

CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FINAL BUDGET**

## **Fiscal Year 2022-23**



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

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

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

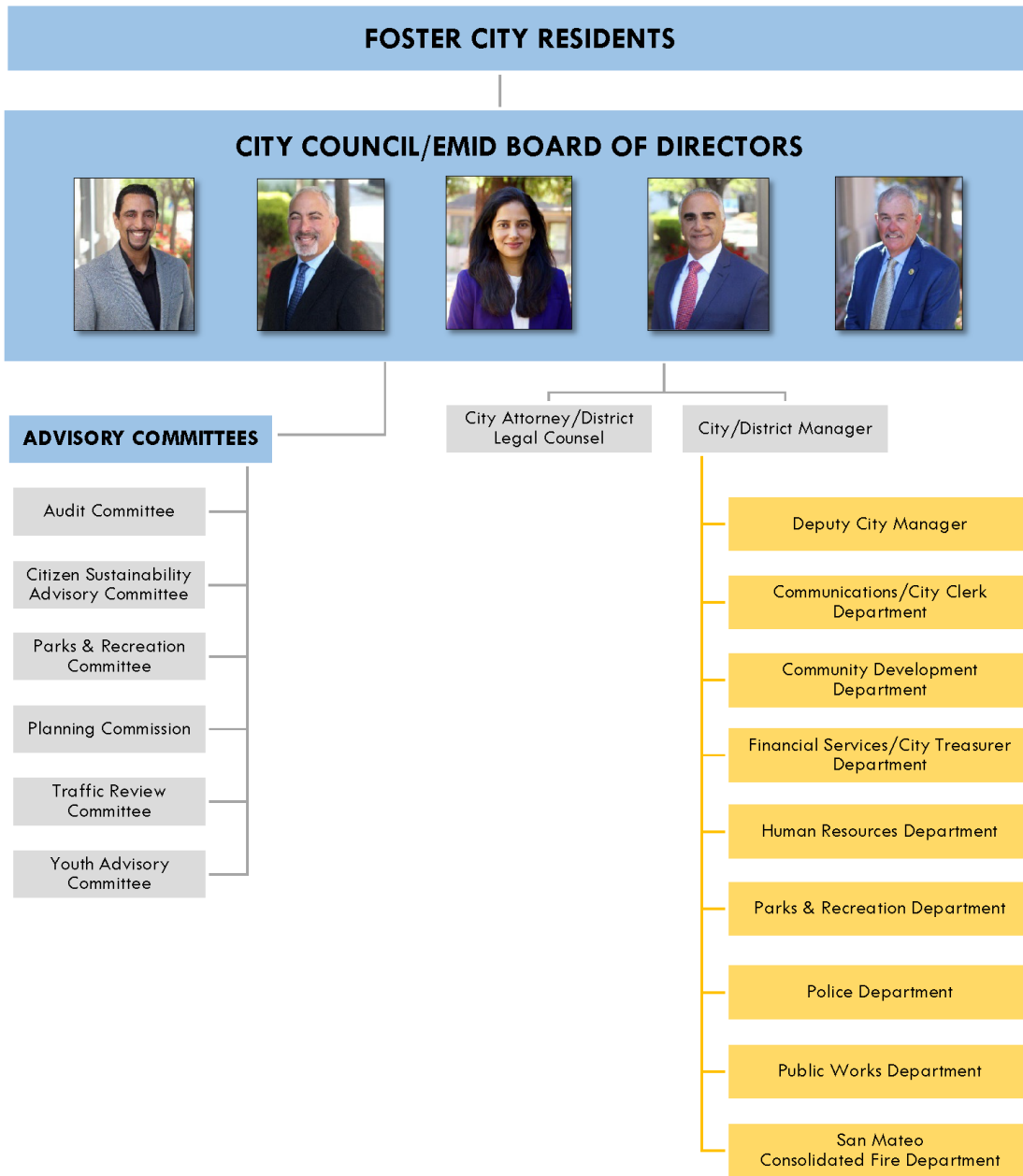
Edmund Suen



**City of Foster City / Estero Municipal Improvement District  
Fiscal Year 2022-23 Final Budget  
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# City of Foster City/Estero Municipal Improvement District Organization Chart



# 2022 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 2022-23

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**June 2022**

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 final Annual Budget for Fiscal Year 2022-23 (“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 2022 and continued through June 2022 culminate in the Budget’s final adoption by the City Council/EMID Board on June 20, 2022.

With over 66% of the U.S. population having been fully vaccinated, the nation has recovered substantially from the Novel Coronavirus (COVID-19) pandemic. GDP growth is strong and unemployment low. However, there are formidable headwinds from high inflation, supply-chain disruptions, labor shortages, and impacts from the Russia-Ukraine war. Unlike many other industries, local government, including Foster City is dealing with retention and recruitment issues and the escalation costs of labor. The City is still seeing challenges in revenue recovery for sales tax, business license tax, recreation programs and rentals, and especially transient occupancy tax. As a result, the FY 2022-23 and 5-year financial plan reflects ongoing operating structural deficits. Based on City Council direction, City staff is exploring an update of the Business License Tax Ordinance to increase the gross receipts cap as a potential revenue measure for the November 2022 election to protect the City’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. These were reaffirmed at the City Council's annual Vision & Policy Summit (priority setting session).
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 2022-23, 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 prides itself on being fiscally prudent, operating lean, and utilizing resources responsibly as entrusted to us. Although the COVID-19 pandemic has continued to be disruptive to the City/District's operations and revenues, staff understands that recovery is likely gradual and will therefore 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 and labor conditions, and work together to identify solutions that are fiscally sound and best serve the community.

Sincerely,

Edmund Suen  
Interim City/District Manager

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# **FISCAL YEAR 2022-23 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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**February 28, 2022 (Monday) Study Session at 6:30 p.m.**

- Mid-year Financial Review for FY 2021-22
- Policy Direction on the Preparation of FY 2022-23 Annual Budget and Five-Year Financial Plan
- Organizational Assessment - Preliminary Proposals for City Restructuring/Governmental Operations Improvement.

**March 21, 2022 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Review of Non-Profit Funding Process for FY 2022-23

**March 28, 2022 (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
- Preliminary Master Fee Schedule
- Review of Special Reports (if any)

**April 18, 2022 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Public Hearing on Master Fee Schedule for FY 2022-23

**May 9, 2022 (Monday) Study Session at 6:30 p.m.**

- Review of Five-Year Financial Plan, Review of Preliminary Budget (All Funds)
- Review Special Reports (if any)

**June 6, 2022 (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
- Approval of Funding Requests from Non-profit Agencies

**June 20, 2022 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

**June 30, 2022 (Thursday)**

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

(Note: all items above relate to the preparation of the FY 2022-23 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 2022-23 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 2020-21, the Sustainable Foster City Fund was 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% (4 to 6 months) 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 has moved over to the General Fund group (Fund 012) as its funding sources no longer carry imposed spending restrictions.

*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. Monies 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.

*Workforce Housing - (Fund 139):* The City of Foster City purchased 22 Workforce Housing Units 551—565 Pilgrim Drive and 1159 Triton Drive (Pilgrim Triton Phase C/Laguna Vista) in May 2022. The Workforce Housing Program is designed to help address the housing needs of first responders, public employees, and teachers in the very low, low, and moderate income households in order to make it possible for public servants to live near where they work.

*Equipment Replacement - Workforce Housing Reserves - (Fund 140):* Equipment replacement related billings to workforce housing units.

*SB 1383 Implementation - (Fund 141):* Based on guidance from CalRecycle, the SB 1383 Local Assistance Grant Program provides subsidized compost to encourage and expand the use of compost within our County with the end goal to expand the capacity for compost use within the County into the future.

#### **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.

*Levee Project Fund (Fund 327):* The Levee Project Fund is for the design and construction of Levee Protection Planning and Improvements Project (CIP 301-657).

## 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.
- *Water Connection Fees (Fund 409)* - Funds held for the water connection fees collected and to be use in future Water CIP projects.

*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.
- *Wastewater Connection Fee (Fund 460)* - Funds held for the wastewater connection fees collected and to be use in future Water CIP projects.

- *Wastewater State Revolving Fund/Other Bonds (Fund 461)* - The State Revolving Fund program provide a long-term, low-cost loan for the District's Wastewater Treatment Plant Master Plan Improvements project (CIP 455-652).

## **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. Effective January 2022, the City of Burlingame commenced direct billing to the three hotels. As a result, this Fund is anticipated to have no activity in FY 2022-23.

*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, 2027**



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

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

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

Edmund Suen

# FOSTER CITY COMMUNITY PROFILE

## Location

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

## History

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

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

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





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

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

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

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

As the City developed, residents came to realize that their lack of representation on the EMID Board made it difficult to affect Board decisions on development and taxation issues. In early 1967, residents reached a compromise with T. Jack Foster and Sons to introduce legislation increasing the Board's size from three to five. Foster City residents would elect the two new directors. The legislation also contained a provision for eventual transition of the Board to full citizen representation by 1970, a year prior to the statutory deadline. At that time, the EMID Board began incorporation proceedings.

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

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

### **Government Services**

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



Figure 2: Foster City Government Center

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

- Planning Commission
- Citizens Sustainability Advisory Committee
- 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. Eight departments and two contracted services report to the City Manager, which include:

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

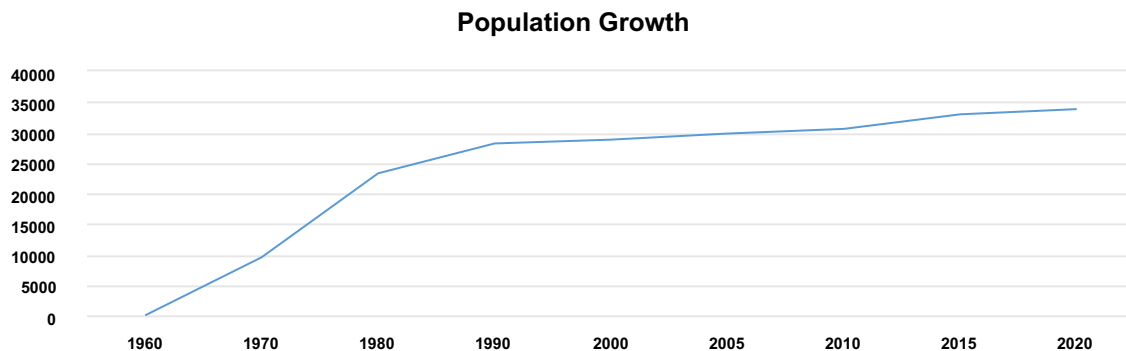
The Parks and Recreation Division offers a variety of cultural activities in the form of special events throughout the year. Leo Ryan Park serves as the backdrop for many events that provide the community exposure to culture and the arts in all its forms. One of the most widely attended events for all 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 Department also hosts several events specifically for Foster City residents. In August, a Family Overnighter is held at Boothbay Park. This popular event features a fun-filled evening of games, songs and camping.

In May of 2018, it was decided by the City Council that the City would host an annual “City Birthday Party.” The inaugural City event is called “Summer Days” and includes live entertainment, traditional carnival/amusement rides & games, on-site food trucks, craft beer tastings, art/craft exhibits (by local artists and SF Etsy), in addition to activities and information booths by our local community groups. This special event for the City, created by City staff is the ultimate birthday celebration and wrap up to a fun-filled summer of Parks and Recreation programs.

## **Population**

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970’s and grew at a slower pace during the 1980’s and 1990’s. The original Master Plan estimated a population at buildout of 35,000. The City’s population was determined to be 33,805 by the 2020 US Census. The most recent estimate by the California Department of Finance is 32,842 as of January 1, 2021.



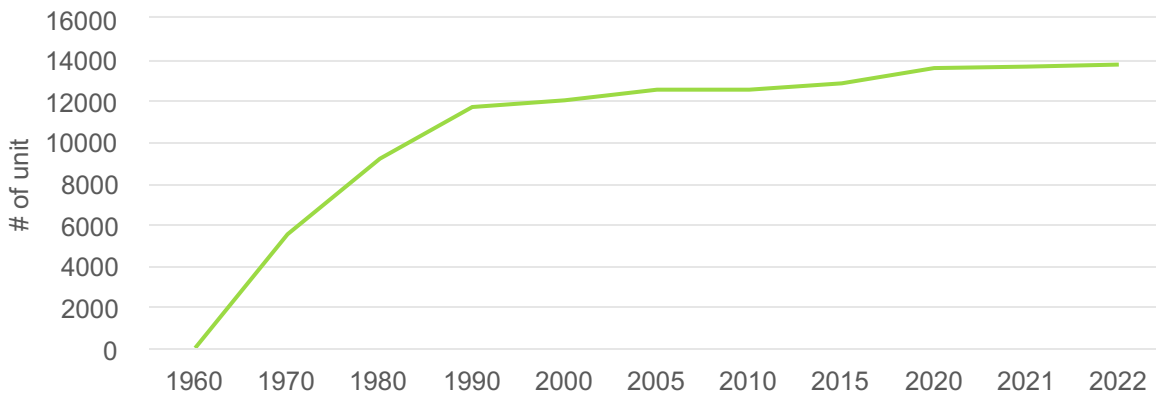
## Housing

As of January 1, 2022, the City has 13,742 housing units.

The Pilgrim Triton Master Plan was approved in 2008 to allow 730 housing units and 296,000 square feet of commercial/industrial office replacing approximately 295,000 square feet of industrial/office buildings and later amended to allow 805 housing units. 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 2022.

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 one vacant commercial retail space to be occupied after tenant improvement is completed in 2022.

Historic & Projected Housing Unit Growth

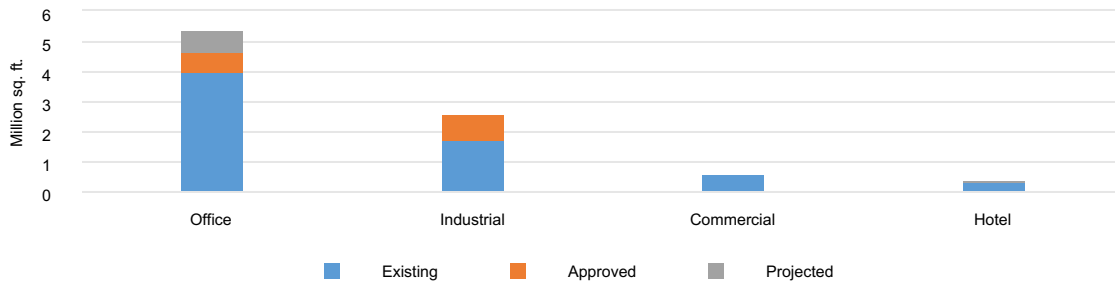


## Land Use

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; this is to be occupied in spring of 2022. 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; this park is currently under construction and is to be completed in spring 2022.

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 be permitted in FY 22/23 and be completed in fall 2024.

On July 19, 2021, the City Council approved an 83,187 Square-Foot, Seven-Story Hotel with 151 Guest Rooms and Associated Site Improvements at the Vacant Lot Located at the Southwest Corner of Metro Center Boulevard and Shell Boulevard (RZ2019-0002).

On January 19, 2021, the City Council reviewed a Preliminary Review application to redevelop the vacant El Torito restaurant into a new Class A life sciences office building at 388 Vintage Park Drive (PR2020-0005). On November 4, 2021, the Planning Commission held a Study Session on an application to redevelop the vacant El Torito restaurant into a new Class A life sciences office building at 388 Vintage Park Drive (UP2021-0023 & UP2021-0024).

On May 6, 2021, the Planning Commission held a Study Session to review and discuss a proposal for a new, approximately 6,000 square-foot, stand-alone outdoor pavilion structure featuring restaurant/retail tenant spaces, outdoor seating, and restrooms as an ancillary amenity to the existing century plaza office use at 1065 E. Hillsdale boulevard, located at the southwest corner of Foster City Boulevard and E. Hillsdale Boulevard in the Town Center neighborhood.

On July 14, 2021, the City Council held a Study Session for consideration of Land Use and Long Range Planning, include the Golf Course Site.

On July 19, 2021, the City Council conducted a Preliminary Review of a Proposal to Allow Research & Development Use on floors Four (4) through Eight (8) at Parkside Towers Office Development (PR2020-0007).

On November 1, 2021, the City Council conducted a Preliminary Review of a Proposal to Allow Research & Development Use at Century Plaza Office Building (PR2021-0002). 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 opened in fall 2021.

Orchard Supply Hardware closed in 2018. No new tenant or use of the site has been the subject of any applications as of March 2022.

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 completed in December 2020.

## Jobs

During the initial stages of Foster City's development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and research and development uses have been completed, adding a substantial daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of February 2022 (latest data available) are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
Gilead Sciences	3,931
Visa USA Inc.	1,911
VISA Technology & Operations LLC	887
Zoox Inc.	734
Cybersource Corporation	359
Sledgehammer Games Inc.	277
Costco Wholesale Corporation	276
IBM Corporation	248
Qualys	240
CSG Consultants Inc	230
Exabeam Inc	229

Source: Foster City Business License Data

Based on the Foster City's 2022 business license records, businesses in Foster City employ approximately 15,558 persons. Another source, Census on the Map from the US Census Bureau, estimated 18,527 primary jobs in Foster City in 2019. Using the Census of the Map estimate and adding the estimated increase in office, industrial and retail space, total employment in Foster City, in the year 2025 is projected to be approximately 21,679 persons. In comparison, Projections 2040, published in 2018 by the Association of Bay Area Governments/Metropolitan Transportation Commission (the latest forecast by an independent source) projected total jobs in Foster City at 33,435 in 2025 and 35,250 in 2035. The accelerated development occurring in Foster City over the past 5 years has allowed the local job market to grow beyond expectations.

Source: Projections 2040, ABAG/MTC



## ***Education***

The community is served by various private and public educational facilities. From a public education perspective, Foster City is served by the San Mateo-Foster City School District (elementary), the San Mateo Union High School District (high school), and the San Mateo Community College District (community college). There are eight private preschools, four public and three private elementary schools, one private and one public middle (junior high) school in the city limits. 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 Parks and Recreation Department offers a wide variety of classes year-round - from preschool programs to creative arts, sports, and fitness programs for children, teens, adults and seniors. The Senior Center offers a variety of programs geared specifically for seniors. "The Vibe" Teen Center hosts activities for 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, Community Center, and the Vibe 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.

## ***Climate Action***

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.

The City of Foster City developed the 2015 Climate Action Plan to address challenges that climate change will bring to the community. The Climate Action Plan describes climate change effects and prescribes measures to mitigate its negative impacts. By addressing potential issues arising from climate change impacts, the City will better adapt to changing conditions and can protect general community welfare. In 2021, the City hired a consultant to conduct an assessment gauging the City's climate progress to date. Updating the City's Climate Action Plan will continue in Fiscal 2022-23 with comprehensive community outreach. A final 2021 Climate Action Plan will be adopted in Fiscal Year 2022-23.

## FIVE-YEAR FINANCIAL FORECAST (FY 2022-23 to FY 2026-27)

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 caused extraordinary worldwide social, political, and economic shock. According to Johns Hopkins University data, as of April 7, 2022, there were more than 496.91 million confirmed COVID-19 cases and over 6.17 million deaths worldwide. In the U.S., more than 80.35 million people were infected resulting in over 985,000 deaths. Approximately 66.46% of the U.S. population has been vaccinated with California doing better at 71.66%. The U.S. economy surged from a GDP contraction of 3.4% in calendar year 2020 to a 5.7% expansion in 2021. The nation's unemployment rate swelled from 4.4% in March 2020 to 14.8% in April 2020 and has since declined to 3.8% in February 2022 as the U.S. economy emerged from the Omicron variant. In comparison, California, San Mateo County, and Foster City's February unemployment rates were 5.4%, 2.7%, and 2.4% respectively. The rapid economic growth, supply chain issues, and recent Russia-Ukraine war have contributed to a significant jump in inflation. Over the past 12-months ending February, 2022, national CPI-U spiked to 7.9% while the San Francisco-Oakland-Hayward CPI-U rose to 5.2%. The low labor supply in combination with a 20-year high "quit rate" has brought new challenges for staff retention and recruitment and pushed up wage inflation. Businesses and government agencies are also seeing higher costs for contract services and supplies. Locally, Foster City saw slow recovery for its business license tax, sales tax, and especially transient occupancy tax (TOT) revenues in fiscal year ended (FYE) 2021.

REVENUE TYPE	FYE 2017	FYE 2018	FYE 2019	FYE 2020	FYE 2021	REDUCTION FROM PEAK	REDUCTION %
Business license tax	1,739,320	1,699,425	1,764,875	1,674,780	1,506,696	(258,179)	-14.6%
Sales and use tax	3,152,191	3,431,867	3,672,915	3,149,274	3,131,071	(541,844)	-14.8%
Transient occupancy tax	2,914,905	3,518,966	4,389,794	3,506,101	992,616	(3,397,178)	-77.4%
Totals	7,806,416	8,650,258	9,827,584	8,330,155	5,630,383	(4,197,201)	-42.7%

TOT revenues for the eight months ended February 2022 was \$1.06 million or 24.1% of pre-pandemic full-year mark of \$4.39 million and still only 52.2% of the already downgraded FYE 2022 forecast of \$2.03 million.

