	\$42,735
001-0910-431-41-39	OTHER FRINGE BENEFITS	\$29,314	\$35,962
001-0910-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$118,058	\$100,706
001-0910-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$118,058	\$107,936
001-0910-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$7,230)
<b>Totals Internal Services</b>		<b>\$272,450</b>	<b>\$300,085</b>
001-0910-431-41-40	COMPENSATED ABSENCES	\$12,977	\$18,552
001-0910-431-41-54	PEMHCA	\$7,479	\$7,690
001-0910-431-42-44	VEHICLE RENTAL CHARGES	\$53,562	\$62,103
001-0910-431-42-57	COMM & INFO SERVICES CHGS	\$131,928	\$147,083
001-0910-431-42-69	BUILDING MAINTENANCE CHG	\$66,504	\$64,657
<b>Totals Services and Supplies</b>		<b>\$47,525</b>	<b>\$126,400</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 SVCS-MISC CONSULTANT SVCS	\$22,500	\$100,000
001-0910-431-42-51	MISC CONSULTANT SERVICES	\$30,000	\$30,000
001-0910-431-42-51	ENGINEERING ON-CALL SVCS	\$0	\$70,000
001-0910-431-42-51	COVID-19 ADJUSTMENT	(\$7,500)	\$0
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	\$2,400	\$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	(\$800)	(\$800)
001-0910-431-42-55	TRAINING-PROFESSIONAL TECHNICAL TRAINING	\$4,125	\$5,500
001-0910-431-42-55	TRAINING-PROFESSIONAL TECHNICAL TRAINING	\$5,500	\$5,500
001-0910-431-42-55	COVID-19 ADJUSTMENT	(\$1,375)	\$0
<b>Totals Reallocation</b>		<b>(\$326,008)</b>	<b>(\$188,277)</b>
001-0910-431-45-05	INDIRECT COST ALLOCATION	(\$326,008)	(\$188,277)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$902,842</b>	<b>\$889,318</b>
<b>Totals Employee Services</b>		<b>\$508,556</b>	<b>\$489,608</b>
001-0920-431-41-10	PERMANENT SALARIES	\$308,941	\$293,894
001-0920-431-41-10	PERMANENT SALARIES	\$325,537	\$293,894
001-0920-431-41-10	COVID-19 ADJUSTMENT	(\$16,596)	\$0
001-0920-431-41-11	HOURLY & PART TIME SALARY	\$0	\$3,565
001-0920-431-41-12	OVERTIME	\$8,411	\$10,235
001-0920-431-41-21	PERS RETIREMENT	\$36,128	\$32,670
001-0920-431-41-21	PERS RETIREMENT	\$38,011	\$32,670
001-0920-431-41-21	COVID-19 ADJUSTMENT	(\$1,883)	\$0
001-0920-431-41-35	FLEX ALLOWANCE	\$53,274	\$53,303
001-0920-431-41-35	FLEX ALLOWANCE	\$56,544	\$53,303
001-0920-431-41-35	COVID-19 ADJUSTMENT	(\$3,270)	\$0
001-0920-431-41-36	WORKERS COMPENSATION	\$19,290	\$23,931
001-0920-431-41-36	WORKERS COMPENSATION	\$20,381	\$23,931
001-0920-431-41-36	COVID-19 ADJUSTMENT	(\$1,091)	\$0
001-0920-431-41-39	OTHER FRINGE BENEFITS	\$14,378	\$14,075
001-0920-431-41-39	OTHER FRINGE BENEFITS	\$15,900	\$14,075
001-0920-431-41-39	COVID-19 ADJUSTMENT	(\$1,522)	\$0
001-0920-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$57,935
001-0920-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$66,765
001-0920-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$8,830)
<b>Totals Internal Services</b>		<b>\$195,136</b>	<b>\$204,560</b>
001-0920-431-42-44	VEHICLE RENTAL CHARGES	\$20,955	\$22,107
001-0920-431-41-40	COMPENSATED ABSENCES	\$8,839	\$9,422
001-0920-431-41-53	LONGEVITY	\$4,050	\$6,300
001-0920-431-41-54	PEMHCA	\$3,130	\$2,349
001-0920-431-42-56	EQUIP REPLACEMENT CHARGES	\$59,236	\$58,671
001-0920-431-42-57	COMM & INFO SERVICES CHGS	\$27,049	\$33,614
001-0920-431-42-69	BUILDING MAINTENANCE CHG	\$71,877	\$72,097
<b>Totals Services and Supplies</b>		<b>\$199,150</b>	<b>\$195,150</b>
001-0920-431-42-40	SPECIAL DEPARTMENTAL SUP	\$35,500	\$34,500
001-0920-431-42-40	SMALL TOOLS	\$500	\$500
001-0920-431-42-40	LAGOON MANAGEMENT PRODUCTS	\$30,500	\$30,500
001-0920-431-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,000)
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)	\$1,500	\$1,500
001-0920-431-42-46	MAINT-FACILITY & EQUIP	\$24,000	\$23,000
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
001-0920-431-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$1,000)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
001-0920-431-42-51	CONTRACT, PROF, SPEC SVCS	\$135,000	\$133,000
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	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$2,000)
001-0920-431-42-51	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,000	\$7,000
001-0920-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT-VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350	\$350
001-0920-431-42-54	TRAVEL,CONFERENCE,MEETING	\$300	\$300
001-0920-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,250	\$1,250
001-0920-431-42-54	COVID-19 ADJUSTMENT	(\$950)	(\$950)
001-0920-431-42-55	TRAINING AND CERTIFICATION	\$1,500	\$1,500
001-0920-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0920-431-42-55	COVID-19 ADJUSTMENT	(\$500)	(\$500)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$959,022</b>	<b>\$1,001,190</b>

<b>Totals Employee Services</b>		<b>\$499,378</b>	<b>\$540,840</b>
001-0930-431-41-10	PERMANENT SALARIES	\$272,109	\$294,447
001-0930-431-41-10	PERMANENT SALARIES	\$326,090	\$294,447
001-0930-431-41-10	COVID-19 ADJUSTMENT	(\$53,981)	\$0
001-0930-431-41-11	HOURLY & PART TIME SALARY	\$27,653	\$31,218
001-0930-431-41-12	OVERTIME	\$8,411	\$10,235
001-0930-431-41-21	PERS RETIREMENT	\$36,128	\$35,696
001-0930-431-41-21	PERS RETIREMENT	\$41,211	\$35,696
001-0930-431-41-21	COVID-19 ADJUSTMENT	(\$5,083)	\$0
001-0930-431-41-35	FLEX ALLOWANCE	\$53,274	\$65,272
001-0930-431-41-35	FLEX ALLOWANCE	\$68,491	\$65,272
001-0930-431-41-35	COVID-19 ADJUSTMENT	(\$15,217)	\$0
001-0930-431-41-36	WORKERS COMPENSATION	\$19,290	\$26,531
001-0930-431-41-36	WORKERS COMPENSATION	\$22,285	\$26,531
001-0930-431-41-36	COVID-19 ADJUSTMENT	(\$2,995)	\$0
001-0930-431-41-39	OTHER FRINGE BENEFITS	\$14,379	\$14,643
001-0930-431-41-39	OTHER FRINGE BENEFITS	\$16,465	\$14,643
001-0930-431-41-39	COVID-19 ADJUSTMENT	(\$2,086)	\$0
001-0930-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$62,798
001-0930-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$66,765
001-0930-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	\$0	(\$3,967)



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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals Internal Services</b>		<b>\$265,679</b>	<b>\$223,031</b>
001-0930-431-41-40	COMPENSATED ABSENCES	\$9,615	\$10,338
001-0930-431-41-53	LONGEVITY	\$2,250	\$0
001-0930-431-41-54	PEMHCA	\$3,976	\$3,219
001-0930-431-42-56	EQUIP REPLACEMENT CHARGES	\$67,839	\$21,879
001-0930-431-42-57	COMM & INFO SERVICES CHGS	\$27,049	\$33,613
001-0930-431-42-69	BUILDING MAINTENANCE CHG	\$71,877	\$72,097
001-0930-431-42-44	VEHICLE RENTAL CHARGES - UNITS # 13,14,15,16,23	\$83,073	\$81,885
<b>Totals Services and Supplies</b>		<b>\$757,850</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	\$474,850	\$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 Public Works - Streets Expenses (Continued)**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
001-0930-431-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	\$0	(\$10,000)
001-0930-431-42-51	COVID-19 ADJUSTMENT	(\$10,000)	\$0
001-0930-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,000	\$1,000
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,300	\$1,300
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,750	\$1,750
001-0930-431-42-54	COVID-19 ADJUSTMENT	(\$450)	(\$450)
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$1,500	\$1,500
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0930-431-42-55	COVID-19 ADJUSTMENT	(\$500)	(\$500)

<b>Totals Reallocation</b>		<b>(\$563,885)</b>	<b>(\$520,531)</b>
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001-0930-431-45-02	ALLOCATION OF EXP-OTHER	(\$563,885)	(\$520,531)
001-0930-431-45-02	REALLOCATION FROM PW STREETS (2105-2107.5)	(\$480,885)	(\$460,531)
001-0930-431-45-02	REALLOCATION FROM PW STREETS	(\$83,000)	(\$60,000)

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$50,000</b>	<b>\$25,000</b>
<b>Totals Services and Supplies</b>		<b>\$50,000</b>	<b>\$25,000</b>
007-0914-431-42-79	REBATES - SOLAR INCENTIVE GRANT PROGRAM	\$50,000	\$25,000

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2020-2021	FY 2021-2022	(Decrease)	
4110	PERMANENT SALARIES	\$1,718,515	\$1,591,272	(\$127,243)	1
4111	HOURLY & PART TIME SALARY	\$38,340	\$49,729	\$11,389	1
4112	OVERTIME	\$70,700	\$70,700	\$0	1
4121	PERS RETIREMENT	\$202,851	\$178,395	(\$24,456)	2
4135	FLEX ALLOWANCE	\$387,186	\$374,279	(\$12,907)	2
4136	WORKERS COMPENSATION	\$29,567	\$51,059	\$21,492	2
4139	OTHER FRINGE BENEFITS	\$69,741	\$60,236	(\$9,505)	2
4140	COMPENSATED ABSENCES	\$46,798	\$51,354	\$4,556	3
4153	LONGEVITY	\$750	\$750	\$0	3
4154	PEMHCA	\$15,228	\$17,400	\$2,172	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$360,140	\$411,823	\$51,683	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$6,800	\$6,800	\$0	4
4241	COPY EXPENSE	\$100	\$100	\$0	4
4242	POSTAGE EXPENSE	\$200	\$200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$7,000	\$7,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$355,419	\$351,038	(\$4,381)	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$130,300	\$16,100	(\$114,200)	3
4246	MAINT-FACILITY & EQUIP	\$339,250	\$334,240	(\$5,010)	3
4247	RENTS AND LEASES	\$2,500	\$2,550	\$50	5
4248	UTILITIES & COMMUNICATION	\$860,000	\$900,000	\$40,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$482,885	\$602,800	\$119,915	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$800	\$1,615	\$815	8
4254	TRAVEL,CONFERENCE,MEETING	\$100	\$100	\$0	4
4255	TRAINING	\$5,240	\$5,240	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$204,856	\$362,573	\$157,717	3
4257	COMM & INFO SERVICES CHGS	\$0	\$72,670	\$72,670	3
4269	BUILDING MAINTENANCE CHG	\$238,928	\$239,658	\$730	3
		<u>\$5,574,194</u>	<u>\$5,759,681</u>	<u>\$185,487</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 No Change/No Significant Change.
- Note 6 Anticipated increases to the cost of water and wastewater utilities.
- Note 7 Increase due to adjustment to pre-COVID level & Re-finish Boardwalk
- Note 8 Increase due to adjustment to pre-COVID level

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$483,141	\$589,363	\$106,222	1
4111	HOURLY & PART TIME SALARY	\$12,460	\$24,960	\$12,500	1
4121	PERS RETIREMENT	\$54,794	\$62,713	\$7,919	2
4135	FLEX ALLOWANCE	\$59,735	\$73,531	\$13,796	2
4136	WORKERS COMPENSATION	\$27,316	\$42,735	\$15,419	2
4139	OTHER FRINGE BENEFITS	\$29,314	\$35,962	\$6,648	2
4140	COMPENSATED ABSENCES	\$12,977	\$18,552	\$5,575	3
4154	PEMHCA	\$7,479	\$7,690	\$211	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$118,058	\$100,706	(\$17,352)	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	\$53,562	\$62,103	\$8,541	3
4246	MAINT-FACILITY & EQUIP	\$1,000	\$1,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$22,500	\$100,000	\$77,500	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,000	\$4,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,400	\$2,400	\$0	4
4255	TRAINING	\$4,125	\$5,500	\$1,375	6
4257	COMM & INFO SERVICES CHGS	\$131,928	\$147,083	\$15,155	3
4269	BUILDING MAINTENANCE CHG	\$66,504	\$64,657	(\$1,847)	3
4505	INDIRECT COST ALLOCATION	(\$326,008)	(\$188,277)	\$137,731	7
		<u>\$778,785</u>	<u>\$1,168,178</u>	<u>\$389,393</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Add Engineering on call services.
- Note 6 Increase due to adjustment to pre-COVID level
- Note 7 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$308,941	\$293,894	(\$15,047)	1
4112	OVERTIME	\$8,411	\$10,235	\$1,824	1
4121	PERS RETIREMENT	\$36,128	\$32,670	(\$3,458)	2
4135	FLEX ALLOWANCE	\$53,274	\$53,303	\$29	2
4136	WORKERS COMPENSATION	\$19,290	\$23,931	\$4,641	2
4139	OTHER FRINGE BENEFITS	\$14,378	\$14,075	(\$303)	2
4140	COMPENSATED ABSENCES	\$8,839	\$9,422	\$583	3
4153	LONGEVITY	\$4,050	\$6,300	\$2,250	3
4154	PEMHCA	\$3,130	\$2,349	(\$781)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$57,935	(\$10,199)	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$35,500	\$34,500	(\$1,000)	4
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$20,955	\$22,107	\$1,152	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$1,500	\$1,500	\$0	4
4246	MAINT-FACILITY & EQUIP	\$24,000	\$23,000	(\$1,000)	4
4251	CONTRACT, PROF, SPEC SVCS	\$135,000	\$133,000	(\$2,000)	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$350	\$350	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$300	\$300	\$0	5
4255	TRAINING	\$1,500	\$1,500	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$59,236	\$58,671	(\$565)	3
4257	COMM & INFO SERVICES CHGS	\$27,049	\$33,614	\$6,565	3
4269	BUILDING MAINTENANCE CHG	\$71,877	\$72,097	\$220	3
		<u>\$902,842</u>	<u>\$889,318</u>	<u>(\$13,524)</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 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$272,109	\$294,447	\$22,338	1
4111	HOURLY & PART TIME SALARY	\$27,653	\$31,218	\$3,565	1
4112	OVERTIME	\$8,411	\$10,235	\$1,824	1
4121	PERS RETIREMENT	\$36,128	\$35,696	(\$432)	2
4135	FLEX ALLOWANCE	\$53,274	\$65,272	\$11,998	2
4136	WORKERS COMPENSATION	\$19,290	\$26,531	\$7,241	2
4139	OTHER FRINGE BENEFITS	\$14,379	\$14,643	\$264	2
4140	COMPENSATED ABSENCES	\$9,615	\$10,338	\$723	3
4153	LONGEVITY	\$2,250	\$0	(\$2,250)	3
4154	PEMHCA	\$3,976	\$3,219	(\$757)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$68,134	\$62,798	(\$5,336)	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	\$83,073	\$81,885	(\$1,188)	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	\$474,850	\$474,850	\$0	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,000	\$1,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,300	\$1,300	\$0	5
4255	TRAINING	\$1,500	\$1,500	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$67,839	\$21,879	(\$45,960)	3
4257	COMM & INFO SERVICES CHGS	\$27,049	\$33,613	\$6,564	3
4269	BUILDING MAINTENANCE CHG	\$71,877	\$72,097	\$220	3
4502	ALLOCATION OF EXP-OTHER	(\$563,885)	(\$520,531)	\$43,354	6
		<u>\$959,022</u>	<u>\$1,001,190</u>	<u>\$42,168</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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4279	REBATES	\$50,000	\$25,000	(\$25,000)	1
		<u>\$50,000</u>	<u>\$25,000</u>	<u>(\$25,000)</u>	

**Detailed Analysis:**

Note 1 Available Rebate balance.

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# 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</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	\$500,972	\$500,972	\$547,618
Subtotal (Total Department Expenses before Reallocations)	\$500,972	\$500,972	\$547,618
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$500,972</b>	<b>\$500,972</b>	<b>\$547,618</b>

**001-1310 - Library Services Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$500,972</b>	<b>\$547,618</b>
<b>Totals Internal Services</b>		<b>\$500,972</b>	<b>\$547,618</b>
001-1310-413-42-69	BUILDING MAINTENANCE CHG	\$500,972	\$547,618

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

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4269	BUILDING MAINTENANCE CHG	\$500,972	\$547,618	\$46,646	1
		<u>\$500,972</u>	<u>\$547,618</u>	<u>\$46,646</u>	

### Detailed Analysis:

Note 1 Change in assessment per proposed FY 2021-2022 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$283,400	\$283,400	\$306,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$283,400	\$283,400	\$306,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$283,400	\$283,400	\$306,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$283,400</b>	<b>\$283,400</b>	<b>\$306,000</b>

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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$283,400</b>	<b>\$306,000</b>
<b>Totals Internal Services</b>		\$283,400	\$306,000
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	\$283,400	\$306,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$283,400	\$306,000	\$22,600	1
		<u>\$283,400</u>	<u>\$306,000</u>	<u>\$22,600</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

	2020-2021		2021-2022
	APPROVED	PROJECTED	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	\$83,000	\$83,000	\$60,000
<b>TOTAL FOR TRAFFIC SAFETY</b>	<b>\$83,000</b>	<b>\$83,000</b>	<b>\$60,000</b>

**101 Special Revenue Funds - Traffic Safety**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$83,000</b>	<b>\$60,000</b>
<b>Totals Reallocation</b>		<b>\$83,000</b>	<b>\$60,000</b>
101-0930-431-42-63	ALLOCATION OF OVERHEAD - REALLOCATION FROM PW STREETS	\$83,000	\$60,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4263	ALLOCATION OF OVERHEAD	83,000	60,000	(23,000)	1
		<u>83,000</u>	<u>60,000</u>	<u>(23,000)</u>	

### Detailed Analysis:

Note 1 Funding change to Public Works Street maintenance program due to change in projected FY 20210-2022 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 2021-2022 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

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</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	\$575,900	\$575,900	\$554,500
<b>TOTAL FOR GAS TAX</b>	<b>\$575,900</b>	<b>\$575,900</b>	<b>\$554,500</b>

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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$575,900</b>	<b>\$554,500</b>
<b>Totals Reallocation</b>		<b>\$575,900</b>	<b>\$554,500</b>
103-0930-431-42-63	ALLOCATION OF OVERHEAD- REALLOCATION FROM PW STREETS (2105-2107.5)	\$480,885	\$460,531
103-1010-413-42-63	ALLOCATION OF OVERHEAD- REALLOCATION FROM COUNCIL/ BOARD	\$95,015	\$93,969

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4263	ALLOCATION OF OVERHEAD	\$575,900	\$554,500	(\$21,400)	1
		<u>\$575,900</u>	<u>\$554,500</u>	<u>(\$21,400)</u>	

### Detailed Analysis:

Note 1 Funding of PW Streets maintenance program and C/CAG annual dues using FY 2021-2022 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 2021-2022. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2021-2022.

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

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</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 20-21 Budget	FY 21-22 Requested
<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)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
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 175 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 \$6,242.40 to join CalOpps, and then an annual maintenance fee of \$3,641.40. Agencies can also opt not to become members and pay to advertise on the site for a fee of \$520.20 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 \$15,000 annually. This is an expense that the City does not incur, but rather enjoys at no cost to the City.

Annual costs for application support, website hosting, and other services and supplies are included in the CalOpps.org Fund. 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 175 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. Staff plans to work more proactively to market CalOpps throughout the state by sponsoring and tabling at professional conferences, more active advertising, and reviewing fee structure to encourage more agencies to utilize the platform.

## **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 one Human Resources Analyst and 50% of one Office Assistant are charged to the fund on an annual basis.
- Internal Services Charges – Support hardware and software replacement charges from the Information Technology Internal Services Fund are allocated to the fund. Support from Finance for billing are also 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$160,913	\$160,080	\$128,080
SERVICES AND SUPPLIES	\$160,350	\$160,350	\$160,350
CAPITAL OUTLAY	\$0	\$0	\$0
<i>Subtotal (Total Department-Controlled Expenses)</i>	<i>\$321,263</i>	<i>\$320,430</i>	<i>\$288,430</i>
INTERNAL SERVICES	\$14,555	\$14,555	\$14,046
<i>Subtotal (Total Department Expenses before Reallocations)</i>	<i>\$335,818</i>	<i>\$334,985</i>	<i>\$302,476</i>
REALLOCATIONS	\$191,152	\$191,152	\$219,527
<b>TOTAL FOR CALOPPS FUND</b>	<b>\$526,970</b>	<b>\$526,137</b>	<b>\$522,003</b>

## 114 - CalOpps Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$526,970</b>	<b>\$522,003</b>
<b>Totals Employee Services</b>		<b>\$160,913</b>	<b>\$128,080</b>
114-1210-415-41-10	PERMANENT SALARIES	\$109,533	\$79,186
114-1210-415-41-21	PERS RETIREMENT	\$12,343	\$8,200
114-1210-415-41-35	FLEX ALLOWANCE	\$18,620	\$12,858
114-1210-415-41-36	WORKERS COMPENSATION	\$609	\$402
114-1210-415-41-39	OTHER FRINGE BENEFITS	\$5,993	\$4,066
114-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$13,815	\$23,368
<b>Totals Internal Services</b>		<b>\$14,555</b>	<b>\$14,046</b>
114-1210-415-41-40	COMPENSATED ABSENCES	\$2,940	\$2,443
114-1210-415-42-57	COMM & INFO SERVICES CHGS	\$11,615	\$11,603
<b>Totals Services and Supplies</b>		<b>\$160,350</b>	<b>\$160,350</b>
114-1210-415-42-41	COPY EXPENSE	\$500	\$500
114-1210-415-42-48	UTILITIES & COMMUNICATION	\$143,450	\$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)	\$25,000	\$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>\$191,152</b>	<b>\$219,527</b>
114-1210-415-42-63	ALLOCATION OF OVERHEAD	\$191,152	\$219,527

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$109,533	\$79,186	(\$30,347)	1
4121	PERS RETIREMENT	\$12,343	\$8,200	(\$4,143)	2
4135	FLEX ALLOWANCE	\$18,620	\$12,858	(\$5,762)	2
4136	WORKERS COMPENSATION	\$609	\$402	(\$207)	2
4139	OTHER FRINGE BENEFITS	\$5,993	\$4,066	(\$1,927)	2
4140	COMPENSATED ABSENCES	\$2,940	\$2,443	(\$497)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$13,815	\$23,368	\$9,553	2
4241	COPY EXPENSE	\$500	\$500	\$0	4
4248	UTILITIES & COMMUNICATION	\$143,450	\$143,450	\$0	4
4249	ADVERTISING/PUBLICITY	\$6,400	\$6,400	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$10,000	\$10,000	\$0	4
4257	COMM & INFO SERVICES CHGS	\$11,615	\$11,603	(\$12)	3
4263	ALLOCATION OF OVERHEAD	\$191,152	\$219,527	\$28,375	5
		<u>\$526,970</u>	<u>\$522,003</u>	<u>(\$4,967)</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment and assumption of 2% COLA increase
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$112,027	\$112,027	\$19,397
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$112,027	\$112,027	\$19,397
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$112,027	\$112,027	\$19,397
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR FOSTER CITY FOUNDATION FUND</b>	<b>\$112,027</b>	<b>\$112,027</b>	<b>\$19,397</b>

## 116 - Foster City Foundation Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals Parks &amp; Recreation</b>		<b>\$112,027</b>	<b>\$19,397</b>
<b>Totals Services and Supplies</b>		<b>\$100,000</b>	<b>\$7,370</b>
116-0510-451-42-65	MISC EXPENSE	\$100,000	\$7,370
<b>Totals Police - Chief's Office</b>		<b>\$10,000</b>	<b>\$10,000</b>
<b>Totals Services and Supplies</b>		<b>\$10,000</b>	<b>\$10,000</b>
116-0610-421-42-65	MISC EXPENSE	\$10,000	\$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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$100,000	\$7,370	-\$92,630	1
		<u>\$100,000</u>	<u>\$7,370</u>	<u>-\$92,630</u>	

**Detailed Analysis:**

Note 1      Adjust based on historical data.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4265	MISC EXPENSE	\$10,000	\$10,000	\$0	1
		\$10,000	\$10,000	\$0	

**Detailed Analysis:**

Note 1      Donation available.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</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 2020-2021.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</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 2020-2021.

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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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
HOUSING	\$117,000	\$117,000	\$118,560
HOMELESS PREVENTION	\$5,000	\$5,000	\$5,000
DEVELOPMENT AFFORD HSNB	\$11,200	\$11,200	\$11,200
<b>TOTAL FOR LMIHF HOUSING SUCCESSOR FUNDS</b>	<b>\$133,200</b>	<b>\$133,200</b>	<b>\$134,760</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$133,200	\$133,200	\$134,760
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$133,200	\$133,200	\$134,760
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$133,200	\$133,200	\$134,760
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LMIHAF-HOUSING SUCCESSOR</b>	<b>\$133,200</b>	<b>\$133,200</b>	<b>\$134,760</b>

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$117,000</b>	<b>\$118,560</b>

<b>Totals Services and Supplies</b>		<b>\$117,000</b>	<b>\$118,560</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	\$16,560
122-0832-463-42-84	REPAIR & MAINT-HIP	\$30,000	\$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 20-21 Budget	FY 21-22 Requested
<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 20-21 Budget	FY 21-22 Requested
<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 2020-2021</b>	<b>Requested FY 2021-2022</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	\$16,560	\$1,560	2
4284	REPAIR & MAINT-HIP	\$30,000	\$30,000	\$0	1
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>\$117,000</u>	<u>\$118,560</u>	<u>\$1,560</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Increase in Management Fees.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</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)**

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2020-2021</b>	<b>FY 2021-2022</b>	<b>(Decrease)</b>	
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.

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.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**CITY AFFORDABLE HOUSING FUND**  
Annual Budget Appropriation for Fiscal Year

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$400,000	\$400,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$400,000	\$400,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$400,000	\$400,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR FC AFFORDABLE HOUSING</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$400,000</b>

## 124-0832 City Affordable Housing Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$400,000</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$400,000</b>
124-0832-463-42-65	MISC EXPENSE	\$0	\$400,000
124-0832-463-42-65	POST BMR AGRMNT AND EARLY RELOCATION	\$0	\$355,000
124-0832-463-42-65	CONTRACTING HOUSING INDUSTRY FOUNDATION	\$0	\$45,000

**Community Development Department Budget Comparisons -  
City Affordable Housing (124-0832)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4265	MISC EXPENSE	\$0	\$400,000	\$400,000	1
		<u>\$0</u>	<u>\$400,000</u>	<u>\$400,000</u>	

**Detailed Analysis:**

Note 1 Post BMR Agreement, Early Relocation and Housing Industry Foundation Contract.

# **Bay Area Employee Relations Services**

Due to reduction in membership and growing cost to administer, the decision was made to discontinue supporting BAERS (Bay Area Employee Relations Service).

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**BAY AREA EMPLOYEE RELATIONS SERVICES**  
Annual Budget Appropriation for Fiscal Year

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$120,015	\$20,696	\$0
SERVICES AND SUPPLIES	\$31,000	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$151,015	\$20,696	\$0
INTERNAL SERVICES	\$7,089	\$1,182	\$0
Subtotal (Total Department Expenses before Reallocations)	\$158,104	\$21,878	\$0
REALLOCATIONS	\$144,450	\$24,005	\$0
<b>TOTAL FOR BAY AREA EE RELATIONS SVC</b>	<b>\$302,554</b>	<b>\$45,883</b>	<b>\$0</b>

## 127 - Bay Area Employee Relations Services Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$302,553</b>	<b>\$0</b>
<b>Totals Employee Services</b>		<b>\$120,014</b>	<b>\$0</b>
127-1210-415-41-10	PERMANENT SALARIES	\$77,758	\$0
127-1210-415-41-11	HOURLY & PART TIME SALARY	\$0	\$0
127-1210-415-41-21	PERS RETIREMENT	\$8,738	\$0
127-1210-415-41-35	FLEX ALLOWANCE	\$15,348	\$0
127-1210-415-41-36	WORKERS COMPENSATION	\$433	\$0
127-1210-415-41-39	OTHER FRINGE BENEFITS	\$3,922	\$0
127-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$13,815	\$0
<b>Totals Internal Services</b>		<b>\$7,089</b>	<b>\$0</b>
127-1210-415-41-40	COMPENSATED ABSENCES	\$2,089	\$0
127-1210-415-42-57	COMM & INFO SERVICES CHGS	\$5,000	\$0
<b>Totals Services and Supplies</b>		<b>\$31,000</b>	<b>\$0</b>
127-1210-415-42-43	GENERAL OFFICE SUPPLIES	\$1,000	\$0
127-1210-415-42-48	UTILITIES & COMMUNICATION	\$10,000	\$0
127-1210-415-42-48	COMMUNICATION COSTS - WEBSITE HOSTING	\$7,500	\$0
127-1210-415-42-48	COMMUNICATION COSTS - SOFTWARE	\$1,000	\$0
127-1210-415-42-48	COMMUNICATION COSTS - DATA	\$1,500	\$0
127-1210-415-42-51	CONTRACT, PROF, SPEC SVCS	\$20,000	\$0
127-1210-415-42-51	LEGAL SERVICES	\$3,000	\$0
127-1210-415-42-51	CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY	\$9,000	\$0
127-1210-415-42-51	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$8,000	\$0
<b>Totals Reallocation</b>		<b>\$144,450</b>	<b>\$0</b>
127-1210-415-42-63	ALLOCATION OF OVERHEAD	\$144,450	\$0

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

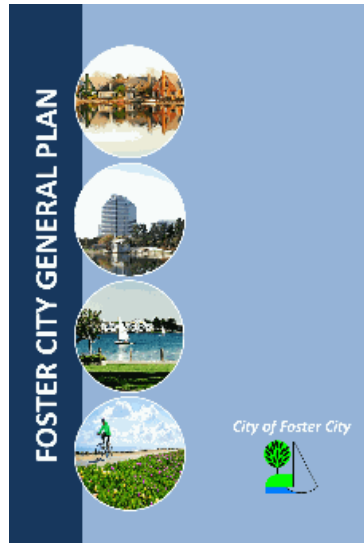
<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$77,758	\$0	(\$77,758)	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	1
4121	PERS RETIREMENT	\$8,738	\$0	(\$8,738)	1
4135	FLEX ALLOWANCE	\$15,348	\$0	(\$15,348)	1
4136	WORKERS COMPENSATION	\$433	\$0	(\$433)	1
4139	OTHER FRINGE BENEFITS	\$3,922	\$0	(\$3,922)	1
4140	COMPENSATED ABSENCES	\$2,089	\$0	(\$2,089)	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$13,815	\$0	(\$13,815)	1
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$0	(\$1,000)	1
4248	UTILITIES & COMMUNICATION	\$10,000	\$0	(\$10,000)	1
4251	CONTRACT, PROF, SPEC SVCS	\$20,000	\$0	(\$20,000)	1
4257	COMM & INFO SERVICES CHGS	\$5,000	\$0	(\$5,000)	1
4263	ALLOCATION OF OVERHEAD	\$144,450	\$0	(\$144,450)	1
		<u>\$302,553</u>	<u>\$0</u>	<u>(\$302,553)</u>	

**Detailed Analysis:**

Note 1 Program Discontinued.



# 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
GENERAL PLAN	\$52,300	\$52,300	\$192,350
SB2 - ADU & AHOZ	\$0	\$156,000	\$132,077
HOUSING ELEMENT UPDATE	\$0	\$254,000	\$210,424
<b>TOTAL FOR GENERAL PLAN MAINTENANCE FUND</b>	<b>\$52,300</b>	<b>\$462,300</b>	<b>\$534,851</b>

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$120,000	\$91,867
SERVICES AND SUPPLIES	\$52,300	\$342,300	\$442,984
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$52,300	\$462,300	\$534,851
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$52,300	\$462,300	\$534,851
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR GENERAL PLAN MAINTENANCE</b>	<b>\$52,300</b>	<b>\$462,300</b>	<b>\$534,851</b>

## 128 - General Plan Maintenance Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>	<b>128-0838 - General Plan Maintenance Fund -General Govt</b>	<b>\$52,300</b>	<b>\$192,350</b>

<b>Totals Services and Supplies</b>		<b>\$52,300</b>	<b>\$192,350</b>
128-0838-419-42-51	CONTRACT, PROF, SPEC SVCS-GENERAL PLAN IMPLEMENTATION	\$50,000	\$190,000
128-0838-419-42-51	CARRYOVER-ADOPT INCLUSIONARY HOUSING ORDINANCE, VMT THRESHHOLDS, & SAFETY ELEMENT	\$50,000	\$40,000
128-0838-419-42-51	GENERAL PLAN IMPLEMENTATION	\$0	\$50,000
128-0838-419-42-51	LAND USE CONSULTANT FOR COMMUNITY ENGAGEMENT FOR GOLF COURSE	\$0	\$100,000
128-0838-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT - 21 ELEMENTS	\$2,300	\$2,350

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>	<b>128-0844 General Plan Maintenance Fund - SB2 - ADU &amp; AHOZ</b>	<b>\$0</b>	<b>\$132,077</b>

<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$132,077</b>
128-0844-419-41-10	PERMANENT SALARIES - CARRY OVER UNUSED PORTION OF SB 2 GRANT FUNDS	\$0	\$55,211
128-0844-419-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$76,866

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>	<b>128-0845 General Plan Maintenance Fund - Housing Element</b>	<b>\$0</b>	<b>\$210,424</b>

<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$210,424</b>
128-0845-419-41-10	PERMANENT SALARIES - CARRYOVER UNUSED FUNDS FROM LEAP GRANT	\$0	\$36,656
128-0845-419-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$173,768
128-0845-419-42-51	CARRYOVER UNUSED FUNDS FROM LEAP GRANT	\$0	\$43,768
128-0845-419-42-51	CONSULTANT FOR HOUSING ELEMENT IMPLEMENTATION	\$0	\$130,000

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

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4251	CONTRACT, PROF, SPEC SVCS	\$50,000	\$190,000	\$140,000	1
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$2,300	\$2,350	\$50	2
		<u>\$52,300</u>	<u>\$192,350</u>	<u>\$140,050</u>	

**Detailed Analysis:**

- Note 1 SB2 Grant can be used to fund consulting time spent on General Plan, plus carryover of FY 20-21 of \$40,000 and Land Use Consultant of \$100,000.
- Note 2 Increase in 21 Elements due to the City's contribution for the Community Development Director's Meeting.

**Community Development Department Budget Comparisons -  
General Plan - SB2 - ADU & AHOZ Fund (128-0844)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$0	\$55,211	\$55,211	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$76,866	\$76,866	1
		<u>\$0</u>	<u>\$132,077</u>	<u>\$132,077</u>	

**Detailed Analysis:**

Note 1 Carryover from FY 2020-2021.

**Community Development Department Budget Comparisons -  
General Plan - Housing Element Fund (128-0845)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$0	\$36,656	\$36,656	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$173,768	\$173,768	1
		<u>\$0</u>	<u>\$210,424</u>	<u>\$210,424</u>	

**Detailed Analysis:**

Note 1      Carryover from FY 2020-2021.

# 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**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$76,750	\$96,750	\$331,750
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$76,750	\$96,750	\$331,750
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$76,750	\$96,750	\$331,750
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CONST &amp; DEMO RECYCLING FUND</b>	<b>\$76,750</b>	<b>\$96,750</b>	<b>\$331,750</b>



## 129 - Construction & Demolition Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$76,750</b>	<b>\$331,750</b>
<b>Totals Services and Supplies</b>		<b>\$76,750</b>	<b>\$331,750</b>
129-0932-431-42-40	SPECIAL DEPARTMENTAL SUP	\$15,000	\$30,000
129-0932-431-42-42	POSTAGE EXPENSE - PROP 218 MAILING POSTAGE	\$2,000	\$2,000
129-0932-431-42-49	ADVERTISING/PUBLICITY - LEGAL ADVERTISING - PROP 218	\$1,000	\$1,000
129-0932-431-42-51	CONTRACT, PROF, SPEC SVCS	\$57,500	\$297,500
129-0932-431-42-51	SOLID WASTE REDUCTION PROGRAMS	\$50,000	\$50,000
129-0932-431-42-51	PROP 218 MAILING	\$4,500	\$4,500
129-0932-431-42-51	EVENTS	\$3,000	\$3,000
129-0932-431-42-51	GREEN BUILDING CONSULTANT	\$0	\$90,000
129-0932-431-42-51	IMPLEMENTATION OF SB 1383	\$0	\$30,000
129-0932-431-42-51	CARRYOVER -CLIMATE ACTION PLAN	\$0	\$20,000
129-0932-431-42-51	CLIMATE MITIGATION & ADAPTION PLAN (CEQA COMPLIANCE)	\$0	\$70,000
129-0932-431-42-51	STREET LIGHT CONSULTANT	\$0	\$30,000
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	\$1,000	\$1,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$15,000	\$30,000	\$15,000	1
4242	POSTAGE EXPENSE	\$2,000	\$2,000	\$0	2
4249	ADVERTISING/PUBLICITY	\$1,000	\$1,000	\$0	2
4251	CONTRACT, PROF, SPEC SVCS	\$57,500	\$297,500	\$240,000	3
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$250	\$250	\$0	2
4279	REBATES	\$1,000	\$1,000	\$0	2
		<u>\$76,750</u>	<u>\$331,750</u>	<u>\$255,000</u>	

**Detailed Analysis:**

- Note 1     TBD
- Note 2     No change.
- Note 3     Add Green Building Consultant, Implementation of SB 1383, Various Climate Plans and Street light Consultant.

# 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

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$63,868	\$63,868	\$63,868
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$63,868	\$63,868	\$63,868
INTERNAL SERVICES	\$51,750	\$51,750	\$60,550
Subtotal (Total Department Expenses before Reallocations)	\$115,618	\$115,618	\$124,418
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR TECHNOLOGY MAINTENANCE FUND</b>	<b>\$115,618</b>	<b>\$115,618</b>	<b>\$124,418</b>

### 130 - Technology Maintenance Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$115,618</b>	<b>\$124,418</b>
<b>Totals Internal Services</b>		<b>\$51,750</b>	<b>\$60,550</b>
130-0839-419-42-57	COMM & INFO SERVICES CHGS	\$51,750	\$60,550
<b>Totals Services and Supplies</b>		<b>\$63,868</b>	<b>\$63,868</b>
130-0839-419-42-51	CONTRACT, PROF, SPEC SVCS	\$63,868	\$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	\$22,000	\$22,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$63,868	\$63,868	\$0	1
4257	COMM & INFO SERVICES CHGS	\$51,750	\$60,550	\$8,800	2
		<u>\$115,618</u>	<u>\$124,418</u>	<u>\$8,800</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Change in assessment per proposed FY 2021-2022 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</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 20-21 Budget	FY 21-22 Requested
<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

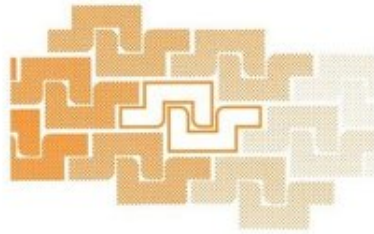
**Community Development Department Budget Comparisons -  
SB 1186 Fund (131-0841)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</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**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
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**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<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 2020-2021</b>	<b>Requested FY 2021-2022</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 of the State of California Department of Resources Recycling and Recovery (CalRecycle).

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**

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$13,000	\$13,000	\$13,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$13,000	\$13,000	\$13,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$13,000	\$13,000	\$13,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CRV GRANT FUND</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>



### 133 - CRV Grant Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$13,000</b>	<b>\$13,000</b>
<b>Totals Services and Supplies</b>		<b>\$13,000</b>	<b>\$13,000</b>
133-0933-431-42-40	SPECIAL DEPARTMENTAL SUP - RECYCLING CONTAINERS	\$11,000	\$11,000
133-0933-431-42-51	CONTRACT, PROF, SPEC SVCS-RECYCLING/ LITTER REDUCTION PROGRAMS	\$1,000	\$1,000
133-0933-431-42-54	TRAVEL,CONFERENCE,MEETING - CA RESOURCE RECOVERY ASSN CONFERENCE (1)	\$1,000	\$1,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$11,000	\$11,000	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$1,000	\$1,000	\$0	2
4254	TRAVEL,CONFERENCE,MEETING	\$1,000	\$1,000	\$0	3
		<u>\$13,000</u>	<u>\$13,000</u>	<u>\$0</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 State of California 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 Shoreway Environmental Center, 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

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
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 20-21 Budget	FY 21-22 Requested
<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 2020-2021</b>	<b>Requested FY 2021-2022</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

	2020-2021		2021-2022
	APPROVED	PROJECTED	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**

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<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 2020-2021</b>	<b>Requested FY 2021-2022</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.

In FY 2020-2021, the City collected \$360,580 Commercial Linkage Fees

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# Tenant Relocation Assistance

In FY 2020-2021, the City established the Tenant Relocation Assistance Fund to fund programs, in partnership with Essex Properties to help minimize the impacts of expiring affordable housing covenants to the residents of Foster's Landing.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**TENANT RELOCATION ASSISTANCE FUND**  
**Annual Budget Appropriation for Fiscal Year**

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$164,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$164,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$164,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR TENANT RELOCATION ASSISTANCE FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,000</b>



**138 - Tenant Relocation Assistance Fund Exp**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$0</b>	<b>\$164,000</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$164,000</b>
138-0832-463-42-65	MISC EXPENSE - 3RD AMENDMENT AGREEMENT BETWEEN ESSEX AND CITY	\$0	\$164,000

## Tenant Relocation Assistance Fund Budget Comparisons (138-0832)

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4265	MISC EXPENSE	\$0	\$164,000	\$164,000	1
		\$0	\$164,000	\$164,000	

**Detailed Analysis:**

Note 1 3RD Amendment Agreement between Essex and the City.

# 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**  
**LEVEE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION**  
**BOND FUND**  
Annual Budget Appropriation for Fiscal Year

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$4,530,023	\$2,530,023	\$6,492,688
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$4,530,023	\$2,530,023	\$6,492,688
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$4,530,023	\$2,530,023	\$6,492,688
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LEVEE PROTECT I&amp;R IMP FD</b>	<b>\$4,530,023</b>	<b>\$2,530,023</b>	<b>\$6,492,688</b>

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

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$4,530,023</b>	<b>\$6,492,688</b>
<b>Totals Services and Supplies</b>		<b>\$4,530,023</b>	<b>\$6,492,688</b>
230-1120-415-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$2,875
230-1120-415-42-51	<i>Continuing disclosure fees</i>	\$0	\$2,875
230-1120-415-42-70	DEBT SERVICE-RETIRE PRINCIPAL	\$0	\$3,895,000
230-1120-415-42-71	DEBT SERVICE-INTEREST EXPENSE	\$0	\$2,592,813
230-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$4,530,023	\$2,000
230-1120-415-42-73	<i>LEVEE GO BONDS - Debt Service</i>	\$4,530,023	\$0
230-1120-415-42-73	<i>Fiscal Agent</i>	\$0	\$2,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$2,875	\$2,875	1
4270	DEBT SERVICE-RETIRE PRINCIPAL	\$0	\$3,895,000	\$3,895,000	2
4271	DEBT SVC-INTEREST EXPENSE	\$0	\$2,592,813	\$2,592,813	2
4273	DEBT SVC-PAYING&FISCAL	\$4,530,023	\$2,000	(\$4,528,023)	2
		<u>\$4,530,023</u>	<u>\$6,492,688</u>	<u>\$1,962,665</u>	

**Detailed Analysis:**

Note 1 Maintain Loan Reporting requirement.

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. Potable 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 billed monthly or bi-monthly for the water services. There are two (2) components of charges in the customer bill. There is a fixed 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 variable 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,362,154	\$2,343,241	\$2,426,106
SERVICES AND SUPPLIES	\$10,237,676	\$10,315,531	\$10,714,308
CAPITAL OUTLAY	\$0	\$0	\$13,000
Subtotal (Total Department-Controlled Expenses)	\$12,599,830	\$12,658,772	\$13,153,414
INTERNAL SERVICES	\$1,215,046	\$1,215,046	\$1,445,715
Subtotal (Total Department Expenses before Reallocations)	\$13,814,876	\$13,873,818	\$14,599,129
REALLOCATIONS	\$1,207,174	\$1,207,174	\$1,186,431
<b>TOTAL FOR WATER REVENUE</b>	<b>\$15,022,050</b>	<b>\$15,080,992</b>	<b>\$15,785,560</b>



## 401 - Water Enterprise Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$15,022,050</b>	<b>\$15,785,560</b>
<b>Totals Capital Outlay</b>		<b>\$0</b>	<b>\$13,000</b>
401-0960-461-43-85	MACHINERY & EQUIP >5000	\$0	\$13,000
<b>Totals Employee Services</b>		<b>\$2,362,154</b>	<b>\$2,426,106</b>
401-0960-461-41-10	PERMANENT SALARIES	\$1,262,585	\$1,230,729
401-0960-461-41-11	HOURLY & PART TIME SALARY	\$18,720	\$32,981
401-0960-461-41-12	OVERTIME	\$18,000	\$19,000
401-0960-461-41-21	PERS RETIREMENT	\$145,666	\$134,020
401-0960-461-41-35	FLEX ALLOWANCE	\$243,299	\$227,840
401-0960-461-41-36	WORKERS COMPENSATION	\$77,211	\$98,488
401-0960-461-41-39	OTHER FRINGE BENEFITS	\$52,296	\$50,886
401-0960-461-41-41	GASB68 PENSION EXP-PERS	\$229,000	\$277,000
401-0960-461-41-42	GASB75 OPEB EXP-PEMHCA	\$24,000	\$18,000
401-0960-461-41-61	EMPLOYEE BENEFIT-PERS UAL	\$291,377	\$337,162
<b>Totals Internal Services</b>		<b>\$1,215,046</b>	<b>\$1,445,715</b>
401-0960-461-41-40	COMPENSATED ABSENCES	\$34,350	\$39,449
401-0960-461-41-54	PEMHCA	\$16,987	\$17,470
401-0960-461-42-44	VEHICLE RENTAL CHARGES - - UNITS 17,20,21,22,27,35,36	\$146,159	\$159,790
401-0960-461-42-56	EQUIP REPLACEMENT CHARGES	\$443,967	\$633,532
401-0960-461-42-57	COMM & INFO SERVICES CHGS	\$318,382	\$348,344
401-0960-461-42-62	INSURANCE & OTHER COSTS - SELF INSURANCE FUND CHARGE	\$111,467	\$102,957
401-0960-461-42-69	BUILDING MAINTENANCE CHG	\$143,734	\$144,173
<b>Totals Services and Supplies</b>		<b>\$10,037,676</b>	<b>\$10,505,308</b>
401-0960-461-42-40	SPECIAL DEPARTMENTAL SUP	\$98,750	\$98,750
401-0960-461-42-40	REPAIR MATERIALS	\$93,500	\$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	\$1,600	\$1,600
401-0960-461-42-42	POSTAGE EXPENSE	\$1,500	\$1,500
401-0960-461-42-42	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$1,250	\$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)	\$4,000	\$4,000
401-0960-461-42-46	MAINT-FACILITY & EQUIP	\$20,000	\$20,000
401-0960-461-42-46	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$7,000	\$7,000
401-0960-461-42-46	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000	\$1,000