On March 11, 2021, President Biden signed a \$1.9 trillion American Rescue Plan Act (ARPA) of 2021, which includes State and local economic relief through December 31, 2024. Foster City received \$4.05 million in July 2021 and will receive the 2nd tranche for the same amount in July 2022. 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. In the adoption of the FY 2021-22 budget and 5-year financial plan, the City Council approved using the ARPA funds to backfill both prior and continued revenue losses as staff forecasts indicated that the COVID-19 impacted General Fund revenue losses (business license tax, sales and use tax, TOT tax, and Recreation rental and program revenues, etc.) from FY 2019-20 through FY 2023-24 would exceed \$9 million (in comparison to the pre-pandemic FY 2018-19 levels).

Since the adoption of the current FY 2021-22 budget, the City learned that CalPERS' investment return for FY 2020-21 was 21.3% or 14.3 percentage points above their 7.0% target. The high return also triggered a CalPERS Risk Mitigation Policy, which reduces the discount rate from 7.0% to 6.8%. The investment gain will be amortized over 20 years, with a ramp-up over the first 5-years (1/5th or 20% of the annual amortization amount recognized each year), beginning in the actuarial valuations with a measurement date of June 30, 2021, which applies to the pension contribution rates for FY 2023-24. The reduction of the discount rate will be amortized over 20 years with no ramping, as ramping for changes in actuarial assumptions was eliminated beginning in measurement periods of June 30, 2019. In recognition of the adverse fiscal impact from the City's growing UAL, the City Council authorized another \$7.5 million additional discretionary payment (ADP) in June 2021 from its Pension Stabilization Fund (in addition to the \$3.48 ADP made in June 2019). The combination of the CalPERS 21.3% investment returns for FY 2020-21 and the ADP helped lower the City's UAL from an estimated \$92.1 million to \$64.1 million as of June 30, 2021. Notwithstanding, the tepid recovery in TOT and other pandemic impacted revenues combined with labor cost escalation and personnel additions in an inflationary and a disrupted supply chain environment are causing an imbalance in the City's annual General Fund budgets. The preliminary five year financial plan for FY 2022-23 through FY 2026-27 indicates a General Fund deficit in FY 2022-23 of \$3.94 before the use of ARPA relief. The annual deficit is anticipated to expand to \$4.16 million in FY 2023-24 before contracting from years three through five to (\$3.29), (\$2.46), and (\$1.82) 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 finding solutions to resolve the anticipated General Fund structural 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, Pilgrim Triton Phase C for 70 townhouses and 22 Foster City owned workforce units, etc.), only four projects are included in the 5-year financial plan. They consist of Gilead's campus-wide office and laboratory tenant improvements, Biomed Realty's Lincoln Centre Drive Phase II development of 245,000 square feet of R&D, a hotel project at the southwest corner of Metro Center Boulevard and Shell Boulevard for a 151 guest room hotel, and a 95,931 gross square feet class A life sciences building at 388 Vintage Park Drive. While not included in the 5-year financial plan, several potential development projects, including a Costco store expansion and gas station, an outdoor food pavilion at 1065 Hillsdale Boulevard, Gilead Sciences' campus build out, Chess Hatch development, and housing at 1601 Beach Park Boulevard could move forward over the next few years.

Since FY 2019-20, San Mateo County has experienced annual Property Tax in lieu of Vehicle License Fees (VLF) shortfalls when the sources designated in State statute for paying the State's VLF obligation (i.e. ERAF and ad valorem property tax of non-basic aid school districts) are insufficient. Thus far, after notification by the County, the State has approved appropriations two years in arrears (e.g. State appropriations was made in FY 2021-22 for the FY 2019-20 shortfall). The 2-year cash flow in arrears impact to Foster City from FY 2019-20 to FY 2021-22 has been \$192,200, \$2,014,700, and \$1,163,600

respectively. In early 2022, the State proposed draft changes to the law that would redirect excess ERAF that would otherwise be returned to local taxing agencies to be used to fulfill the State's VLF obligations. The draft changes are in total contradiction to the current statute which states that excess ERAF be returned to local taxing agencies and shall not be impacted by the State's VLF obligations. Both the County and cities have reached out to the State in opposition of the proposed changes. City staff will be monitoring this issue closely.

In November and December of 2021, the City executed 2-year labor agreements with the Police Officers Association (POA) and the American Federation of State, County and Municipal Employees (AFSCME) unit as well as updating the unrepresented Management Employees Compensation and Benefits Plan retroactive July 1, 2021. The agreements called for a 4% wage increase for FY 2021-22 followed by a COLA adjustment effective July 1, 2022 (based on the April 2022 CPI-U with a floor and ceiling of 3% and 5% respectively). Staff also received a \$2,000 COVID Recognition bonus. Classic CalPERS members also agree to a 0.5% wage contribution toward the City's CalPERS contribution rate effective April 1, 2022. In FY 2021-22, the Human Resources Department initiated a citywide classification and compensation study. One of the goals of these two studies is to provide City Council with information that will help develop a compensation policy that can assist with upcoming labor negotiations in FY 2022-23 for contracts beginning FY 2023-24. Due to the current inflationary environment, City staff has a 2% wage increase placeholder for FY 2022-23 followed by a 2% annual increase from FY 2023-24 to FY 2026-27 for each of the City's bargaining units. Retirement benefit costs are expected to escalate over the next two years before projected declines starting in FY 2024-25. The forecasted General Fund employer pension costs over the 5-year financial plan is \$9.01 million for FY 2022-23; \$9.40 million for FY 2023-24; \$9.32 million for FY 2024-25; \$8.74 million for FY 2025-26; and \$8.45 million for FY 2026-27. The 5-year forecast of pension costs is provided below.

<b>All Dollar Amounts in Thousands</b>						
	<b>Fiscal Year</b>					
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>General Fund Contributions</b>	\$8,014	\$9,012	\$9,399	\$9,322	\$8,741	\$8,445
<b>General Fund Spending</b>	\$46,448	\$53,521	\$53,867	\$54,837	\$55,505	\$56,776
<b>Contribution Cost as % of General Fund Spending</b>	17.3%	16.8%	17.4%	17.0%	15.7%	14.9%

In November 2018, the City Council formed a Pension Subcommittee to discuss strategies toward the City's long-term pension obligations. As indicated earlier, the City Council authorized a \$3.48 additional discretionary payment (ADP) in June 2019 and another \$7.5 million ADP in June 2021. Earlier this year, the Pension Subcommittee met to consider and develop a pension funding policy with the objective of engaging in a full discussion with the entire City Council. A formal policy provides guidance in making annual budget decisions, demonstrates prudent financial management, reassures bond rating agencies of management's commitment in addressing pension obligations, and shows employee and the public on how pensions will be funded.

After considering the multiple variables in developing the City's budget, including those identified above, the 5-year General Fund financial plan can be summarized in the table below.

**City of Foster City, California**  
**General Fund (Fund 001 to 003)**  
**Proposed Five Year Financial Plan FY 2022-23 to FY 2026-27**

	Projected		Forecast			
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Total Revenues	\$49,098,497	\$53,077,726	\$53,204,096	\$55,051,040	\$56,544,842	\$58,454,009
Projected Expenditures	\$50,048,778	\$53,521,483	\$54,410,854	\$55,390,407	\$56,065,625	\$57,349,547
Less: Projected Annual Expenditure Savings of 1%	\$0	\$0	(\$544,100)	(\$553,900)	(\$560,700)	(\$573,500)
Net revenues over (under) expenditures before transfers	(\$950,281)	(\$443,757)	(\$662,658)	\$214,533	\$1,039,917	\$1,677,962
Transfer Out - Recreation Center Replacement (CIP 301-678)	(\$19,000,000)	\$0	\$0	\$0	\$0	\$0
Net Transfers In (Out)	(\$1,552,679)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)
Net Increase (Decrease) in Fund Balance	(\$21,502,960)	(\$3,943,757)	(\$4,162,658)	(\$3,285,467)	(\$2,460,083)	(\$1,822,038)
American Rescue Plan Act Relief (ARP)	\$4,054,920	\$4,054,920	\$0	\$0	\$0	\$0
Net Increase (Decrease) in Fund Balance with ARP Relief	(\$17,448,040)	\$111,163	(\$4,162,658)	(\$3,285,467)	(\$2,460,083)	(\$1,822,038)
Opening Fund Balance	\$52,979,717	\$35,531,677	\$35,642,840	\$31,480,182	\$28,194,715	\$25,734,632
Ending Fund Balance (Reserves)	\$35,531,677	\$35,642,840	\$31,480,182	\$28,194,715	\$25,734,632	\$23,912,594
Reserve Balance as % of Next Year's Operating Expenditures	66.4%	66.2%	57.4%	50.8%	45.3%	41.1%

Based on the City's 15-year Capital Improvement Program analysis that was presented to the City Council on March 28, 2022, the annual transfer recommended from the General Fund is \$3.5 million without using the \$10 million held in the City CIP Fund for potential Levee Project cost overrun risk. As the Levee Project continues to advance towards an anticipated completion date of late 2023/early 2024, staff will have better visibility on a recommendation to the City Council on freeing up the \$10 million for planned projects beyond FY 2023-24.

The City's Internal Service funds are well funded and may provide some one-time relief for the General Fund's structural deficit from its surplus Fund Balances. The District will continue work on the jointly owned Wastewater Treatment Plant (WWTP) with the City of San Mateo. The District and San Mateo, through its jointly established San Mateo-Foster City Public Financing Authority (SM-FC PFA) have completed multiple financings including the issuance of 2019 Wastewater Revenue Bonds, 2021 short-term revenue notes to be taken out by a 2025 approved Water Infrastructure Finance and Innovation Act (WIFIA) loan, and more recently, a State Revolving Fund (SRF) Loan. The District share of the total financing is \$138.01 million, with a remaining \$13.86 million from the Wastewater Enterprise's working capital. 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 2017-18 to FY 2021-22. This was followed by an additional 14.25% rate increase for FY 2022-23 approved in June 2018, a 10% rate increase for FY 2023-24 approved in June 2019, and a 2% rate increase for FY 2024-25 approved in June 2020.

The City commenced construction on its Levee Protection Planning and Improvements Project (CIP 301-657) in FY 2020-21. 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, the City issued \$85 million of GO bonds for the project. In early 2022, the City Council appropriated \$36 million from the Capital Asset Acquisition and Replacement Fund and \$19 million from General Fund Reserves for a \$55 million built-to-budget Recreation Center Replacement Project.

## **City of Foster City**

### **Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2027**

The City of Foster City's Five-Year Financial Plan covers the five-year period ending June 30, 2027. 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 have recovered from the COVID-19 trauma, local conditions in Foster City continue to suggest that hotels, restaurants, and recreation center programs and rentals are anticipated to have different recovery timelines. A challenging labor market marked by the great resignation, hybrid work expectations, accelerating wage inflation are changing how businesses operate and increasing the cost of doing business. Combining these conditions with need for additional staff from various departments, the General Fund is forecasted to be facing multi-year structural deficits. Notwithstanding, the City's projected June 30, 2022 General Fund reserve balance of \$35.53 million, or 66.4% is safely above the City Council's reserve policy level of 33 1/3% to 50.0%.

#### **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 tenant improvements in its campus in FY 2022-23.
- *Hotel at Corner of Metro Center and Shell Boulevards* - A proposed 151 room hotel at the former VISA site with a revised completion timeframe of FY 2023-24. While building and planning fees have been included as FY 2022-23 revenues, City staff has not included TOT revenues in the model due to some uncertainty in the timing of this project.

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 2023-24.
- *Life Science building at 388 Vintage Park Drive* - An application to redevelop the vacant El Torito restaurant has been reviewed and the applicant is expected to start the project in the Fall of 2022.

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

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

#### Property Taxes

- Over the past eleven years from FY 2009-10 to FY 2020-21, 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 used for FY 2022-23 will be 2%. The City is projecting FY 2022-23 property tax revenues to increase 5.3% to \$32.84 million from its fiscal year 2021-22 estimate of \$31.17 million based on preliminary assessed values tracked by the San Mateo County Assessor's Office. In the five-year financial plan, the City has forecasted a 2.5% increase in property tax revenues for FY 2023-24 through FY 2026-27 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 (\$1.62 million for FY 2022-23) in deference to the availability of Excess ERAF refunds to cities and other taxing entities. This cautious approach is based on the history of State takeaways and State's during challenging financial times.

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

- The County has incurred 3 consecutive VLF shortfalls since FY 2019-20. The State included a budget appropriation in FY 2021-22 for the FY 2019-20 VLF shortfall. However, in early 2022, it also proposed draft changes that would divert excess ERAF to pay for the State's VLF obligations. The projected VLF for FY 2022-23 is \$4.58 million.

#### Sales & Use Tax

- The City suffered a \$1 million annual loss in its sales tax revenues in FY 2012-13 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 \$3.17 million in FY 2022-23 compared to a projected \$3.08 million in FY 2021-22 as continued recovery in restaurants will hopefully materialize.

### 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 2020-21, hotel tax revenues fell by over 80% as occupancy plummeted. Projected revenues for FY 2021-22 was originally \$2.36 million, but has been lowered to \$2.03 million due to poor results in the first eight months of FY 2021-22. Projected FY 2022-23 is \$3.02 million and assumes only a 68.9% recovery from pre-COVID conditions in FY 2018-19.

### 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 2022-23 revenue are estimated at \$1.48 million and still well below the FY 2018-19 level of \$1.76 million. The City is considering an increase in the gross receipts cap for a potential November 2022 ballot measure.

### Investment Earnings

- The Federal Reserve has indicated a potential for multiple rate increases over the course 2022 and 2023. As a result, an investment returns for FY 2022-23 has been upgraded to a 1.0% forecast for FY 2022-23 compared to 0.40% for FY 2021-22. 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 6, 2022 the District Board is expected to approve an increase of 3.7% for variable water charges and 5% for fixed water charges for FY 2022-23.
- Wastewater Rates - Wastewater rates are increasing 14.25% annually from FY 2020-21 through FY 2022-23, then 10% in FY 2023-24, and an additional 2% in FY 2024-25. 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 \$151.8 million upgrade (District's portion of joint costs only) of the wastewater treatment plant with the City of San Mateo.

### Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

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

- The City's FY 2022-23 budget has been developed with the assumption of the resumption of "normal" services. Staff is recommending that the Parks and Recreation department be restored, but with the Building and Vehicle maintenance divisions remaining with the Public Works Department. A total of 8 net full time FTEs are proposed to address various service needs with details provided in the "Employee Services" section below.
- In FY 2010-11, 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 2022-23 funding for the City Capital Investment Fund is \$3.5 million annually. This annual funding amount takes into consideration the availability of current reserves above the \$2 million emergency



reserve level. At the conclusion of FY 2021-22, the Capital Acquisition and Replacement Fund would have provided \$42 million of funding to CIP projects consisting of \$7 million for 22 workforce housing units and \$36 million for the Recreation Center Replacement project.

Employee Services

- A net increase of 8.0 full-time FTEs for a citywide total of 172 FTEs is recommended for FY 2022-23. Proposed personnel changes include the following:

Department	Prior Years		Budget
	2020-21	2021-22	2022-23
City / District Manager (Community Services/Recreation added in FY 21/22 and reinstated to Parks & Recreation within FY 21/22 )	8.00	18.00	10.00
Communications/City Clerk	3.00	4.00	4.00
Human Resources	5.00	4.00	4.00
Financial Services/City Treasurer	10.00	9.00	9.00
Parks and Recreation	29.25	0.00	28.00
Police	54.00	54.00	55.00
Community Development	14.00	14.00	16.00
Public Works (Parks added in FY 21/22 and reinstated to Parks & Recreation within FY 21/22)	43.75	61.00	46.00
<b>Totals</b>	<b>167.00</b>	<b>164.00</b>	<b>172.00</b>

- **City Manager:**
  - Convert One (1) Sr. Systems Analyst to Two (2) Technology Analyst I.
  - Convert One (1) Management Analyst to Senior Management Analyst to allow this position be flexibly staffed as Management Analyst/Senior Management Analyst.
  - Deputy City Manager was created to manage Recreation/Community Services for FY 2021-22 but will remain at City Manager Department in lieu of an Assistant City Manager for FY 2022-23.
  - Recreation/Community Services transferred Nine (9) FTE back to reinstated Parks & Recreation Department
- **Community Development :**
  - Add One (1) Housing Coordinator.
  - Add One (1) Sr. Planner (5 Year Limited Term).
- **Financial Services/City Treasurer:**
  - Convert One (1) Office Assistant II to Administrative Assistant II during FY 2021-22.
  - Update the titles of Two (2) Senior Accounting Specialists to Senior Accounting Technicians.
  - Update the title of One (1) Accounting Specialist to a flexibly staffed Accounting Technician/ Senior Accounting Technician.
- **Human Resources:**
  - Convert One (1) Office Assistant II to HR Technician during FY 2021-22.
- **Parks and Recreation:**
  - Reinstated Parks and Recreation Department. Transfer Parks Division from Public Works and Recreation/Community Services Division from City Manager.
  - Reinstated One (1) Parks and Recreation Director.
  - Add One (1) Irrigation Technician.
  - Convert One (1) Management Coordinator to Management Analyst.
- **Police:**
  - Add One (1) Records Specialist.
- **Public Works:**
  - Convert One (1) Office Assistant II to Administrative Assistant I during FY 2021-22.

- Add One (1) Maintenance Worker.
  - Add One (1) Associate Civil Engineer for CIP Projects, including the Recreation Center Replacement project.
  - Add One (1) Sr. Engineering Technician for CIP Projects, including the Recreation Center Replacement project.
  - Eliminate One (1) Parks/Facility Maintenance Manager.
  - Parks transferred Seventeen (17) FTE back to reinstated Parks & Recreation Department.
- 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 2021-22. Each of these changes added significant costs to many government agencies, including Foster City. Based on CalPERS' 21.3% investment return in FY 2020-21, the discount rate was further lowered to 6.8% effective FY 2022-23. The forecasted employer pension costs in the General Fund's 5-year financial plan is \$9.01 million for FY 2022-23; \$9.40 million for FY 2023-24; \$9.32 million for FY 2024-25; \$8.74 million for FY 2025-26; and \$8.45 million for FY 2026-27.
  - In FY 2021-22, new two year labor agreements were reached for full-time city employees (the Police Officers Association (POA) and the American Federation of State, County and Municipal Employees (AFSCME) unit) as well as an update to the unrepresented Management Employees Compensation and Benefit Plan. A 4% wage increase was made retroactive July 1, 2021. Due to the high level of inflation over the past months, staff has included a 5% wage increase assumption for FY 2022-23 (there is a floor and a ceiling of 3% and 5% respectively based on the April 2022 CPI-U). A 2% annual placeholder increase is assumed for FY 2023-24 through FY 2026-27. Although a classification and compensation study is currently in progress, the FY 2022-23 budget and 5-year financial plan does not include any fiscal impacts from potential wage adjustments as a result of recommendations from the completion of these studies. Such adjustments, if any would require supplemental budget augmentations to the FY 2022-23 budget.

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

- City staff has budgeted an overall 2.8% increase in General Fund supplies and services costs for FY 2022-23 as a result of current high inflation environment. This is followed by a return to the moderate 2% annual increase for the subsequent 4 years of the proposed 5 Year financial plan.

#### 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 one percent each year, commencing FY 2023-24.

#### General Fund Reserves

- As discussed previously, in FY 2021-22, the City Council authorized an appropriation of \$19 million from the General Fund to the City CIP Fund for the Recreation Center Replacement project. Prior to this action, General Fund reserves including the \$4.3 million of FY 2020-21 rollover surplus were \$52.98 million at the end of FY 2020-21. Despite the multi-year structural deficits, City staff is forecasting reserves to meet the City Council's policy threshold of 33 1/3% to 41.3% throughout the 5-year horizon.