## 401 - Water Enterprise Fund Expenses (Continued)

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
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	\$3,000	\$3,000
401-0960-461-42-47	RENTS AND LEASES	\$3,000	\$3,000
401-0960-461-42-48	UTILITIES & COMMUNICATION	\$9,535,776	\$9,984,408
401-0960-461-42-48	WATER FOR CORP YARD AND METER CHARGE	\$5,000	\$5,000
401-0960-461-42-48	SFPUC WATER PURCHASE	\$8,618,000	\$9,077,000
401-0960-461-42-48	SFPUC - BAWSCA BOND SURCHARGE	\$820,776	\$810,408
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	\$225,500	\$244,500
401-0960-461-42-51	UNIFORM SERVICES	\$6,000	\$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	\$62,000	\$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	\$36,000	\$36,000
401-0960-461-42-51	ANNUAL WATER/WASTEWATER RATE STUDY	\$11,000	\$11,000
401-0960-461-42-51	ANNUAL WATER LOSS TESTING (BAWSCA)	\$5,000	\$5,000
401-0960-461-42-51	RESERVED FOR TEMP EMPL BACKFILL	\$25,000	\$25,000
401-0960-461-42-51	WATER RISK ASSESSMENTS AND EMERGENCY RESPONSE PLANS	\$10,000	\$10,000
401-0960-461-42-51	CARRYOVER - AWIA ERP STUDY	\$0	\$19,000
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
401-0960-461-42-89	RATE ASSISTANCE PROGRAM	\$0	\$9,000
<b>Totals Reallocation</b>		<b>\$1,207,174</b>	<b>\$1,186,431</b>
401-0960-461-42-63	ALLOCATION OF OVERHEAD	\$1,207,174	\$1,186,431
401-0960-461-42-63	INDIRECT COST ALLOCATION	\$1,262,353	\$1,226,588
401-0960-461-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$55,179)	(\$40,157)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$1,262,585	\$1,230,729	(\$31,856)	1
4111	HOURLY & PART TIME SALARY	\$18,720	\$32,981	\$14,261	1
4112	OVERTIME	\$18,000	\$19,000	\$1,000	1
4121	PERS RETIREMENT	\$145,666	\$134,020	(\$11,646)	2
4135	FLEX ALLOWANCE	\$243,299	\$227,840	(\$15,459)	2
4136	WORKERS COMPENSATION	\$77,211	\$98,488	\$21,277	2
4139	OTHER FRINGE BENEFITS	\$52,296	\$50,886	(\$1,410)	2
4140	COMPENSATED ABSENCES	\$34,350	\$39,449	\$5,099	3
4141	GASB68 PENSION EXP-PERS	\$229,000	\$277,000	\$48,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$24,000	\$18,000	(\$6,000)	2
4154	PEMHCA	\$16,987	\$17,470	\$483	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$291,377	\$337,162	\$45,785	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$98,750	\$98,750	\$0	4
4241	COPY EXPENSE	\$1,600	\$1,600	\$0	4
4242	POSTAGE EXPENSE	\$1,500	\$1,500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$2,500	\$2,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$146,159	\$159,790	\$13,631	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$4,000	\$4,000	\$0	4
4246	MAINT-FACILITY & EQUIP	\$20,000	\$20,000	\$0	4
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	4
4248	UTILITIES & COMMUNICATION	\$9,535,776	\$9,984,408	\$448,632	5
4251	CONTRACT, PROF, SPEC SVCS	\$225,500	\$244,500	\$19,000	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$136,000	\$136,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$4,050	\$4,050	\$0	4
4255	TRAINING	\$5,000	\$5,000	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$443,967	\$633,532	\$189,565	3
4257	COMM & INFO SERVICES CHGS	\$318,382	\$348,344	\$29,962	3
4262	INSURANCE & OTHER COSTS	\$111,467	\$102,957	(\$8,510)	3
4263	ALLOCATION OF OVERHEAD	\$1,207,174	\$1,186,431	(\$20,743)	6
4269	BUILDING MAINTENANCE CHG	\$143,734	\$144,173	\$439	3
4279	REBATES	\$200,000	\$200,000	\$0	4
4289	RATE ASSISTANCE PROGRAM	\$0	\$9,000	\$9,000	7
4385	MACHINERY & EQUIP >5000	\$0	\$13,000	\$13,000	3
		<u>\$15,022,050</u>	<u>\$15,785,560</u>	<u>\$763,510</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Change to align with FY 2021-2022 expected expenses.
- Note 6 Based on Annual Update of Cost Allocation Plan.
- Note 7 Low Income Family subsidy.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WATER - EQUIPMENT REPLACEMENT FUND**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$53,500	\$53,500	\$207,500
Subtotal (Total Department-Controlled Expenses)	\$53,500	\$53,500	\$207,500
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$53,500	\$53,500	\$207,500
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WATER EQUIPMENT REPLACEMENT</b>	<b>\$53,500</b>	<b>\$53,500</b>	<b>\$207,500</b>

**408 - Water - Equipment Replacement Fund Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$53,500</b>	<b>\$207,500</b>
<b>Totals Services and Supplies</b>		<b>\$53,500</b>	<b>\$207,500</b>
408-0110-413-43-85	MACHINERY & EQUIP >5000	\$53,500	\$207,500

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4385	MACHINERY & EQUIP >5000	\$53,500	\$207,500	\$154,000	1
		<u>\$53,500</u>	<u>\$207,500</u>	<u>\$154,000</u>	

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2021-2022 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 are 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 billed monthly or 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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,440,195	\$2,421,131	\$2,672,136
SERVICES AND SUPPLIES	\$3,500,550	\$3,500,550	\$3,509,550
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$5,940,745	\$5,921,681	\$6,181,686
INTERNAL SERVICES	\$1,151,219	\$1,151,219	\$1,185,084
Subtotal (Total Department Expenses before Reallocations)	\$7,091,964	\$7,072,900	\$7,366,770
REALLOCATIONS	\$788,397	\$788,397	\$889,601
<b>TOTAL FOR WASTEWATER REVENUE</b>	<b>\$7,880,361</b>	<b>\$7,861,297</b>	<b>\$8,256,371</b>



## 451 - Wastewater Collection System Operating Funds Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$7,880,361</b>	<b>\$8,256,371</b>
<b>Totals Employee Services</b>		<b>\$2,440,195</b>	<b>\$2,672,136</b>
451-0970-432-41-10	PERMANENT SALARIES	\$1,242,307	\$1,301,396
451-0970-432-41-11	HOURLY & PART TIME SALARY	\$46,373	\$60,633
451-0970-432-41-12	OVERTIME	\$36,000	\$31,500
451-0970-432-41-13	STANDBY PAY	\$36,436	\$38,328
451-0970-432-41-21	PERS RETIREMENT	\$145,269	\$142,684
451-0970-432-41-35	FLEX ALLOWANCE	\$278,032	\$269,649
451-0970-432-41-36	WORKERS COMPENSATION	\$80,157	\$110,728
451-0970-432-41-39	OTHER FRINGE BENEFITS	\$57,144	\$61,587
451-0970-432-41-41	GASB68 PENSION EXP-PERS	\$252,000	\$312,000
451-0970-432-41-42	GASB75 OPEB EXP-PEMHCA	\$20,000	\$15,000
451-0970-432-41-61	EMPLOYEE BENEFIT-PERS UAL	\$246,477	\$328,631
<b>Totals Internal Services</b>		<b>\$1,151,219</b>	<b>\$1,185,084</b>
451-0970-432-41-40	COMPENSATED ABSENCES	\$34,789	\$42,867
451-0970-432-41-53	LONGEVITY	\$0	\$0
451-0970-432-41-54	PEMHCA	\$10,220	\$12,250
451-0970-432-42-44	VEHICLE RENTAL CHARGES	\$263,281	\$279,810
451-0970-432-42-56	EQUIP REPLACEMENT CHARGES	\$269,346	\$254,683
451-0970-432-42-57	COMM & INFO SERVICES CHGS	\$318,382	\$348,344
451-0970-432-42-62	INSURANCE & OTHER COSTS	\$111,467	\$102,957
451-0970-432-42-69	BUILDING MAINTENANCE CHG	\$143,734	\$144,173
<b>Totals Services and Supplies</b>		<b>\$3,500,550</b>	<b>\$3,509,550</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	\$1,500	\$1,500
451-0970-432-42-42	POSTAGE EXPENSE - PROP 218 NOTIFICATION-WATER/ WASTEWATER	\$1,500	\$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	\$4,000	\$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 20-21 Budget	FY 21-22 Requested
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	\$237,000	\$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)	\$230,000	\$230,000
451-0970-432-42-51	CONTRACT, PROF, SPEC SVCS	\$3,053,000	\$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	\$10,000	\$10,000
451-0970-432-42-51	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$25,000	\$25,000
451-0970-432-42-51	T-4 SPATIAL SOFTWARE SUPPORT	\$14,000	\$14,000
451-0970-432-42-51	CITY OF SAN MATEO - EMID SHARE SM-FC PFA ADMINISTRATIVE EXPENSES	\$38,500	\$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
451-0970-432-42-89	RATE ASSISTANCE PROGRAM	\$0	\$9,000
<b>Totals Reallocation</b>		<b>\$788,397</b>	<b>\$889,601</b>
451-0970-432-42-63	ALLOCATION OF OVERHEAD	\$788,397	\$889,601
451-0970-432-42-63	INDIRECT COST ALLOCATION	\$824,433	\$919,712
451-0970-432-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$36,036)	(\$30,111)

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

Account	Description	Approved FY 2020-2021	Requested FY 2021-2022	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$1,242,307	\$1,301,396	\$59,089	1
4111	HOURLY & PART TIME SALARY	\$46,373	\$60,633	\$14,260	1
4112	OVERTIME	\$36,000	\$31,500	(\$4,500)	1
4113	STANDBY PAY	\$36,436	\$38,328	\$1,892	1
4121	PERS RETIREMENT	\$145,269	\$142,684	(\$2,585)	2
4135	FLEX ALLOWANCE	\$278,032	\$269,649	(\$8,383)	2
4136	WORKERS COMPENSATION	\$80,157	\$110,728	\$30,571	2
4139	OTHER FRINGE BENEFITS	\$57,144	\$61,587	\$4,443	2
4140	COMPENSATED ABSENCES	\$34,789	\$42,867	\$8,078	3
4141	GASB68 PENSION EXP-PERS	\$252,000	\$312,000	\$60,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$20,000	\$15,000	(\$5,000)	2
4154	PEMHCA	\$10,220	\$12,250	\$2,030	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$246,477	\$328,631	\$82,154	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$94,500	\$94,500	\$0	4
4241	COPY EXPENSE	\$1,500	\$1,500	\$0	4
4242	POSTAGE EXPENSE	\$1,500	\$1,500	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$3,500	\$3,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$263,281	\$279,810	\$16,529	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$4,000	\$4,000	\$0	4
4246	MAINT-FACILITY & EQUIP	\$87,500	\$87,500	\$0	4
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	4
4248	UTILITIES & COMMUNICATION	\$237,000	\$237,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$3,053,000	\$3,053,000	\$0	4
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	\$269,346	\$254,683	(\$14,663)	3
4257	COMM & INFO SERVICES CHGS	\$318,382	\$348,344	\$29,962	3
4262	INSURANCE & OTHER COSTS	\$111,467	\$102,957	(\$8,510)	3
4263	ALLOCATION OF OVERHEAD	\$788,397	\$889,601	\$101,204	5
4269	BUILDING MAINTENANCE CHG	\$143,734	\$144,173	\$439	3
4289	RATE ASSISTANCE PROGRAM	\$0	\$9,000	\$9,000	6
		<u>\$7,880,361</u>	<u>\$8,256,371</u>	<u>\$376,010</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Based on Annual Update of Cost Allocation Plan.
- Note 6 Low Income Family subsidy.

# 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, and a 2% increase for FY 2024-2025.

**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>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$2,088,625	\$2,900,000	\$1,869,091
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,088,625	\$2,900,000	\$1,869,091
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$2,088,625	\$2,900,000	\$1,869,091
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND</b>	<b>\$2,088,625</b>	<b>\$2,900,000</b>	<b>\$1,869,091</b>

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

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$2,088,625</b>	<b>\$1,869,091</b>
<b>Totals Services and Supplies</b>		<b>\$2,088,625</b>	<b>\$1,869,091</b>
454-1120-415-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$2,475
454-1120-415-42-70	<i>Continuing Disclosure Fees</i>	\$0	\$2,475
454-1120-415-42-70	DEBT SERVICE-RETIRE PRINC	\$515,000	\$545,000
454-1120-415-42-70	<i>2019 Revenue Bonds</i>	<i>\$515,000</i>	<i>\$545,000</i>
454-1120-415-42-71	DEBT SVC-INTEREST EXPENSE	\$1,568,625	\$1,542,125
454-1120-415-42-71	<i>2019 Revenue Bonds</i>	<i>\$1,568,625</i>	<i>\$1,542,125</i>
454-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$5,000	\$5,000
454-1120-415-42-73	<i>fiscal agent fees</i>	<i>\$5,000</i>	<i>\$5,000</i>
454-1120-415-42-74	DEBT SVC-PREMIUM DISCOUNT	\$0	(\$225,509)

**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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$2,475	\$2,475	1
4270	DEBT SERVICE-RETIRE PRINCIPAL	\$515,000	\$545,000	\$30,000	2
4271	DEBT SVC-INTEREST EXPENSE	\$1,568,625	\$1,542,125	(\$26,500)	2
4273	DEBT SVC-PAYING&FISCAL	\$5,000	\$5,000	\$0	1
4274	DEBT SERV-PREM&DISC BONDS	\$0	(\$225,509)	(\$225,509)	2
		<u>\$2,088,625</u>	<u>\$1,869,091</u>	<u>(\$219,534)</u>	

**Detailed Analysis:**

Note 1 Maintain Loan Reporting requirement.

Note 2 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**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$141,060	\$141,060	\$128,000
Subtotal (Total Department-Controlled Expenses)	\$141,060	\$141,060	\$128,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$141,060	\$141,060	\$128,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WASTEWATER EQUIP REPLACEMENT</b>	<b>\$141,060</b>	<b>\$141,060</b>	<b>\$128,000</b>

## 458 - Wastewater Equipment Replacement Fund Expenses

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$141,060</b>	<b>\$128,000</b>
<b>Totals Capital Outlay</b>		<b>\$141,060</b>	<b>\$128,000</b>
458-0110-413-43-85	MACHINERY & EQUIP >5000	\$141,060	\$128,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4385	MACHINERY & EQUIP >5000	\$141,060	\$128,000	(\$13,060)	1
		<u>\$141,060</u>	<u>\$128,000</u>	<u>(\$13,060)</u>	

**Detailed Analysis:**

Note 1      Change in assessment per proposed FY 2021-2022 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**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$838,155	\$0	\$6,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$838,155	\$0	\$6,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$838,155	\$0	\$6,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT LOAN FUND</b>	<b>\$838,155</b>	<b>\$0</b>	<b>\$6,000</b>

## 459 - WIFIA LOAN FUND EXPENSES

Account String	Object Name / Description	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$838,155</b>	<b>\$6,000</b>
<b>Totals Services and Supplies</b>		<b>\$838,155</b>	<b>\$6,000</b>
459-1120-415-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$3,000
459-1120-415-42-51	<i>Continuing Disclosure Fees</i>	\$0	\$3,000
459-1120-415-42-71	DEBT SVC-INTEREST EXPENSE	\$835,155	\$0
459-1120-415-42-71	<i>Construction Loan/WIFIA debt service</i>	\$835,155	\$0
459-1120-415-42-73	DEBT SVC-PAYING&FISCAL	\$3,000	\$3,000
459-1120-415-42-73	<i>fiscal agent fees</i>	\$3,000	\$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 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$3,000	\$3,000	1
4271	DEBT SVC-INTEREST EXPENSE	\$835,155	\$0	\$(835,155)	2
4273	DEBT SVC-PAYING&FISCAL	\$3,000	\$3,000	\$0	1
		<u>\$838,155</u>	<u>\$6,000</u>	<u>\$(832,155)</u>	

**Detailed Analysis:**

- Note 1      Maintain Loan Reporting requirement.
- Note 2      Do not anticipate Loan Drawing.

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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.

In FY 2019-2020 the Vehicle Maintenance division shifted from the Parks and Recreation Department to the Public Works Department. In FY 2020-2021 the two departments merged under a single Department Head. While these were significant changes in the division's reporting relationships and organizational structure, the day-to-day operations and goals have not changed for the Division's staff, which 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**

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$569,458	\$564,954	\$664,308
SERVICES AND SUPPLIES	\$626,483	\$626,483	\$424,750
CAPITAL OUTLAY	\$767,738	\$795,062	\$592,444
Subtotal (Total Department-Controlled Expenses)	\$1,963,679	\$1,986,499	\$1,681,502
INTERNAL SERVICES	\$121,879	\$121,879	\$124,124
Subtotal (Total Department Expenses before Reallocations)	\$2,085,558	\$2,108,378	\$1,805,626
REALLOCATIONS	\$182,306	\$182,306	\$154,882
<b>TOTAL FOR VEHICLE REPLACEMENT FUND</b>	<b>\$2,267,864</b>	<b>\$2,290,684</b>	<b>\$1,960,508</b>

## 501 - Vehicle Replacement Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$2,267,864</b>	<b>\$1,960,508</b>
<b>Totals Capital Outlay</b>		<b>\$767,738</b>	<b>\$592,444</b>
501-0560-431-43-84	MOTOR VEHICLES	\$408,270	\$592,444
501-0560-431-43-85	MACHINERY & EQUIP >5000	\$359,468	\$0
<b>Totals Employee Services</b>		<b>\$569,458</b>	<b>\$664,308</b>
501-0560-431-41-10	PERMANENT SALARIES	\$309,751	\$360,836
501-0560-431-41-10	HOURLY & PART TO,E SALARY	\$0	\$11,765
501-0560-431-41-12	OVERTIME	\$1,000	\$1,000
501-0560-431-41-21	PERS RETIREMENT	\$35,263	\$38,588
501-0560-431-41-35	FLEX ALLOWANCE	\$58,446	\$55,058
501-0560-431-41-36	WORKERS COMPENSATION	\$18,923	\$29,072
501-0560-431-41-39	OTHER FRINGE BENEFITS	\$13,452	\$17,111
501-0560-431-41-41	GASB68 PENSION EXP-PERS	\$60,000	\$78,000
501-0560-431-41-42	GASB75 OPEB EXP-PEMHCA	\$7,000	\$5,000
501-0560-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$65,623	\$67,878
<b>Totals Internal Services</b>		<b>\$121,879</b>	<b>\$124,124</b>
501-0560-431-41-40	COMPENSATED ABSENCES	\$8,421	\$11,494
501-0560-431-41-54	PEMHCA	\$1,946	\$2,001
501-0560-431-42-56	EQUIP REPLACEMENT CHARGES	\$27,189	\$30,077
501-0560-431-42-57	COMM & INFO SERVICES CHGS	\$15,319	\$16,817
501-0560-431-42-62	INSURANCE & OTHER COSTS - INSURANCE	\$69,004	\$63,735
<b>Totals Services and Supplies</b>		<b>\$626,483</b>	<b>\$424,750</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)

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
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	\$0
<b>Totals Reallocation</b>		<b>\$182,306</b>	<b>\$154,882</b>
501-0560-431-42-63	ALLOCATION OF OVERHEAD	\$182,306	\$154,882

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$309,751	\$360,836	\$51,085	1
4111	HOURLY & PART TIME SALARY	\$0	\$11,765	\$11,765	1
4112	OVERTIME	\$1,000	\$1,000	\$0	1
4121	PERS RETIREMENT	\$35,263	\$38,588	\$3,325	2
4135	FLEX ALLOWANCE	\$58,446	\$55,058	(\$3,388)	2
4136	WORKERS COMPENSATION	\$18,923	\$29,072	\$10,149	2
4139	OTHER FRINGE BENEFITS	\$13,452	\$17,111	\$3,659	2
4140	COMPENSATED ABSENCES	\$8,421	\$11,494	\$3,073	3
4141	GASB68 PENSION EXP-PERS	\$60,000	\$78,000	\$18,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$7,000	\$5,000	(\$2,000)	2
4154	PEMHCA	\$1,946	\$2,001	\$55	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$65,623	\$67,878	\$2,255	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	\$27,189	\$30,077	\$2,888	3
4257	COMM & INFO SERVICES CHGS	\$15,319	\$16,817	\$1,498	3
4262	INSURANCE & OTHER COSTS	\$69,004	\$63,735	(\$5,269)	3
4263	ALLOCATION OF OVERHEAD	\$182,306	\$154,882	(\$27,424)	4
4292	CONTRIBUTION TO FIRE JPA	\$201,733	\$0	(\$201,733)	5
4384	MOTOR VEHICLES	\$408,270	\$592,444	\$184,174	3
4385	MACHINERY & EQUIP >5000	\$359,468	\$0	(\$359,468)	3
		<u>\$2,267,864</u>	<u>\$1,960,508</u>	<u>(\$307,356)</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 2021-2022 Internal Service Fund budget.
- Note 4 Based on Annual Update of Cost Allocation Plan.
- Note 5 Transfer of Vehicle Replacement Funds authorized by Council Reso 2018-96 not required.

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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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$169,135	\$169,135	\$42,600
CAPITAL OUTLAY	\$711,400	\$711,400	\$331,900
Subtotal (Total Department-Controlled Expenses)	\$880,535	\$880,535	\$374,500
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$880,535	\$880,535	\$374,500
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR EQUIPMENT REPLACEMENT FD</b>	<b>\$880,535</b>	<b>\$880,535</b>	<b>\$374,500</b>



## 502 - Equipment Replacement Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$880,535</b>	<b>\$374,500</b>
<b>Totals Internal Services</b>		<b>\$711,400</b>	<b>\$331,900</b>
502-0110-413-43-85	MACHINERY & EQUIP >5000	\$584,000	\$323,500
502-0110-413-43-85	<i>Emergency Replacement</i>	\$50,000	\$50,000
502-0110-413-43-85	<i>Equipment Replacement - GF</i>	\$534,000	\$273,500
502-0110-413-43-87	FC PEG CHANNEL CAPITAL	\$127,400	\$8,400
<b>Totals Reallocation</b>		<b>\$169,135</b>	<b>\$42,600</b>
502-0110-413-42-45	TOOLS & EQUIP(<5000@ITEM)	\$18,850	\$42,600
502-0110-413-42-92	CONTRIBUTION TO FIRE JPA	\$150,285	\$0

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4245	TOOLS & EQUIP(<5000@ITEM)	\$18,850	\$42,600	\$23,750	1
4385	MACHINERY & EQUIP >5000	\$584,000	\$323,500	(\$260,500)	1
4387	FC PEG CHANNEL CAPITAL	\$127,400	\$8,400	(\$119,000)	1
4292	CONTRIBUTION TO FIRE JPA	\$150,285	\$0	(\$150,285)	2
		<u>\$880,535</u>	<u>\$374,500</u>	<u>(\$506,035)</u>	

**Detailed Analysis:**

Note 1 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.

Note 2 As approved on Resolution 2018-96 11/5/2018. Not required.

# 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$689,230	\$689,230	\$772,570
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$689,230	\$689,230	\$772,570
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$689,230	\$689,230	\$772,570
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SELF INSURANCE FUND</b>	<b>\$689,230</b>	<b>\$689,230</b>	<b>\$772,570</b>

### 503 - Self Insurance Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$689,230</b>	<b>\$772,570</b>
<b>Totals Services and Supplies</b>		<b>\$689,230</b>	<b>\$772,570</b>
503-1220-415-42-41	COPY EXPENSE	\$200	\$200
503-1220-415-42-42	POSTAGE EXPENSE	\$200	\$200
503-1220-415-42-51	CONTRACT, PROF, SPEC SVCS - CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$130,000	\$125,000
503-1220-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$600	\$600
503-1220-415-42-53	PRIMA MEMBERSHIP DUES	\$450	\$450
503-1220-415-42-53	PARMA MEMBERSHIP DUES	\$150	\$150
503-1220-415-42-62	INSURANCE & OTHER COSTS	\$558,230	\$646,570

**Human Resources Department Budget Comparisons -  
Self-Insurance Fund Budget (503-1220)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4241	COPY EXPENSE	\$200	\$200	\$0	1
4242	POSTAGE EXPENSE	\$200	\$200	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$130,000	\$125,000	(\$5,000)	2
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$600	\$600	\$0	1
4262	INSURANCE & OTHER COSTS	\$558,230	\$646,570	\$88,340	3
		<u>\$689,230</u>	<u>\$772,570</u>	<u>\$83,340</u>	

**Detailed Analysis:**

- Note 1      No change.
- Note 2      Average claims administration costs utilizing a third party claims administrator and the City's claims experience are anticipate to decrease.
- Note 3      The actual FY 2021-2022 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).