**City of Foster City, California**

Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2027

Revenues by Source:	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$35,153,400	\$36,767,100	\$37,693,400	\$38,671,200	\$39,685,240	\$40,786,820
Excess ERAF	\$1,598,000	\$1,622,650	\$1,655,150	\$1,688,250	\$1,722,000	\$1,756,450
Property tax in-lieu of Vehicle License Fee	\$3,612,700	\$4,578,800	\$3,976,900	\$4,076,600	\$4,178,600	\$4,283,300
Sales taxes	\$3,396,510	\$3,524,500	\$3,626,600	\$3,731,800	\$3,840,100	\$3,951,600
Transient occupancy taxes	\$1,724,300	\$2,460,100	\$3,025,400	\$3,570,200	\$3,933,000	\$4,299,100
Business Licenses Tax	\$1,452,100	\$1,481,100	\$1,510,700	\$1,540,900	\$1,571,700	\$1,603,100
Franchise taxes	\$1,235,000	\$1,259,700	\$1,284,900	\$1,310,600	\$1,336,700	\$1,363,500
Other taxes	\$2,470,862	\$2,516,900	\$2,570,250	\$2,624,570	\$2,676,900	\$2,730,200
Permits	\$1,400,000	\$1,881,524	\$719,318	\$737,123	\$755,368	\$774,054
Intergovernmental	\$4,453,290	\$4,456,020	\$403,900	\$406,700	\$409,600	\$412,500
Charges for current services	\$2,464,707	\$3,380,885	\$2,211,777	\$2,477,831	\$2,527,281	\$2,577,888
Interest and rentals	\$1,770,189	\$2,429,331	\$2,626,819	\$2,475,496	\$2,349,645	\$2,366,635
Bond and Other Financing Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$20,000	\$22,000	\$22,660	\$23,340	\$24,040	\$47,318
Other	\$2,244,066	\$1,604,779	\$1,601,128	\$1,610,863	\$1,625,835	\$1,631,960
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$34,237,000	\$37,644,000	\$40,406,000	\$41,681,000	\$42,554,000	\$43,453,000
Connection fees	\$316,314	\$1,698,351	\$0	\$0	\$0	\$0
Vehicle, equipment rental and other user charges	\$10,551,736	\$11,062,980	\$10,620,156	\$10,816,756	\$11,017,956	\$11,223,656
Interest and rentals	\$314,630	\$468,150	\$585,200	\$585,200	\$585,200	\$585,200
Bond and Other Financing Proceeds	\$66,860,640	\$0	\$3,055,001	\$0	\$66,860,640	\$0
Other	\$258,107	\$279,867	\$227,300	\$227,800	\$228,400	\$229,000
<b>Agency Fund Type Revenues</b>						
Sales & service charges	\$274,945	\$280,400	\$280,400	\$280,400	\$280,400	\$280,400
Other	\$223,838	\$220,860	\$143,600	\$146,500	\$149,400	\$152,400
Interest and rentals	\$800	\$1,200	\$1,500	\$1,500	\$1,500	\$1,500
<b>Total Revenues</b>	<b>\$176,033,134</b>	<b>\$119,641,197</b>	<b>\$118,248,059</b>	<b>\$118,684,629</b>	<b>\$188,313,505</b>	<b>\$124,509,581</b>
<b>Expenditures (see attached)</b>	<b>\$177,332,251</b>	<b>\$159,182,894</b>	<b>123,154,494</b>	<b>\$121,474,897</b>	<b>\$191,069,674</b>	<b>\$116,750,076</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,299,117)</b>	<b>(\$39,541,697)</b>	<b>(\$4,906,435)</b>	<b>(\$2,790,268)</b>	<b>(\$2,756,169)</b>	<b>\$7,759,505</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>(\$1,299,117)</b>	<b>(\$39,541,697)</b>	<b>(\$4,906,435)</b>	<b>(\$2,790,268)</b>	<b>(\$2,756,169)</b>	<b>\$7,759,505</b>
<b>Opening Fund Balance</b>	<b>\$213,445,495</b>	<b>\$212,146,378</b>	<b>\$172,604,681</b>	<b>\$167,698,246</b>	<b>\$164,907,978</b>	<b>\$162,151,809</b>
<b>Ending Fund Balance</b>	<b>\$212,146,378</b>	<b>\$172,604,681</b>	<b>\$167,698,246</b>	<b>\$164,907,978</b>	<b>\$162,151,809</b>	<b>\$169,911,314</b>

**City of Foster City, California**

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	\$39,835,251	\$42,908,710	\$43,742,756	\$44,328,542	\$44,340,812	\$44,765,664
Salaries and Wages	\$22,048,973	\$23,446,483	\$23,825,531	\$24,386,242	\$25,017,496	\$25,691,558
PERS	\$9,749,207	\$10,621,472	\$11,079,893	\$10,993,099	\$10,247,011	\$9,905,806
Flex Allowance (Health)	\$3,490,307	\$3,995,513	\$3,995,513	\$4,019,311	\$4,033,055	\$4,033,055
Workers Compensation	\$1,750,740	\$1,913,123	\$1,981,167	\$2,052,600	\$2,146,760	\$2,223,555
Other	\$2,796,024	\$2,932,119	\$2,860,652	\$2,877,290	\$2,896,490	\$2,911,690
<b>Supplies and other</b>	\$52,895,687	\$49,885,489	\$47,239,422	\$46,286,076	\$108,751,154	\$48,802,904
<b>Capital Improvement Projects</b>	\$64,318,155	\$51,469,664	\$16,719,254	\$14,445,400	\$20,442,860	\$4,297,328
<b>Capital Outlay</b>	\$9,594,265	\$2,639,503	\$2,513,823	\$2,577,132	\$2,628,453	\$2,692,081
<b>Total department expenses</b>	<b>\$166,643,358</b>	<b>\$146,903,366</b>	<b>\$110,215,255</b>	<b>\$107,637,150</b>	<b>\$176,163,279</b>	<b>\$100,557,977</b>
<b>Internal Services Charges</b>	\$10,688,893	\$12,279,528	\$12,939,239	\$13,837,747	\$14,906,395	\$16,192,099
<b>Reallocation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$177,332,251</b>	<b>\$159,182,894</b>	<b>\$123,154,494</b>	<b>\$121,474,897</b>	<b>\$191,069,674</b>	<b>\$116,750,076</b>

**City of Foster City, California**

General Fund (Fund 001 to 003)

Five Year Financial Plan for the Years Ended June 30, 2027

Revenues by Source:	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Property tax	\$31,173,600	\$32,840,700	\$33,820,000	\$34,722,400	\$35,657,440	\$36,820,120
Excess ERAF	\$1,598,000	\$1,622,650	\$1,655,150	\$1,688,250	\$1,722,000	\$1,756,450
Transient Occupancy Tax	\$1,724,300	\$2,460,100	\$3,025,400	\$3,570,200	\$3,933,000	\$4,299,100
Property Taxes in-lieu of Vehicle License Fee	\$3,612,700	\$4,578,800	\$3,976,900	\$4,076,600	\$4,178,600	\$4,283,300
Sales Tax	\$3,079,800	\$3,172,000	\$3,267,000	\$3,365,000	\$3,466,000	\$3,570,000
Business License Tax	\$1,452,100	\$1,481,100	\$1,510,700	\$1,540,900	\$1,571,700	\$1,603,100
Charges for current services - Recreation	\$1,152,920	\$1,236,508	\$1,370,985	\$1,620,300	\$1,652,706	\$1,685,761
Charges for current services - CDD & Others	\$522,397	\$329,853	\$180,307	\$184,711	\$189,222	\$193,940
Permits	\$1,400,000	\$1,881,524	\$719,318	\$737,123	\$755,368	\$774,054
Franchise Taxes	\$1,235,000	\$1,259,700	\$1,284,900	\$1,310,600	\$1,336,700	\$1,363,500
Interest Income	\$186,500	\$513,100	\$641,375	\$641,375	\$641,375	\$641,375
Rentals - City/EMID	\$606,990	\$592,751	\$594,711	\$361,711	\$188,711	\$190,711
Rentals - Parks and Recreation	\$277,200	\$302,940	\$336,600	\$396,000	\$403,920	\$411,998
Other (Fines, Shared Services, Street Sweeping, Other)	\$667,100	\$370,500	\$375,500	\$380,600	\$385,800	\$391,100
Other taxes (real property tax transfer)	\$279,890	\$304,900	\$314,050	\$323,470	\$329,900	\$336,500
Intergovernmental (SB90, Grants, etc)	\$130,000	\$130,600	\$131,200	\$131,800	\$132,400	\$133,000
<b>Total Revenues</b>	<b>\$49,098,497</b>	<b>\$53,077,726</b>	<b>\$53,204,096</b>	<b>\$55,051,040</b>	<b>\$56,544,842</b>	<b>\$58,454,009</b>
<b>Projected Expenditures <sup>(1)</sup></b>	<b>\$50,048,778</b>	<b>\$53,521,483</b>	<b>\$53,866,754</b>	<b>\$54,836,507</b>	<b>\$55,504,925</b>	<b>\$56,776,047</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$950,281)</b>	<b>(\$443,757)</b>	<b>(\$662,658)</b>	<b>\$214,533</b>	<b>\$1,039,917</b>	<b>\$1,677,962</b>
<b>One Time Transfer - Recreation Center Project</b>	<b>(\$19,000,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Transfers In (Out)</b>	<b>(\$1,552,679)</b>	<b>(\$3,500,000)</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>(\$21,502,960)</b>	<b>(\$3,943,757)</b>	<b>(\$4,162,658)</b>	<b>(\$3,285,467)</b>	<b>(\$2,460,083)</b>	<b>(\$1,822,038)</b>
<b>American Rescue Plan Act Relief (ARP)</b>	<b>\$4,054,920</b>	<b>\$4,054,920</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>(\$17,448,040)</b>	<b>\$111,163</b>	<b>(\$4,162,658)</b>	<b>(\$3,285,467)</b>	<b>(\$2,460,083)</b>	<b>(\$1,822,038)</b>
<b>Opening Fund Balance</b>	<b>\$52,979,717</b>	<b>\$35,531,677</b>	<b>\$35,642,840</b>	<b>\$31,480,182</b>	<b>\$28,194,715</b>	<b>\$25,734,632</b>
<b>Ending Fund Balance (Reserves) <sup>(2)</sup></b>	<b>\$35,531,677</b>	<b>\$35,642,840</b>	<b>\$31,480,182</b>	<b>\$28,194,715</b>	<b>\$25,734,632</b>	<b>\$23,912,594</b>
Reserve Balance as % of Next Year's Operating Expenditures	66.4 %	66.2 %	57.4 %	50.8 %	45.3 %	41.3 %

(1) Expenditures for FY 2022-23 represent budgeted appropriations; expenditures for FY 2023-24 to FY 2026-27 are projections.

(2) The City is able to meet the City Council Reserve Policy of 33 1/3% to 41.3% 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, 2027

	<b>Projected</b>	<b>Five Year Financial Plan</b>				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	<b>\$30,655,259</b>	<b>\$33,398,082</b>	<b>\$34,233,187</b>	<b>\$34,720,339</b>	<b>\$34,787,254</b>	<b>\$35,143,898</b>
Salaries and Wages	\$17,389,305	\$18,786,080	\$19,170,768	\$19,643,526	\$20,185,064	\$20,767,601
PERS	\$8,274,752	\$9,012,453	\$9,399,220	\$9,322,066	\$8,741,413	\$8,445,334
Flex Allowance (Health)	\$2,712,662	\$3,157,985	\$3,157,985	\$3,181,783	\$3,195,527	\$3,195,527
Workers Compensation	\$1,457,837	\$1,506,158	\$1,557,770	\$1,612,108	\$1,688,485	\$1,746,777
Other	\$820,703	\$935,406	\$947,444	\$960,856	\$976,765	\$988,659
<b>Supplies and other</b>	<b>\$15,205,968</b>	<b>\$15,679,988</b>	<b>\$15,638,229</b>	<b>\$15,889,973</b>	<b>\$16,215,703</b>	<b>\$16,814,249</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>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total department expenses</b>	<b>\$45,861,227</b>	<b>\$49,153,070</b>	<b>\$49,871,416</b>	<b>\$50,610,312</b>	<b>\$51,002,957</b>	<b>\$51,958,147</b>
<b>Internal Services Charges</b>	<b>\$7,632,328</b>	<b>\$7,851,446</b>	<b>\$8,092,674</b>	<b>\$8,402,075</b>	<b>\$8,749,199</b>	<b>\$9,148,209</b>
<b>Reallocation</b>	<b>(\$3,444,777)</b>	<b>(\$3,483,033)</b>	<b>(\$3,553,236)</b>	<b>(\$3,621,980)</b>	<b>(\$3,686,531)</b>	<b>(\$3,756,809)</b>
<b>Net Expenditures</b>	<b>\$50,048,778</b>	<b>\$53,521,483</b>	<b>\$54,410,854</b>	<b>\$55,390,407</b>	<b>\$56,065,625</b>	<b>\$57,349,547</b>
<b>Less: Expected Expenditure Savings (1%)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$544,100)</b>	<b>(\$553,900)</b>	<b>(\$560,700)</b>	<b>(\$573,500)</b>
<b>Projected Expenditures</b>	<b>\$50,048,778</b>	<b>\$53,521,483</b>	<b>\$53,866,754</b>	<b>\$54,836,507</b>	<b>\$55,504,925</b>	<b>\$56,776,047</b>

**City of Foster City, California**

General Fund (Fund 005 to 012)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Intergovernmental	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Interest and rentals	\$11,430	\$14,010	\$15,510	\$15,510	\$15,510	\$15,510
Other	\$60,200	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$72,630</b>	<b>\$15,010</b>	<b>\$16,510</b>	<b>\$16,510</b>	<b>\$16,510</b>	<b>\$16,510</b>
<b>Projected Expenditures (see below)</b>	<b>\$1,210,657</b>	<b>\$758,377</b>	<b>\$25,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,138,027)</b>	<b>(\$743,367)</b>	<b>(\$8,490)</b>	<b>\$3,510</b>	<b>\$16,510</b>	<b>\$16,510</b>
<b>Net Transfers In (Out)</b>	<b>\$4,105,505</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>\$2,967,478</b>	<b>(\$693,367)</b>	<b>\$41,510</b>	<b>\$53,510</b>	<b>\$66,510</b>	<b>\$66,510</b>
<b>Opening Fund Balance</b>	<b>\$430,684</b>	<b>\$3,398,162</b>	<b>\$2,704,795</b>	<b>\$2,746,305</b>	<b>\$2,799,815</b>	<b>\$2,866,325</b>
<b>Ending Fund Balance</b>	<b>\$3,398,162</b>	<b>\$2,704,795</b>	<b>\$2,746,305</b>	<b>\$2,799,815</b>	<b>\$2,866,325</b>	<b>\$2,932,835</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$1,210,657	\$758,377	\$25,000	\$13,000	\$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>	<b>\$1,210,657</b>	<b>\$758,377</b>	<b>\$25,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$1,210,657</b>	<b>\$758,377</b>	<b>\$25,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Less: Expected Expenditure Savings</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures</b>	<b>\$1,210,657</b>	<b>\$758,377</b>	<b>\$25,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

Special Revenue Funds (Fund 101-141)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Sales tax	\$316,710	\$352,500	\$359,600	\$366,800	\$374,100	\$381,600
Other taxes	\$2,190,972	\$2,212,000	\$2,256,200	\$2,301,100	\$2,347,000	\$2,393,700
Equipment Replacement	\$20,000	\$22,000	\$22,660	\$23,340	\$24,040	\$47,318
Intergovernmental	\$267,370	\$269,500	\$271,700	\$273,900	\$276,200	\$278,500
Charges for current services	\$789,390	\$1,814,524	\$660,485	\$672,820	\$685,353	\$698,187
Interest and rentals	\$359,569	\$832,280	\$834,873	\$848,400	\$873,879	\$867,041
Other	\$247,516	\$115,029	\$106,378	\$111,013	\$120,785	\$126,610
<b>Total Revenues</b>	<b>\$4,191,527</b>	<b>\$5,617,833</b>	<b>\$4,511,896</b>	<b>\$4,597,373</b>	<b>\$4,701,357</b>	<b>\$4,792,956</b>
<b>Projected Expenditures (see below)</b>	<b>\$12,764,524</b>	<b>\$6,197,517</b>	<b>\$4,064,435</b>	<b>\$5,128,237</b>	<b>\$7,766,060</b>	<b>\$3,715,640</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$8,572,997)</b>	<b>(\$579,684)</b>	<b>\$447,461</b>	<b>(\$530,864)</b>	<b>(\$3,064,703)</b>	<b>\$1,077,316</b>
<b>Net Transfers In (Out)</b>	<b>\$2,679</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>(\$8,570,318)</b>	<b>(\$629,684)</b>	<b>\$397,461</b>	<b>(\$580,864)</b>	<b>(\$3,114,703)</b>	<b>\$1,027,316</b>
<b>Opening Fund Balance</b>	<b>\$19,334,027</b>	<b>\$10,763,709</b>	<b>\$10,134,025</b>	<b>\$10,531,486</b>	<b>\$9,950,622</b>	<b>\$6,835,919</b>
<b>Ending Fund Balance</b>	<b>\$10,763,709</b>	<b>\$10,134,025</b>	<b>\$10,531,486</b>	<b>\$9,950,622</b>	<b>\$6,835,919</b>	<b>\$7,863,235</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	<b>\$335,629</b>	<b>\$353,164</b>	<b>\$264,968</b>	<b>\$266,965</b>	<b>\$265,752</b>	<b>\$267,109</b>
Salaries and Wages	\$281,926	\$293,072	\$203,230	\$205,294	\$207,400	\$209,549
PERS	\$35,513	\$34,736	\$36,244	\$36,035	\$32,572	\$31,631
Flex Allowance (Health)	\$13,622	\$18,147	\$18,147	\$18,147	\$18,147	\$18,147
Workers Compensation	\$410	\$632	\$658	\$685	\$712	\$741
Other	\$4,158	\$6,577	\$6,689	\$6,804	\$6,921	\$7,041
<b>Supplies and other</b>	<b>\$8,570,224</b>	<b>\$2,942,267</b>	<b>\$855,047</b>	<b>\$874,398</b>	<b>\$895,558</b>	<b>\$939,299</b>
<b>Capital Improvement Projects</b>	<b>\$2,950,000</b>	<b>\$1,975,000</b>	<b>\$2,000,000</b>	<b>\$3,025,000</b>	<b>\$5,625,000</b>	<b>\$1,500,000</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,279</b>
<b>Total department expenses</b>	<b>\$11,855,853</b>	<b>\$5,270,431</b>	<b>\$3,120,015</b>	<b>\$4,166,363</b>	<b>\$6,786,310</b>	<b>\$2,717,687</b>
<b>Internal Services Charges</b>	<b>\$74,644</b>	<b>\$57,261</b>	<b>\$58,408</b>	<b>\$59,577</b>	<b>\$60,769</b>	<b>\$61,986</b>
<b>Reallocation</b>	<b>\$834,027</b>	<b>\$869,825</b>	<b>\$886,012</b>	<b>\$902,297</b>	<b>\$918,981</b>	<b>\$935,967</b>
<b>Net expenditures</b>	<b>\$12,764,524</b>	<b>\$6,197,517</b>	<b>\$4,064,435</b>	<b>\$5,128,237</b>	<b>\$7,766,060</b>	<b>\$3,715,640</b>



**City of Foster City, California**

Debt Service Funds (Fund 230)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Property taxes	\$3,979,800	\$3,926,400	\$3,873,400	\$3,948,800	\$4,027,800	\$3,966,700
Interest and rentals	\$12,500	\$6,250	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$3,992,300</b>	<b>\$3,932,650</b>	<b>\$3,873,400</b>	<b>\$3,948,800</b>	<b>\$4,027,800</b>	<b>\$3,966,700</b>
<b>Projected Expenditures (see below)</b>	<b>\$6,492,688</b>	<b>\$6,378,988</b>	<b>\$5,349,188</b>	<b>\$3,904,188</b>	<b>\$3,904,788</b>	<b>\$3,902,588</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$2,500,388)</b>	<b>(\$2,446,338)</b>	<b>(\$1,475,788)</b>	<b>\$44,612</b>	<b>\$123,012</b>	<b>\$64,112</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>(\$2,500,388)</b>	<b>(\$2,446,338)</b>	<b>(\$1,475,788)</b>	<b>\$44,612</b>	<b>\$123,012</b>	<b>\$64,112</b>
<b>Opening Fund Balance</b>	<b>\$9,937,849</b>	<b>\$7,437,461</b>	<b>\$4,991,123</b>	<b>\$3,515,335</b>	<b>\$3,559,947</b>	<b>\$3,682,959</b>
<b>Ending Fund Balance</b>	<b>\$7,437,461</b>	<b>\$4,991,123</b>	<b>\$3,515,335</b>	<b>\$3,559,947</b>	<b>\$3,682,959</b>	<b>\$3,747,071</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$6,492,688	\$6,378,988	\$5,349,188	\$3,904,188	\$3,904,788	\$3,902,588
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$6,492,688</b>	<b>\$6,378,988</b>	<b>\$5,349,188</b>	<b>\$3,904,188</b>	<b>\$3,904,788</b>	<b>\$3,902,588</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$6,492,688</b>	<b>\$6,378,988</b>	<b>\$5,349,188</b>	<b>\$3,904,188</b>	<b>\$3,904,788</b>	<b>\$3,902,588</b>