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY / DISTRICT MANAGER  
INFORMATION TECHNOLOGY FUND (#504)  
Annual Budget Appropriation for Fiscal Year

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$927,974	\$927,974	\$960,508
SERVICES AND SUPPLIES	\$774,450	\$774,450	\$971,850
CAPITAL OUTLAY	\$198,900	\$198,900	\$401,700
Subtotal (Total Department-Controlled Expenses)	\$1,901,324	\$1,901,324	\$2,334,058
INTERNAL SERVICES	\$17,919	\$17,919	\$21,051
Subtotal (Total Department Expenses before Reallocations)	\$1,919,243	\$1,919,243	\$2,355,109
REALLOCATIONS	\$126,590	\$126,590	\$128,789
<b>TOTAL FOR COMMUNICATION &amp; INFO SVC</b>	<b>\$2,045,833</b>	<b>\$2,045,833</b>	<b>\$2,483,898</b>



## 504 - Information Technology Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$2,045,833</b>	<b>\$2,483,898</b>
<b>Totals Capital Outlay</b>		<b>\$198,900</b>	<b>\$401,700</b>
504-0160-419-43-88	COMPUTER EQUIPMENT	\$198,900	\$401,700
504-0160-419-43-88	IPADS - CITY COUNCIL	\$4,000	\$0
504-0160-419-43-88	DESKTOP PC REPLACEMENTS	\$4,000	\$42,550
504-0160-419-43-88	TRAINING COMPUTER REPLACEMENTS	\$8,500	\$0
504-0160-419-43-88	LAPTOP REPLACEMENTS	\$3,000	\$6,000
504-0160-419-43-88	TRUSTED SYSTEM STORAGE	\$25,000	\$0
504-0160-419-43-88	POLICE INTERVIEW ROOM CAMERA SYSTEM REPLACEMENT	\$10,000	\$0
504-0160-419-43-88	ELECTRONIC DOCUMENT MANAGEMENT SOFTWARE REPLACEMENT	\$100,000	\$0
504-0160-419-43-88	COPIER REPLACEMENTS	\$44,400	\$0
504-0160-419-43-88	CARRYOVER - COPIER REPLACEMENTS	\$0	\$30,400
504-0160-419-43-88	CMMS (MAINTENANCE MANAGEMENT) SOFTWARE	\$0	\$50,000
504-0160-419-43-88	AGENDA SOFTWARE	\$0	\$50,000
504-0160-419-43-88	PERMIT/INSPECTION SOFTWARE	\$0	\$207,750
504-0160-419-43-88	EOC/POLICY ROOM AV EQUIPMENT	\$0	\$15,000
<b>Totals Employee Services</b>		<b>\$927,974</b>	<b>\$960,508</b>
504-0160-419-41-10	PERMANENT SALARIES	\$554,781	\$567,228
504-0160-419-41-21	PERS RETIREMENT	\$61,581	\$59,578
504-0160-419-41-35	FLEX ALLOWANCE	\$81,108	\$81,300
504-0160-419-41-36	WORKERS COMPENSATION	\$3,013	\$2,894
504-0160-419-41-39	OTHER FRINGE BENEFITS	\$35,375	\$36,160
504-0160-419-41-41	GASB68 PENSION EXP-PERS	\$64,000	\$65,000
504-0160-419-41-42	GASB75 OPEB EXP-PEMHCA	\$11,000	\$7,400
504-0160-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$117,116	\$140,948
<b>Totals Internal Services</b>		<b>\$17,919</b>	<b>\$21,051</b>
504-0160-419-41-40	COMPENSATED ABSENCES	\$14,535	\$17,571
504-0160-419-41-54	PEMHCA	\$3,384	\$3,480
<b>Totals Services and Supplies</b>		<b>\$774,450</b>	<b>\$971,850</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)	\$9,000	\$9,000
504-0160-419-42-46	MAINT-FACILITY & EQUIP	\$530,500	\$694,000
504-0160-419-42-46	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$65,000	\$75,000
504-0160-419-42-46	HTE SOFTWARE ANNUAL SUPPORT	\$55,000	\$67,000
504-0160-419-42-46	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$53,500	\$67,000
504-0160-419-42-46	OPENGOV BUDGETING SOFTWARE MAINTENANCE	\$50,000	\$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	\$28,000
504-0160-419-42-46	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$22,000	\$24,000

**504 - Information Technology Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
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	\$15,000	\$15,000
504-0160-419-42-46	CLOUD BASED EMAIL ARCHIVE/SPAM FILTER/BACKUP	\$15,000	\$15,000
504-0160-419-42-46	CLOSED CAPTIONING SERVICES FOR MEETING VIDEOS	\$15,000	\$15,000
504-0160-419-42-46	PENSION SOFTWARE MAINTENANCE	\$15,000	\$13,000
504-0160-419-42-46	TELEPHONE SYSTEM MAINTENANCE	\$14,000	\$14,000
504-0160-419-42-46	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$14,000	\$25,000
504-0160-419-42-46	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$11,000	\$20,000
504-0160-419-42-46	DEPT SPECIALIZED SOFTWARE	\$11,000	\$8,000
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	\$5,000	\$5,000
504-0160-419-42-46	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	\$2,500	\$2,500
504-0160-419-42-46	COUNTY TRAINING CONSORTIUM LMS SUBSCRIPTION	\$0	\$4,000
504-0160-419-42-46	E-SIGNATURE SOFTWARE SUBSCRIPTIONS	\$0	\$13,000
504-0160-419-42-46	VMWARE SOFTWARE MAINTENANCE	\$0	\$12,000
504-0160-419-42-46	ADOBE SOFTWARE SUBSCRIPTIONS	\$0	\$8,000
504-0160-419-42-46	REMOTE MONITORING/MANAGEMENT (RMM) SOFTWARE SUBSCRIPTION	\$0	\$6,000
504-0160-419-42-46	REMOTE USER SECURITY SOFTWARE (ZERO TRUST) SUBSCRIPTION	\$0	\$25,000
504-0160-419-42-46	SOCIAL MEDIA SENTIMENT ANALYSIS SOFTWARE SUBSCRIPTION 3-YEAR (ZENCITY)	\$0	\$25,000
504-0160-419-42-46	PUBLIC ENGAGEMENT SOFTWARE	\$0	\$20,000
504-0160-419-42-46	ZOOM SOFTWARE SUBSCRIPTIONS	\$0	\$9,000
504-0160-419-42-48	UTILITIES & COMMUNICATION	\$90,000	\$110,000
504-0160-419-42-48	INTERNET SERVICE PROVIDER	\$35,000	\$50,000
504-0160-419-42-48	AT&T TELEPHONE SERVICES	\$25,000	\$16,000
504-0160-419-42-48	CELL PHONE (T-MOBILE)	\$24,000	\$37,000
504-0160-419-42-48	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000	\$7,000
504-0160-419-42-51	CONTRACT, PROF, SPEC SVCS	\$33,000	\$70,000
504-0160-419-42-51	GIS INTEGRATION SERVICES	\$30,000	\$30,000
504-0160-419-42-51	AS400 CONSULTING SERVICES	\$3,000	\$3,000
504-0160-419-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 - GIS INTEGRATION SERVICES	\$0	(\$30,000)
504-0160-419-42-51	TELEPHONE SYSTEM CONSULTING - UPGRADES	\$0	\$2,000
504-0160-419-42-51	IT STRATEGIC PLAN CONSULTANT	\$0	\$60,000
504-0160-419-42-51	CONSULTING SERVICES - ON-PREM EXCHANGE SERVER REMOVAL	\$0	\$5,000

**504 - Information Technology Fund Expenses (Continued)**

504-0160-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$900	\$900
504-0160-419-42-54	TRAVEL,CONFERENCE,MEETING	\$13,500	\$4,500
504-0160-419-42-54	SUNGARD USER CONFERENCE (4)	\$9,000	\$9,000
504-0160-419-42-54	STAFF CONFERENCES	\$4,500	\$4,500
504-0160-419-42-54	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 - SUNGARD USER CONFERENCE (4)	\$0	(\$9,000)
504-0160-419-42-55	TRAINING	\$15,000	\$10,000
504-0160-419-42-55	IT TECHNICAL TRAINING	\$7,500	\$7,500
504-0160-419-42-55	SUNGARD END USER WEBINAR TRAININGS	\$5,000	\$5,000
504-0160-419-42-55	SECURITY AWARENESS TRAINING SUBSCRIPTION	\$2,500	\$2,500
504-0160-419-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 - SUNGARD END USER WEBINAR TRAININGS	\$0	(\$5,000)
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	\$0
<b>Totals Reallocation</b>		<b>\$126,590</b>	<b>\$128,789</b>
504-0160-419-42-63	ALLOCATION OF OVERHEAD	\$126,590	\$128,789

**City/District Manager Department Budget Comparisons -  
Information Technology Fund Budget (504-0160)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$554,781	\$567,228	\$12,447	1
4121	PERS RETIREMENT	\$61,581	\$59,578	(\$2,003)	2
4135	FLEX ALLOWANCE	\$81,108	\$81,300	\$192	2
4136	WORKERS COMPENSATION	\$3,013	\$2,894	(\$119)	2
4139	OTHER FRINGE BENEFITS	\$35,375	\$36,160	\$785	2
4140	COMPENSATED ABSENCES	\$14,535	\$17,571	\$3,036	3
4141	GASB68 PENSION EXP-PERS	\$64,000	\$65,000	\$1,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$11,000	\$7,400	(\$3,600)	2
4154	PEMHCA	\$3,384	\$3,480	\$96	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$117,116	\$140,948	\$23,832	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)	\$9,000	\$9,000	\$0	4
4246	MAINT-FACILITY & EQUIP	\$530,500	\$694,000	\$163,500	5
4248	UTILITIES & COMMUNICATION	\$90,000	\$110,000	\$20,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$33,000	\$70,000	\$37,000	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$900	\$900	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$13,500	\$4,500	(\$9,000)	8
4255	TRAINING	\$15,000	\$10,000	(\$5,000)	8
4259	PC, SOFTWARE & HARDWARE	\$22,000	\$22,000	\$0	4
4263	ALLOCATION OF OVERHEAD	\$126,590	\$128,789	\$2,199	9
4388	COMPUTER EQUIPMENT	\$198,900	\$401,700	\$202,800	10
4292	CONTRIBUTION TO FIRE JPA	\$9,100	\$0	(\$9,100)	11
		<u>\$2,045,833</u>	<u>\$2,483,898</u>	<u>\$438,065</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 2% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Change in assessment per proposed FY 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase is due to many new (or moved from other department operating budgets) annual maintenance/subscription line items
- Note 6 Increase reflects actual billing seen in FY 2021-22.
- Note 7 Increase due to a consulting project to develop an IT Strategic Plan. This will be a charge in FY 2021-22 only (it will not be ongoing).
- Note 8 Reduction due to COVID-19 reduction strategies.
- Note 9 Based on Annual Update of Cost Allocation Plan.
- Note 10 Increase is related to large software purchases in FY 2021-22.
- Note 11 Transfer of IT Replacement Funds authorized by Council Reso 2018-96 not required.

# 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.

In FY 2019-2020 the Building Maintenance division shifted from the Parks and Recreation Department to the Public Works Department. In FY 2020-2021 the two departments merged under a single Department Head. While these were significant changes in the division's reporting relationships and organizational structure, the day-to-day operations and goals have not changed for the Division's staff, which 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 2020-2021, Building Maintenance completed the following projects in addition to emergency and routine repair and preventative maintenance:

- In response to COVID-19 health threats, installed plexiglass shields at public counters in all City buildings and installed hands-free water faucets at the Teen Center, Recreation Center and Library/Community Center.
- Painted the walls in common areas and classrooms, installed new counter tops and cabinets in three (3) classrooms, scrubbed and sealed all hard floors and replaced carpet at the front desk and Senior Wing offices at the Recreation Center.
- Converted lighting from fluorescent lamps to LED in the Recreation Center bathrooms and entrances, Council Chambers, and Library/Community Center hallways and bathrooms.
- Painted the walls in the private offices in the Police Station.
- Coordinated the repair of fire and water damage at the Teen Center and coordinated with the Risk Manager on related insurance claims.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**BUILDING MAINTENANCE FUND (#505)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$870,957	\$862,000	\$1,002,559
SERVICES AND SUPPLIES	\$1,406,950	\$1,406,950	\$1,406,950
CAPITAL OUTLAY	\$607,500	\$607,500	\$457,500
Subtotal (Total Department-Controlled Expenses)	\$2,885,407	\$2,876,450	\$2,867,009
INTERNAL SERVICES	\$142,762	\$142,762	\$154,103
Subtotal (Total Department Expenses before Reallocations)	\$3,028,169	\$3,019,212	\$3,021,112
REALLOCATIONS	\$239,589	\$239,589	\$251,047
<b>TOTAL FOR BUILDING MAINTENANCE</b>	<b>\$3,267,758</b>	<b>\$3,258,801</b>	<b>\$3,272,159</b>

## 505 - Building Maintenance Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$3,267,758</b>	<b>\$3,272,159</b>
<b>Totals Capital Outlay</b>		<b>\$607,500</b>	<b>\$457,500</b>
505-0550-419-43-85	MACHINERY & EQUIP >5000	\$607,500	\$457,500
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	\$450,000	\$300,000
<b>Totals Employee Services</b>		<b>\$870,957</b>	<b>\$1,002,559</b>
505-0550-419-41-10	PERMANENT SALARIES	\$495,237	\$552,781
505-0550-419-41-11	HOURLY & PART TIME SALARY	\$0	\$11,765
505-0550-419-41-12	OVERTIME	\$5,000	\$5,000
505-0550-419-41-21	PERS RETIREMENT	\$56,441	\$59,672
505-0550-419-41-35	FLEX ALLOWANCE	\$78,450	\$86,983
505-0550-419-41-36	WORKERS COMPENSATION	\$31,095	\$45,744
505-0550-419-41-39	OTHER FRINGE BENEFITS	\$20,805	\$25,132
505-0550-419-41-41	GASB68 PENSION EXP-PERS	\$73,000	\$84,000
505-0550-419-41-42	GASB75 OPEB EXP-PEMHCA	\$7,000	\$5,000
505-0550-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$103,929	\$126,482
<b>Totals Internal Services</b>		<b>\$142,762</b>	<b>\$154,103</b>
505-0550-419-41-40	COMPENSATED ABSENCES	\$13,381	\$17,666
505-0550-419-41-54	PEMHCA	\$3,638	\$3,741
505-0550-419-42-44	VEHICLE RENTAL CHARGES	\$63,534	\$66,992
505-0550-419-42-56	EQUIP REPLACEMENT CHARGES	\$26,464	\$26,464
505-0550-419-42-57	COMM & INFO SERVICES CHGS	\$35,745	\$39,240
<b>Totals Services and Supplies</b>		<b>\$1,406,950</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	\$319,300	\$319,300
505-0550-419-42-46	FIRE TRAINING TOWER ANNUAL MAINTENANCE	\$0	\$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 - Building Maintenance Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
505-0550-419-42-46	HVAC REPAIR AND MAINTENANCE	\$100,000	\$100,000
505-0550-419-42-46	GOVERNMENT CENTER MAINTENANCE	\$58,000	\$58,000
505-0550-419-42-46	FIRST AID KIT SUPPLIES	\$1,000	\$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>\$239,589</b>	<b>\$251,047</b>
505-0550-419-42-63	ALLOCATION OF OVERHEAD	\$239,589	\$251,047



**Public Works Department Budget Comparisons -  
Building Maintenance Fund Budget (505-0550)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$495,237	\$552,781	\$57,544	1
4111	HOURLY & PART TIME SALARY	\$0	\$11,765	\$11,765	1
4112	OVERTIME	\$5,000	\$5,000	\$0	1
4121	PERS RETIREMENT	\$56,441	\$59,672	\$3,231	2
4135	FLEX ALLOWANCE	\$78,450	\$86,983	\$8,533	2
4136	WORKERS COMPENSATION	\$31,095	\$45,744	\$14,649	2
4139	OTHER FRINGE BENEFITS	\$20,805	\$25,132	\$4,327	2
4140	COMPENSATED ABSENCES	\$13,381	\$17,666	\$4,285	3
4141	GASB68 PENSION EXP-PERS	\$73,000	\$84,000	\$11,000	2
4142	GASB75 OPEB EXP-PEMHCA	\$7,000	\$5,000	(\$2,000)	2
4154	PEMHCA	\$3,638	\$3,741	\$103	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$103,929	\$126,482	\$22,553	2
4243	GENERAL OFFICE SUPPLIES	\$5,900	\$5,900	\$0	4
4244	VEHICLE RENTAL CHARGES	\$63,534	\$66,992	\$3,458	3
4246	MAINT-FACILITY & EQUIP	\$319,300	\$319,300	\$0	4
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	\$26,464	\$26,464	\$0	4
4257	COMM & INFO SERVICES CHGS	\$35,745	\$39,240	\$3,495	3
4263	ALLOCATION OF OVERHEAD	\$239,589	\$251,047	\$11,458	5
4385	MACHINERY & EQUIP >5000	\$607,500	\$457,500	(\$150,000)	3
		<u>\$3,267,758</u>	<u>\$3,272,159</u>	<u>\$4,401</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 2021-2022 Internal Service Fund budget.
- Note 4 No change.
- Note 5 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 2021-2022 is \$229,320.

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 (2.45% as of June 30, 2020). As a result, based on the September 2020 Actuarial Valuation performed by Precision Actuarial, Inc., the 6/30/20 Total Pension Liability for the Plan is \$3.578 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**LONGEVITY RECOGNITION BENEFITS FUND (#507)**  
**Annual Budget Appropriation for Fiscal Year**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$224,160	\$224,160	\$229,320
SERVICES AND SUPPLIES	\$9,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$233,160	\$233,160	\$238,320
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$233,160	\$233,160	\$238,320
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND</b>	<b>\$233,160</b>	<b>\$233,160</b>	<b>\$238,320</b>

### 507 - Longevity Recognition Benefits Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$233,160</b>	<b>\$238,320</b>
<b>Totals Employee Services</b>		<b>\$224,160</b>	<b>\$229,320</b>
507-0460-999-41-51	FRINGE BENEFITS	\$224,160	\$229,320
<b>Totals Services and Supplies</b>		<b>\$9,000</b>	<b>\$9,000</b>
507-0460-999-42-51	CONTRACT, PROF, SPEC SVCS - ACTUARIAL VALUATION	\$9,000	\$9,000

**Financial Services Department Budget Comparisons -  
Longevity Recognition Benefits Fund Budget (507-0460)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4151	LONGEVITY	224,160	229,320	5,160	1
4251	CONTRACT, PROF, SPEC SVCS	\$9,000	\$9,000	\$0	2
		<u>\$233,160</u>	<u>\$238,320</u>	<u>\$5,160</u>	

**Detailed Analysis:**

Note 1 Increase in anticipated requirements.

Note 2 No change.

# PEMHCA Benefits Plan Fund



City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2021, the minimum monthly employer contribution is \$143, 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 2021-2022 is \$205,320.

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 (2.45% as of June 30, 2020). As a result, based on the September 2020 Actuarial Valuation performed by Precision Actuarial, Inc., the 6/30/20 Total Other Post-Employment Benefits (OPEB) Liability for the Plan is \$11.190 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

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$194,580	\$194,580	\$205,320
SERVICES AND SUPPLIES	\$9,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$203,580	\$203,580	\$214,320
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$203,580	\$203,580	\$214,320
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL PEMHCA BENEFITS PLAN FUND</b>	<b>\$203,580</b>	<b>\$203,580</b>	<b>\$214,320</b>



## 508 - PEMHCA Benefits Plan Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$203,580</b>	<b>\$214,320</b>
<b>Totals Employee Services</b>		<b>\$194,580</b>	<b>\$205,320</b>
508-0460-999-41-20	FRINGE BENEFITS	\$194,580	\$205,320
<b>Totals Services and Supplies</b>		<b>\$9,000</b>	<b>\$9,000</b>
508-0460-999-42-51	CONTRACT, PROF, SPEC SVCS - ACTUARIAL VALUATION	\$9,000	\$9,000

**Financial Services Department Budget Comparisons -  
Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund  
Budget (508-0460)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$9,000	\$9,000	\$0	1
4152	PEMHCA	\$194,580	\$205,320	\$10,740	2
		<u>\$203,580</u>	<u>\$214,320</u>	<u>\$10,740</u>	

**Detailed Analysis:**

Note 1 No change.

Note 2 Increase in anticipated retirements.

# 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 2021-2022, the assessment is 3.25% of permanent salaries and amounts to \$494,368. 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**

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$428,951	\$0	\$474,368
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$428,951	\$0	\$474,368
INTERNAL SERVICES	\$0	\$428,951	\$0
Subtotal (Total Department Expenses before Reallocations)	\$428,951	\$428,951	\$474,368
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL COMPENSATED ABSENCES FUND</b>	<b>\$428,951</b>	<b>\$428,951</b>	<b>\$474,368</b>

## 509 - Compensated Absences Fund Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$428,951</b>	<b>\$474,368</b>
<b>Totals Employee Services</b>		<b>\$428,951</b>	<b>\$474,368</b>
509-0460-999-41-20	FRINGE BENEFITS	\$428,951	\$474,368

**Financial Services Department Budget Comparisons -  
Compensated Absences Fund Budget (509-0460)**

<u>Account</u>	<u>Description</u>	<u>Approved FY 2020-2021</u>	<u>Requested FY 2021-2022</u>	<u>Increase (Decrease)</u>	<u>Notes</u>
4140	COMPENSATED ABSENCES	\$428,951	\$474,368	\$45,417	1
		<u>\$428,951</u>	<u>\$474,368</u>	<u>\$45,417</u>	

**Detailed Analysis:**

Note 1      Projected benefits payment for FY 2021-2022 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**

	<b>2020-2021</b>		<b>2021-2022</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$362,142	\$362,142	\$549,591
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$362,142	\$362,142	\$549,591
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$362,142	\$362,142	\$549,591
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$362,142</b>	<b>\$362,142</b>	<b>\$549,591</b>



## 604 - Successor Agency of Community Development Agency Expenses

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$362,142</b>	<b>\$549,591</b>
<b>Totals Services and Supplies</b>		<b>\$362,142</b>	<b>\$549,591</b>
604-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$100	\$100
604-0110-413-42-43	<i>Misc. Supplies</i>	\$100	\$100
604-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$23,945	\$22,955
604-0110-413-42-51	<i>Audit</i>	\$3,770	\$3,770
604-0110-413-42-51	<i>Legal</i>	\$1,980	\$990
604-0110-413-42-51	<i>Urban Planning Partners - Calculation of Housing/Utility Subsidy</i>	\$555	\$555
604-0110-413-42-51	<i>SA staff admin</i>	\$17,640	\$17,640
604-0110-413-42-65	MISC EXPENSE	\$261,554	\$263,140
604-0110-413-42-65	<i>PWM Residential Ventures - Housing Subsidy</i>	\$209,110	\$209,647
604-0110-413-42-65	<i>PWM Residential Ventures - Utility Subsidy</i>	\$52,444	\$53,493
604-0110-413-42-71	DEBT SVC-INTEREST EXPENSE	\$76,543	\$263,396
604-0110-413-42-71	<i>Repayment of General Fund Loan</i>	\$76,543	\$263,396

**City/District Manager Department Budget Comparisons -  
Successor Agency of Community Development Agency (604-0110)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4243	GENERAL OFFICE SUPPLIES	\$100	\$100	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$23,945	\$22,955	\$(990)	2
4265	MISC EXPENSE	\$261,554	\$263,140	\$1,586	3
4271	DEBT SVC-INTEREST EXPENSE	\$76,543	\$263,396	\$186,853	4
		<u>\$362,142</u>	<u>\$549,591</u>	<u>\$187,449</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Reduce legal expenses.
- Note 3 Increase subsidy.
- Note 4 Increase Repayment of General Fund loan,

# Tourism Assessment

Implementation of GASB 84 Fiduciary effective FY 2020-2021. The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhance the value provided by the information reported in financial statements for assessing government accountability and stewardship.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**TOURISM ASSESSMENT (#607)**  
Annual Budget Appropriation for Fiscal Year

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$85,868
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$85,868
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$85,868
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,868</b>

**607 - TOURISM ASSESSMENT**

Account String	Object Name	FY 20-21 Budget	FY 21-22 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$85,868</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$85,868</b>
607-1120-415-42-94	TOURISM FEE REMIT-PASS THROUGH FEES COLLECTED	\$0	\$85,868

**City/District Manager Department Budget Comparisons -  
Tourism Assessment (607-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4294	TOURISM FEE COLLECTIONS	\$0	\$85,868	\$85,868	1
		<u>\$0</u>	<u>\$85,868</u>	<u>\$85,868</u>	

**Detailed Analysis:**

Note 1      Implementation of GASB 84 Fiduciary effective FY 2020-2021.

## **San Mateo Consolidated Fire**

Implementation of GASB 84 Fiduciary effective FY 2020-2021. The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhance the value provided by the information reported in financial statements for assessing government accountability and stewardship.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**SAN MATEO CONSOLIDATED FIRE (#608)**  
**Annual Budget Appropriation for Fiscal Year**

	2020-2021		2021-2022
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$138,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$138,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$138,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$138,000</b>



**608 - San Mateo Consolidated Fire**

<b>Account String</b>	<b>Object Name</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Requested</b>
<b>Totals</b>		<b>\$0</b>	<b>\$138,000</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$138,000</b>
608-0750-422-42-96	SMC FIRE PLAN CK REMIT - -PASS THROUGH FEES COLLECTED	\$0	\$138,000

**City/District Manager Department Budget Comparisons -  
San Mateo Consolidated Fire Fund (608-1120)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2020-2021</b>	<b>Requested FY 2021-2022</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4296	SMC FIRE PLAN CK REMIT	\$0	\$138,000	\$138,000	1
		<u>\$0</u>	<u>\$138,000</u>	<u>\$138,000</u>	

**Detailed Analysis:**

Note 1      Implementation of GASB 84 Fiduciary effective 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 2021-2022.

## **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 by performing preventative maintenance and upgrading equipment 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 typically includes repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing bypass piping and connections; and replacing corroded components with stainless-steel components.

The project addresses the rehabilitation 10 lift stations.