**City of Foster City, California**

Capital Improvements (City) Fund (Fund 301)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Interest and rentals	\$88,000	\$132,000	\$165,000	\$165,000	\$165,000	\$165,000
Other	\$169,250	\$19,250	\$19,250	\$19,250	\$19,250	\$14,250
<b>Total Revenues</b>	<b>\$257,250</b>	<b>\$151,250</b>	<b>\$184,250</b>	<b>\$184,250</b>	<b>\$184,250</b>	<b>\$179,250</b>
<b>Projected Expenditures (see below)</b>	<b>\$952,000</b>	<b>\$4,560,000</b>	<b>\$4,500,000</b>	<b>\$2,250,000</b>	<b>\$11,640,000</b>	<b>\$1,668,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$694,750)</b>	<b>(\$4,408,750)</b>	<b>(\$4,315,750)</b>	<b>(\$2,065,750)</b>	<b>(\$11,455,750)</b>	<b>(\$1,488,750)</b>
<b>Net Transfers In (Out)</b>	<b>\$1,800,000</b>	<b>\$4,300,000</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>\$1,105,250</b>	<b>(\$108,750)</b>	<b>(\$815,750)</b>	<b>\$1,434,250</b>	<b>(\$7,955,750)</b>	<b>\$2,011,250</b>
<b>Opening Fund Balance</b>	<b>\$71,469,801</b>	<b>\$72,575,051</b>	<b>\$72,466,301</b>	<b>\$71,650,551</b>	<b>\$73,084,801</b>	<b>\$65,129,051</b>
<b>Ending Fund Balance</b>	<b>\$72,575,051</b>	<b>\$72,466,301</b>	<b>\$71,650,551</b>	<b>\$73,084,801</b>	<b>\$65,129,051</b>	<b>\$67,140,301</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$952,000	\$4,560,000	\$4,500,000	\$2,250,000	\$11,640,000	\$1,668,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$952,000</b>	<b>\$4,560,000</b>	<b>\$4,500,000</b>	<b>\$2,250,000</b>	<b>\$11,640,000</b>	<b>\$1,668,000</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net expenditures</b>	<b>\$952,000</b>	<b>\$4,560,000</b>	<b>\$4,500,000</b>	<b>\$2,250,000</b>	<b>\$11,640,000</b>	<b>\$1,668,000</b>

**City of Foster City, California**

Capital Asset Acquisition and Replacement Fund (Fund 326)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Interest and rentals	\$168,000	\$16,000	\$33,750	\$47,500	\$61,250	\$75,000
Other	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
<b>Total Revenues</b>	<b>\$1,268,000</b>	<b>\$1,116,000</b>	<b>\$1,133,750</b>	<b>\$1,147,500</b>	<b>\$1,161,250</b>	<b>\$1,175,000</b>
<b>Projected Expenditures (see below)</b>	<b>\$7,000,000</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>(\$5,732,000)</b>	<b>\$1,116,000</b>	<b>\$1,133,750</b>	<b>\$1,147,500</b>	<b>\$1,161,250</b>	<b>\$1,175,000</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>(\$5,732,000)</b>	<b>\$1,116,000</b>	<b>\$1,133,750</b>	<b>\$1,147,500</b>	<b>\$1,161,250</b>	<b>\$1,175,000</b>
<b>Opening Fund Balance</b>	<b>\$7,578,469</b>	<b>\$1,846,469</b>	<b>\$2,962,469</b>	<b>\$4,096,219</b>	<b>\$5,243,719</b>	<b>\$6,404,969</b>
<b>Ending Fund Balance</b>	<b>\$1,846,469</b>	<b>\$2,962,469</b>	<b>\$4,096,219</b>	<b>\$5,243,719</b>	<b>\$6,404,969</b>	<b>\$7,579,969</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$7,000,000	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

Levee Project Fund (Fund 327)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Interest and rentals	\$60,000	\$20,000	\$5,000	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$60,000</b>	<b>\$20,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$2,132,205</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>(\$2,072,205)</b>	<b>\$20,000</b>	<b>\$5,000</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>(\$2,072,205)</b>	<b>\$20,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$2,271,280</b>	<b>\$199,075</b>	<b>\$219,075</b>	<b>\$224,075</b>	<b>\$224,075</b>	<b>\$224,075</b>
<b>Ending Fund Balance</b>	<b>\$199,075</b>	<b>\$219,075</b>	<b>\$224,075</b>	<b>\$224,075</b>	<b>\$224,075</b>	<b>\$224,075</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</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>	\$2,132,205	\$0	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$2,132,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$2,132,205</b>	<b>\$0</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, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	<b>\$17,375,000</b>	<b>\$17,754,000</b>	<b>\$18,454,000</b>	<b>\$19,210,000</b>	<b>\$20,001,000</b>	<b>\$20,817,000</b>
<b>Interest and rentals</b>	<b>\$70,000</b>	<b>\$126,000</b>	<b>\$157,500</b>	<b>\$157,500</b>	<b>\$157,500</b>	<b>\$157,500</b>
<b>Other</b>	<b>\$206,300</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>\$17,651,300</b>	<b>\$18,080,000</b>	<b>\$18,811,500</b>	<b>\$19,567,500</b>	<b>\$20,358,500</b>	<b>\$21,174,500</b>
<b>Projected Expenditures (see below)</b>	<b>\$15,874,799</b>	<b>\$17,188,908</b>	<b>\$18,549,952</b>	<b>\$18,791,453</b>	<b>\$18,994,484</b>	<b>\$19,605,218</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$1,776,501</b>	<b>\$891,092</b>	<b>\$261,548</b>	<b>\$776,047</b>	<b>\$1,364,016</b>	<b>\$1,569,282</b>
<b>Net Transfers In (Out)</b>	<b>(\$680,000)</b>	<b>(\$2,500,000)</b>	<b>(\$1,750,000)</b>	<b>(\$1,000,000)</b>	<b>(\$1,000,000)</b>	<b>(\$1,000,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$1,096,501</b>	<b>(\$1,608,908)</b>	<b>(\$1,488,452)</b>	<b>(\$223,953)</b>	<b>\$364,016</b>	<b>\$569,282</b>
<b>Opening Fund Balance</b>	<b>\$6,615,082</b>	<b>\$7,711,583</b>	<b>\$6,102,675</b>	<b>\$4,614,223</b>	<b>\$4,390,270</b>	<b>\$4,754,286</b>
<b>Ending Fund Balance</b>	<b>\$7,711,583</b>	<b>\$6,102,675</b>	<b>\$4,614,223</b>	<b>\$4,390,270</b>	<b>\$4,754,286</b>	<b>\$5,323,568</b>
	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	<b>\$2,491,902</b>	<b>\$2,571,201</b>	<b>\$2,624,589</b>	<b>\$2,655,741</b>	<b>\$2,643,996</b>	<b>\$2,666,933</b>
Salaries and Wages	\$1,330,777	\$1,373,972	\$1,400,378	\$1,427,313	\$1,454,788	\$1,482,816
PERS	\$472,197	\$463,333	\$483,462	\$480,568	\$433,968	\$421,244
Flex Allowance (Health)	\$241,519	\$261,915	\$261,915	\$261,915	\$261,915	\$261,915
Workers Compensation	\$100,416	\$147,820	\$153,789	\$159,999	\$166,459	\$173,180
Other	\$346,993	\$324,161	\$325,045	\$325,946	\$326,866	\$327,778
<b>Supplies and other Capital Improvement Projects</b>	<b>\$10,718,148</b>	<b>\$11,851,646</b>	<b>\$13,051,311</b>	<b>\$13,116,556</b>	<b>\$13,182,383</b>	<b>\$13,593,805</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Outlay</b>	<b>\$13,000</b>	<b>\$5,500</b>	<b>\$5,638</b>	<b>\$18,779</b>	<b>\$18,924</b>	<b>\$19,073</b>
<b>Total department expenses</b>	<b>\$13,223,050</b>	<b>\$14,428,347</b>	<b>\$15,681,538</b>	<b>\$15,791,076</b>	<b>\$15,845,303</b>	<b>\$16,279,811</b>
<b>Internal Services Charges</b>	<b>\$1,465,318</b>	<b>\$1,505,428</b>	<b>\$1,587,157</b>	<b>\$1,694,013</b>	<b>\$1,820,501</b>	<b>\$1,971,357</b>
<b>Reallocation</b>	<b>\$1,186,431</b>	<b>\$1,255,133</b>	<b>\$1,281,257</b>	<b>\$1,306,364</b>	<b>\$1,328,680</b>	<b>\$1,354,050</b>
<b>Net expenditures</b>	<b>\$15,874,799</b>	<b>\$17,188,908</b>	<b>\$18,549,952</b>	<b>\$18,791,453</b>	<b>\$18,994,484</b>	<b>\$19,605,218</b>

**City of Foster City, California**

Water Capital Improvement Project Funds (Fund 405)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<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>Projected Expenditures (see below)</b>	<b>\$1,312,500</b>	<b>\$3,225,000</b>	<b>\$1,650,000</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,312,500)</b>	<b>(\$3,225,000)</b>	<b>(\$1,650,000)</b>	<b>(\$500,000)</b>	<b>(\$800,000)</b>	<b>\$0</b>
<b>Net Transfers In (Out)</b>	<b>\$680,000</b>	<b>\$2,500,000</b>	<b>\$1,750,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$632,500)</b>	<b>(\$725,000)</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
<b>Opening Fund Balance</b>	<b>\$3,381,904</b>	<b>\$2,749,404</b>	<b>\$2,024,404</b>	<b>\$2,124,404</b>	<b>\$2,624,404</b>	<b>\$2,824,404</b>
<b>Ending Fund Balance</b>	<b>\$2,749,404</b>	<b>\$2,024,404</b>	<b>\$2,124,404</b>	<b>\$2,624,404</b>	<b>\$2,824,404</b>	<b>\$3,824,404</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$1,312,500	\$3,225,000	\$1,650,000	\$500,000	\$800,000	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$1,312,500</b>	<b>\$3,225,000</b>	<b>\$1,650,000</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$1,312,500</b>	<b>\$3,225,000</b>	<b>\$1,650,000</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$0</b>

**City of Foster City, California**

Water Equipment Replacement Funds (Fund 408)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Vehicle, equipment rental and other user charges	\$633,532	\$510,436	\$520,600	\$531,000	\$541,600	\$552,400
<b>Total Revenues</b>	<b>\$633,532</b>	<b>\$510,436</b>	<b>\$520,600</b>	<b>\$531,000</b>	<b>\$541,600</b>	<b>\$552,400</b>
Projected Expenditures (see below)	\$219,500	\$192,875	\$196,733	\$200,668	\$204,682	\$208,776
Net revenues over (under) expenditures before transfers	\$414,032	\$317,561	\$323,867	\$330,332	\$336,918	\$343,624
Net Transfers In (Out)	\$0	\$0	\$0	\$0	\$0	\$0
Net Increase (Decrease) in Fund Balance	\$414,032	\$317,561	\$323,867	\$330,332	\$336,918	\$343,624
Opening Fund Balance	\$3,167,431	\$3,581,463	\$3,899,024	\$4,222,891	\$4,553,223	\$4,890,141
Ending Fund Balance	\$3,581,463	\$3,899,024	\$4,222,891	\$4,553,223	\$4,890,141	\$5,233,765

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$219,500	\$192,875	\$196,733	\$200,668	\$204,682	\$208,776
<b>Total department expenses</b>	<b>\$219,500</b>	<b>\$192,875</b>	<b>\$196,733</b>	<b>\$200,668</b>	<b>\$204,682</b>	<b>\$208,776</b>
Internal Services Charges	\$0	\$0	\$0	\$0	\$0	\$0
Reallocation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Expenditures</b>	<b>\$219,500</b>	<b>\$192,875</b>	<b>\$196,733</b>	<b>\$200,668</b>	<b>\$204,682</b>	<b>\$208,776</b>

**City of Foster City, California**

Water Connection Funds (Fund 409)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
<b>Connection fees</b>	\$223,651	\$497,855	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$223,651	\$497,855	\$0	\$0	\$0	\$0
<b>Projected Expenditures (see below)</b>	\$450,000	\$0	\$0	\$0	\$0	\$0
<b>Net revenues over (under) expenditures before transfers</b>	(\$226,349)	\$497,855	\$0	\$0	\$0	\$0
<b>Net Transfers In (Out)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance</b>	(\$226,349)	\$497,855	\$0	\$0	\$0	\$0
<b>Opening Fund Balance</b>	\$907,547	\$681,198	\$1,179,053	\$1,179,053	\$1,179,053	\$1,179,053
<b>Ending Fund Balance</b>	\$681,198	\$1,179,053	\$1,179,053	\$1,179,053	\$1,179,053	\$1,179,053

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$450,000	\$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>	\$450,000	\$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>	\$450,000	\$0	\$0	\$0	\$0	\$0



**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$16,862,000	\$19,890,000	\$21,952,000	\$22,471,000	\$22,553,000	\$22,636,000
<b>Interest and rentals</b>	\$117,000	\$117,000	\$146,300	\$146,300	\$146,300	\$146,300
<b>Other</b>	\$25,000	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$17,004,000	\$20,007,000	\$22,098,300	\$22,617,300	\$22,699,300	\$22,782,300
<b>Projected Expenditures (see below)</b>	\$8,347,922	\$8,705,027	\$9,024,588	\$9,349,622	\$9,647,693	\$10,022,789
<b>Net revenues over (under) expenditures before transfers</b>	\$8,656,078	\$11,301,973	\$13,073,712	\$13,267,678	\$13,051,607	\$12,759,511
<b>Net Transfers In (Out)</b>	(\$7,961,072)	(\$10,471,614)	(\$10,472,364)	(\$10,471,614)	(\$4,808,497)	(\$7,878,963)
<b>Net Increase (Decrease) in Fund Balance</b>	\$695,006	\$830,359	\$2,601,348	\$2,796,064	\$8,243,110	\$4,880,548
<b>Opening Fund Balance</b>	\$15,697,248	\$16,392,254	\$17,222,613	\$19,823,961	\$22,620,025	\$30,863,135
<b>Ending Fund Balance</b>	\$16,392,254	\$17,222,613	\$19,823,961	\$22,620,025	\$30,863,135	\$35,743,683

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	\$2,744,018	\$2,866,691	\$2,927,314	\$2,961,411	\$2,942,941	\$2,966,598
Salaries and Wages	\$1,482,310	\$1,503,900	\$1,532,812	\$1,562,303	\$1,592,385	\$1,623,074
PERS	\$472,376	\$549,645	\$573,801	\$570,567	\$513,881	\$498,430
Flex Allowance (Health)	\$285,825	\$289,099	\$289,099	\$289,099	\$289,099	\$289,099
Workers Compensation	\$112,846	\$162,944	\$169,524	\$176,370	\$183,491	\$190,901
Other	\$390,661	\$361,103	\$362,078	\$363,072	\$364,085	\$365,094
<b>Supplies and other</b>	\$3,509,550	\$3,561,550	\$3,723,097	\$3,892,317	\$4,069,575	\$4,255,264
<b>Capital Improvement Projects</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	\$6,253,568	\$6,428,241	\$6,650,411	\$6,853,728	\$7,012,516	\$7,221,862
<b>Internal Services Charges</b>	\$1,204,753	\$1,382,485	\$1,461,262	\$1,565,090	\$1,688,473	\$1,836,146
<b>Reallocation</b>	\$889,601	\$894,301	\$912,915	\$930,804	\$946,704	\$964,781
<b>Net expenditures</b>	\$8,347,922	\$8,705,027	\$9,024,588	\$9,349,622	\$9,647,693	\$10,022,789

**City of Foster City, California**

Wastewater Rate Stabilization Fund (Fund 453)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
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>Projected Expenditures (see below)</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>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Interest and rentals	\$100	\$0	\$0	\$0	\$0	\$0
Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$1,869,091</b>	<b>\$1,862,966</b>	<b>\$1,863,716</b>	<b>\$1,862,966</b>	<b>\$1,865,591</b>	<b>\$1,866,466</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$1,868,991)</b>	<b>(\$1,862,966)</b>	<b>(\$1,863,716)</b>	<b>(\$1,862,966)</b>	<b>(\$1,865,591)</b>	<b>(\$1,866,466)</b>
<b>Net Transfers In (Out)</b>	<b>\$2,087,125</b>	<b>\$2,084,250</b>	<b>\$2,085,000</b>	<b>\$2,084,250</b>	<b>\$2,086,875</b>	<b>\$2,087,750</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$218,134</b>	<b>\$221,284</b>	<b>\$221,284</b>	<b>\$221,284</b>	<b>\$221,284</b>	<b>\$221,284</b>
<b>Opening Fund Balance</b>	<b>(\$40,064,349)</b>	<b>(\$39,846,215)</b>	<b>(\$39,624,931)</b>	<b>(\$39,403,647)</b>	<b>(\$39,182,363)</b>	<b>(\$38,961,079)</b>
<b>Ending Fund Balance*</b>	<b>(\$39,846,215)</b>	<b>(\$39,624,931)</b>	<b>(\$39,403,647)</b>	<b>(\$39,182,363)</b>	<b>(\$38,961,079)</b>	<b>(\$38,739,795)</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$1,869,091	\$1,862,966	\$1,863,716	\$1,862,966	\$1,865,591	\$1,866,466
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$1,869,091</b>	<b>\$1,862,966</b>	<b>\$1,863,716</b>	<b>\$1,862,966</b>	<b>\$1,865,591</b>	<b>\$1,866,466</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net expenditures</b>	<b>\$1,869,091</b>	<b>\$1,862,966</b>	<b>\$1,863,716</b>	<b>\$1,862,966</b>	<b>\$1,865,591</b>	<b>\$1,866,466</b>

**City of Foster City, California**

Wastewater Capital Improvement Project Funds (Fund 455)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$55,256,450</b>	<b>\$3,880,786</b>	<b>\$5,514,252</b>	<b>\$8,670,400</b>	<b>\$967,860</b>	<b>\$209,328</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$55,256,450)</b>	<b>(\$3,880,786)</b>	<b>(\$5,514,252)</b>	<b>(\$8,670,400)</b>	<b>(\$967,860)</b>	<b>(\$209,328)</b>
Loan from General Fund for WWTP Project	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Transfers In (Out)</b>	<b>\$58,470,415</b>	<b>\$5,250,000</b>	<b>\$5,250,000</b>	<b>\$5,250,000</b>	<b>\$2,100,000</b>	<b>\$2,100,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$3,213,965</b>	<b>\$1,369,214</b>	<b>(\$264,252)</b>	<b>(\$3,420,400)</b>	<b>\$1,132,140</b>	<b>\$1,890,672</b>
<b>Opening Fund Balance</b>	<b>\$1,306,317</b>	<b>\$4,520,282</b>	<b>\$5,889,496</b>	<b>\$5,625,244</b>	<b>\$2,204,844</b>	<b>\$3,336,984</b>
<b>Ending Fund Balance</b>	<b>\$ 4,520,282</b>	<b>\$5,889,496</b>	<b>\$5,625,244</b>	<b>\$2,204,844</b>	<b>\$3,336,984</b>	<b>\$5,227,656</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</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>	\$55,256,450	\$3,880,786	\$5,514,252	\$8,670,400	\$967,860	\$209,328
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$55,256,450</b>	<b>\$3,880,786</b>	<b>\$5,514,252</b>	<b>\$8,670,400</b>	<b>\$967,860</b>	<b>\$209,328</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net expenditures</b>	<b>\$55,256,450</b>	<b>\$3,880,786</b>	<b>\$5,514,252</b>	<b>\$8,670,400</b>	<b>\$967,860</b>	<b>\$209,328</b>

**City of Foster City, California**

Wastewater Expansion Fund (Fund 456)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Vehicle, equipment rental and other user charges	\$5,400	\$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>\$5,400</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>	<b>\$636</b>
<b>Projected Expenditures (see below)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Net revenues over (under) expenditures before transfers	\$5,400	\$636	\$636	\$636	\$636	\$636
Net Transfers In (Out)	(\$636)	(\$636)	(\$636)	(\$636)	(\$636)	(\$636)
Net Increase (Decrease) in Fund Balance	\$4,764	\$0	\$0	\$0	\$0	\$0
Opening Fund Balance	(\$4,764)	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Internal Services Charges	\$0	\$0	\$0	\$0	\$0	\$0
Reallocation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net expenditures</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 Equipment Replacement Funds (Fund 458)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Vehicle, equipment rental and other user charges	\$254,683	\$266,126	\$271,400	\$276,800	\$282,300	\$287,900
<b>Total Revenues</b>	<b>\$254,683</b>	<b>\$266,126</b>	<b>\$271,400</b>	<b>\$276,800</b>	<b>\$282,300</b>	<b>\$287,900</b>
<b>Projected Expenditures (see below)</b>	<b>\$179,044</b>	<b>\$308,850</b>	<b>\$315,027</b>	<b>\$321,328</b>	<b>\$327,755</b>	<b>\$334,311</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$75,639</b>	<b>(\$42,724)</b>	<b>(\$43,627)</b>	<b>(\$44,528)</b>	<b>(\$45,455)</b>	<b>(\$46,411)</b>
<b>Net Transfers In (Out)</b>	<b>(\$1,415,000)</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>(\$1,339,361)</b>	<b>(\$42,724)</b>	<b>(\$43,627)</b>	<b>(\$44,528)</b>	<b>(\$45,455)</b>	<b>(\$46,411)</b>
<b>Opening Fund Balance</b>	<b>\$3,613,941</b>	<b>\$2,274,580</b>	<b>\$2,231,856</b>	<b>\$2,188,229</b>	<b>\$2,143,701</b>	<b>\$2,098,246</b>
<b>Ending Fund Balance</b>	<b>\$2,274,580</b>	<b>\$2,231,856</b>	<b>\$2,188,229</b>	<b>\$2,143,701</b>	<b>\$2,098,246</b>	<b>\$2,051,835</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$179,044	\$308,850	\$315,027	\$321,328	\$327,755	\$334,311
<b>Total department expenses</b>	<b>\$179,044</b>	<b>\$308,850</b>	<b>\$315,027</b>	<b>\$321,328</b>	<b>\$327,755</b>	<b>\$334,311</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net expenditures</b>	<b>\$179,044</b>	<b>\$308,850</b>	<b>\$315,027</b>	<b>\$321,328</b>	<b>\$327,755</b>	<b>\$334,311</b>

**City of Foster City, California**

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

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Bond Proceeds	\$66,860,640	\$0	\$0	\$0	\$66,860,640	\$0
<b>Total Revenues</b>	<b>\$66,860,640</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,860,640</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$1,421,000</b>	<b>\$10,184,179</b>	<b>\$6,199,702</b>	<b>\$3,144,700</b>	<b>\$64,693,432</b>	<b>\$2,476,760</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$65,439,640</b>	<b>(\$10,184,179)</b>	<b>(\$6,199,702)</b>	<b>(\$3,144,700)</b>	<b>\$2,167,208</b>	<b>(\$2,476,760)</b>
<b>Net Transfers In (Out)</b>	<b>(\$51,180,832)</b>	<b>\$3,138,000</b>	<b>\$3,138,000</b>	<b>\$3,138,000</b>	<b>\$357,732</b>	<b>\$2,470,060</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$14,258,808</b>	<b>(\$7,046,179)</b>	<b>(\$3,061,702)</b>	<b>(\$6,700)</b>	<b>\$2,524,940</b>	<b>(\$6,700)</b>
<b>Opening Fund Balance</b>	<b>\$27,465</b>	<b>\$14,286,273</b>	<b>\$7,240,094</b>	<b>\$4,178,392</b>	<b>\$4,171,692</b>	<b>\$6,696,632</b>
<b>Ending Fund Balance</b>	<b>\$14,286,273</b>	<b>\$7,240,094</b>	<b>\$4,178,392</b>	<b>\$4,171,692</b>	<b>\$6,696,632</b>	<b>\$6,689,932</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$6,000	\$3,144,700	\$3,144,700	\$3,144,700	\$64,693,432	\$2,476,760
Capital Improvement Projects	\$1,415,000	\$7,039,479	\$3,055,002	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$1,421,000</b>	<b>\$10,184,179</b>	<b>\$6,199,702</b>	<b>\$3,144,700</b>	<b>\$64,693,432</b>	<b>\$2,476,760</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$1,421,000</b>	<b>\$10,184,179</b>	<b>\$6,199,702</b>	<b>\$3,144,700</b>	<b>\$64,693,432</b>	<b>\$2,476,760</b>

**City of Foster City, California**

Wastewater Connection (Fund 460)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Connection fees	\$92,663	\$1,200,496	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$92,663</b>	<b>\$1,200,496</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$0</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$207,337)</b>	<b>\$1,200,496</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,300,000)</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>(\$207,337)</b>	<b>\$1,200,496</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,300,000)</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$ 357,308</b>	<b>\$149,971</b>	<b>\$1,350,467</b>	<b>\$1,350,467</b>	<b>\$1,350,467</b>	<b>\$50,467</b>
<b>Ending Fund Balance</b>	<b>\$ 149,971</b>	<b>\$1,350,467</b>	<b>\$1,350,467</b>	<b>\$1,350,467</b>	<b>\$50,467</b>	<b>\$50,467</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$300,000	\$0	\$0	\$0	\$0	\$0
<i>Capital Improvement Projects</i>	\$0	\$0	\$0	\$0	\$1,300,000	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$0</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$0</b>



**City of Foster City, California**

State Revolving Fund / Other Bonds (Fund 461)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Bond Proceeds	\$0	\$0	\$3,055,001	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,055,001</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Expenditures (see below)</b>	<b>\$0</b>	<b>\$29,989,399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,526</b>	<b>\$1,221,789</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$0</b>	<b>(\$29,989,399)</b>	<b>\$3,055,001</b>	<b>\$0</b>	<b>(\$264,526)</b>	<b>(\$1,221,789)</b>
<b>Net Transfers In (Out)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,526</b>	<b>\$1,221,789</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$0</b>	<b>(\$29,989,399)</b>	<b>\$3,055,001</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Opening Fund Balance</b>	<b>\$33,044,400</b>	<b>\$33,044,400</b>	<b>\$3,055,001</b>	<b>\$6,110,002</b>	<b>\$6,110,002</b>	<b>\$6,110,002</b>
<b>Ending Fund Balance</b>	<b>\$33,044,400</b>	<b>\$3,055,001</b>	<b>\$6,110,002</b>	<b>\$6,110,002</b>	<b>\$6,110,002</b>	<b>\$6,110,002</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<i>Employee Services</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Supplies and other</i>	\$0	\$0	\$0	\$0	\$264,526	\$1,221,789
<i>Capital Improvement Projects</i>	\$0	\$29,989,399	\$0	\$0	\$0	\$0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$0</b>	<b>\$29,989,399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,526</b>	<b>\$1,221,789</b>
<b>Internal Services Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reallocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Expenditures</b>	<b>\$0</b>	<b>\$29,989,399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,526</b>	<b>\$1,221,789</b>

**City of Foster City, California**

Internal Service Funds (Fund 501-509)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Vehicle, equipment rental and other user charges	\$9,658,121	\$10,285,782	\$9,827,520	\$10,008,320	\$10,193,420	\$10,382,720
Interest and rentals	\$127,530	\$225,150	\$281,400	\$281,400	\$281,400	\$281,400
Other	\$26,807	\$79,867	\$27,300	\$27,800	\$28,400	\$29,000
<b>Total Revenues</b>	<b>\$9,812,458</b>	<b>\$10,590,799</b>	<b>\$10,136,220</b>	<b>\$10,317,520</b>	<b>\$10,503,220</b>	<b>\$10,693,120</b>
<b>Projected Expenditures (see below)</b>	<b>\$10,727,634</b>	<b>\$11,671,682</b>	<b>\$11,004,726</b>	<b>\$11,451,848</b>	<b>\$12,121,202</b>	<b>\$12,732,751</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$915,176)</b>	<b>(\$1,080,883)</b>	<b>(\$868,506)</b>	<b>(\$1,134,328)</b>	<b>(\$1,617,982)</b>	<b>(\$2,039,631)</b>
<b>Net Transfers In (Out)</b>	<b>(\$300,000)</b>	<b>(\$800,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$1,215,176)</b>	<b>(\$1,880,883)</b>	<b>(\$868,506)</b>	<b>(\$1,134,328)</b>	<b>(\$1,617,982)</b>	<b>(\$2,039,631)</b>
<b>Opening Fund Balance</b>	<b>\$35,154,384</b>	<b>\$33,939,208</b>	<b>\$32,058,325</b>	<b>\$31,189,819</b>	<b>\$30,055,491</b>	<b>\$28,437,509</b>
<b>Ending Fund Balance</b>	<b>\$33,939,208</b>	<b>\$32,058,325</b>	<b>\$31,189,819</b>	<b>\$30,055,491</b>	<b>\$28,437,509</b>	<b>\$26,397,878</b>

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
<b>Employee Services</b>	<b>\$3,608,443</b>	<b>\$3,719,572</b>	<b>\$3,692,698</b>	<b>\$3,724,086</b>	<b>\$3,700,869</b>	<b>\$3,721,126</b>
Salaries and Wages	\$1,564,655	\$1,489,459	\$1,518,343	\$1,547,806	\$1,577,859	\$1,608,518
PERS	\$494,369	\$561,305	\$587,166	\$583,863	\$525,177	\$509,167
Flex Allowance (Health)	\$236,679	\$268,367	\$268,367	\$268,367	\$268,367	\$268,367
Workers Compensation	\$79,231	\$95,569	\$99,426	\$103,438	\$107,613	\$111,956
Other	\$1,233,509	\$1,304,872	\$1,219,396	\$1,220,612	\$1,221,853	\$1,223,118
<b>Supplies and other</b>	<b>\$3,789,902</b>	<b>\$4,230,679</b>	<b>\$4,405,855</b>	<b>\$4,720,700</b>	<b>\$5,189,624</b>	<b>\$5,761,574</b>
<b>Capital Improvement Projects</b>	<b>\$300,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>
<b>Capital Outlay</b>	<b>\$2,182,721</b>	<b>\$2,057,278</b>	<b>\$1,996,425</b>	<b>\$2,036,357</b>	<b>\$2,077,092</b>	<b>\$2,118,642</b>
<b>Total department expenses</b>	<b>\$9,881,066</b>	<b>\$10,807,529</b>	<b>\$10,094,978</b>	<b>\$10,481,143</b>	<b>\$11,077,585</b>	<b>\$11,601,342</b>
<b>Internal Services Charges</b>	<b>\$311,850</b>	<b>\$400,379</b>	<b>\$436,696</b>	<b>\$488,190</b>	<b>\$551,451</b>	<b>\$629,398</b>
<b>Reallocation</b>	<b>\$534,718</b>	<b>\$463,774</b>	<b>\$473,052</b>	<b>\$482,515</b>	<b>\$492,166</b>	<b>\$502,011</b>
<b>Net expenditures</b>	<b>\$10,727,634</b>	<b>\$11,671,682</b>	<b>\$11,004,726</b>	<b>\$11,451,848</b>	<b>\$12,121,202</b>	<b>\$12,732,751</b>

**City of Foster City, California**

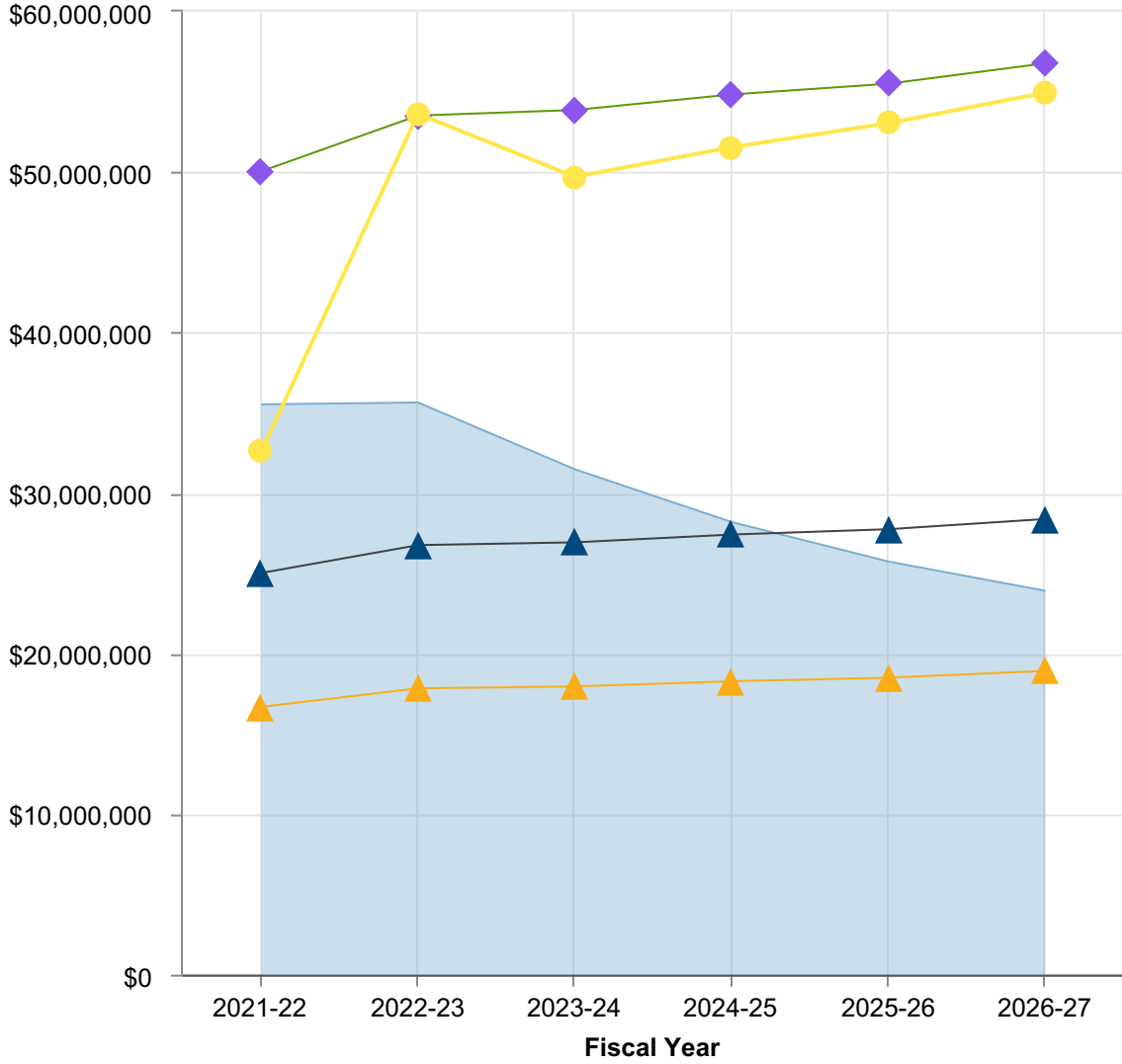
Agency Funds (Fund 604 - 608)

Five Year Financial Plan for the Years Ended June 30, 2027

	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Revenues by Source:</b>						
Sales & service charges	\$274,945	\$280,400	\$280,400	\$280,400	\$280,400	\$280,400
Interest and rentals	\$800	\$1,200	\$1,500	\$1,500	\$1,500	\$1,500
Other	\$ 223,838	\$ 220,860	\$ 143,600	\$ 146,500	\$ 149,400	\$ 152,400
<b>Total Revenues</b>	<b>\$499,583</b>	<b>\$502,460</b>	<b>\$425,500</b>	<b>\$428,400</b>	<b>\$431,300</b>	<b>\$434,300</b>
<b>Projected Expenditures (see below)</b>	<b>\$773,459</b>	<b>\$556,857</b>	<b>\$486,321</b>	<b>\$496,080</b>	<b>\$505,976</b>	<b>\$516,113</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>(\$273,876)</b>	<b>(\$54,397)</b>	<b>(\$60,821)</b>	<b>(\$67,680)</b>	<b>(\$74,676)</b>	<b>(\$81,813)</b>
<b>Net Transfers In (Out)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(\$273,876)</b>	<b>(\$54,397)</b>	<b>(\$60,821)</b>	<b>(\$67,680)</b>	<b>(\$74,676)</b>	<b>(\$81,813)</b>
<b>Opening Fund Balance</b>	<b>(\$815,751)</b>	<b>(\$1,089,627)</b>	<b>(\$1,144,024)</b>	<b>(\$1,204,845)</b>	<b>(\$1,272,525)</b>	<b>(\$1,347,201)</b>
<b>Ending Fund Balance</b>	<b>(\$1,089,627)</b>	<b>(\$1,144,024)</b>	<b>(\$1,204,845)</b>	<b>(\$1,272,525)</b>	<b>(\$1,347,201)</b>	<b>(\$1,429,014)</b>

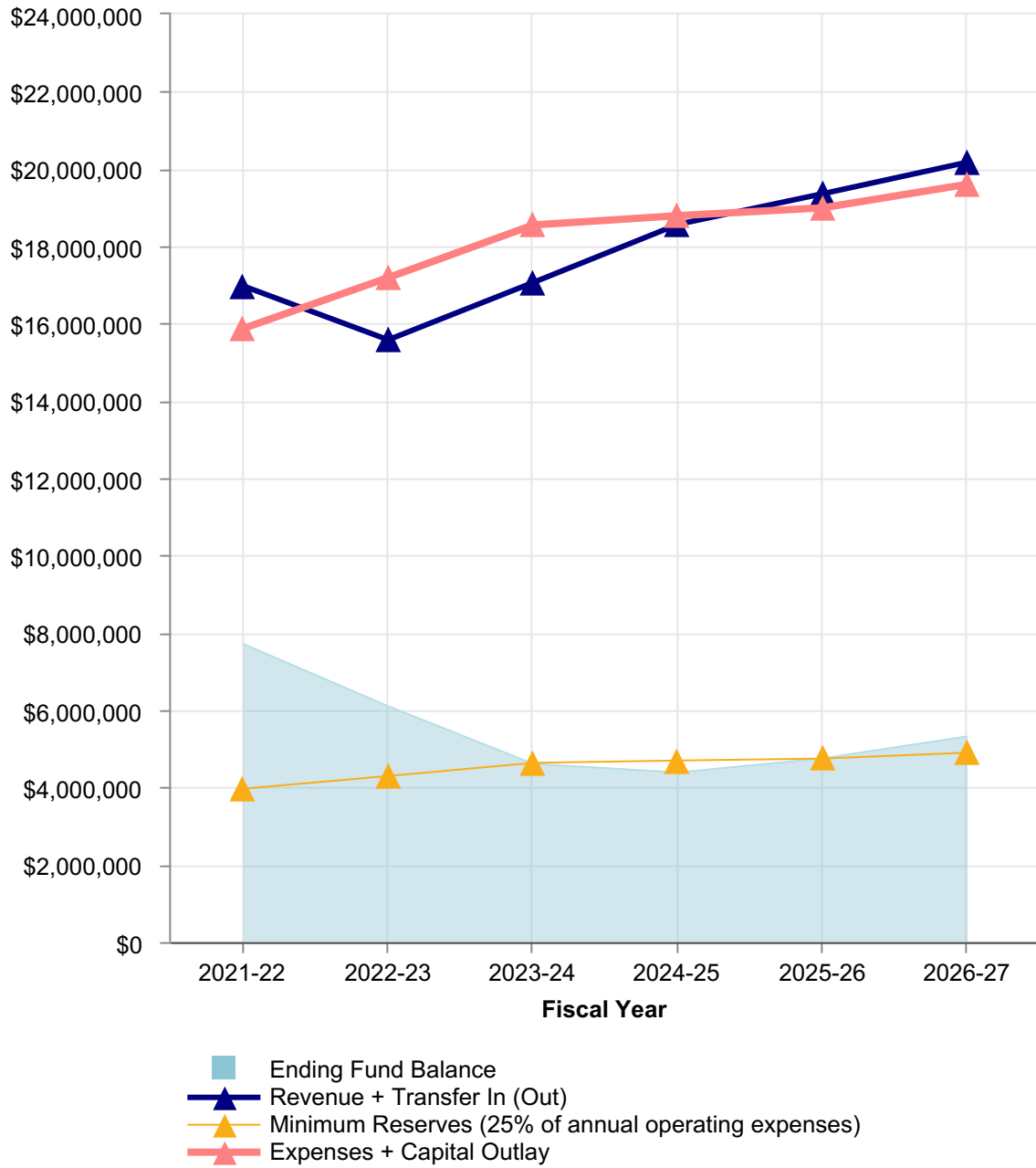
	Projected	Five Year Financial Plan				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Expenditures by Categories:</b>						
Employee Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and other	\$773,459	\$556,857	\$486,321	\$496,080	\$505,976	\$516,113
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total department expenses</b>	<b>\$773,459</b>	<b>\$556,857</b>	<b>\$486,321</b>	<b>\$496,080</b>	<b>\$505,976</b>	<b>\$516,113</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>\$773,459</b>	<b>\$556,857</b>	<b>\$486,321</b>	<b>\$496,080</b>	<b>\$505,976</b>	<b>\$516,113</b>

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

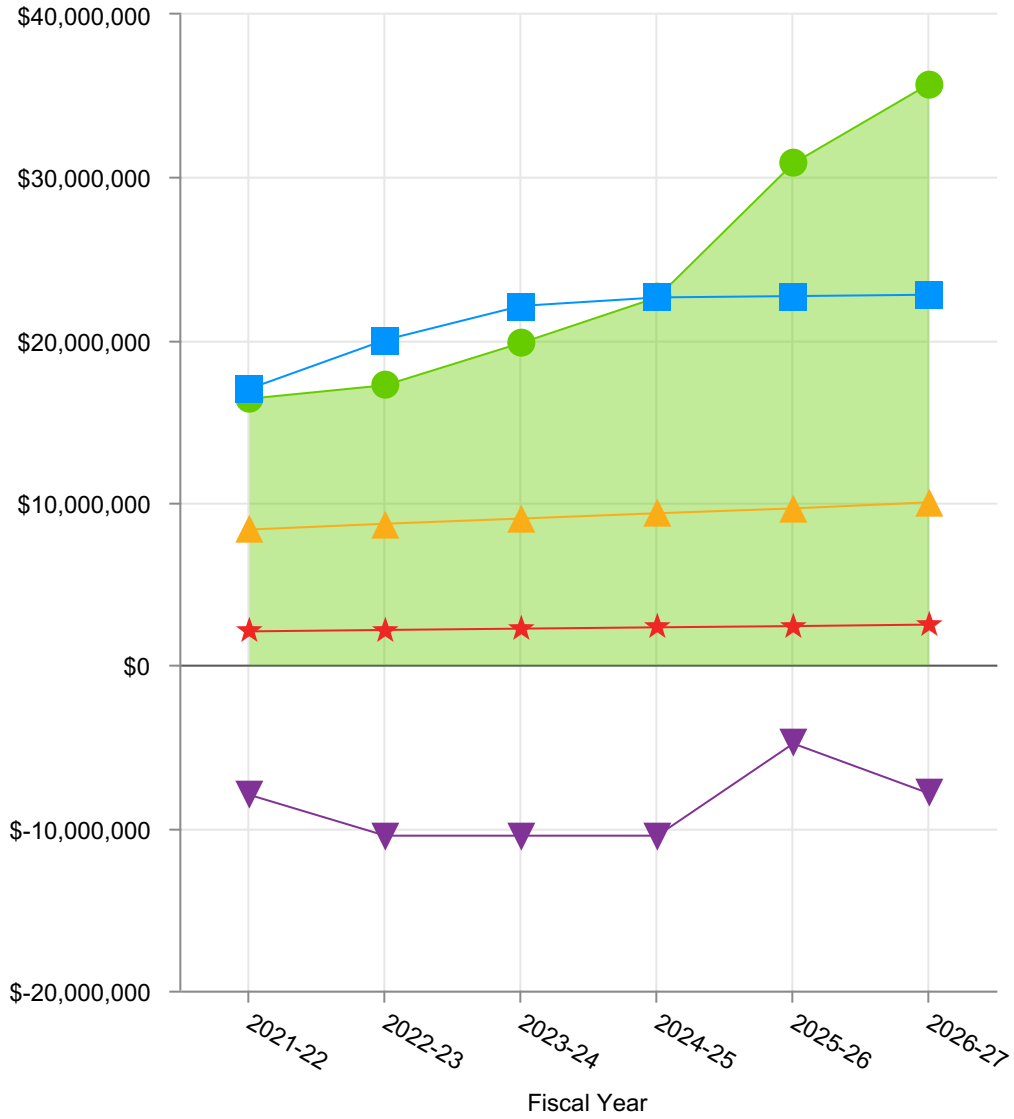


- Ending Fund Balance
- ◆ Expenditures
- ▲ Minimum Reserves (33 1/3% of annual operating expenditures)
- ▲ Upper Range of Minimum Reserves (50% of annual operating expenditures)
- Revenues, Transfers & Other Adj.