On April 17, 2017, the EMID Board of Directors adopted Resolution No. 3392 authorizing the award of the construction contract to Anderson Pacific Engineering Construction, Inc. The work at the lift stations is substantially complete; however, several punch list items remain and must be addressed by the Contractor.

#### *Project Timeline:*

Design: Complete

Construction: Ongoing

**(CIP 301-635, Budget \$345,540) Median Modifications – Foster City Boulevard at Chess Drive – Multi-Project #3 (2013-2014)**

The project addresses improvements at the intersection of Foster City Boulevard and Chess Drive. The project includes lengthening the northbound left-turn lanes on northbound Foster City Boulevard at Chess Drive to reduce the likelihood of traffic queues extending out of the turn lanes into the through traffic lanes on Foster City Boulevard.

On August 4, 2014, the City Council adopted Resolution No. 2014-86 authorizing an agreement with BKF Engineers, Inc. to prepare construction contract documents and provide construction support services for both CIP 301-635 and CIP 301-637 (described later in this document). The design and construction of these projects were combined to maximize efficiency. Design is complete. After a Caltrans encroachment permit is obtained, the project will be advertised for construction.

The Multi-Project Roadway Improvements were funded by four large developments based on each development's contribution to traffic impacts. The funds were identified in each development's Master Development Agreement and were allocated to CIP 301-635 and CIP 301-637.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 405-636, Budget \$1,335,000) 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 is comprised of replacing broken water valves at the intersections of East Hillsdale Boulevard and Edgewater Boulevard, as well as Mariner's Island Boulevard and Fashion Island Boulevard and (2) installing bypass assemblies, valves, pipe segments, and other appurtenances near the Seal Slough Bridge in the City of San Mateo.

On December 16, 2019, the EMID Board of Directors adopted Resolution No. 3499 authoring the award of the construction contract to EPS, Inc. dba Express Plumbing. Construction is anticipated to be complete in Fall 2021.

*Project Timeline:*

Design: Complete

Construction: Ongoing

**(CIP 301-637, Budget \$1,141,000) Road Widening - Foster City Boulevard and Chess Drive – Multi-Project #4, Multi-Project #7, and Multi-Project #8 (2013-2014)**

The project addresses improvements at the intersection of Foster City Boulevard and Chess Drive. The improvements include adding a northbound right-turn lane on Foster City Boulevard at Chess Drive; lengthening the westbound left turn lane on Chess Drive at Foster City Boulevard; and adding a westbound lane on Chess Drive east of Foster City Boulevard.

On August 4, 2014, the City Council adopted Resolution No. 2014-86 authorizing an agreement with BKF Engineers, Inc. to prepare construction contract documents and provide construction support services for both CIP 301-635 and CIP 301-637 (described above). The design and construction of these projects were combined to maximize efficiency. Design is complete. After a Caltrans encroachment permit is obtained, the project will be advertised for construction.

The Multi-Project Roadway Improvements were funded by four large developments based on each development's contribution to traffic impacts. The funds were identified in each development's Master Development Agreements and were allocated to CIP 301-635 and CIP 301-637.

*Project Timeline:*

Design: Complete

Construction: FY 2022-2023

**(CIP 455-652, Budget \$50,820,816) Wastewater Treatment Plant Master Plan Improvements (2015-2016)**

The Clean Water Program (CWP) includes capital improvements to the San Mateo Wastewater Treatment Plant (WWTP) and San Mateo's sanitary sewer collection system necessary to replace aging infrastructure and meet regulatory requirements.

October 2020 concluded year 6 of the CWP, which focused on shifting to the construction phase for most of the projects to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- On February 14, 2020, updated and submitted the technical package for State Revolving Funds (SRF) Funding to reflect design changes that have occurred since the initial application submittal in 2017. Credit review and legal consultation have started and are estimated to be completed in early 2021. The program is potentially eligible for a loan up to \$137 million dollars, of which EMID would be eligible for \$33 million dollars.
- On May 4, 2020, awarded construction contract for GMP 2 (Pile Driving) to Sundt Construction for an amount of \$17.716 million dollars, with a contingency in the amount of \$1.645 million dollars. Notice to Proceed (NTP) was issued on May 5, 2020. A total of 1513 piles were installed through December 15, 2020. Completed the installation of a temporary sound wall on the western boundary of the shoring wall to mitigate construction noise.

- Trussel Technologies identified a low-cost solution for Title 22 recycled water for potential non-potable reuse and an amendment with Trussell Technologies was approved by the San Mateo City Council on July 20, 2020 to provide Title 22 technical support.
- On September 21, 2020, awarded construction contract for GMP 3 (Process facilities- headworks, primary treatment, biological nutrient removal basins, membrane filtration, dedicated wet weather treatment; upgrade of disinfection facilities, chemical storage feed, odor control, administration building, and maintenance warehouse) to Sundt Construction for an amount of \$379,880,746, with a contingency in the amount of \$13,900,000. Issued NTP to Sundt on September 22, 2020.
- On November 16, 2020, executed Amendment No. 6 in an amount of \$14,330,000, with a contingency in the amount of \$1,880,000, to the professional services agreement with Jacobs (formerly CH2M), to continue to provide program management for year seven (7) of the CWP.
- On November 5, 2020, closed Water Infrastructure Finance and Innovation Act (WIFIA) loan in the total amount of \$277.2 Million dollars (San Mateo share is \$210.4 M and EMID share is \$67.8M) Rates are 1.32% for San Mateo and 1.14% for EMID). Relative to the current Bond rate of 3.81%, these rates result in a savings of \$87M for San Mateo and \$33.7 M for EMID over the 30-year life of the loan.
- Immediate Action Project 2 – Completed the digester piping repair project. Completed the influent junction box concrete repairs. Completed repair of broken DAFT pipeline.
- Immediate Action Project 3 – Complete preliminary analysis phase.

Year 7 of the CWP began in October 2020. It continues to focus on full project delivery and execution of major improvement projects including:

- Program administration, program controls, economic management, document management, 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 (GMPs 1, 2, & 3)
  - WWTP Annual Major Components Projects
- Design for Immediate Action Project 3 Continue project management for the Construction Manager at Risk (CMAR) (Sundt).
- Continue to pursue 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:*

Design: Ongoing

Construction: Ongoing

Commission WWTP: FY 2023-2024

**(CIP 301-655, Budget \$925,000) Leo Ryan Park Lawn Conversion and Bocce Court Expansion (2015-2016) – (On Hold)**

The project is on hold until the future of the Recreation Center is determined.

**(CIP 301-657, Budget \$82,867,795) 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. Without the improvements, Foster City would be designated as a high-risk Special Flood Hazard area and property owners with federally backed loans would be required to purchase annual flood insurance.

To date, following milestones have been completed:

1. Certification of the final Environmental Impact Report (EIR) on May 8, 2017;
2. Adoption of the California Environmental Quality Act (CEQA) Findings, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program;
3. Approval of the 2050 Sea Level Rise (SLR) project scenario and directing staff to further develop and analyze the 2050 SLR and future adaption for submittal to regulatory agencies for processing;
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 reviewed and approved by the Planning Commission in May 2018 and the City Council in August 2018 and presented to the Parks and Recreation Committee in October 2018;
6. The permits for 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. 7. In January 2020, received the final necessary regulatory permit from the Army Corps of Engineers (USACE) to allow for construction to proceed.
7. On January 21, 2020, awarded an agreement with Tanner Pacific, Inc., for Construction Management Services and coordination with the Design Team for constructability review and finalizing the contract documents.
8. On July 16, 2020, awarded contract to Shimmick Construction in the amount of \$60,218,000 with a contingency of \$9,000,000 for the construction of the Levee Improvements Project.
9. On August 5, 2020, issued General Obligation Bonds in the amount of \$85 million.
10. On September 28, 2020, issued Notice to Proceed.
11. Bay Trail Closure periods are occurring in three phases:
  - Phase 1: October 2020 – January 2023 (Southern portion of project to Shorebird Park)
  - Phase 2: January 2021 – December 2022 (Shorebird Park to Bridgeview Park)
  - Phase 3: April 2021 – January 2023 (Bridgeview Park to the City limits at the northern-most section of the trail)
12. Sheet piles installation complete from the southernmost portion of the project beyond Shorebird Park.
13. Project team continues to work with Caltrans, PG&E and other utility companies to resolve right-of-way and utility conflicts.

## 14. Outreach

### *Project Timeline:*

Design: Complete

Construction: Ongoing

### **(CIP 405-660, Budget \$3,200,000) Water Tanks and Facilities Improvements (2016-2017)**

The water storage tanks provide water storage for emergencies, peak use periods, and firefighting. The project addresses improvements to the three steel water storage tanks.

On August 5, 2019, the District Board adopted Resolution No. 3490 authorizing the merger of three (3) projects into one project and renaming the project CIP 405-660 - Water Tank Improvements Project. The following projects were combined into one 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 three 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.

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. After meeting with State Division of Drinking Water representatives, adding a dosing system was deferred indefinitely due to the high likelihood of being required to add staff with specialized qualifications. In lieu of adding dosing system, additional equipment will be added to monitor the water quality in the tanks and distribution system.

#### 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 drainpipes or installing a new drainpipe at the side of the tanks.

On April 20, 2020, the District Board of Directors adopted Resolution No. 3508 authorizing combining CIP 405-687 - Seismic Improvements at Water Booster Pump Station (2019-2020) with CIP 405-660 and renaming the project CIP 405-660 Water Tanks and Facilities Improvements project.

**1. CIP 405-687 - 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 reinforcing the overhead door frame, install flexible connections on the utilities entering the building, and secure equipment.

The originally established funding for each project is as follows: \$2,500,000 for CIP 405-660; \$250,000 for CIP 405-670; \$100,000 for CIP 405-687, and of \$300,000 for CIP 405-688. The total combined project budget is \$3,200,000.

On August 5, 2019, the EMID Board of Directors adopted Resolution No. 3490 authorizing a contract in the amount of \$393,013 to Murraysmith, Inc. to prepare construction contract documents and provide construction support services for the projects previously identified as CIP 405-660, CIP 405-670, and 405-668. On April 20, 2020, the EMID Board of Directors adopted Resolution No. 3508 authorizing a contract amendment to the agreement with Murraysmith, Inc. to prepare the design and provide construction support for the project previously identified as CIP 405-687.

*Project Timeline:*

Design: Ongoing

Construction: FY 2021-2022

**(CIP 301-669, Budget \$566,002) Corporation Yard Facility Improvements (2016-2017)**

This project includes (1) refurbishing the men's locker room, shower room, and bathroom to 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 are complete. The gate is scheduled to be completed in Spring 2021.

Replacing the roof on the training room and workshop buildings will be deleted from the scope of work and done as part of CIP 301-693 Roof Replacements in City Buildings Project to improve efficiencies.

*Project Timeline:*

Design: Complete

Construction: Ongoing

**(CIP 301-677, Budget \$120,000) Library Exterior Wall Sealing and Tile Installation (2017-2018)**

The project addresses water infiltration from the exterior of the Library building into the Library building interior. The infiltration is most likely due to the failure of joint sealant at the exterior wall/foundation joint and the earth mounded against the exterior wall above that joint. Buildings are typically designed with a minimum of 6 inches of clearance between that joint and the top of earth/landscaping.

Addressing the water infiltration problem includes removing earth around the building, sealing the wall, installing wall drain and drainpipes, removing tiles, re-grading the earth around the exterior of the building, and installing new landscaping. The area around the building will require re-landscaping due to necessary re-grading. In addition, the trees adjacent to the library, have damaged the building. These trees will be removed and replaced with a less intrusive species. In addition to re-landscaping, new sidewalk on the north-side of Civic Center Drive will be constructed to connect to the sidewalk that is adjacent to the Library on Shell Boulevard.

*Project Timeline:*

Design: FY 2021-2022

Construction: FY 2022-2023

**(CIP 301-678, Budget \$300,000) Recreation Center Master Plan (2017-2018)**

On January 23, 2019, the City Council by Minute Order No. 1585 accepted the Final Recreation Center Master Plan Conceptual Design Report. A City Council and Citizen Ad Hoc Committee will evaluate future programming needs for the Recreation Center post-pandemic.

*Project Timeline:*

Programming Evaluation: Fall / Winter 2021

**(CIP 301-681, Budget \$2,882,500) New Traffic Signals at Various Locations (FY 2018-2019)**

This project implements the new traffic signals identified in the Bicycle, Pedestrian, and Intersection Evaluation Study (CIP 301-664) completed in February 2018. Traffic signals will be constructed at the intersections of (1) Beach Park Boulevard and Gull Avenue (North), (2) Foster City Boulevard and Polynesia Drive, (3) Edgewater Boulevard and Port Royal Avenue (North) and (4) Beach Park Boulevard and Shell Boulevard.

On November 18, 2019, the City Council adopted Resolution No. 2019-108 authorizing a contract with Traffic Patterns to prepare construction contract documents and provide construction support services for the project; approving the inclusion of the traffic signal at the intersection of Beach Park Boulevard and Shell Boulevard to the scope of CIP 301-681; accepting a payment in the amount of \$32,500 from the School District to cover the School District's share of design and construction support costs associated with a new traffic signal at the intersection of Beach Park Boulevard and Shell Boulevard.

Design is on-going including work with PG&E to provide electrical power to the new traffic signals.

*Project Timeline:*

Design: Ongoing

Construction: FY 2021-2022 thru FY 2021-2022

**(CIP 301-682, Budget \$257,500) Park System Master Plan Study (2018-2019)**

On December 17, 2018, the City Council adopted Resolution No. 2018-107 authorizing an agreement with Placeworks, Inc. to prepare the Park System Master Plan Study. On April 15, 2019, City Council by Minute Order No. 1599, accepted a report on the status of the Park System Master Plan Study.

Additional funds are requested in the FY 2021-2022 Annual Budget to complete the Park System Master Plan Study including increasing the amount of community engagement.

*Project Timeline:*

Study: FY 2021-2022

**(CIP 301-685, Budget \$380,000) Corporation Yard HVAC Replacements (2018-2019)**

Due to the age of the system at the Corporation Yard 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.

As part of the FY 2021-2022 Annual Budget, additional scope and budget are requested to improve the cost effectiveness of the HVAC improvements in City Buildings.

*Project Timeline:*

Design: FY 2021-2022

Construction: FY 2022-2023

**(CIP 301-690, Budget \$400,000) 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 and 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.

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 was approved in the amount of \$250,000 in FY 2020-2021 for the design and construction of the concrete spalling repairs.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 301-692, Budget \$525,000) Park Infrastructure Improvements (2019-2020)**

This project originally addressed the below improvements and re-landscaping at City Hall and had approved budget of \$1,175,000. On March 1, 2021, the City Council adopted Resolution No. 2021-25 authorizing (1) the elimination of re-landscaping at City Hall; (2) adding repairs to the Sea Cloud Park Substation (Item #5 below); and (3) reducing the budget to \$525,000.

The currently approved scope of work is comprised of the following elements:

1. Fencing at Catamaran Park Boardwalk. Installation of fencing at Catamaran Park on the water edge of the boardwalk to keep geese out of the park and pedestrians and bicyclists on the boardwalk. This element is complete.
2. Central Irrigation System Upgrade. Replacement of the Park System Central Irrigation System to meet current requirements by implementing water conservation software and hardware. The use of both local and cloud-based data will allow staff to adjust watering based on environmental factors. Construction is anticipated to be complete in Spring 2021.
3. Irrigation Pumps Upgrade. Replacement of irrigation pumps at Sea Cloud, Boothbay, and Edgewater Parks with new pumps that utilize smart technology to distribute water efficiently and effectively to planting materials. Construction is anticipated to be complete in Spring 2021.
4. Edgewater Boulevard Tree Removal and Re-Landscaping. Edgewater Boulevard median trees were replaced between Regulus Street and Beach Park Blvd with trees that have root systems which are less destructive to the roadway pavement. This element is complete.
5. Sea Cloud Park Maintenance Substation Roof Repair and Dry Rot Remediation. This facility houses (1) maintenance equipment that is used to maintain Sea Cloud, Gateshead, Port Royal, and Shorebird Parks, (2) a radio repeater station for the Foster City Police Department; and (3) an office space for field personnel. Staff assessed the condition of the facility, which was built in 1985, and observed extensive dry rot damage to the wood framing and wood roof header beyond staff's

ability to repair. The project consists of removal and replacement of portions of the roof and repair and/or replacement of portions of the structural wood framing and exterior siding. This element will be undertaken in Summer/Fall 2021 to take advantage of weather conditions.

This project is anticipated to be closed out in Winter 2021/Spring 2022 when all project elements are complete.

*Project Timeline:*

Design: Complete

Construction: Ongoing

**(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. Wood sheathing on the roof and roof soffit will be replaced, as required.

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 maintenance and repairs to address leaks in the line-up room, kitchen and lobby areas. The roof is due for replacement.

*Project Timeline:*

Design: FY 2021-2022

Construction: FY 2021-2022

**(CIP 301-694, Budget \$225,000) Dynamic Signage for Traffic Relief Pilot Program (2019-2020) (ON HOLD)**

The design of the project is complete. Constructing the permanent dynamic signage has been placed on hold. When evening commute traffic levels on eastbound East Hillsdale Boulevard increase, the project may be advertised for construction.

To address concerns regarding cut-through traffic on 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 implemented the TRPP which restricted left turns from east-bound 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 – 6:00 PM, Monday through Friday (excluding major holidays). The pilot program involved staff shutting down the lanes nightly by 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 personnel costs are not sustainable.

This next phase of the project includes (1) installing permanent dynamic signage at each of the two intersections which activate during the turn restriction period and (2) adding lighted signage.

On August 19, 2019, the City Council adopted Resolution No. 2019-084 authorizing 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 the permanent improvements.

A contract in the amount of \$31,500 was awarded to Traffic Patterns for professional engineering design services. Design is complete. On June 15, 2020, approval of the plans and specifications and a request to call for construction was sought. Due to budget constraints and the uncertainties of future traffic conditions as a result of the pandemic, construction of the project was put on hold.

*Project Timeline:*

Design: Complete

Construction: On Hold

**(CIP 455-695, Budget \$150,00) Lift Station 59 Effluent Line Improvements (2020-2021)**

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.

Improvements to the effluent line Lift Station 59 located in the District's Corporation Yard, include replacing the existing ultrasonic effluent flow meter with a new electromagnetic flow meter; installing a permanent emergency bypass to provide operational flexibility and redundancy; and replacing the existing 24" ball valve on the discharge force main.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 455-696, Budget \$900,000) Sanitary Sewer System Improvements (2020-2021)**

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.

The work was bid as options in the completed CIP 455-611 Sanitary Sewer System Improvements Project; however, the options were not exercised due to budgetary constraints.

On January 4, 2021, the EMID Board of Directors adopted Resolution No. 3553 authorizing a agreement with HydroScience Engineers, Inc. to prepare construction contract documents and provide construction support services. Most of the design work was completed as part of preparing the bid options for CIP 455-611.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 301-697, Budget \$1,500,000) Street Rehabilitation (2020-2021)**

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 (P-TAP) 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 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.

*Project Timeline:*

Design: Ongoing

Construction: FY 2021-2022

**(CIP 301-698, Budget \$50,000) Traffic Signal System Upgrades (2020-2021) (DEFERRED)**

The total project budget identified in the FY 2020-2021 Annual Budget was \$8,461,000 with \$7,692,100 funded from the City CIP Fund. The project is being deferred. Deferring the project will all for the accumulation of revenue from third party funding sources, e.g., Measure A, Measure W, SB1, to increase the percentage of budget from third party sources.

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 requires 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. 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 refresh the City's traffic signal equipment.

### 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.

## 3. Traffic Signal Controllers Replacement

The traffic signal controller is considered the "brain" of the signalized intersection and processes detection inputs from the field and sends out signals to turn on and off the traffic signal indications. These field units communicate with the Central Computer System located in the Public Works Engineering office. The City uses a modern controller from Trafficware, but the field hardware is reaching the end of its useful life, which limits the number 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. The existing budget of \$50,000 was funded with SB1 funds. Funding is requested over a three-year period beginning in FY2025-2026 - to fully fund the design and construction of the traffic signal system upgrades.

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.

*Project Timeline:*

Technical Memorandum: On-Hold

Design: On-Hold

Construction: On-Hold

#### **(CIP 301-699, Budget \$200,000) Corporation Yard Workshops Exterior Paint (2020-2021)**

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically, City facilities require comprehensive paint replacement. The salt air where the Corporation Yard is located along the San Francisco Bay is especially hard on exterior paint.

The Corporation Yard Shops were last painted in 2007 and are due to be repainted to protect and maintain the overall appearance of the building. The project will include any necessary repairs to the building exteriors, such as replacing dry-rotted exterior wall sheathing.

Staff intends to combine this work with CIP 301-693 Roof Replacements as both projects include replacing sheathing and painting the exteriors of the workshops at the Corporation Yard.

*Project Timeline:*

Design: FY 2021-2022

Construction: FY 2021-2022

## **Projects Completed but Not Yet Closed in FY 2020-2021**

### **(CIP 301-679, Budget \$1,917,000) Street Rehabilitation – OBAG2 (FY 2018-2019)**

This annual pavement rehabilitation project addressed pavement issues along Edgewater Boulevard from East Hillsdale Boulevard to Beach Park Boulevard.

The City's streets are inspected every two years. The inspection results are entered into the Pavement Management Program (PMP). The PMP analyzes the inspection results and determines the most cost-effective treatment to extend the life of the City's roadways.

The City received 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 construction contract in March 2020. Construction was completed. A Notice of Completion was filed.

## **Projects Completed and Closed Out in FY 2020-2021:**

### **FY2020-2021 (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. On March 18, 2019, the EMID Board of Director awarded the construction contract to EPS, Inc. dba Express Plumbing. Construction was completed. A Notice of completion was filed. The Project was closed out.

### **(CIP 455–661, Budget \$1,350,000) Sanitary Sewer Force Main Rehabilitation (2016-2017)**

The project replaced the 12-inch force main that runs below the northbound lanes of Edgewater Boulevard from Beach Park Boulevard to Regulus Street. Construction was completed. A Notice of Completion was filed. The Project was closed out.

### **(CIP 455-662, Budget \$250,000) Wastewater Collection System Master Plan Study (2016-2017)**

The Wastewater Collection System Master Plan identified future projects and associated budgets to plan and budget future projects.

The Master Plan report summarizing prioritized wastewater system improvements required and associated cost estimates was completed in January 2020. The Project was closed out.

**(CIP 301-667, Budget \$140,000) Road Improvements - Foster City Boulevard /East 3rd Avenue and Foster City Boulevard/Metro Center Boulevard 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 of an 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 was completed. A Notice of Completion was filed. The Project was closed out.

**(CIP 405-668, Budget \$250,000) Water Distribution System Master Plan Study (2016-2017)**

The Water Distribution Master Plan identified future projects and associated budgets to enable the District to plan and budget future projects.

The final Master Plan report summarizing prioritized water system improvements and associated cost estimates was completed in February 2020. The project was closed out.

**(CIP 301-680, Budget \$250,000) Enhanced Pedestrian Safety Crosswalk System (FY 2018-2019)**

The enhanced crosswalk systems were installed to increase driver awareness of crossing pedestrians at uncontrolled crosswalks, such as enhancing the edge of a standard Pedestrian Crossing warning sign with light-emitting diodes that can be activated by pedestrians or pedestrian-activated flashing yellow warning beacons. The crosswalk systems were installed along Beach Park Boulevard at the intersections of Teal Street and Halibut Street to improve pedestrian safety when accessing the levee trail system and nearby parks.

Construction was completed. The Notice of Completion was filed. The project was closed out.

**(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 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.

Construction was completed. This Project was closed out in FY 2019-20.

**(CIP 301-689, Budget \$2,500,000) 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 were taken to the City Council in March 2020 with the award of contract in June 2020. Construction began in Summer 2020 and was completed in February 2021. A Notice of Completion was filed in April 2021. The Project was closed out.

**(CIP 301-691, Budget \$725,000) Synthetic Surface Replacements (2019-2020)**

The synthetic turf surfaces at the boardwalks in Boat Park and Leo Ryan Park were replaced.

Construction was completed. The Project was closed out.

**Projects Scoped and Budget Transferred to Other Projects in FY 2020-2021:**

**(CIP 405-670, Budget \$0) Water Quality Dosing and Tank Improvements (2017-2018)**

The scope of work and budget for the project was transferred to the CIP 405-660 Water Tanks and Facilities Improvements Project. Refer to CIP 405-660 for the project description.

**(CIP 405-687, Budget \$0) Seismic Improvements at Water Booster Pump Station (2019-2020)**

The scope of work and budget for the project was transferred to the CIP 405-660 Water Tanks and Facilities Improvements Project. Refer to CIP 405-660 for the project description.