### Estero Municipal Improvement District Water Operating Fund



**Estero Municipal Improvement District  
Wastewater Operating Fund**



- Ending Fund Balance
- Revenue
- ★ Minimum Reserves (25% of annual operating expenses)
- ▲ Expenses + Capital Outlay
- ▼ Transfer In (Out) include transfers out for debt svcs/project cost/annual CIP Fund

# *FINANCIAL AND PERSONNEL SUMMARY*



**CITY OF FOSTER CITY / EMID**  
**Summary of Resources and Requirements by Funds**  
**For the Fiscal Year Ended June 30, 2023**

FINAL BUDGET

Fund	Available July 1, 2022	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2023
<b>General Funds</b>										
001 GENERAL FUND	\$35,531,677	\$20,336,897	\$34,917,301	\$6,344,817	\$84,441,058	\$48,798,218	\$0	\$48,798,218	\$111,163	\$35,642,840
002 GENERAL FUND-DISTRICT	\$0	\$35,256,301	\$0	\$34,917,301	\$339,000	\$339,000	\$0	\$339,000	\$0	\$0
003 SPECIAL RECREATION	\$0	\$1,539,448	\$2,844,817	\$0	\$4,384,265	\$4,384,265	\$0	\$4,384,265	\$0	\$0
005 COMMUNITY BENEFIT PROGRAM	\$594,105	\$1,500	\$0	\$0	\$595,605	\$520,000	\$0	\$520,000	(\$518,500)	\$75,605
006 DRUG ABUSE RESIST EDUCATION	\$2,220	\$10	\$0	\$0	\$2,230	\$600	\$0	\$600	(\$590)	\$1,630
007 SOLAR INCENTIVE GRANT PROGRAM	\$62,658	\$200	\$0	\$0	\$62,858	\$25,000	\$0	\$25,000	(\$24,800)	\$37,858
008 EE HOME LOAN PROGRAM	\$59,991	\$200	\$0	\$0	\$60,191	\$58,000	\$0	\$58,000	(\$57,800)	\$2,191
009 ASSET SEIZURE	\$22,113	\$1,100	\$0	\$0	\$23,213	\$22,175	\$0	\$22,175	(\$21,075)	\$1,038
010 PENSION STABILIZATION	\$91,603	\$400	\$0	\$0	\$92,003	\$0	\$0	\$0	\$400	\$92,003
011 FACILITIES REPLACEMENT	\$2,400,710	\$10,500	\$0	\$0	\$2,411,210	\$0	\$0	\$0	\$10,500	\$2,411,210
012 SUSTAINABLE FC	\$164,762	\$1,100	\$50,000	\$0	\$215,862	\$132,602	\$0	\$132,602	(\$81,502)	\$83,260
<b>Subtotal General Funds</b>	<b>\$38,929,839</b>	<b>\$57,147,656</b>	<b>\$37,812,118</b>	<b>\$41,262,118</b>	<b>\$92,627,495</b>	<b>\$54,279,860</b>	<b>\$0</b>	<b>\$54,279,860</b>	<b>(\$582,204)</b>	<b>\$38,347,635</b>
<b>Special Revenue Funds</b>										
101 TRAFFIC SAFETY	\$11,576	\$60,000	\$0	\$0	\$71,576	\$60,000	\$0	\$60,000	\$0	\$11,576
102 MEASURE "A"	\$1,858,591	\$761,400	\$0	\$0	\$2,619,991	\$0	\$1,500,000	\$1,500,000	(\$738,600)	\$1,119,991
103 GAS TAX	(\$1,431)	\$828,100	\$0	\$0	\$826,669	\$565,500	\$0	\$565,500	\$262,600	\$261,169
104 PARK IN-LIEU FEES	\$2,068,831	\$12,400	\$0	\$0	\$2,081,231	\$0	\$0	\$0	\$12,400	\$2,081,231
105 MEASURE M	(\$113,838)	\$109,500	\$0	\$0	(\$4,338)	\$0	\$0	\$0	\$109,500	(\$4,338)
108 SLESF/COPS GRANT	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	\$0
114 CalOpps Fund	\$224,098	\$413,600	\$0	\$0	\$637,698	\$564,135	\$0	\$564,135	(\$150,535)	\$73,563
116 FOSTER CITY FOUNDATION FUND	\$304,029	\$37,681	\$0	\$0	\$341,710	\$33,372	\$0	\$33,372	\$4,309	\$308,338
119 SB1 ROAD MAINT&REHAB A/C	\$40,715	\$641,900	\$0	\$0	\$682,615	\$0	\$0	\$0	\$641,900	\$682,615
122 LMIHAF-HOUSING SUCCESSOR	\$2,169,916	\$99,300	\$0	\$0	\$2,269,216	\$136,320	\$0	\$136,320	(\$37,020)	\$2,132,896
124 FC AFFORDABLE HOUSING	\$1,106,092	\$29,000	\$0	\$0	\$1,135,092	\$1,043,636	\$0	\$1,043,636	(\$1,014,636)	\$91,456
128 GENERAL PLAN MAINTENANCE	\$1,072,138	\$310,000	\$0	\$0	\$1,382,138	\$842,679	\$0	\$842,679	(\$532,679)	\$539,459
129 CONST & DEMO RECYCLING FUND	\$413,767	\$54,200	\$0	\$50,000	\$417,967	\$302,000	\$0	\$302,000	(\$297,800)	\$115,967
130 TECHNOLOGY MAINTENANCE	\$167,732	\$203,065	\$0	\$0	\$370,797	\$105,485	\$0	\$105,485	\$97,580	\$265,312
131 SB 1186 FUND	\$28,412	\$4,150	\$0	\$0	\$32,562	\$1,300	\$0	\$1,300	\$2,850	\$31,262
132 SMIP FEE FUND	\$5,327	\$1,130	\$0	\$0	\$6,457	\$500	\$0	\$500	\$630	\$5,957
133 CRV GRANT FUND	\$7,791	\$8,560	\$0	\$0	\$16,351	\$14,000	\$0	\$14,000	(\$5,440)	\$2,351
134 CURBSIDE RECYCLING	\$197,876	\$20,500	\$0	\$0	\$218,376	\$25,000	\$0	\$25,000	(\$4,500)	\$193,376
135 GREEN BUILDING FEE	\$5,466	\$730	\$0	\$0	\$6,196	\$500	\$0	\$500	\$230	\$5,696
136 MEASURE W	\$497,100	\$354,500	\$0	\$0	\$851,600	\$0	\$475,000	\$475,000	(\$120,500)	\$376,600
137 AFFORDABLE HOUSING-COMMERCIAL LINKAGE FEES	\$570,414	\$816,869	\$0	\$0	\$1,387,283	\$0	\$0	\$0	\$816,869	\$1,387,283
138 TENANT RELOCATION ASSISTANCE	\$52,563	\$51,790	\$0	\$0	\$104,353	\$51,640	\$0	\$51,640	\$150	\$52,713
139 WORKFORCE HOUSING	\$9,230	\$677,458	\$0	\$0	\$686,688	\$329,136	\$0	\$329,136	\$348,322	\$357,552
140 EQUIP REPLACEMENT-WORKFORCE HOUSING	\$20,000	\$22,000	\$0	\$0	\$42,000	\$0	\$0	\$0	\$22,000	\$42,000
141 SB1383 IMPLEMENTATION	\$47,314	\$0	\$0	\$0	\$47,314	\$47,314	\$0	\$47,314	(\$47,314)	\$0
<b>Subtotal Special Revenue Funds</b>	<b>\$10,763,709</b>	<b>\$5,617,833</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$16,331,542</b>	<b>\$4,222,517</b>	<b>\$1,975,000</b>	<b>\$6,197,517</b>	<b>(\$629,684)</b>	<b>\$10,134,025</b>
<b>Debt Service Fund</b>										
230 LEVEE PROTECT I&R IMP	\$7,437,461	\$3,932,650	\$0	\$0	\$11,370,111	\$6,378,988	\$0	\$6,378,988	(\$2,446,338)	\$4,991,123
<b>Subtotal Capital Projects Funds</b>	<b>\$7,437,461</b>	<b>\$3,932,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,370,111</b>	<b>\$6,378,988</b>	<b>\$0</b>	<b>\$6,378,988</b>	<b>(\$2,446,338)</b>	<b>\$4,991,123</b>

(Continued on next page)



**CITY OF FOSTER CITY / EMID**  
**Summary of Resources and Requirements by Funds**  
**For the Fiscal Year Ended June 30, 2023**

FINAL BUDGET

Fund	Available July 1, 2022	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2023
<b>(Continued from previous page)</b>										
<b>Capital Projects Funds</b>										
301 CIP-CITY	\$72,575,051	\$151,250	\$4,300,000	\$0	\$77,026,301	\$0	\$4,560,000	\$4,560,000	(\$108,750)	\$72,466,301
326 CAPITAL ASSET PRESERVATION	\$1,846,469	\$1,116,000	\$0	\$0	\$2,962,469	\$0	\$0	\$0	\$1,116,000	\$2,962,469
327 LEVEE PROJECT FUND	\$199,075	\$20,000	\$0	\$0	\$219,075	\$0	\$0	\$0	\$20,000	\$219,075
<b>Subtotal Capital Projects Funds</b>	<b>\$74,620,595</b>	<b>\$1,287,250</b>	<b>\$4,300,000</b>	<b>\$0</b>	<b>\$80,207,845</b>	<b>\$0</b>	<b>\$4,560,000</b>	<b>\$4,560,000</b>	<b>\$1,027,250</b>	<b>\$75,647,845</b>
<b>Enterprise Funds</b>										
<b>Water Funds</b>										
401 WATER REVENUE	\$7,711,583	\$18,080,000	\$0	\$2,500,000	\$23,291,583	\$17,188,908	\$0	\$17,188,908	(\$1,608,908)	\$6,102,675
405 CIP-WATER	\$2,749,404	\$0	\$2,500,000	\$0	\$5,249,404	\$0	\$3,225,000	\$3,225,000	(\$725,000)	\$2,024,404
408 WATER EQUIPMENT REPLACEMENT	\$3,581,463	\$510,436	\$0	\$0	\$4,091,899	\$192,875	\$0	\$192,875	\$317,561	\$3,899,024
409 WATER CONNECTION FEE	\$681,198	\$497,855	\$0	\$0	\$1,179,053	\$0	\$0	\$0	\$497,855	\$1,179,053
<b>Subtotal Water Funds</b>	<b>\$14,723,648</b>	<b>\$19,088,291</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>	<b>\$33,811,939</b>	<b>\$17,381,783</b>	<b>\$3,225,000</b>	<b>\$20,606,783</b>	<b>(\$1,518,492)</b>	<b>\$13,205,156</b>
<b>Wastewater Funds</b>										
451 WASTEWATER REVENUE	\$16,392,254	\$20,007,000	\$636	\$10,472,250	\$25,927,640	\$8,705,027	\$0	\$8,705,027	\$830,359	\$17,222,613
453 WASTEWATER SURPLUS	\$2,000,000	\$0	\$2,084,250	\$2,084,250	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
454 SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN	(\$39,846,215)	\$0	\$2,084,250	\$0	(\$37,761,965)	\$1,862,966	\$0	\$1,862,966	\$221,284	(\$39,624,931)
455 CIP-SEWER	\$4,520,282	\$0	\$5,250,000	\$0	\$9,770,282	\$0	\$3,880,786	\$3,880,786	\$1,369,214	\$5,889,496
456 WASTEWATER PLANT EXPANSION	\$0	\$636	\$0	\$636	\$0	\$0	\$0	\$0	\$0	\$0
458 WASTEWATER EQUIPMENT REPLACEMENT	\$2,274,580	\$266,126	\$0	\$0	\$2,540,706	\$308,850	\$0	\$308,850	(\$42,724)	\$2,231,856
459 WATER INFRASTRUCTURE FINANCE & INNOVATION ACT LOAN	\$14,286,273	\$0	\$3,138,000	\$0	\$17,424,273	\$3,144,700	\$7,039,479	\$10,184,179	(\$7,046,179)	\$7,240,094
460 WASTEWATER CONNECTION	\$149,971	\$1,200,496	\$0	\$0	\$1,350,467	\$0	\$0	\$0	\$1,200,496	\$1,350,467
461 STATE REVOLVING FUND/OTHER BONDS	\$33,044,400	\$0	\$0	\$0	\$33,044,400	\$0	\$29,989,399	\$29,989,399	(\$29,989,399)	\$3,055,001
<b>Subtotal Wastewater Funds</b>	<b>\$32,821,545</b>	<b>\$21,474,258</b>	<b>\$12,557,136</b>	<b>\$12,557,136</b>	<b>\$54,295,803</b>	<b>\$14,021,543</b>	<b>\$40,909,664</b>	<b>\$54,931,207</b>	<b>(\$33,456,949)</b>	<b>(\$635,404)</b>
<b>Subtotal Enterprise Funds</b>	<b>\$47,545,193</b>	<b>\$40,562,549</b>	<b>\$15,057,136</b>	<b>\$15,057,136</b>	<b>\$88,107,742</b>	<b>\$31,403,326</b>	<b>\$44,134,664</b>	<b>\$75,537,990</b>	<b>(\$34,975,441)</b>	<b>\$12,569,752</b>
<b>Internal Service Funds</b>										
501 VEHICLE REPLACEMENT	\$4,149,150	\$1,772,634	\$0	\$0	\$5,921,784	\$1,991,932	\$0	\$1,991,932	(\$219,298)	\$3,929,852
502 EQUIPMENT REPLACEMENT	\$6,294,449	\$471,688	\$0	\$0	\$6,766,137	\$373,100	\$0	\$373,100	\$98,588	\$6,393,037
503 SELF INSURANCE	\$1,015,298	\$1,237,329	\$0	\$0	\$2,252,627	\$1,343,529	\$0	\$1,343,529	(\$106,200)	\$909,098
504 COMMUNICATION & INFO SVC	\$4,327,092	\$2,539,669	\$0	\$0	\$6,866,761	\$2,403,191	\$0	\$2,403,191	\$136,478	\$4,463,570
505 BUILDING MAINTENANCE	\$6,436,890	\$3,439,966	\$0	\$800,000	\$9,076,856	\$3,730,870	\$800,000	\$4,530,870	(\$1,890,904)	\$4,545,986
507 EMPLOYEE BENEFITS LIAB	\$2,493,121	\$254,250	\$0	\$0	\$2,747,371	\$238,320	\$0	\$238,320	\$15,930	\$2,509,051
508 PEMHCA	\$6,042,277	\$281,126	\$0	\$0	\$6,323,403	\$229,704	\$0	\$229,704	\$51,422	\$6,093,699
509 COMPENSATED ABSENCES	\$3,180,931	\$594,137	\$0	\$0	\$3,775,068	\$561,036	\$0	\$561,036	\$33,101	\$3,214,032
<b>Subtotal Internal Service Funds</b>	<b>\$33,939,208</b>	<b>\$10,590,799</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$43,730,007</b>	<b>\$10,871,682</b>	<b>\$800,000</b>	<b>\$11,671,682</b>	<b>(\$1,880,883)</b>	<b>\$32,058,325</b>
<b>Agency Fund</b>										
604 SUCCESSOR AGENCY	(\$1,089,627)	\$281,600	\$0	\$0	(\$808,027)	\$335,997	\$0	\$335,997	(\$54,397)	(\$1,144,024)
608 SAN MATEO CONSOLIDATED FIRE	0	\$220,860	\$0	\$0	\$220,860	\$220,860	\$0	\$220,860	\$0	\$0
<b>Subtotal Agency Fund</b>	<b>(\$1,089,627)</b>	<b>\$502,460</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$587,167)</b>	<b>\$556,857</b>	<b>\$0</b>	<b>\$556,857</b>	<b>(\$54,397)</b>	<b>(\$1,144,024)</b>
<b>Total All Funds</b>	<b>\$212,146,378</b>	<b>\$119,641,197</b>	<b>\$57,169,254</b>	<b>\$57,169,254</b>	<b>\$331,787,575</b>	<b>\$107,713,230</b>	<b>\$51,469,664</b>	<b>\$159,182,894</b>	<b>(\$39,541,696)</b>	<b>\$172,604,681</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

	2021-22	2022-23	
	Approved	Projected	Budget
<b>General Fund 001-003</b>			
City			
Property Taxes in-lieu of Vehicle License Fee	\$2,943,400	\$3,612,700	\$4,578,800
Sales Taxes	\$3,079,800	\$3,079,800	\$3,172,000
Transient Occupancy Tax	\$2,361,000	\$1,724,300	\$2,460,100
Business License Tax	\$1,452,100	\$1,452,100	\$1,481,100
Franchise Taxes	\$1,135,820	\$1,235,000	\$1,259,700
Real Property Transfer Tax	\$279,890	\$279,890	\$304,900
Permits	\$845,802	\$1,400,000	\$1,881,524
Intergovernmental (POST, SB90, Grants, etc.)	\$3,220,000	\$4,084,920	\$4,085,520
Charges for current services	\$522,397	\$522,397	\$329,853
Fines and forfeitures	\$51,100	\$29,100	\$29,400
Interest	\$224,800	\$150,800	\$412,900
Other (Fines, Reimbursement, Street Sweeping, Other)	\$338,000	\$638,000	\$341,100
General Fund (City) Subtotal	\$16,454,109	\$18,209,007	\$20,336,897
District			
Property Taxes	\$31,103,300	\$31,173,600	\$32,840,700
Excess ERAF	\$1,526,800	\$1,598,000	\$1,622,650
Intergovernmental	\$100,000	\$100,000	\$100,000
Rentals	\$606,990	\$606,990	\$592,751
Interest	\$55,700	\$35,700	\$100,200
General Fund (District) Subtotal	\$33,392,790	\$33,514,290	\$35,256,301
Special Recreation			
Program Revenues	\$1,152,920	\$1,152,920	\$1,236,508
Rents and Concessions	\$277,200	\$277,200	\$302,940
Interest	\$0	\$0	\$0
General Fund (Special Recreation) Subtotal	\$1,430,120	\$1,430,120	\$1,539,448
<b>total general fund 001-003</b>	<b>\$51,277,019</b>	<b>\$53,153,417</b>	<b>\$57,132,646</b>
<b>General Fund 005-012</b>			
City			
Community Benefits Program	\$59,600	\$60,500	\$1,500
Intergovernmental (D.A.R.E.)	\$10	\$10	\$10
Solar Incentive Grant Program	\$200	\$200	\$200
Employee Rental Assistance Program	\$50	\$200	\$200
Asset Seizure Program	\$1,100	\$1,070	\$1,100
Pension Sustainability Fund	\$0	\$250	\$400
Facilities Replacement Fund	\$8,600	\$7,000	\$10,500
Sustainable Foster City Fund	\$3,500	\$3,400	\$1,100
General Fund 005-012 (City) Subtotal	\$73,060	\$72,630	\$15,010
<b>total general fund 005-012</b>	<b>\$73,060</b>	<b>\$72,630</b>	<b>\$15,010</b>
<b>Total General Fund (ALL)</b>	<b>\$51,350,079</b>	<b>\$53,226,047</b>	<b>\$57,147,656</b>