**(CIP 405-688, Budget \$0) Seismic Improvements at Tanks 1, 2, and 3 (2019-2020)**

The scope of work and budget for the project was transferred to the CIP 405-660 Water Tanks and Facilities Improvements Project. Refer to CIP 405-660 for the project description.

## **Projects Not Started but Closed in FY 2020-2021:**

### **(CIP 301-675, Budget \$550,000) Playground ADA compliance Projects - Gull Park (2017-2018)**

The three (3) play areas were originally scheduled for replacement in FY 2017-2018. Prior to starting, the Project was placed on hold pending the completion of the Parks System Master Plan Study. The Parks System Master Plan Study is in the Capital Improvement Program in FY 2021-2022.

On March 1, 2021, the City Council adopted Resolution No. 2021-26 authorizing deleting the scope of work and closing out the project.

### **(CIP 301-676, Budget \$550,000) Playground ADA compliance Projects - Marlin Park (2017-2018)**

The two (2) play areas were originally scheduled for replacement in FY 2017-2018. Prior to starting, the Project was placed on hold pending the completion of the Parks System Master Plan Study. The Parks System Master Plan Study is in the Capital Improvement Program in FY 2021-2022.

On March 1, 2021, the City Council adopted Resolution No. 2021-26, authorizing deleting the scope of work and closing out the project.

### **(CIP 301-686, Budget \$250,000) Civic Center Rear Security Gate Installation (2018-2019)**

The project was comprised of installing Security Gates at the driveway to the rear parking lot at City Hall on Civic Center Drive. Prior to starting work, the Project was placed on hold indefinitely.

On March 1, 2021, the City Council adopted Resolution No. 2021-26, authorizing deleting the scope of work and closing out the project.

**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2021-2022 TO 2025-2026)**

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>BUILDING PROJECTS</b>									
A	BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	CC	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -
A	BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	BMF/CC	\$ 1,735,000	\$ -	\$ 1,735,000	\$ -	\$ -	\$ -
A	BD-03	BD-03 (CIP 301-693) ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)	CC/BMF/CW/CWW	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
A	BD-04	BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	CC/CW/CWW	\$ 1,750,000	\$ 250,000	\$ 1,500,000	\$ -	\$ -	\$ -
B	BD-05	BD-05 (NEW CIP) TEEN CENTER EXTERIOR PAINTING (FY 2022-2023)	BMF	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
B	BD-06	BD-06 (NEW CIP) LIBRARY / COMMUNITY CENTER FLOORING REPLACEMENT (FY 2022-2023)	BMF	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -
A	BD-07	BD-07 (NEW CIP) ELEVATOR IMPROVEMENTS IN CITY BUILDINGS (FY 2023-2024)	CC	\$ 1,000,000	\$ -	\$ -	\$ 150,000	\$ 850,000	\$ -
B	BD-08	BD-08 (NEW CIP) CITY HALL & POLICE STATION INTERIOR PAINTING (FY 2023-2024)	BMF	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -
B	BD-09	BD-09 (NEW CIP) COUNCIL CHAMBERS BUILDING FLOORING REPLACEMENT (FY 2023-2024)	BMF	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -
B	BD-10	BD-10 (NEW CIP) LIBRARY / COMMUNITY CENTER PAINTING (FY 2025-2026)	BMF	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
<b>TOTAL BUILDING PROJECTS</b>			<b>10</b>	<b>\$ 5,910,000</b>	<b>\$ 850,000</b>	<b>\$ 3,685,000</b>	<b>\$ 440,000</b>	<b>\$ 850,000</b>	<b>\$ 85,000</b>
<b>PARKS PROJECTS</b>									
B	PK-01	PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	CC	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
B	PK-02	PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	CC	\$ 1,500,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
B	PK-03	PK-03 (301-682) PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)	CC	\$ 227,000	\$ 227,000	\$ -	\$ -	\$ -	\$ -
B	PK-04	PK-04 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	CC	\$ 800,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -
C	PK-05	PK-05 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	CC	\$ 647,000	\$ -	\$ -	\$ 647,000	\$ -	\$ -
C	PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2023-2024)	CC	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -
B	PK-07	PK-07 (NEW CIP) BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	CC/ERF/PIL	\$ 7,000,000	\$ -	\$ -	\$ 1,000,000	\$ 6,000,000	\$ -
C	PK-08	PK-08 (NEW CIP) SPORT COURT RESURFACING (FY 2025-2026)	CC	\$ 304,000	\$ -	\$ -	\$ -	\$ -	\$ 304,000
C	PK-09	PK-09 (NEW CIP) SEA CLOUD PARK SITE IMPROVEMENTS (FY 2025-2026)	CC	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
<b>TOTAL PARKS PROJECTS</b>			<b>9</b>	<b>\$ 11,778,000</b>	<b>\$ 727,000</b>	<b>\$ 1,100,000</b>	<b>\$ 2,297,000</b>	<b>\$ 6,300,000</b>	<b>\$ 1,354,000</b>
<b>LEEVE PROJECTS</b>									
A	LV-01	LV-01 (CIP 327-657) LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$ 2,132,205	\$ 2,132,205	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LEEVE PROJECTS</b>			<b>1</b>	<b>\$ 2,132,205</b>	<b>\$ 2,132,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>									
A	SW-01	SW-01 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHABILITATION (FY 2022-2023)	CC	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>			<b>1</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STREETS/TRAFFIC PROJECTS</b>									
A	ST-01	ST-01 (CIP 301-681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)	SB1	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
A	ST-02	ST-02 (CIP 301-694) DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)	SB1	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
B	ST-03	ST-03 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	MW	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
A	ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	MA/GT/MM/MW	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -
A	ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	MA/GT/MM/SB1	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
B	ST-06	ST-06 (NEW CIP) BRIDGE IMPROVEMENTS (SUBSTRUCTURE AND SUPERSTRUCTURE) (FY 2022-2023)	SB1	\$ 850,000	\$ -	\$ 400,000	\$ 450,000	\$ -	\$ -
A	ST-07	ST-07 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	MA/GT/MM/SB1	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -
A	ST-08	ST-08 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	MA/GT/MM/SB1	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -
A	ST-09	ST-09 (NEW CIP) STREET REHABILITATION (FY 2025-2026)	MA/GT/MM/SB1	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>			<b>9</b>	<b>\$ 9,900,000</b>	<b>\$ 2,950,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,950,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,600,000</b>
<b>WATER PROJECTS</b>									
A	WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)	CW	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -
A	WA-02	WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	CW	\$ 3,250,000	\$ 250,000	\$ 1,000,000	\$ 1,000,000	\$ 500,000	\$ 500,000
<b>TOTAL WATER PROJECTS</b>			<b>2</b>	<b>\$ 4,150,000</b>	<b>\$ 1,150,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</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	\$ 103,577,437	\$ 52,558,950	\$ 39,577,720	\$ 7,539,496	\$ 3,343,831	\$ 557,440
A	WW-02	WW-02 (CIP 405-695) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$ 1,650,000	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -
A	WW-03	WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	CWW/CWW-ERF	\$ 2,300,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -
A	WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2023-2024)	CWW	\$ 7,300,000	\$ -	\$ -	\$ 600,000	\$ 6,700,000	\$ -
A	WW-05	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	CWW	\$ 2,100,000	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,800,000
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>			<b>5</b>	<b>\$ 116,927,437</b>	<b>\$ 56,508,950</b>	<b>\$ 39,577,720</b>	<b>\$ 8,139,496</b>	<b>\$ 10,343,831</b>	<b>\$ 2,357,440</b>
<b>GRAND TOTAL</b>			<b>37</b>	<b>\$ 150,997,642</b>	<b>\$ 64,318,155</b>	<b>\$ 47,462,720</b>	<b>\$ 13,826,496</b>	<b>\$ 19,493,831</b>	<b>\$ 5,896,440</b>

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; CWW-ERF= Wastewater Equipment Replacement Fund; 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 2021-2022 TO 2025-2026)**

<b>Project No.</b>	<b>PROJECT DESCRIPTION</b>	<b>TOTAL</b>
<b>CATEGORY A PROJECTS</b>		
BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	\$ 200,000
BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	\$ 1,735,000
BD-03	BD-03 (CIP 301-693) ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)	\$ 600,000
BD-04	BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$ 1,750,000
BD-07	BD-07 (NEW CIP) ELEVATOR IMPROVEMENTS IN CITY BUILDINGS (FY 2023-2024)	\$ 1,000,000
LV-01	LV-01 (CIP 327-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	\$ 2,132,205
SW-01	SW-01 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHABILITATION (FY 2022-2023)	\$ 200,000
ST-01	ST-01 (CIP 301-681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)	\$ 1,000,000
ST-02	ST-02 (CIP 301-694) DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)	\$ 250,000
ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	\$ 1,700,000
ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	\$ 1,500,000
ST-07	ST-07 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	\$ 1,500,000
ST-08	ST-08 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	\$ 1,500,000
ST-09	ST-09 (NEW CIP) STREET REHABILITATION (FY 2025-2026)	\$ 1,500,000
WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)	\$ 900,000
WA-02	WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$ 3,250,000
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$ 103,577,437
WW-02	WW-02 (CIP 405-695) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	\$ 1,650,000
WW-03	WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	\$ 2,300,000
WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2023-2024)	\$ 7,300,000
WW-05	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	\$ 2,100,000
<b>Subtotal for Category A Projects</b>		<b>\$137,644,642</b>
<b>CATEGORY B PROJECTS</b>		
BD-05	BD-05 (NEW CIP) TEEN CENTER EXTERIOR PAINTING (FY 2022-2023)	\$ 50,000
BD-06	BD-06 (NEW CIP) LIBRARY / COMMUNITY CENTER FLOORING REPLACEMENT (FY 2022-2023)	\$ 200,000
BD-08	BD-08 (NEW CIP) CITY HALL & POLICE STATION INTERIOR PAINTING (FY 2023-2024)	\$ 210,000
BD-09	BD-09 (NEW CIP) COUNCIL CHAMBERS BUILDING FLOORING REPLACEMENT (FY 2023-2024)	\$ 80,000
BD-10	BD-10 (NEW CIP) LIBRARY / COMMUNITY CENTER PAINTING (FY 2025-2026)	\$ 85,000
PK-01	PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	\$ 200,000
PK-02	PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	\$ 1,500,000
PK-03	PK-03 (301-682) PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)	\$ 227,000
PK-04	PK-04 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	\$ 800,000
PK-07	PK-07 (NEW CIP) BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	\$ 7,000,000
ST-03	ST-03 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$ 100,000
ST-06	ST-06 (NEW CIP) BRIDGE IMPROVEMENTS (SUBSTRUCTURE AND SUPERSTRUCTURE) (FY 2022-2023)	\$ 850,000
<b>Subtotal for Category B Projects</b>		<b>\$11,302,000</b>
<b>CATEGORY C PROJECTS</b>		
PK-05	PK-05 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	\$ 647,000
PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2023-2024)	\$ 350,000
PK-08	PK-08 (NEW CIP) SPORT COURT RESURFACING (FY 2025-2026)	\$ 304,000
PK-09	PK-09 (NEW CIP) SEA CLOUD PARK SITE IMPROVEMENTS (FY 2025-2026)	\$ 750,000
<b>Subtotal for Category C Projects</b>		<b>\$2,051,000</b>
<b>GRAND TOTAL</b>		<b>\$150,997,642</b>

**TABLE B  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2021-2022 TO 2025-2026)**

No.	DESCRIPTION	CIP City (Fund 301)	Capital Asset Acquisition & Replacement (Fund 304)	Equipment Maintenance Internal Service Fund (Fund 502)	Building Maintenance 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)	San Mateo-Foster City Public Financing Authority Loan Fund/Water Infrastructure Finance & Innovation Act/State Revolving Funds (Fund 454/459)	Wastewater Capital Investment (Fund 455)	Wastewater Equipment Replacement Fund (Fund 458)	TOTAL	No.
	Est. Funds Available for CIP Projects, 6/30/21 (1)	\$ 15,705,276	\$ 36,515,712	\$ -	\$ -	\$ 4,564,497	\$ 1,459,529	\$ 41,119	\$ 2,805,589	\$ -	\$ 613,915	\$ 654,241	\$ 2,204,404	\$ 3,889,405	\$ -	\$ 4,573,842	\$ -	\$ 73,027,529	
	Long-Term CIP Funding Program (2)	\$ 12,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400,000	\$ -	\$ 10,900,000	\$ -	\$ 26,800,000	
	Revenue Projections (3)	\$ 196,250	\$ 7,278,000	\$ -	\$ -	\$ -	\$ 3,717,040	\$ 1,549,000	\$ -	\$ 558,670	\$ 3,426,900	\$ 1,648,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,373,970	
	Bond/Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,735,650	\$ -	\$ -	\$ 93,735,650	
	Internal Service Funds (5)	\$ -	\$ -	\$ 110,000	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,000	\$ 3,325,000	
	Transfer In from Wastewater Revenue and Rate Stabilization Fund (6)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,941,787	\$ -	\$ -	\$ 8,941,787	
	<b>Total Available</b>	<b>\$ 28,401,526</b>	<b>\$ 43,793,712</b>	<b>\$ 110,000</b>	<b>\$ 1,800,000</b>	<b>\$ 4,564,497</b>	<b>\$ 5,176,569</b>	<b>\$ 1,590,119</b>	<b>\$ 2,805,589</b>	<b>\$ 558,670</b>	<b>\$ 4,040,815</b>	<b>\$ 2,302,351</b>	<b>\$ 2,204,404</b>	<b>\$ 7,289,405</b>	<b>\$ 102,677,437</b>	<b>\$ 15,473,842</b>	<b>\$ 1,415,000</b>	<b>\$ 224,203,936</b>	
<b>CATEGORY A PROJECTS</b>																			
BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	BD-01
BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	\$ 860,000	\$ -	\$ -	\$ 875,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,735,000	BD-02
BD-03	BD-03 (CIP 301-693) ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)	\$ 100,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 600,000	BD-03
BD-04	BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$ 875,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 437,500	\$ -	\$ 437,500	\$ -	\$ 1,750,000	BD-04
BD-07	BD-07 (NEW CIP) ELEVATOR IMPROVEMENTS IN CITY BUILDINGS (FY 2023-2024)	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	BD-07
LV-01	LV-01 (CIP 327-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,132,205	\$ -	\$ -	\$ -	\$ -	\$ 2,132,205	LV-01
SW-01	SW-01 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHABILITATION (FY 2022-2023)	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	SW-01
ST-01	ST-01 (CIP 301-681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	ST-01
ST-02	ST-02 (CIP 301-694) DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	ST-02
ST-04	ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810,000	\$ 290,000	\$ -	\$ 100,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	ST-04
ST-05	ST-05 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,000	\$ 325,000	\$ -	\$ 100,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	ST-05
ST-07	ST-07 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,000	\$ 325,000	\$ -	\$ 100,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	ST-07
ST-08	ST-08 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,000	\$ 325,000	\$ -	\$ 100,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	ST-08
ST-09	ST-09 (NEW CIP) STREET REHABILITATION (FY 2025-2026)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,000	\$ 325,000	\$ -	\$ 100,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	ST-09
WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ 900,000	WA-01
WA-02	WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000	\$ -	\$ -	\$ -	\$ 3,250,000	WA-02
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,677,437	\$ 900,000	\$ -	\$ 103,577,437	WW-01
WW-02	WW-02 (CIP 405-695) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000	WW-02
WW-03	WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 885,000	\$ 1,415,000	\$ 2,300,000	WW-03
WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2023-2024)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,300,000	\$ -	\$ 7,300,000	WW-04
WW-05	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000	\$ -	\$ 2,100,000	WW-05
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$ 3,235,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,175,000</b>	<b>\$ -</b>	<b>\$ 4,110,000</b>	<b>\$ 1,590,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 2,250,000</b>	<b>\$ 500,000</b>	<b>\$ 2,132,205</b>	<b>\$ 4,687,500</b>	<b>\$ 102,677,437</b>	<b>\$ 13,372,500</b>	<b>\$ 1,415,000</b>	<b>\$ 137,644,642</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$ 25,166,526</b>	<b>\$ 43,793,712</b>	<b>\$ 110,000</b>	<b>\$ 625,000</b>	<b>\$ 4,564,497</b>	<b>\$ 1,066,569</b>	<b>\$ 119</b>	<b>\$ 2,805,589</b>	<b>\$ 58,670</b>	<b>\$ 1,790,815</b>	<b>\$ 1,802,351</b>	<b>\$ 72,199</b>	<b>\$ 2,601,905</b>	<b>\$ -</b>	<b>\$ 2,101,342</b>	<b>\$ -</b>	<b>\$ 86,559,294</b>	
<b>CATEGORY B PROJECTS</b>																			
BD-05	BD-05 (NEW CIP) TEEN CENTER EXTERIOR PAINTING (FY 2022-2023)	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	BD-05
BD-06	BD-06 (NEW CIP) LIBRARY / COMMUNITY CENTER FLOORING REPLACEMENT (FY 2022-2023)	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	BD-06
BD-08	BD-08 (NEW CIP) CITY HALL & POLICE STATION INTERIOR PAINTING (FY 2023-2024)	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	BD-08
BD-09	BD-09 (NEW CIP) COUNCIL CHAMBERS BUILDING FLOORING REPLACEMENT (FY 2023-2024)	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	BD-09
BD-10	BD-10 (NEW CIP) LIBRARY / COMMUNITY CENTER PAINTING (FY 2025-2026)	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	BD-10
PK-01	PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	PK-01
PK-02	PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	PK-02
PK-03	PK-03 (301-682) PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,000	PK-03
PK-04	PK-04 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	PK-04
PK-07	PK-07 (NEW CIP) BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	\$ 5,055,000	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 1,835,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000,000	PK-07
ST-03	ST-03 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	ST-03
ST-06	ST-06 (NEW CIP) BRIDGE IMPROVEMENTS (SUBSTRUCTURE AND SUPERSTRUCTURE) (FY 2022-2023)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000	ST-06
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$ 7,782,000</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,835,000</b>	<b>\$ -</b>	<b>\$ 850,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,302,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$ 17,384,526</b>	<b>\$ 43,793,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,564,497</b>	<b>\$ 1,066,569</b>	<b>\$ 119</b>	<b>\$ 970,589</b>	<b>\$ 58,670</b>	<b>\$ 940,815</b>	<b>\$ 1,702,351</b>	<b>\$ 72,199</b>	<b>\$ 2,601,905</b>	<b>\$ -</b>	<b>\$ 2,101,342</b>	<b>\$ -</b>	<b>\$ 75,257,294</b>	
<b>CATEGORY C PROJECTS</b>																			
PK-05	PK-05 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	\$ 647,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 647,000	PK-05
PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2023-2024)	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	PK-06
PK-08	PK-08 (NEW CIP) SPORT COURT RESURFACING (FY 2025-2026)	\$ 304,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,000	PK-08
PK-09	PK-09 (NEW CIP) SEA CLOUD PARK SITE IMPROVEMENTS (FY 2025-2026)	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	PK-09
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$ 2,051,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,051,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$ 15,333,526</b>	<b>\$ 43,793,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,564,497</b>	<b>\$ 1,066,569</b>	<b>\$ 119</b>	<b>\$ 970,589</b>	<b>\$ 58,670</b>	<b>\$ 940,815</b>	<b>\$ 1,702,351</b>	<b>\$ 72,199</b>	<b>\$ 2,601,905</b>	<b>\$ -</b>	<b>\$ 2,101,342</b>	<b>\$ -</b>	<b>\$ 73,206,294</b>	

(1) Funds Available are based upon a February 12, 2021 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 Internal Service Funds for CIP projects.  
(6) Transfer In from Wastewater Revenue and Rate Stabilization Fund for Wastewater Treatment Plan Master Improvement Program (CIP 455-652)



**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2021-2022)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2021-2022 Funding	CIP City (Fund 301)	Building Maintenance Internal Service Fund (Fund 505)	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Measure M (Fund 105)	SB1 Road Maint and Rehab (Fund 119)	Measure W (Fund 136)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	San Mateo-Foster City Public Financing Authority Loan Fund/Water Infrastructure Finance & Innovation Act/State Revolving Funds (Fund 454/459)	Wastewater Capital Investment (Fund 455)	Wastewater Equipment Replacement Fund (Fund 458)
<b>BUILDING PROJECTS</b>																
BD-03 (CIP 301-693) ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)	CC/BMF/CW/CWW	\$ 1,235,000	\$ 635,000	\$ 600,000	\$ 100,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	CC/CW/CWW	\$ 250,000	\$ -	\$ 250,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500	\$ -	\$ 62,500	\$ -
<b>TOTAL BUILDING PROJECTS</b>	<b>2</b>	<b>\$ 1,485,000</b>	<b>\$ 635,000</b>	<b>\$ 850,000</b>	<b>\$ 225,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 162,500</b>	<b>\$ -</b>	<b>\$ 162,500</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>																
PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	CC	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	CC	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PK-03 (301-682) PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)	CC	\$ 484,500	\$ 257,500	\$ 227,000	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PARKS PROJECTS</b>	<b>3</b>	<b>\$ 984,500</b>	<b>\$ 257,500</b>	<b>\$ 727,000</b>	<b>\$ 727,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LEVEE PROJECTS</b>																
LV-01 (CIP 327-657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	LGOB	\$ 85,000,000	\$ 82,867,795	\$ 2,132,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,132,205	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$ 85,000,000</b>	<b>\$ 82,867,795</b>	<b>\$ 2,132,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,132,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>																
None	NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STREETS/TRAFFIC PROJECTS</b>																
ST-01 (CIP 301-681) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)	SB1	\$ 3,882,500	\$ 2,882,500	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ST-02 (CIP 301-694) DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)	SB1	\$ 475,000	\$ 225,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	MA/GT/MM/MW	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -	\$ -	\$ 810,000	\$ 290,000	\$ 100,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>3</b>	<b>\$ 6,057,500</b>	<b>\$ 3,107,500</b>	<b>\$ 2,950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810,000</b>	<b>\$ 290,000</b>	<b>\$ 100,000</b>	<b>\$ 1,250,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WATER PROJECTS</b>																
WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)	CW	\$ 4,100,000	\$ 3,200,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -
WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	CW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$ 4,350,000</b>	<b>\$ 3,200,000</b>	<b>\$ 1,150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WASTEWATER PROJECTS</b>																
WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN	CWW/SM-FC PFA/WIFIA/SRF	\$ 103,379,766	\$ 50,820,816	\$ 52,558,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,284,950	\$ 274,000	\$ -
WW-02 (CIP 405-695) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	CWW	\$ 1,800,000	\$ 150,000	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000	\$ -
WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	CWW/CWW-ERF	\$ 2,300,000	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 885,000	\$ 1,415,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$ 107,479,766</b>	<b>\$ 50,820,816</b>	<b>\$ 56,508,950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,284,950</b>	<b>\$ 2,809,000</b>	<b>\$ 1,415,000</b>
<b>GRAND TOTAL</b>	<b>14</b>	<b>\$ 205,356,766</b>	<b>\$ 140,888,611</b>	<b>\$ 64,318,155</b>	<b>\$ 952,000</b>	<b>\$ 300,000</b>	<b>\$ 810,000</b>	<b>\$ 290,000</b>	<b>\$ 100,000</b>	<b>\$ 1,250,000</b>	<b>\$ 500,000</b>	<b>\$ 2,132,205</b>	<b>\$ 1,312,500</b>	<b>\$ 52,284,950</b>	<b>\$ 2,971,500</b>	<b>\$ 1,415,000</b>