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

(Continued from previous page)

	2021-22	2022-23	
	Approved	Projected	Budget
<b>Special Revenue Funds</b>			
Traffic Safety			
Vehicle Code Fines	\$60,000	\$60,000	\$60,000
Interest	\$0	\$0	\$0
Traffic Safety Subtotal	\$60,000	\$60,000	\$60,000
Measure A			
Sales Taxes	\$714,240	\$714,240	\$749,800
Interest	\$5,800	\$5,800	\$11,600
Measure A Subtotal	\$720,040	\$720,040	\$761,400
Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$554,500	\$554,500	\$565,500
Gas Tax (2103)	\$297,600	\$297,600	\$259,600
Interest	\$4,500	\$2,000	\$3,000
Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$856,600	\$854,100	\$828,100
Park In-Lieu Fees			
Developer Fees	\$0	\$0	\$0
Interest	\$11,200	\$8,400	\$12,400
Park In-Lieu Fees Subtotal	\$11,200	\$8,400	\$12,400
Measure M			
Vehicle License Fees	\$107,370	\$107,370	\$109,500
Measure M Subtotal	\$107,370	\$107,370	\$109,500
SLESF/COPS Grant			
Grant	\$100,000	\$100,000	\$100,000
SLESF/COPS Subtotal	\$100,000	\$100,000	\$100,000
CalOpps.org			
Fees for Services	\$440,000	\$440,000	\$410,800
Interest	\$1,400	\$1,400	\$2,800
CalOpps.org Subtotal	\$441,400	\$441,400	\$413,600
Foster City Foundation			
Grants and Donations	\$14,163	\$34,255	\$37,681
Foster City Foundation Subtotal	\$14,163	\$34,255	\$37,681
SB1 Road Maintenance and Rehabilitation			
Road Maintenance and Rehabilitation Account	\$658,500	\$624,632	\$637,100
Interest	\$2,400	\$2,400	\$4,800
SB1 Road Maintenance and Rehabilitation Fund Subtotal	\$660,900	\$627,032	\$641,900
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayment	\$15,000	\$148,700	\$15,000
Rentals	\$62,280	\$59,100	\$60,300
Interest	\$7,900	\$12,000	\$24,000
LMIHF Fund Subtotal	\$85,180	\$219,800	\$99,300
City Affordable Housing Fund			
Loan Repayment	\$5,200	\$5,200	\$0
Interest	\$29,000	\$29,000	\$29,000
City Affordable Housing Fund Subtotal	\$34,200	\$34,200	\$29,000
General Plan Maintenance Fund			
Other	\$144,041	\$169,800	\$302,900
Interest	\$7,100	\$5,400	\$7,100
General Plan Maintenance Fund Subtotal	\$151,141	\$175,200	\$310,000

(Continued on next page)

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

(Continued from previous page)

	2021-22	2022-23	
	Approved	Projected	Budget
<b>Construction &amp; Demo Fund</b>			
Other	\$50,000	\$50,000	\$50,000
Interest	\$4,200	\$3,300	\$4,200
Construction & Demo Fund Subtotal	\$54,200	\$53,300	\$54,200
<b>Technology Maintenance Fund</b>			
Other	\$48,078	\$95,500	\$202,165
Interest	\$600	\$600	\$900
Technology Maintenance Fund Subtotal	\$48,678	\$96,100	\$203,065
<b>SB 1186 Fund</b>			
Other	\$4,000	\$4,000	\$4,000
Interest	\$100	\$100	\$150
SB 1186 Fund Subtotal	\$4,100	\$4,100	\$4,150
<b>SMIP Fund</b>			
Other	\$1,090	\$1,090	\$1,090
Interest	\$30	\$20	\$40
SMIP Fund Subtotal	\$1,120	\$1,110	\$1,130
<b>CRV Grant Fund</b>			
Other	\$8,500	\$8,500	\$8,500
Interest	\$40	\$40	\$60
CRV Grant Fund Subtotal	\$8,540	\$8,540	\$8,560
<b>Curbside Recycling Fund</b>			
Other	\$19,800	\$19,800	\$19,800
Interest	\$700	\$700	\$700
Curbside Recycling Fund Subtotal	\$20,500	\$20,500	\$20,500
<b>Green Building Fees Fund</b>			
Other	\$1,800	\$700	\$700
Interest	\$20	\$20	\$30
Green Building Fees Fund Subtotal	\$1,820	\$720	\$730
<b>Measure W Fund</b>			
Sales Taxes	\$316,710	\$316,710	\$352,500
Interest	\$1,300	\$1,300	\$2,000
Measure W Fund Subtotal	\$318,010	\$318,010	\$354,500
<b>Affordable Housing Fund-Commercial Linkage Fees Fund</b>			
Charges for current services	\$0	\$0	\$814,569
Interest	\$1,500	\$1,500	\$2,300
Affordable Housing Fund-Commercial Linkage Fees Fund Subtotal	\$1,500	\$1,500	\$816,869
<b>Tenant Relocation Assistance Fund</b>			
Other	\$120,500	\$120,500	\$51,640
Interest	\$40	\$150	\$150
Tenant Relocation Assistance Fund Subtotal	\$120,540	\$120,650	\$51,790
<b>Workforce Housing Fund</b>			
Rentals	\$0	\$100,539	\$614,509
Other	\$0	\$17,247	\$62,348
Interest	\$0	\$100	\$601
Workforce Housing Fund Subtotal	\$0	\$117,886	\$677,458

(Continued on next page)

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

(Continued from previous page)

	2021-22		2022-23
	Approved	Projected	Budget
Workforce Housing - Equipment Replacement Fund			
ISF Charges	\$0	\$20,000	\$22,000
Workforce Housing - Equipment Replacement Fund Subtotal	\$0	\$20,000	\$22,000
SB1383 Implementation Fund			
Other	\$0	\$47,314	\$0
SB1383 Implementation Subtotal	\$0	\$47,314	\$0
<b>total special revenue funds</b>	<b>\$3,821,202</b>	<b>\$4,191,527</b>	<b>\$5,617,833</b>

**Debt Services Fund**

City			
Property Taxes	\$8,681,023	\$3,979,800	\$3,926,400
Interest	\$12,500	\$12,500	\$6,250
Bonds Proceeds	\$0	\$0	\$0
City Debt Services Subtotal	\$8,693,523	\$3,992,300	\$3,932,650
<b>total debt services fund</b>	<b>\$8,693,523</b>	<b>\$3,992,300</b>	<b>\$3,932,650</b>

**Capital Projects Fund**

City Capital Projects			
Other	\$39,250	\$169,250	\$19,250
Interest	\$104,000	\$88,000	\$132,000
City Capital Projects Subtotal	\$143,250	\$257,250	\$151,250
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	\$0	\$0	\$0
Loans Receivable Payments	\$1,111,000	\$1,100,000	\$1,100,000
Interest	\$168,000	\$168,000	\$16,000
Capital Asset Acquisition and Replacement Subtotal	\$1,279,000	\$1,268,000	\$1,116,000
Levee Project Fund			
Bonds Proceeds	\$0	\$0	\$0
Interest	\$50,000	\$60,000	\$20,000
Levee Project Subtotal	\$50,000	\$60,000	\$20,000
<b>total capital projects fund</b>	<b>\$1,472,250</b>	<b>\$1,585,250</b>	<b>\$1,287,250</b>

**Enterprise Funds**

Water Revenue			
User Charges	\$17,348,300	\$17,375,000	\$17,754,000
Connection Fees	\$132,842	\$0	\$0
Interest	\$80,000	\$70,000	\$126,000
Other Revenues	\$0	\$0	\$0
Sustainability Fund Revenues	\$200,000	\$206,300	\$200,000
Water Revenue Subtotal	\$17,761,142	\$17,651,300	\$18,080,000
Water Equipment Replacement			
Equipment Rental	\$633,532	\$633,532	\$510,436
Water Equipment Replacement Subtotal	\$633,532	\$633,532	\$510,436
Water Connection			
Connection Fees	\$0	\$223,651	\$497,855
Water Connection Subtotal	\$0	\$223,651	\$497,855

(Continued on next page)

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

(Continued from previous page)

	2021-22		2022-23
	Approved	Projected	Budget
Wastewater Revenue			
User Charges	\$16,862,000	\$16,862,000	\$19,890,000
Connection Fees	\$655,668	\$0	\$0
Other	\$1,000	\$25,000	\$0
Interest	\$117,000	\$117,000	\$117,000
Wastewater Revenue Subtotal	\$17,635,668	\$17,004,000	\$20,007,000
San Mateo-Foster City Public Financing Authority Loan			
Bond Proceeds	\$0	\$0	\$0
Interest	\$100	\$100	\$0
San Mateo-Foster City Public Financing Authority Loan Subtotal	\$100	\$100	\$0
Wastewater CIP			
Other	\$0	\$0	\$0
Wastewater CIP Subtotal	\$0	\$0	\$0
Wastewater Expansion			
Other	\$636	\$5,400	\$636
Wastewater Expansion Subtotal	\$636	\$5,400	\$636
Wastewater Equipment Replacement			
Equipment Rental	\$254,683	\$254,683	\$266,126
Wastewater Equipment Replacement Subtotal	\$254,683	\$254,683	\$266,126
Water Infrastructure Finance and Innovation Act (WIFIA)			
Financing Proceeds	\$33,676,585	\$66,860,640	\$0
Water Infrastructure Finance and Innovation Act (WIFIA) Subtotal	\$33,676,585	\$66,860,640	\$0
Wastewater Connection			
Connection Fees	\$0	\$92,663	\$1,200,496
Wastewater Connection Subtotal	\$0	\$92,663	\$1,200,496
State Revolving Fund/Other Bonds			
Bond Proceeds	\$0	\$0	\$0
SRF/OTHER BONDS Subtotal	\$0	\$0	\$0
<b>total enterprise funds</b>	<b>\$69,962,346</b>	<b>\$102,725,969</b>	<b>\$40,562,549</b>

**Internal Service Funds**

Vehicle Replacement			
Vehicle Replacement Charges	\$1,758,482	\$1,758,482	\$1,742,634
Sales of Retired Vehicles	\$23,000	\$0	\$0
Interest	\$20,600	\$20,000	\$30,000
Vehicle Replacement Subtotal	\$1,802,082	\$1,778,482	\$1,772,634
Equipment Replacement			
Equipment Rental	\$670,719	\$670,719	\$441,688
Other	\$0	\$0	\$0
Interest	\$24,400	\$20,000	\$30,000
Equipment Replacement Subtotal	\$695,119	\$690,719	\$471,688
Self-Insurance			
Insurance Charges	\$490,270	\$579,932	\$1,193,229
Other - Grant	\$0	\$0	\$40,000
Interest	\$4,400	\$2,700	\$4,100
Self-Insurance Subtotal	\$494,670	\$582,632	\$1,237,329

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2023**

(Continued from previous page)

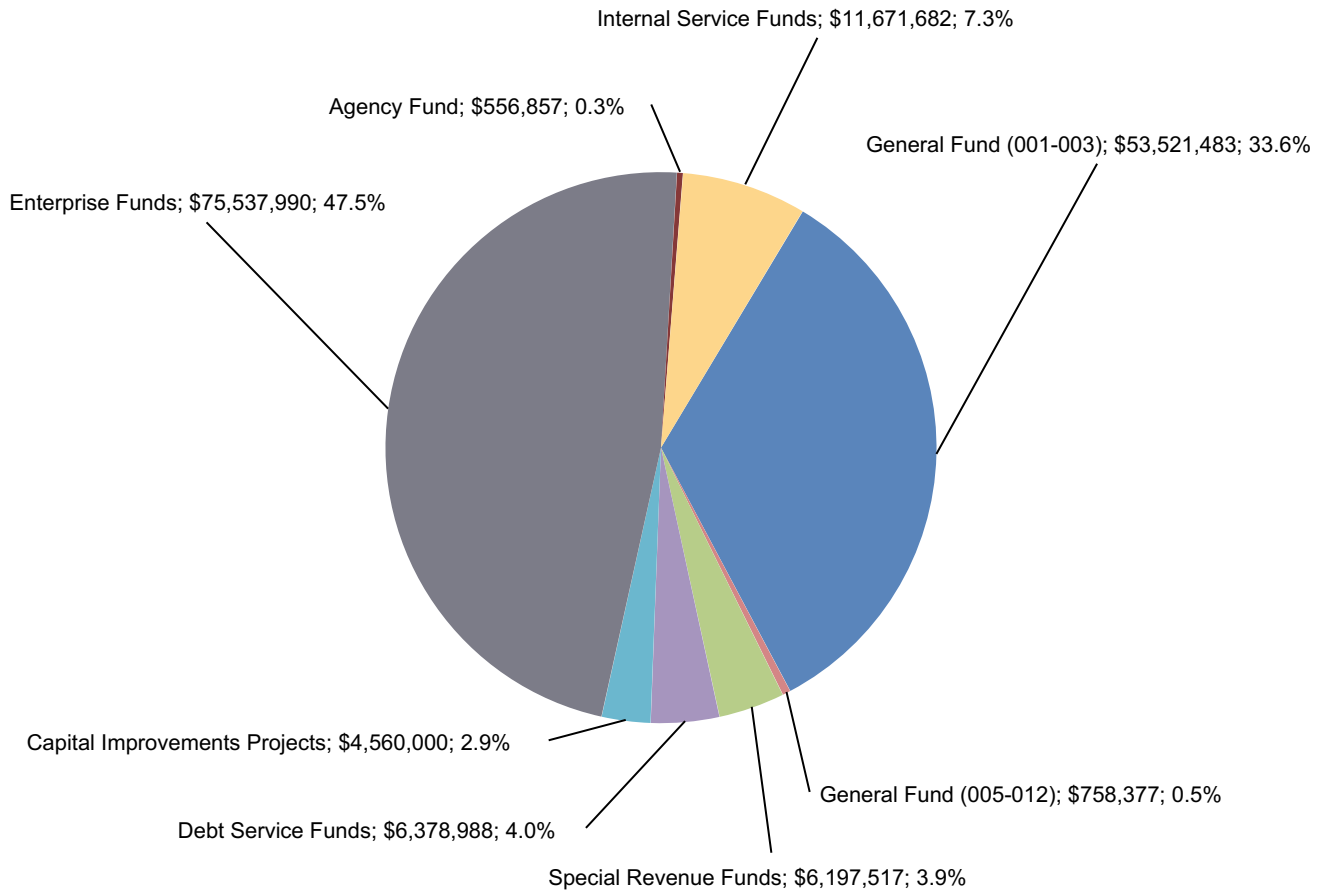
	2021-22		2022-23
	Approved	Projected	Budget
Information Technology			
User Charges	\$2,338,448	\$2,338,448	\$2,489,802
Other	\$26,807	\$26,807	\$39,867
Interest	\$18,900	\$18,900	\$10,000
Information Technology Subtotal	\$2,384,155	\$2,384,155	\$2,539,669
Building Maintenance			
User Charges	\$3,381,177	\$3,381,177	\$3,405,866
Interest	\$22,700	\$22,700	\$34,100
Building Maintenance Subtotal	\$3,403,877	\$3,403,877	\$3,439,966
Longevity Recognition Benefits			
Longevity Benefits Charges	\$229,320	\$229,320	\$229,320
Interest	\$9,770	\$9,770	\$24,930
Longevity Recognition Benefits Subtotal	\$239,090	\$239,090	\$254,250
PEMHCA Benefits Plan			
PEMHCA Benefits Charges	\$205,320	\$205,320	\$220,706
Interest	\$23,960	\$23,960	\$60,420
PEMHCA Benefits Plan Subtotal	\$229,280	\$229,280	\$281,126
Compensated Absences			
Employer Contributions	\$494,723	\$494,723	\$562,537
Interest	\$11,200	\$9,500	\$31,600
Compensated Absences Subtotal	\$505,923	\$504,223	\$594,137
<b>total internal service funds</b>	<b>\$9,754,196</b>	<b>\$9,812,458</b>	<b>\$10,590,799</b>

**Agency Fund**

Successor Agency of Community Development Agency			
Property, Current Secured	\$286,195	\$274,945	\$280,400
Interest	\$1,300	\$800	\$1,200
Successor Agency - Redevelopment Property Tax Trust Subtotal	\$287,495	\$275,745	\$281,600
Tourism Assessment			
Other	\$85,868	\$85,838	\$0
Tourism Assessment Subtotal	\$85,868	\$85,838	\$0
San Mateo Consolidated Fire			
Other	\$138,000	\$138,000	\$220,860
San Mateo Consolidated Fire Subtotal	\$138,000	\$138,000	\$220,860
total agency funds	\$511,363	\$499,583	\$502,460

<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$145,564,959</b>	<b>\$176,033,134</b>	<b>\$119,641,197</b>
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**City of Foster City / Estero Municipal Improvement District  
 Appropriations by Fund  
 For the Fiscal Year Ended June 30, 2023  
 Total Appropriations: \$159,182,894**



<span style="color: blue;">■</span> General Fund (001-003)	<span style="color: red;">■</span> General Fund (005-012)
<span style="color: green;">■</span> Special Revenue Funds	<span style="color: purple;">■</span> Debt Service Funds
<span style="color: cyan;">■</span> Capital Improvements Projects	<span style="color: orange;">■</span> Levee Project Fund
<span style="color: grey;">■</span> Enterprise Funds	<span style="color: darkred;">■</span> Agency Fund
<span style="color: yellow;">■</span> Internal Service Funds	



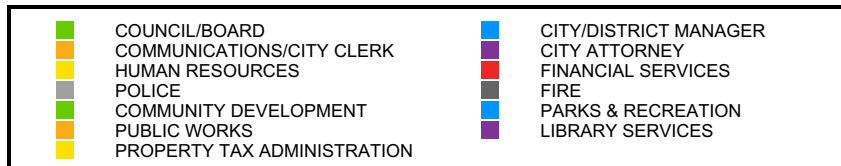
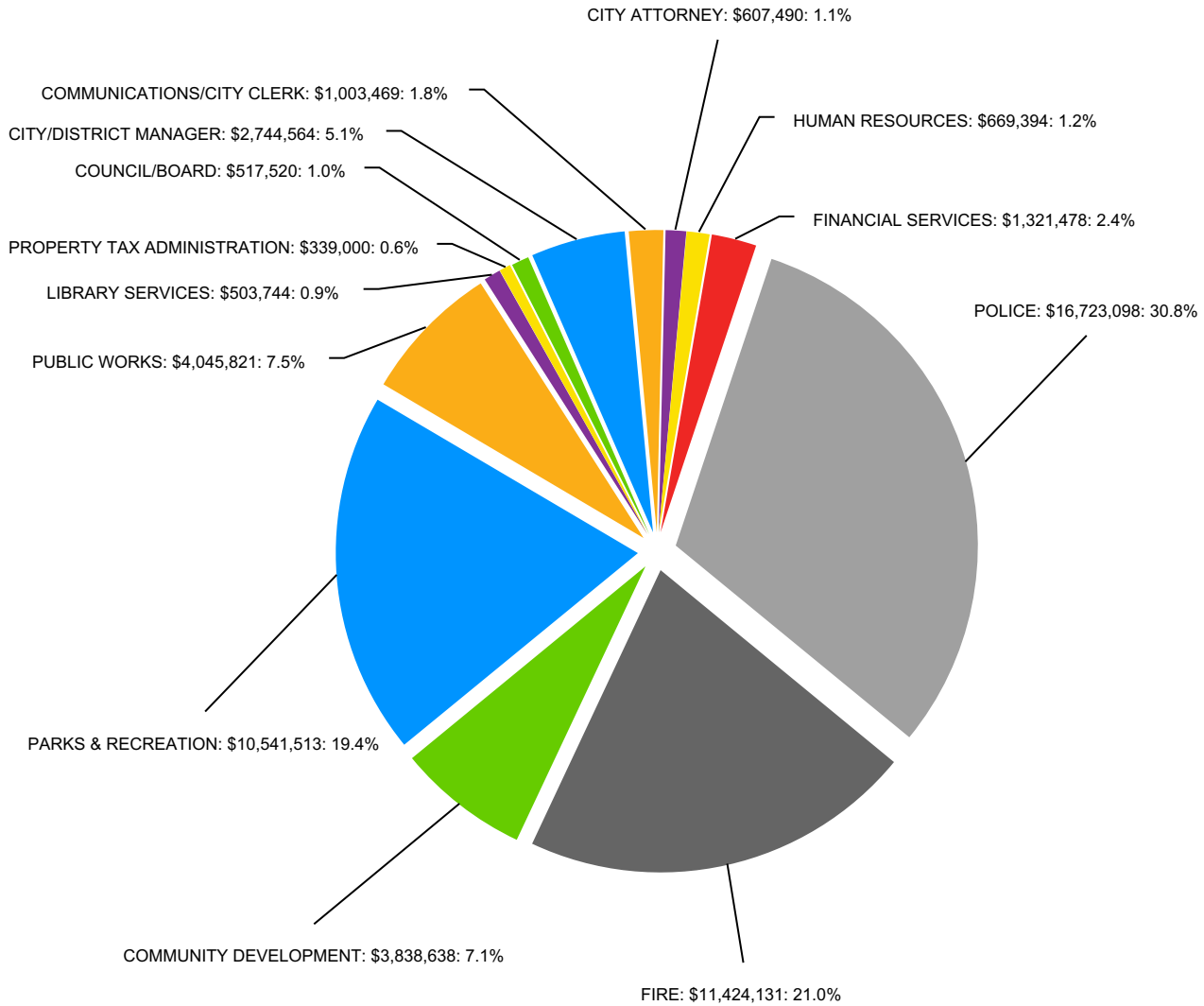
**City of Foster City, California / Estero Municipal Improvement District**  
**Summary of Appropriations by Fund**  
**Annual Appropriations for the Year Ending June 30, 2023**