**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2025-2026**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (FY 2020-2021)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	ESTIMATED TOTAL PROJECT BUDGET
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)	12-13	\$ 8,075,000	\$ -	\$ 8,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,075,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$ 345,540	\$ -	\$ 345,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$ 1,265,000	\$ 70,000	\$ 1,335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,335,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$ 1,141,000	\$ -	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	15-16	\$ 42,505,235	\$ 8,315,581	\$ 50,820,816	\$ 52,558,950	\$ 39,577,720	\$ 7,539,496	\$ 3,343,831	\$ 557,440	\$ 154,398,253
301-655	PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	15-16	\$ 925,000	\$ -	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925,000
327-657	LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	15-16	\$ 62,867,795	\$ 20,000,000	\$ 82,867,795	\$ 2,132,205	\$ -	\$ -	\$ -	\$ -	\$ 85,000,000
405-660	REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	\$ 3,200,000	\$ -	\$ 3,200,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 4,100,000
301-669	CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$ 566,002	\$ -	\$ 566,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 566,002
301-675	PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	17-18	\$ 550,000	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
301-676	PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	17-18	\$ 550,000	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
301-677	LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	17-18	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 320,000
301-678	NEW RECREATION CENTER MASTER PLAN (2017-2018)	17-18	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
301-681	NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	18-19	\$ 2,882,500	\$ -	\$ 2,882,500	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,882,500
301-682	PARK SYSTEM MASTER PLAN STUDY (2018-2019)	18-19	\$ 257,500	\$ -	\$ 257,500	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 484,500
301-685	CORPORATION YARD HVAC REPLACEMENT (2018-2019)	18-19	\$ 380,000	\$ -	\$ 380,000	\$ -	\$ 1,735,000	\$ -	\$ -	\$ -	\$ 2,115,000
301-686	CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	18-19	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-689	STREET REHABILITATION (2019-2020)	19-20	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
301-690	SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	19-20	\$ 150,000	\$ 250,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
301-691	SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	19-20	\$ 725,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 725,000
301-692	PARK INFRASTRUCTURE PROJECTS (2019-2020)	19-20	\$ 1,175,000	\$ -	\$ 1,175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,175,000
301-693	ROOF REPLACEMENT (2019-2020)	19-20	\$ 635,000	\$ -	\$ 635,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,235,000
301-694	DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (2019-2020)	19-20	\$ 225,000	\$ -	\$ 225,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 475,000
455-695	LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	20-21	\$ -	\$ 150,000	\$ 150,000	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
455-696	SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)	20-21	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000
301-697	STREET REHABILITATION (FY 2020-2021)	20-21	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
301-698	TRAFFIC SIGNAL SYSTEM UPGRADES (2020-2021)	20-21	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 150,000
301-699	CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)	20-21	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
NEW	BD-04 (NEW CIP) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 250,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,750,000
NEW	PK-01 (NEW CIP) SPORT COURT RESURFACING (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
NEW	PK-02 (NEW CIP) PARK PATHWAY RESTORATION (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
NEW	ST-04 (NEW CIP) STREET REHABILITATION (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
NEW	WA-02 (NEW CIP) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 250,000	\$ 1,000,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 3,250,000
NEW	WW-03 (NEW CIP) EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)	21-22	\$ -	\$ -	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000
NEW	BD-05 (NEW CIP) TEEN CENTER EXTERIOR PAINTING (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
NEW	BD-06 (NEW CIP) LIBRARY / COMMUNITY CENTER FLOORING REPLACEMENT (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
NEW	PK-04 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
NEW	SW-01 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHABILITATION (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
NEW	ST-05 (NEW CIP) STREET REHABILITATION (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
NEW	ST-06 (NEW CIP) BRIDGE IMPROVEMENTS (SUBSTRUCTURE AND SUPERSTRUCTURE) (FY 2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 450,000	\$ -	\$ -	\$ 850,000
NEW	BD-07 (NEW CIP) ELEVATOR IMPROVEMENTS IN CITY BUILDINGS (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 850,000	\$ -	\$ 1,000,000
NEW	BD-08 (NEW CIP) CITY HALL & POLICE STATION INTERIOR PAINTING (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000
NEW	BD-09 (NEW CIP) COUNCIL CHAMBERS BUILDING FLOORING REPLACEMENT (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
NEW	PK-05 (NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 647,000	\$ -	\$ -	\$ 647,000
NEW	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
NEW	PK-07 (NEW CIP) BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 6,000,000	\$ -	\$ 7,000,000
NEW	ST-07 (NEW CIP) STREET REHABILITATION (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
NEW	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2023-2024)	23-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 6,700,000	\$ -	\$ 7,300,000
NEW	ST-08 (NEW CIP) STREET REHABILITATION (FY 2024-2025)	24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000
NEW	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,800,000	\$ 2,100,000
NEW	BD-10 (NEW CIP) LIBRARY / COMMUNITY CENTER PAINTING (FY 2025-2026)	25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
NEW	PK-08 (NEW CIP) SPORT COURT RESURFACING (FY 2025-2026)	25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,000	\$ 304,000
NEW	PK-09 (NEW CIP) SEA CLOUD PARK SITE IMPROVEMENTS (FY 2025-2026)	25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000
NEW	ST-09 (NEW CIP) STREET REHABILITATION (FY 2025-2026)	25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
	<b>TOTAL</b>		<b>\$ 131,590,572</b>	<b>\$ 31,435,581</b>	<b>\$ 163,026,153</b>	<b>\$ 64,318,155</b>	<b>\$ 47,462,720</b>	<b>\$ 13,826,496</b>	<b>\$ 19,493,831</b>	<b>\$ 5,896,440</b>	<b>\$ 314,023,795</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-01 (CIP 301-677)

## LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)

**Project Category: A**

**Project Description:**

The project addresses water infiltration from the exterior of the Library building into the Library building interior. The infiltration is most likely due to the failure of joint sealant at the exterior wall/foundation joint and the earth mounded against the exterior wall above that joint. Buildings are typically designed with a minimum of 6 inches of clearance between that joint and the top of earth/landscaping. Addressing the water infiltration problem includes removing earth around the building, sealing the wall, installing wall drain and drainpipes, removing tiles, re-grading the earth around the exterior of the building, and installing new landscaping.

The area around the building will require re-landscaping due to necessary re-grading. In addition, the roots of the trees adjacent to the library have damaged the building. These trees will be removed and replaced with a less intrusive species. In addition to re-landscaping, new sidewalk on the north-side of Civic Center Drive will be constructed to connect to the sidewalk that is adjacent to the Library on Shell Boulevard.

Similar work was performed to cure water infiltration issues on the North portion of the building. Staff is currently re-landscaping that area of the library gardens.

The project is currently named the "Library Exterior Wall Sealing and Tile Installation Project" and will be renamed "Library Exterior Improvements and Re-Landscaping" to better describe the modified scope of work.

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$174,800	\$0	\$0	\$0	\$20,000	\$194,800
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$5,200	\$0	\$0	\$0		\$5,200
<b>Total</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$200,000</b>

## **CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**BD-02 (CIP 301-685)**

### **HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)**

#### **Project Category: A**

#### **Project Description:**

The project addresses HVAC improvements in the Corporation Yard Administration Building, City Hall including the space occupied by the San Mateo Consolidated Fire Department, Teen Center, and the Police Station.

The project combines and consolidates the following projects: (1) previously approved Corporation Yard HVAC Replacements (2018-2019); (2) Government Center HVAC Replacement (2021-2022) identified in the FY 2020-2021 Annual Budget; (3) Teen Center HVAC Replacement identified as due for replacement in FY 2024-2025 in the Building Maintenance Fund and accelerated; and (4) certain items of remaining work in the previously funded project for HVAC improvements in the Police Station.

Combining the HVAC improvements in multiple buildings into a single construction contract reduces the administrative burden on staff and allows for project delivery efficiencies. In the future, HVAC improvement in these buildings can be done under a single contract on a regular basis.

The project is currently named the "Corporation Yard HVAC Replacement" and will be renamed "HVAC Improvements in City Buildings" to better describe the modified scope of work that incorporates HVAC improvements to the Corp Yard Administration Building, City Hall and Fire, Teen Center, and Police Station buildings.

#### **Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
CIP - City	\$0	\$860,000	\$0	\$0	\$0		\$860,000
BMF	\$0	\$875,000	\$0	\$0	\$0		\$875,000
<b>Total</b>	<b>\$0</b>	<b>\$1,735,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,735,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$1,516,000	\$0	\$0	\$0	\$173,500	\$1,689,500
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$45,500	\$0	\$0	\$0		\$45,500
<b>Total</b>	<b>\$0</b>	<b>\$1,561,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$173,500</b>	<b>\$1,735,000</b>

BMF=Building Maintenance Fund

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-03 (CIP 301-693)

## ROOF REPLACEMENTS AT CITY BUILDINGS (FY 2019-2020)

### Project Category: A

#### Project Description:

This project addresses roof replacements of the Police Station, Teen Center, and various corporation yard buildings, i.e., the public works water/wastewater/streets/lagoons workshops, storage room, locker room, and kitchen, and the shared training room adjacent to the lagoon pump house building; the parks key room, the vehicle maintenance shop and small engine shop.

It is recommended that the project scope be modified to allow for project delivery efficiencies and the project be renamed "Roof Replacements - at City Buildings."

The project incorporates the following work into a single project: (1) the roof replacements of the Police Station and the Parks key room, the Vehicle Maintenance shop and small engine shop included in the scope of CIP 301-693 "Roof Replacements"; (2) the roof replacement of the Corporation Yard buildings included in the scope of CIP 301-669 "Corporation Yard Facility Improvements" Project, that is, the training room adjacent to the lagoon pump station building and the building containing the water/wastewater/streets/lagoons workshops and storage rooms, locker room, and kitchen; (2) the scope of CIP 301-699 "Corporation Yard Workshop Exterior Yard Exterior Paint" (2020-2021); and (3) the roof replacement of the Teen Center identified as "Roof Replacement - Teen Center (2024-2025)" in the FY 2020-2021 Annual Budget and accelerated.

The project is currently named "Roof Replacements" and will be renamed "Roof Replacements at City Buildings" to better describe the modified scope of work that incorporates roof replacements at the Corporation Yard buildings (i.e., the Public Works water/wastewater/streets/lagoons workshops, storage room, locker room, and kitchen, and the shared training room adjacent to the lagoon pump house building; the parks key room, the vehicle maintenance shop and small engine shop), Teen Center, and Police Station buildings.

Combining the roof replacements of multiple buildings into a single construction contract reduces the administrative burden on staff and allows for project delivery efficiencies. In the future, the roof replacements of these buildings can be performed under a single contract on a regular basis.

#### Estimated Project Schedule:

Design: FY 2021-2022

Construction: FY2021-2022

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
CIP - City	100,000	0	0	0	0		100,000
BMF	300,000	0	0	0	0		300,000
CIP - Water	100,000	0	0	0	0		100,000
CIP - Wastewater	100,000	0	0	0	0		100,000
<b>Total</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$600,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$540,000	\$0	\$0	\$0	\$0	\$60,000	\$600,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$540,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$600,000</b>

BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; CWW-ERF= Wastewater Equipment Replacement Fund; 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

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-04 (NEW CIP)

## FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)

### Project Category: A

#### Project Description:

The City has an unleaded fuel system and a diesel fuel system located in the Corporation Yard. The unleaded fuel system provides fuel for the vehicles and equipment of the City and Estero Municipal Improvement District (EMID). The diesel fuel system provides fuel to the vehicles, equipment, the lagoon pump engines, and the emergency generator for the Corporation Yard and Lift Station 59. The diesel fuel system also stores fuel for the emergency generators at EMID's 48 lift stations. Fuel is trucked to lift stations, as needed. These systems also provide fuel for other jurisdictions, such as the San Mateo Consolidated Fire Department, in emergency situations.

There are three existing fuel systems that are at the end of their useful life at the following locations:

1. Two – 10,000 gallon underground storage tanks (UGSTs), holding unleaded gas for City vehicles with two fuel dispensers located at the Corporation Yard near Lincoln Center Drive and installed in the early 1990's.
2. Two – 5,000 gallon above ground storage tanks (AGSTs) in a covered, concrete vault immediately adjacent to and west of the lagoon pump station building, which provide diesel fuel for vehicles and equipment via a single fuel dispenser and for the day tank inside the pump station, also installed in the early 1990's.
3. One 210-gallon day tank for diesel fuel, installed in the early 1960's located inside the lagoon pump station building, which provides fuel to the lagoon pump engines and the Corporation Yard emergency generator and Lift Station 59.

Staff identified the need to replace the fuel systems due to safety, environmental, and regulatory compliance concerns. In addition, replacement parts for the dispensers are not readily available as the dispenser manufacturer is no longer in business, and the current Petro Vend fuel control software is no longer supported. Furthermore, SB445, requires the permanent closure of single walled underground storage tanks by December 31, 2025.

The project scope includes (1) removal and replacement of the diesel fuel systems and tanks; (2) replacements of all or part (dispensers, electrical, software) of the unleaded and diesel fuel systems; (3) replacement of the day tank in the lagoon pump house and (4) the removal of the single walled underground storage tank that holds diesel fuel for the emergency generator at Lift Station 29 in the Bank of America parking lot at the northeast corner of East Hillsdale Boulevard and Edgewater Boulevard.



**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
CIP - City	125,000	750,000	0	0	0		875,000
CIP - Water	62,500	375,000	0	0	0		437,500
CIP - Wastewater	62,500	375,000	0	0	0		437,500
<b>Total</b>	<b>250,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,750,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	225,000	1,310,700	0	0	0	175,000	1,710,700
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	0	39,300	0	0	0		39,300
<b>Total</b>	<b>225,000</b>	<b>1,350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175,000</b>	<b>1,750,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-05 (NEW CIP)

### TEEN CENTER EXTERIOR PAINTING (FY 2022-2023))

**Project Category: B**

The exteriors of buildings are typically painted every 5-7 years as part of the regular building maintenance program. The exterior of the Teen Center is due for painting in FY 2022-2023.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
BMF	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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$43,700	\$0	\$0	\$0	\$5,000	\$48,700
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$1,300	\$0	\$0	\$0		\$1,300
<b>Total</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$50,000</b>

BMF=Building Maintenance Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-06 (NEW CIP)

### LIBRARY / COMMUNITY CENTER FLOORING REPLACEMENT (FY 2022-2023)

**Project Category: B**

**Project Description:**

The floors of buildings are typically replaced every 10 years as part of the regular building maintenance program. The floors in the Library / Community Center Building are due for replacement in FY 2022-2023.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
BMF	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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	0	174,800	0	0	0	20,000	194,800
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$1,300	\$0	\$0	\$0		\$1,300
<b>Total</b>	<b>0</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>200,000</b>

BMF=Building Maintenance Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-07 (NEW CIP)

### ELEVATOR IMPROVEMENTS IN CITY BUILDINGS (FY 2023-2024)

**Project Category: A**

**Project Description:**

This project addresses replacing elevator components in the four elevators in City buildings. The components are beyond their useful life and have begun to fail. The replacements parts for the existing elevator components are no longer produced; therefore, the existing components will be replaced with new and updated components. The City has two elevators in City Hall (main building and Fire), one elevator in the Library/Community Center Building, and one elevator in the Corporation Yard Administration Building.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total	
CIP - City	\$ —	\$ —	\$ 150,000	\$ 850,000	\$ —		\$ 1,000,000
<b>Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 150,000</b>	<b>\$ 850,000</b>	<b>\$ —</b>		<b>\$ 1,000,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$ —	\$ —	\$ 127,400	\$ 701,800	\$ —	\$ 100,000	\$ 929,200
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$ —	\$ —	\$ 7,600	\$ 63,200	\$ —		\$ 70,800
<b>Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 135,000</b>	<b>\$ 765,000</b>	<b>\$ —</b>	<b>\$ 100,000</b>	<b>\$ 1,000,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-08 (NEW CIP)

### CITY HALL & POLICE STATION INTERIOR PAINTING (FY 2023-2024)

**Project Category: B**

**Project Description:**

The interiors of buildings are typically painted every 5-7 years as part of the regular building maintenance program. The interiors of City Hall and the Police Station are due for painting in FY 2023-2024.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
BMF	\$0	\$0	\$210,000	\$0	\$0		\$210,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$210,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$0	\$178,300	\$0	\$0	\$21,000	\$199,300
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$10,700	\$0	\$0		\$10,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$189,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$210,000</b>

BMF=Building Maintenance Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-09 (NEW CIP)

### COUNCIL CHAMBERS BUILDING FLOORING REPLACEMENT (FY 2023-2024)

**Project Category: B**

**Project Description:**

The floors of buildings are typically replaced every 10 years as part of the regular building maintenance program. The floors in the Council Chamber Building are due for replacement in FY 2023-2024.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
BMF	\$0	\$0	\$80,000	\$0	\$0		\$80,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$80,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$0	\$67,900	\$0	\$0	\$8,000	\$75,900
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$4,100	\$0	\$0		\$4,100
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$80,000</b>

BMF=Building Maintenance Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-10 (NEW CIP)

### LIBRARY / COMMUNITY CENTER PAINTING (FY 2025-2026)

**Project Category: B**

**Project Description:**

The exterior and interior of buildings are typically painted every 5-7 years as part of the regular building maintenance program. The interior and exterior of the Library/Community Center Building are due for painting in FY 2025-2026.

**Estimated Project Schedule:**

Design: FY 2025-2026

Construction: FY 2025-2026

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
BMF	\$0	\$0	\$0	\$0	\$85,000		\$85,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</b>		<b>\$85,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$68,300	\$8,500	\$76,800
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$8,200		\$8,200
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,500</b>	<b>\$8,500</b>	<b>\$85,000</b>

BMF=Building Maintenance Fund

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LV-01 (CIP 327-657)

## 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 approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepared for construction of the project. The design team led by Schaaf & Wheeler Consulting Engineers has completed the design work including geotechnical investigation, topographical survey, and regulatory permitting. The Final Environmental Impact Report (EIR) was certified by the City Council on May 8, 2017, and an Addendum to the EIR approved by the City Council on November 16, 2020.

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 directing staff to further develop and analyze the 2050 Sea Level Rise (SLR) and future adaption for submittal to regulatory agencies for processing;
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 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;
7. The permits for 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
8. In January 2020, received the final necessary regulatory permit from the Army Corps of Engineers (USACE) to allow for construction to proceed.
9. On January 21, 2020, selected and awarded an agreement with Tanner Pacific, Inc., to provide Construction Management Services and coordination with the Design Team for constructability review and finalizing the contract documents.
10. On July 16, 2020, award contract to Shimmick Construction in the amount of \$60,218,000 with a contingency of \$9,000,000 for the construction of the Levee Improvements Project.
11. On August 5, 2020, issued General Obligation Bonds in the amount of \$85 million.
12. On September 28, 2020, Notice to Proceed was issued.
13. Bay Trail Closure periods are occurring in three phases:
  - Phase 1: October 2020 – January 2023 (Southern portion of project to Shorebird Park)
  - Phase 2: January 2021 – December 2022 (Shorebird Park to Bridgeview Park)
  - Phase 3: April 2021 – January 2023 (Bridgeview Park to the City limits at the northern-most section of the trail)
14. Sheet piles have been installed from the southernmost portion of the project beyond Shorebird Park.



- 15. Project team continues to work with Caltrans, PG&E and other utility companies to resolve right-of-way and utility conflicts.
- 16. Project outreach

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.

To date, \$82,867,795 has been budgeted 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	\$25,000,000
FY 2020-2021	<u>\$20,000,000</u>
	\$82,867,795

Anticipated Budget Required:	
FY 2021-2022	<u>\$2,132,205</u>

**Total Project Budget: \$85,000,000**

**Estimated Project Schedule:**

Design: Complete  
 Construction: Ongoing through January 2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
Levee GO Bonds	\$2,132,205	\$0	\$0	\$0	\$0		\$2,132,205
<b>Total</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,132,205</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
Estimated Project Costs	\$2,132,205	\$0	\$0	\$0	\$0	\$0	\$2,132,205
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	0	0	0	0	0		0
<b>Total</b>	<b>2,132,205</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,132,205</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-01 (NEW CIP)

## SPORT COURT RESURFACING (FY 2021-2022)

**Project Category: B**

**Project Description:**

Tennis, basketball and pickleball courts 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. Resurfacing will include asphalt section replacement, filling depressions, crack repair, acrylic resurfacing, acrylic color coat, and new line striping, as necessary.

The below tennis and basketball courts were last resurfaced in FY 2014-2015. The pickleball Courts were installed in FY 2016-2017:

- Edgewater Park: three tennis courts and one basketball court
- Catamaran Park: two tennis courts and one basketball court
- Near Teen Center: six pickleball courts and one basketball court

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2021-2022

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	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>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-02 (NEW CIP)

## PARK PATHWAY RESTORATION (FY 2021-2022)

**Project Category: B**

**Project Description:**

Resurfacing park pathways on an on-going basis keeps them in good repair, adds to the general surface life, and prevents major repairs or replacements from becoming necessary. Maintenance activities that keep the paths in good condition include removing and replacing failed and root-damaged asphalt and installing root barrier, slurry seal, and, if needed, line striping.

This project allows for annual maintenance of park pathways in conjunction with annual Street Rehabilitation projects to take advantage of economies of scale.

In FY 2021-22, the project will address pathways in Erckenbrack, Shad, Sunfish, Sea Cloud, Kildeer, and Turnstone parks.

**Estimated Project Schedule:**

Design: FY 2021-2022 and Annually with Street Resurfacing Projects

Construction: FY 2022-2023 and Annually with Street Resurfacing Projects

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000		\$1,500,000
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>		<b>\$1,500,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
Estimated Project Costs	\$300,000	\$291,300	\$283,000	\$275,200	\$267,900	\$0	\$1,417,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$8,700	\$17,000	\$24,800	\$32,100		\$82,600
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$1,500,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-03 (301-682)

## PARK SYSTEM MASTER PLAN STUDY (FY 2018-2019)

**Project Category: B**

**Project Description:**

Several City parks are nearing 50 years old. 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 and prioritized. Development of a Master Plan for the Parks System will allow for future planning of projects and guide the overall direction of the City's Parks Program.

**Estimated Project Schedule:**

Study: FY 2021-2022

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$227,000	\$0	\$0	\$0	\$0		\$227,000
<b>Total</b>	<b>\$227,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$227,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
Estimated Project Costs	\$227,000	\$0	\$0	\$0	\$0	\$0	\$227,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$227,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$227,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-04 (NEW CIP)

### SYNTHETIC SURFACE REPLACEMENTS (FY 2022-2023)

**Project Category: B**

**Project Description:**

The synthetic turf surface at Sea Cloud Park S-4 (Soccer Field No. 4) was installed in FY 2012-2013 and is scheduled for replacement in FY 2022-2023. The project consists of replacing the existing field's synthetic turf surface and repairing the base material, as required, to eliminate depressions. The City has applied for and is expecting to receive \$198,455 in Proposition 68 Per Capita Grant for this project, but because this is a reimbursement grant, the full cost of the project is budgeted with CIP-City funds. After the work is completed, reimbursement from grant funds will be sought.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	15% Contingency	Total
Estimated Project Costs	\$0	\$675,400	\$0	\$0	\$0	\$104,300	\$779,700
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$20,300	\$0	\$0	\$0		\$20,300
<b>Total</b>	<b>\$0</b>	<b>\$695,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,300</b>	<b>\$800,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-05 (NEW CIP)

## 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 replacing the existing synthetic turf field surfaces and repairing the base material, as required, to eliminate depressions.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	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>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-06 (NEW CIP)

## DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2023-2024)

**Project Category: C**

**Project Description:**

The synthetic turf inside the dog park requires replacement every five to seven years due to the volume of high impact traffic it receives. This project consists of replacing approximately 10,000 square feet of existing synthetic turf and repairing the base material, as required, to eliminate depressions, in addition to replacement of the underlying drainage system prior to replacement of new turf.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$0	\$0	\$350,000	\$0	\$0		\$350,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$350,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	12% Contingency	Total
Estimated Project Costs	\$0	\$0	\$294,800	\$0	\$0	\$37,500	\$332,300
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$17,700	\$0	\$0		\$17,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$312,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,500</b>	<b>\$350,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-07 (NEW CIP)

## BOOTHBAY PARK SITE IMPROVEMENTS (FY 2023-2024)

**Project Category: B**

**Project Description:**

Boothbay Park is a “destination” park that draws users for a wide variety of activities. This renovation project includes the installation of a “Family Playground” similar to Palo Alto's Magical Bridge Playground for users of all ages. It also provides for picnic site improvements, including the addition of 2-3 reservable picnic areas (to make a total of 3-4) that have covered seating, barbecue space, and open passive space. The renovation will elevate Boothbay Park as an inclusive, multi-generational, multi-cultural space for all users within the parks system.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$0	\$0	\$1,000,000	\$4,055,000	\$0		\$5,055,000
ERF	\$0	\$0	\$0	\$110,000	\$0		\$110,000
Park-In-Lieu	\$0	\$0	\$0	\$1,835,000	\$0		\$1,835,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$6,000,000</b>	<b>\$0</b>		<b>\$7,000,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$754,700	\$4,403,700	\$0	\$1,400,000	\$6,558,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$45,300	\$396,300	\$0		\$441,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$4,800,000</b>	<b>\$0</b>	<b>\$1,400,000</b>	<b>\$7,000,000</b>



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-08 (NEW CIP)

## SPORT COURT RESURFACING (FY 2025-2026)

**Project Category: C**

**Project Description:**

Tennis, basketball and pickleball courts are typically resurfaced every five to seven years due to weather effects and wear from use. Resurfacing will include asphalt section replacement, filling depressions, crack repair, acrylic resurfacing, acrylic color coat, new line striping. Staff has identified the following courts for resurfacing based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing:

- near Teen Center - two tennis courts
- Boothbay Park - four tennis courts and one basketball court
- Edgewater Park - two tennis courts
- Ketch Park - one half-court basketball court
- Port Royal Park – one half-court basketball court
- Shad, Sunfish, and Turnstone Parks -- one basketball court in each park

**Estimated Project Schedule:**

Design: FY 2025-2026

Construction: FY 2025-2026

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$0	\$0	\$0	\$0	\$304,000		\$304,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$304,000</b>		<b>\$304,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$246,800	\$27,600	\$274,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$29,600		\$29,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$276,400</b>	<b>\$27,600</b>	<b>\$304,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-09 (NEW CIP)

## SEA CLOUD PARK SITE IMPROVEMENTS (FY 2025-2026)

**Project Category: C**

**Project Description:**

The restroom facility at Sea Cloud Park is 40 years old and has reached its useful life expectancy. The current plan, which may be modified as part of the Park Master Plan Study, is to replace the existing single-story building with a two-story building. The new first story will contain new restroom facilities. The second story will contain a group meeting room for youth sports teams and other groups.

**Estimated Project Schedule:**

Design: FY 2025-2026

Construction: FY 2026-2027

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - City	\$0	\$0	\$0	\$0	\$750,000		\$750,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>		<b>\$750,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	25% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$535,700	\$150,000	\$685,700
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$64,300		\$64,300
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$150,000</b>	<b>\$750,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-01 (CIP 301-681)

## NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)

### Project Category: A

#### Project Description:

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, SB1 and contributions from the School District.

**Estimated Project Schedule:**

Design: Ongoing

Construction: FY 2021-2022 through FY 2022-2023

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>Total</b>
SB1	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>Total</b>
Estimated Project Costs	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Inflation %	— %	3 %	6 %	9 %	12 %	
Inflation Escalation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-02 (CIP 301-694))

## DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (FY 2019-2020)

**Project Category: A**

**Project Description:**

This project is a traffic calming project to address evening commute traffic traveling from US 101 to Route 92 via eastbound East Hillsdale Boulevard. Commuters utilize East Hillsdale Boulevard as a cut-through to avoid traffic congestion at the eastbound off ramp from northbound US 101 to eastbound Route 92 which creates traffic congestion in the City.

To address the cut-through traffic on East Hillsdale Boulevard during peak evening commute hours, the City Council on December 17, 2018, approved the implementation of a traffic relief pilot program for a three-month trial period. The pilot project restricted left turn movements on eastbound East Hillsdale Boulevard at two intersections, i.e. East Hillsdale Boulevard/Edgewater Boulevard and East Hillsdale Boulevard/Shell Boulevard intersections, during peak evening commute hours from 4:00 PM – 7:00 PM, Monday through Friday (excluding major holidays). Staff closed the left turn lanes by 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 City now wishes to permanently implement the project by installing dynamic signage at the intersections of East Hillsdale Boulevard/Edgewater Boulevard and East Hillsdale Boulevard/Shell Boulevard, which activate during the commute hours when left turns are not permitted, as a permanent solution to minimize cut-through traffic. Design is complete. Construction was put on hold due to the significant reduction in traffic during the pandemic.

**Estimated Project Schedule:**

Design: Complete

Construction: On-Hold

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
SB1	\$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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$225,000	\$0	\$0	\$0	\$0	\$25,000	\$250,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$250,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-03 (CIP 301-698)

## 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 an 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 upgrades include:

- Vehicle & Pedestrian Signal Heads Replacement
- Accessible Pedestrian Signals (APS) Replacement
- Traffic Signal Cabinets Upgrades and retrofits onto existing cabinet foundations

#### 3. Traffic Signal Controllers Replacement

The traffic signal controller is considered the "brain" of the signalized intersection and processes detection inputs from the field and sends out signals to turn on and off the traffic signal indications. These field units communicate with the Central Computer System located in the Public Works Engineering office. The City uses a modern controller from Trafficware but the field hardware is reaching the end of its useful life.

#### 4. Advanced Traffic Management System (ATMS) – Central Computer System Upgrade

Communicates to the traffic signal controllers and stores data for traffic signal timing development. A new system will provide an enhanced user interface.

Funding for the design and construction of the traffic signal system upgrades will be provided by a combination of City CIP, Measure A, Measure W and SB 1 funds. Total funding in excess of \$8 million will be required to implement and fully fund the design and construction of the traffic signal system upgrades. The project will be deferred until FY 2025-2026 to allow for the cash reserves

from third party funding sources, i.e., Measure A, Measure W, and SB1 to accumulate and lessen the burden on the General Fund.

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 2025-2026

Design: FY 2026-2027

Construction: FY 2028-2029

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure W	\$0	\$0	\$0	\$0	\$100,000		\$100,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>		<b>\$100,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$0	\$0	\$80,400	\$10,000	\$90,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$9,600		\$9,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$100,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-04 (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 (P-TAP) 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 approximately \$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, SB 1, and /or Measure W.

The design and construction of the Project will be combined with the Park Pathway Restoration Project which addresses needed repairs to asphalt pathways within various parks. Combining the projects will improve bid pricing and to allow for project delivery efficiencies. Funding of the two projects will be tracked separately.

#### Estimated Project Schedule:

Design: FY 2021-2022

Construction: FY 2022-2023



<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure A	\$810,000	\$0	\$0	\$0	\$0		\$810,000
Gas Tax 2103	\$290,000	\$0	\$0	\$0	\$0		\$290,000
Measure M	\$100,000	\$0	\$0	\$0	\$0		\$100,000
Measure W	\$500,000	\$0	\$0	\$0	\$0		\$500,000
<b>Total</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,700,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$1,530,000	\$0	\$0	\$0	\$0	\$170,000	\$1,700,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,530,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,000</b>	<b>\$1,700,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-05 (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 (P-TAP) 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 approximately \$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, SB 1, and/or Measure W.

The design and construction of the project will be combined with the Park Pathway Restoration Project which addresses needed repairs to asphalt pathways within various parks. Combining the projects will improve bid pricing and allow for project delivery efficiencies. Funding of the two projects will be tracked separately.

#### Estimated Project Schedule:

Design: FY 2022-2023

Construction: FY 2023-2024

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure A	\$0	\$825,000	\$0	\$0	\$0		\$825,000
Gas Tax 2103	\$0	\$325,000	\$0	\$0	\$0		\$325,000
Measure M	\$0	\$100,000	\$0	\$0	\$0		\$100,000
SB1	\$0	\$250,000	\$0	\$0	\$0		\$250,000
<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>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>10% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$1,350,000	\$0	\$0	\$0	\$150,000	\$1,500,000
Inflation %	— %	— %	— %	— %	— %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$1,500,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-06 (NEW CIP)

## BRIDGE IMPROVEMENTS (SUBSTRUCTURE AND SUPERSTRUCTURE) (FY 2022-2023)

**Project Category: B**

**Project Description:**

This project is comprised of the "Follow-Up On Bi-Annual Caltrans Bridge Inspections" (FY 2021-2022) and the "Underwater Bridge Support Structures Inspection and Repairs" (2021-2022) Projects identified in the FY2020-2021 Annual Budget.

The project addresses deficiencies in Bicentennial, Foster City Boulevard, Rainbow, and Shell Boulevard Bridges. Caltrans performs inspection of the above water bridge elements every two years and the underwater elements every five years. The project will address deficiencies identified in the Caltrans inspections documents and any deficiencies identified by a consultant engineering firm working directly for the City. The consultant engineering work may include dive inspections. As no addressable deficiencies have been identified in Caltrans underwater inspections, the project budget does not include funds to repair underwater bridge elements. Additional funding may be requested for the design and construction of underwater bridge improvements.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2023-2024

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
SB1	\$0	\$400,000	\$450,000	\$0	\$0		\$850,000
<b>Total</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$850,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$349,500	\$382,100	\$0	\$0	\$85,000	\$816,600
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$10,500	\$22,900	\$0	\$0		\$33,400
<b>Total</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$405,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$850,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-07 (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 (P-TAP) 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 approximately \$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, SB 1, and/or Measure W.

The design and construction of the project will be combined with the Park Pathway Restoration Project which addresses needed repairs to asphalt pathways within various parks. Combining the projects will improve bid pricing and allow for project delivery efficiencies. Funding of the two projects will be tracked separately.

#### Estimated Project Schedule:

Design: FY 2023-2024

Construction: FY 2024-2025

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure A	\$0	\$0	\$825,000	\$0	\$0		\$825,000
Gas Tax 2103	\$0	\$0	\$325,000	\$0	\$0		\$325,000
Measure M	\$0	\$0	\$100,000	\$0	\$0		\$100,000
SB1	\$0	\$0	\$250,000	\$0	\$0		\$250,000
<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>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$1,273,600	\$0	\$0	\$150,000	\$1,423,600
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$76,400	\$0	\$0		\$76,400
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$1,500,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-08 (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 (P-TAP) 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 approximately \$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, SB 1, and/or Measure W.

The design and construction of the Project will be combined with the Park Pathway Restoration Project which addresses needed repairs to asphalt pathways within various parks. Combining the projects will improve bid pricing and to allow for project delivery efficiencies. Funding of the two projects will be tracked separately.

#### Estimated Project Schedule:

Design: FY 2024-2025

Construction: FY 2025-2026

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure A	\$0	\$0	\$0	\$825,000	\$0		\$825,000
Gas Tax 2103	\$0	\$0	\$0	\$325,000	\$0		\$325,000
Measure M	\$0	\$0	\$0	\$100,000	\$0		\$100,000
SB1	\$0	\$0	\$0	\$250,000	\$0		\$250,000
<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>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$0	\$1,238,500	\$0	\$150,000	\$1,388,500
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$111,500	\$0		\$111,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,350,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$1,500,000</b>

SB 1 = Road Maintenance & Rehab



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-09 (NEW CIP)

## STREET REHABILITATION (FY 2025-2026)

### 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 (P-TAP) 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 approximately \$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, SB 1 and/or Measure W.

The design and construction of the Project will be combined with the Park Pathway Restoration Project which addresses needed repairs to asphalt pathways within various parks. Combining the projects will improve bid pricing and to allow for project delivery efficiencies. Funding of the two projects will be tracked separately.

#### Estimated Project Schedule:

Design: FY 2025-2026

Construction: FY 2026-2027

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Measure A	\$0	\$0	\$0	\$0	\$825,000		\$825,000
Gas Tax 2103	\$0	\$0	\$0	\$0	\$325,000		\$325,000
Measure M	\$0	\$0	\$0	\$0	\$100,000		\$100,000
SB1	\$0	\$0	\$0	\$0	\$250,000		\$250,000
<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>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>11% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$0	\$0	\$1,205,400	\$150,000	\$1,355,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$144,600		\$144,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,350,000</b>	<b>\$150,000</b>	<b>\$1,500,000</b>

SB 1 = Road Maintenance & Rehab

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-01 (NEW CIP)

## LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHABILITATION (FY 2022-2023)

**Project Category: A**

**Project Description:**

The project will address deficiencies in the lagoon intake structure and above and below grade improvements to the pump station building. The budget provides for the preparation of a technical memorandum to define the scope and budget for repairs and/or replacements of the structures.

The two facilities were constructed in the early 1960s and are likely the oldest City-owned facilities. Water from the San Francisco Bay flows through the intake structure located near the end of Wheel House Lane into the lagoon. Water flows through the culverts under the lagoon pump station building and is pumped into the Bay from the Lagoon Pump Station Building located in the City's Corporation Yard. These reinforced concrete structures are exposed to the salty water and air of the Bay which causes the reinforcing steel to corrode. The corroding reinforcing steel causes concrete to spall. In several locations, significant amounts of concrete have spalled away which adversely affects the structural integrity of certain elements of the facilities. In addition, numerous structural code changes have been adopted since the design of this building. This project will provide for a seismic analysis of the building including recommendations for structural improvements required to meet current standards. Based on the technical memorandum, a construction budget will be identified and any additional funding requests brought back to the City Council.

**Estimated Project Schedule:**

Technical Memorandum: FY 2022-2023

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	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	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$174,800	\$0	\$0	\$0	\$20,000	\$194,800
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$5,200	\$0	\$0	\$0		\$5,200
<b>Total</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$200,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-01 (CIP 405-660)

## WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2016-2017)

### Project Category: A

#### Project Description:

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 proximity to the bay has contributed to the tanks 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. 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), water remains in the storage tanks for longer periods resulting in a drop in water quality.

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 water quality 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 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 drainpipes or installing a new drainpipe 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 FY19-20 budget for CIP 405-688. The total combined project budget is \$3,100,000.

On August 5, 2019, a contract was awarded to Murray Smith for professional engineering services for design and construction support.

On April 4, 2020, the District Board authorized the combining of CIP 405-687 Seismic Improvements at Water Booster Pump Station project with the Water Tanks Improvements Project; renaming the project CIP (405-660) - Water Tank and Facilities Improvements Project; and executing a contract amendment to the contract with MurraySmith. CIP 405-687 is described below.

1. CIP 405-687 - Seismic Improvements at Water Booster Pump Station Project

A seismic vulnerability assessment of the Water Booster Pump Station completed in 2013 by G&E Engineering Systems, Inc. resulted in recommendations to improve the building. This project includes reinforcing the door frame of the roll-up door to prevent deformation during a seismic event and the installation of flexible connections on the underground utilities entering the building to allow differential movement during a seismic event. Due to the similarity in seismic improvements, the proximity of the station to the water tanks, and to more efficiently implement project administration and construction, on April 4, 2020, the District Board authorized the combining of CIP 405-687 project with the Water Tanks Improvements Project, and renaming the project CIP (405-660) - Water Tank and Facilities Improvements Project, and executing a contract amendment in the amount of \$57,921 to the contract with MurraySmith.

**Estimated Project Schedule:**

Design: Ongoing

Construction: FY 2021-2022

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
CIP - Water	\$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>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Estimated Project Costs	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900,000</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-02 (NEW CIP)

## WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)

### Project Category: A

#### Project Description:

The project is comprised of several small projects that were either identified as part of the Water Master Plan that was completed in 2020 or by the Maintenance Division during routine maintenance. This project supports the District's ongoing program to maintain and upgrade the water system to improve reliability and minimize service interruptions.

The project is comprised of the following smaller projects:

1. Steel Pipeline Repairs - The project addresses replacing a section of 24-inch cement mortar lined transmission main pipe, which has a temporary repair clamp, on the Seal Slough Bridge as well as replacing broken valves on the steel distribution system pipelines.
2. Large Water Meter Replacements - The project addresses (1) testing the accuracy of large water meters (4" and larger); (2) replacing meters that are inaccurate and/or at the end of their useful life; and (3) replacing heavy older meter vault lids with spring-operated lids to allow for easier access. This project complements work that has already been performed in concert with the Bay Area Water Supply & Conservation Agency (BAWSCA) 's Water Loss Management Program to identify water loss/revenue losses among the District's largest water meters.
3. Water Valve Improvements - The project addresses replacing broken water valves (8 inches and larger) throughout the distribution system and the strategic installation of new valves to minimize interruptions to customer services during water valve and pipeline repairs. Valves that are not functioning properly are identified for replacement by the Maintenance Division during the fire hydrant flushing program.
4. Pipeline Extension at East Hillsdale Boulevard - The project addresses installing approximately 40 feet of 8-inch pipeline to loop a pipeline which is currently dead-ended. The project is identified in the Water System Master Plan.
5. Pipeline Removal at Detroit Avenue - The project addresses removing temporary 6-inch HDPE pipeline that was installed from Detroit Avenue to Anchor Road after a leak occurred at a pressure reducing valve. Replacing the pressure reducing valve is included in CIP 405-636 Water System Improvements and Valve Replacements Project.
6. Water Transmission Main Pipeline Condition Assessment Technical Memorandum - The technical memorandum will recommend one or more of the various pipeline inspection technologies to assess the condition of the District's 24-inch cement mortar lined and coated steel transmission main and steel distribution system mains, and provide budget estimates for implementing the inspection technologies and providing recommendation for capital improvements projects based on the inspection results. The transmission system pipelines (24" diameter) and large distribution system pipelines (18" and 16" diameter pipes) are made of steel.

**Estimated Project Schedule:**

Design: FY 2021-2022 through FY 2022-2023

Construction: FY 2021-2022 through FY 2023-2024

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
CIP - Water	\$250,000	\$1,000,000	\$1,000,000	\$500,000	\$500,000		\$3,250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>		<b>\$3,250,000</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Estimated Project Costs	\$250,000	\$970,900	\$943,400	\$458,700	\$446,400	\$0	\$3,069,400
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$29,100	\$56,600	\$41,300	\$53,600		\$180,600
<b>Total</b>	<b>\$250,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$3,250,000</b>



# 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 Wastewater Treatment Plant (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, \$50,820,916 has been encumbered for this multi-year project. Approximately, an additional \$103 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	\$ 4,563,622
FY 2020-2021	<u>\$ 8,315,581</u>
	\$ 50,820,816

#### Anticipated Budget Required:

FY 2021-2022	\$ 52,284,950
FY 2022-2023	\$ 39,303,720
FY 2023-2024	\$ 7,265,496
FY 2024-2025	\$ 3,304,831
FY 2025-2026	\$ 518,440
FY 2026-2027	<u>\$ 150,994</u>
	\$ 102,828,431

**Total Project Budget: \$ 153,649,247**

In 2020 (year 6), the CWP focused on shifting to the construction phase for most of its projects to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- On February 14, 2020, updated and submitted the technical package for State Revolving Funds (SRF) Funding to reflect design changes that have occurred since the initial application submittal in 2017. Credit review and legal consultation have started and are estimated to be completed in early 2021. The program is potentially eligible for a loan up to \$137 million dollars, of which EMID would be eligible for \$33 million dollars.
- On May 4, 2020, awarded construction contract for GMP 2 (Pile Driving) to Sundt Construction for an amount of \$17.716 million dollars, with a contingency in the amount of \$1.645 million dollars. Notice to Proceed was issued on May 5. A total of 1513 piles were installed through December 15,

2020. Completed the installation of a temporary sound wall on the western boundary of the shoring wall to mitigate construction noise.

- Trussel Technologies identified a low cost solution for Title 22 recycled water for potential non-potable reuse and an amendment with Trussell Technologies was approved by the San Mateo City Council on July 20, 2020 to provide Title 22 technical support.
- On September 21, 2020, awarded construction contract for GMP 3 (Process facilities- headworks, primary treatment, biological nutrient removal basins, membrane filtration, dedicated wet weather treatment; upgrade of disinfection facilities, chemical storage feed, odor control, administration building, and maintenance warehouse) to Sundt Construction for an amount of \$379,880,746, with a contingency in the amount of \$13,900,000. Issued NTP to Sundt on September 22, 2020.
- On November 16, 2020, executed Amendment No. 6 in an amount of \$14,330,000, with a contingency in the amount of \$1,880,000, to the professional services agreement with Jacobs (formerly CH2M), to continue to provide program management for year seven (7) of the CWP.
- On November 5, 2020, closed Water Infrastructure Finance and Innovation Act (WIFIA) loan in the total amount of \$277.2 Million dollars (San Mateo share is \$210.4 M and EMID share is \$67.8M) Rates are 1.32% for San Mateo and 1.14% for EMID). Relative to the current Bond rate of 3.81%, these rates result in a savings of \$87M for San Mateo and \$33.7 M for EMID over the 30-year life of the loan.
- Immediate Action Project 2 – Completed the digester piping repair project. Completed the influent junction box concrete repairs. Completed repair of broken DAFT pipeline.
- Immediate Action Project 3 – Complete preliminary analysis phase.

In 2021 (year 7), the CWP will continue to focus on full project delivery and execution of major improvement projects. Key year 7 program activities will include the following:

- Program administration, program controls, economic management, document management, 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 (GMPs 1, 2, & 3)
  - WWTP Annual Major Components Projects
- Design for Immediate Action Project 3

Continue project management for the Construction Manager at Risk (CMAR) (Sundt).

- Continue to pursue 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:**

Design: Complete

Construction: Ongoing through FY 2025-2026

<b>Funding Sources</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
SM-FC PFA/SRF/WIFIA	\$52,284,950	\$39,303,720	\$7,265,496	\$3,304,831	\$518,440		\$102,677,437
CIP - Wastewater	\$274,000	\$274,000	\$274,000	\$39,000	\$39,000		\$900,000
<b>Total</b>	<b>\$52,558,950</b>	<b>\$39,577,720</b>	<b>\$7,539,496</b>	<b>\$3,343,831</b>	<b>\$557,440</b>		<b>\$103,577,437</b>

<b>Expenditures Categories</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>Total</b>
Estimated Project Costs	\$52,558,950	\$39,577,720	\$7,265,496	\$3,304,831	\$557,440	\$0	\$103,577,437
Inflation %	— %	0 %	0 %	0 %	0 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$52,558,950</b>	<b>\$39,577,720</b>	<b>\$7,539,496</b>	<b>\$3,343,831</b>	<b>\$557,440</b>	<b>\$0</b>	<b>\$103,577,437</b>

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 (CIP 405-695)

### LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)

**Project Category: A**

**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.

Lift Station 59, located in the Corporation Yard, pumps sewage from the City of Foster City to the Wastewater Treatment Plant in San Mateo.

The project will replace the existing flow meter that measures the amount of sewage that flows to the Wastewater Treatment Plant. A permanent bypass will be installed at the Lift Station to allow staff to perform repairs without shutting down the District's sewage system and interrupting sewage flow to the Wastewater Treatment Plant. Also, an existing 24" valve will be replaced with a new valve.

**Estimated Project Schedule:**

Design: Ongoing

Construction: FY 2021-2022

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - Wastewater	\$1,650,000	\$0	\$0	\$0	\$0		\$1,650,000
<b>Total</b>	<b>\$1,650,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,650,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$1,485,000	\$0	\$0	\$0	\$0	\$165,000	\$1,650,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,485,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,000</b>	<b>\$1,650,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-03 (NEW CIP)

## EMERGENCY GENERATOR REPLACEMENTS (FY 2021-2022)

**Project Category: A**

**Project Description:**

The project addresses the replacement of certain emergency generators and automatic transfer switches that are located at 10 of the District's wastewater lift stations and are at the end of their useful life. An emergency generator powers lift stations when power from PG&E is interrupted or shutdown. The automatic transfer switch senses when PG&E power is interrupted and causes the emergency generator to turn on. The 48 lift stations in the pump sewage to receiving manholes at higher elevations. Emergency generators are located at EMID's 14 major lift stations. Without emergency generators, in the event of a power outage, lifts stations could fill with sewage and possibly overflow. This project addresses replacing the emergency generator and automatic transfer switch at Lift Stations 10, 12, 14, 15, 16, 29, 43 and 59 and the emergency generator only at Lifts Stations 22 and 26. \$885,000 in funding is available in the equipment replacement fund for this project.

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2021-2022

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - Wastewater	\$885,000	\$0	\$0	\$0	\$0		\$885,000
Wastewater - ERF	1,415,000	0	0	0	0		1,415,000
<b>Total</b>	<b>\$2,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,300,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$2,070,000	\$0	\$0	\$0	\$0	\$230,000	\$2,300,000
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$2,070,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>	<b>\$2,300,000</b>

ERF=Equipment Replacement Fund

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-04 (NEW CIP)

## SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2023-2024)

**Project Category: A**

**Project Description:**

The project is part of a multi-phase program started in 2000 to rehabilitate EMID's sanitary sewer lift stations. The lift station improvement projects take place every three to four years.

The projects include preventative maintenance and upgrades to improve the reliability, durability, and sustainability of the lift stations. Lift stations in the District pump sewage from the low points in the collection system to manholes at higher elevations. The project addresses deficiencies at Lift Stations 9, 11, 13, 22, 29, and 43. Lift station improvements generally include repairing the interior wet wells; replacing critical components, and electrical improvements including installation of additional systems to remotely monitor and control the lift stations.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - Wastewater	\$0	\$0	\$600,000	\$6,700,000	\$0		\$7,300,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$6,700,000</b>	<b>\$0</b>		<b>\$7,300,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$0	\$509,400	\$5,532,100	\$0	\$730,000	\$6,771,500
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$30,600	\$497,900	\$0		\$528,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$540,000</b>	<b>\$6,030,000</b>	<b>\$0</b>	<b>\$730,000</b>	<b>\$7,300,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-05 (NEW CIP)

## SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)

**Project Category: A**

**Project Description:**

The project is a continuation of the District's on-going program to repair and replace elements of the sanitary sewer collection system to extend the useful life of the system. The project is comprised of replacing 14 manholes identified in the Wastewater Collection System Master Plan.

Replacement of manholes is typically required due to: (1) the settlement of manholes which adversely affect the connecting pipes and sewage flows; (2) the deterioration of the manhole due to the corrosive gas produced by the sewage; and/or (3) the scouring of receiving manholes at the end of a force main, due to the velocity of sewage pumped from the lift station via the force main pipeline.

**Estimated Project Schedule:**

Design: FY 2024-2025

Construction: FY 2025-2026

Funding Sources	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		Total
CIP - Wastewater	\$0	\$0	\$0	\$300,000	\$1,800,000		\$2,100,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,800,000</b>		<b>\$2,100,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	11% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$247,700	\$1,446,400	\$210,000	\$1,904,100
Inflation %	— %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$22,300	\$173,600		\$195,900
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$1,620,000</b>	<b>\$210,000</b>	<b>\$2,100,000</b>

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