	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
GENERAL FUND (001-003)	\$48,653,130	\$50,048,778	\$53,521,483
GENERAL FUND (005-012)	\$1,210,657	\$1,210,657	\$758,377
TRAFFIC SAFETY	\$60,000	\$60,000	\$60,000
MEASURE A	\$800,000	\$2,913,596	\$1,500,000
GAS TAX (2105-2107)	\$854,500	\$1,773,566	\$565,500
MEASURE M	\$100,000	\$319,300	\$0
SLESF/COPS GRANT	\$100,000	\$100,000	\$100,000
CALOPPS.ORG	\$522,003	\$534,467	\$564,135
FOSTER CITY FOUNDATION	\$19,397	\$112,027	\$33,372
SB1 ROAD MAINTENANCE AND REHABILITATION	\$1,250,000	\$2,842,850	\$0
LMIHAF-HOUSING SUCCESSOR	\$134,760	\$134,760	\$136,320
CITY AFFORDABLE HOUSING FUND	\$400,000	\$1,043,636	\$1,043,636
GENERAL PLAN MAINTENANCE FUND	\$534,851	\$915,763	\$842,679
CONSTRUCTION AND DEMOLITION FUND	\$331,750	\$331,750	\$302,000
TECHNOLOGY MAINTENANCE FUND	\$124,418	\$124,418	\$105,485
SB 1186 FUND	\$1,300	\$1,300	\$1,300
SMIP FEE FUND	\$500	\$500	\$500
CRV GRANT FUND	\$13,000	\$13,000	\$14,000
CURBSIDE RECYCLING FEE FUND	\$25,000	\$25,000	\$25,000
GREEN BUILDING FEE FUND	\$500	\$500	\$500
MEASURE W	\$500,000	\$500,000	\$475,000
TENANT RELOCATION ASSISTANCE FUND	\$164,000	\$164,000	\$51,640
WORKFORCE HOUSING	\$0	\$108,656	\$329,136
SB1383 IMPLEMENTATION	\$0	\$0	\$47,314
DEBT SERVICES FUND	\$6,492,688	\$6,492,688	\$6,378,988
CAPITAL IMPROVEMENT PROJECTS	\$952,000	\$952,000	\$4,560,000
CAPITAL ASSET ACQUISITION & REPLACEMENT FUND	\$7,000,000	\$7,000,000	\$0
LEEVE PROJECT FUND	\$2,132,205	\$2,132,205	\$0
WATER	\$17,305,560	\$18,156,799	\$20,606,783
WASTEWATER	\$66,930,912	\$67,073,507	\$54,931,207
VEHICLE REPLACEMENT	\$1,960,508	\$2,524,099	\$1,991,932
EQUIPMENT REPLACEMENT	\$374,500	\$271,662	\$373,100
SELF INSURANCE	\$772,570	\$862,232	\$1,343,529
INFORMATION TECHNOLOGY	\$2,483,898	\$2,541,520	\$2,403,191
BUILDING MAINTENANCE	\$3,572,159	\$3,601,113	\$4,530,870
LONGEVITY RECOGNITION BENEFITS	\$238,320	\$238,320	\$238,320
PEMHCA BENEFITS PLAN	\$214,320	\$214,320	\$229,704
COMPENSATED ABSENCES	\$474,368	\$474,368	\$561,036
SUCCESSOR AGENCY (SA) OF COMMUNITY DEVELOPMENT AGENCY	\$549,591	\$549,591	\$335,997
TOURISM ASSESSMENT	\$85,868	\$85,868	\$0
SAN MATEO CONSOLIDATED FIRE	\$138,000	\$138,000	\$220,860
<b>TOTAL FOR CITY / EMID</b>	<b>\$167,477,233</b>	<b>\$177,332,251</b>	<b>\$159,182,894</b>

**City of Foster City, California / Estero Municipal Improvement District**  
**Summary of Operating Expenditures and Capital Expenditures by Category**  
**Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2023**

	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$38,579,345	\$ 39,835,251	\$42,908,710
SERVICES AND SUPPLIES	\$44,862,323	\$ 52,895,687	\$49,885,489
CAPITAL OUTLAY	\$9,132,044	\$ 9,594,265	\$2,639,503
INTERNAL SERVICES	\$10,585,366	\$ 10,688,893	\$12,279,528
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$103,159,078</b>	<b>\$113,014,096</b>	<b>\$107,713,230</b>
CAPITAL EXPENDITURES	\$64,318,155	\$64,318,155	\$51,469,664
<b>TOTAL CITY / EMID / SA EXPENDITURES</b>	<b>\$167,477,233</b>	<b>\$177,332,251</b>	<b>\$159,182,894</b>

**City of Foster City  
 General Fund Operating Expenditures by Department (001-012)  
 For the Fiscal Year Ended June 30, 2023  
 Total General Fund Operating Expenditures: \$54,279,860**



*Due to rounding, total of the listed % not equal to 100%.*

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations (001-003)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2023

<b>DEPARTMENT</b>	<b>2021-22 APPROVED</b>	<b>2021-22 PROJECTED</b>	<b>2022-23 REQUESTED</b>
COUNCIL/BOARD	\$341,883	\$373,882	\$517,520
CITY/DISTRICT MANAGER	\$1,126,324	\$1,372,373	\$2,033,962
COMMUNICATIONS/CITY CLERK	\$822,944	\$849,051	\$1,003,469
CITY ATTORNEY	\$589,767	\$589,767	\$607,490
HUMAN RESOURCES	\$771,091	\$834,185	\$669,394
FINANCIAL SERVICES	\$998,940	\$1,052,583	\$1,321,478
PARKS & RECREATION	\$10,037,558	\$10,288,636	\$10,541,513
POLICE	\$15,571,555	\$15,968,097	\$16,700,323
FIRE	\$11,247,899	\$11,247,899	\$11,424,131
COMMUNITY DEVELOPMENT	\$3,232,865	\$3,461,064	\$3,838,638
PUBLIC WORKS	\$3,058,686	\$3,157,623	\$4,020,821
LIBRARY SERVICES	\$547,618	\$547,618	\$503,744
PROPERTY TAX ADMINISTRATION	\$306,000	\$306,000	\$339,000
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$48,653,130</b>	<b>\$50,048,778</b>	<b>\$53,521,483</b>

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22 APPROVED</b>	<b>2021-22 PROJECTED</b>	<b>2022-23 REQUESTED</b>
EMPLOYEE SERVICES	\$29,624,773	\$30,655,259	\$33,398,082
SERVICES AND SUPPLIES	\$14,892,441	\$15,205,968	\$15,679,988
CAPITAL OUTLAY	\$0	\$0	\$75,000
INTERNAL SERVICES	\$7,580,693	\$7,632,328	\$7,851,446
REALLOCATIONS	(\$3,444,777)	(\$3,444,777)	(\$3,483,033)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$48,653,130</b>	<b>\$50,048,778</b>	<b>\$53,521,483</b>

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations (005-012)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2023

	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
<b>DEPARTMENT</b>	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
COUNCIL/BOARD	\$0	\$0	\$0
CITY/DISTRICT MANAGER	\$1,162,882	\$1,162,882	\$710,602
COMMUNICATIONS/CITY CLERK	\$0	\$0	\$0
CITY ATTORNEY	\$0	\$0	\$0
HUMAN RESOURCES	\$0	\$0	\$0
FINANCIAL SERVICES	\$0	\$0	\$0
POLICE	\$22,775	\$22,775	\$22,775
FIRE	\$0	\$0	\$0
COMMUNITY DEVELOPMENT	\$0	\$0	\$0
PUBLIC WORKS	\$25,000	\$25,000	\$25,000
LIBRARY SERVICES	\$0	\$0	\$0
PROPERTY TAX ADMINISTRATION	\$0	\$0	\$0
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$1,210,657</b>	<b>\$1,210,657</b>	<b>\$758,377</b>

	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
<b>EXPENDITURES BY CATEGORY</b>	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,210,657	\$1,210,657	\$758,377
CAPITAL OUTLAY	\$0	\$0	\$0
INTERNAL SERVICES	\$0	\$0	\$0
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$1,210,657</b>	<b>\$1,210,657</b>	<b>\$758,377</b>

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

Personnel Summary - Full-Time Employees

For the Fiscal Years Ended June 30, 2022 to 2023

Department	Prior Years		Budget
	2020-21	2021-22	2022-23
City / District Manager <i>(Community Services/Recreation added in FY 21/22 and reinstated to Parks &amp; Recreation within FY 21/22)</i>	8.00	18.00	<b>10.00</b>
Communications/City Clerk	3.00	4.00	<b>4.00</b>
Community Development	14.00	14.00	<b>16.00</b>
Financial Services/City Treasurer	10.00	9.00	<b>9.00</b>
Human Resources	5.00	4.00	<b>4.00</b>
Parks and Recreation	29.25	0.00	<b>28.00</b>
Police	54.00	54.00	<b>55.00</b>
Public Works <i>(Parks added in FY 21/22 and reinstated to Parks &amp; Recreation within FY 21/22)</i>	43.75	61.00	<b>46.00</b>
<b>Totals</b>	<b>167.00</b>	<b>164.00</b>	<b>172.00</b>

**Personnel Changes FY 2022-23**

- **City Manager:**
  - Convert One (1) Sr. Systems Analyst to Two (2) Technology Analyst I.
  - Convert One (1) Management Analyst to Senior Management Analyst to allow this position be flexibly staffed as Management Analyst/Senior Management Analyst.
  - Deputy City Manager was created to manage Recreation/Community Services for FY 2021-22 but will remain at City Manager Department in lieu of an Assistant City Manager for FY 2022-23.
  - Recreation/Community Services transferred Nine (9) FTE back to reinstated Parks & Recreation Department
- **Community Development :**
  - Add One (1) Housing Coordinator.
  - Add One (1) Sr. Planner (5 Year Limited Term).
- **Financial Services/City Treasurer:**
  - Convert One (1) Office Assistant II to Administrative Assistant II during FY 2021-22.
  - Update the titles of Two (2) Senior Accounting Specialists to Senior Accounting Technicians.
  - Update the title of One (1) Accounting Specialist to a flexibly staffed Accounting Technician/Senior Accounting Technician.
- **Human Resources:**
  - Convert One (1) Office Assistant II to HR Technician during FY 2021-22.
- **Parks and Recreation:** Reinstated Parks and Recreation Department. Transfer Parks Division from Public Works and Recreation/Community Services Division from City Manager.
  - Reinstated One (1) Parks and Recreation Director.
  - Add One (1) Irrigation Technician.
  - Convert One (1) Management Coordinator to Management Analyst.
- **Police:**
  - Add One (1) Records Specialist.
- **Public Works:**
  - Convert One (1) Office Assistant II to Administrative Assistant I during FY 2021-22.
  - Add One (1) Maintenance Worker.
  - Add One (1) Associate Civil Engineer for CIP Projects, including the Recreation Center Replacement project.
  - Add One (1) Sr. Engineering Technician for CIP Projects, including the Recreation Center Replacement project.
  - Eliminate One (1) Parks/Facility Maintenance Manager.
  - Parks transferred Seventeen (17) FTE back to reinstated Parks & Recreation Department.

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2022-23)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2022-2023 Funding	CIP City (Fund 301)	BMF (Fund 505)	Measure A (Fund 102)	Measure W (Fund 136)	Water Capital Investment (Fund 405)	Wastewater Capital Investment (Fund 455)	WIFIA (Fund 459)	SRF (Fund 461)
<b>BUILDING PROJECTS</b>												
BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-19)	BMF/CC	\$2,040,000	\$380,000	\$1,660,000	\$860,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0
BD-03 (CIP 301-700) FUEL SYSTEMS IMPROVEMENTS (FY 2021-22)	CC/CW/CWW	\$2,750,000	\$250,000	\$2,500,000	\$1,250,000	\$0	\$0	\$0	\$625,000	\$625,000	\$0	\$0
BD-04 (NEW CIP) GOVERNMENT CENTER REHABILITATION (FY 2022-23)	CC	\$200,000	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BD-05 (NEW CIP) INSTALL REAR SECURITY GATES (FY 2022-23)	CC	\$500,000	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BD-06 (NEW CIP) RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-23)	CC	\$800,000	\$0	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>	<b>5</b>	<b>\$6,290,000</b>	<b>\$630,000</b>	<b>\$5,660,000</b>	<b>\$3,610,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$625,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>												
PK-01 (NEW CIP) SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-23)	CC/GRANT	\$800,000	\$0	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STORMWATER/LAGOON PROJECTS</b>												
SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-23)	CC	\$550,000	\$400,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>1</b>	<b>\$550,000</b>	<b>\$400,000</b>	<b>\$150,000</b>	<b>\$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>STREETS/TRAFFIC PROJECTS</b>												
ST-01 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-21)	SB1/MM/CC	\$525,000	\$50,000	\$475,000	\$0	\$0	\$0	\$475,000	\$0	\$0	\$0	\$0
ST-02 (CIP 301-703) STREET REHABILITATION (FY 2021-22)	MA	\$3,200,000	\$1,700,000	\$1,500,000	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>2</b>	<b>\$3,725,000</b>	<b>\$1,750,000</b>	<b>\$1,975,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$475,000</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 2016-17)	CW	\$5,700,000	\$4,100,000	\$1,600,000	\$0	\$0	\$0	\$0	\$1,600,000	\$0	\$0	\$0
WA-02 (CIP 405-704) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-22)	CW	\$1,250,000	\$250,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$6,950,000</b>	<b>\$4,350,000</b>	<b>\$2,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,600,000</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 2015-16)	CWW/WIFIA/SRF	\$143,164,430	\$103,379,766	\$39,784,664	\$0	\$0	\$0	\$0	\$0	\$2,755,786	\$7,039,479	\$29,989,399
WW-03 (NEW CIP) SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-23)	CWW	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0
<b>TOTAL WASTEWATER PROJECTS</b>	<b>2</b>	<b>\$143,664,430</b>	<b>\$103,379,766</b>	<b>\$40,284,664</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,255,786</b>	<b>\$7,039,479</b>	<b>\$29,989,399</b>
<b>GRAND TOTAL</b>	<b>13</b>	<b>\$161,979,430</b>	<b>\$110,509,766</b>	<b>\$51,469,664</b>	<b>\$4,560,000</b>	<b>\$800,000</b>	<b>\$1,500,000</b>	<b>\$475,000</b>	<b>\$3,225,000</b>	<b>\$3,880,786</b>	<b>\$7,039,479</b>	<b>\$29,989,399</b>

\*BMF=Building Maintenance Fund; 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, 2023**

#	Transfer Out Fund	Transfers In										Totals
		001	003	012	301	405	451	453	454	455	459	
		General Fund	General Fund - Special Recreation	Sustainable Foster City	Capital Investment - City	Capital Investment - Water	Wastewater Revenue	Wastewater Rate Stabilization Fund	*SM-FC PFA Loan	Capital Investment - Wastewater	WIFIA*	
1	001 GENERAL FUND	\$0	\$2,844,817	\$0	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,344,817
2	002 GENERAL FUND - DISTRICT	\$34,917,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,917,301
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	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$2,500,000
5	451 WASTEWATER REVENUE	\$0	\$0	\$0	\$0	\$0	\$2,084,250		\$5,250,000	\$3,138,000		\$10,472,250
6	453 WASTEWATER SURPLUS	\$0	\$0	\$0	\$0	\$0	\$0	\$2,084,250		\$0		\$2,084,250
7	456 WASTEWATER PLANT EXPANSION	\$0	\$0	\$0	\$0	\$0	\$636	\$0	\$0	\$0	\$0	\$636
8	505 BUILDING MAINTENANCE	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
	<b>Totals</b>	<b>\$34,917,301</b>	<b>\$2,844,817</b>	<b>\$50,000</b>	<b>\$4,300,000</b>	<b>\$2,500,000</b>	<b>\$636</b>	<b>\$2,084,250</b>	<b>\$2,084,250</b>	<b>\$5,250,000</b>	<b>\$3,138,000</b>	<b>\$57,169,254</b>

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

Footnotes:

- 1 Transfers to:
  - a. Subsidize Special Recreation fund \$2,844,817. Starting FY 2022-23, Recreation Administration is included in Fund 003 to provide a complete recap of the cost of the Recreation Programs.
  - b. Set aside funds for long-term Capital Improvement Projects \$3,500,000.
- 2 Transfer of District Surplus to General Fund 001 \$34,917,301.
- 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 \$2,500,000.
- 5 Transfers to:
  - a. Set aside funds for Wastewater Rate Stabilization Fund \$2,084,250.
  - b. Set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund \$5,250,000.
  - c. Set aside funds for fiscal agent fees and expenses \$3,138,000.
- 6 Transfers to SM-FC PFA debt service \$2,084,250.
- 7 Transfers to Wastewater Revenue \$636.
- 8 Transfer to set aside funds for long-term Capital Improvement Projects \$800,000.



# City Council/EMID Board of Directors

## VISION STATEMENT

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

## MISSION STATEMENT

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

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

## VALUES

### Engagement

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

### Leadership

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

### Integrity

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

### Innovation

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

### Teamwork

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

### Excellence

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

## NOTABLE ACCOMPLISHMENTS AND KEY INITIATIVES COMPLETED

- The City celebrated 50 years since its official incorporation in 1971, and the City Council/EMID Board of Directors, staff, and volunteers prepared a collection of community events that would last throughout the year.
- Foster City leveraged technological improvements made during the Council Chambers Audio Upgrade Project to become one of the first cities in San Mateo County to start hosting hybrid City Council/EMID Board of Directors meetings, allowing the public to participate and engage at meetings in person or remotely.
- Continued to encourage community engagement through volunteer programs such as the Community Emergency Response Team (CERT) and citizen advisory committees.
- Approved plans to install Automated License Plate Readers. The Police Department will use the technology to convert data associated with vehicle license plates for law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons.

- Successfully worked to keep some of Foster City's most vulnerable residents in their homes at Foster's Landing by extending the expiring affordable housing covenants by one year and continuing to offer relocation assistance to tenants that are at the risk of being displaced.
- Approved the updated Local Hazard Mitigation Plan (LHMP), defining measures to reduce risks from natural disasters and compiling federal and state planning requirements to establish eligibility for funding under Federal Emergency Management Agency (FEMA) grant program.
- Signed a Sister City agreement with Inagi City, Japan, which marked a historic and unique cultural milestone. The relationship is designed to develop lasting civic and people-to-people linkages and promote the exchange of cultural, educational, economic, and social information with communities from other countries with similar interests and characteristics.
- Continued progress on the Levee Protection Planning and Improvements Project, bringing the historic initiative that addresses future sea level rise one step closer to completion.
- Made headway on a Climate Action Plan (CAP) Assessment to evaluate the effectiveness of the climate action progress relative to the technical performance targets outlined in the previous CAP. The assessment will also evaluate the current organizational strategy for climate action implementation and lead toward a comprehensive update to the CAP in the coming year.
- The Foster City/EMID Municipal Code was updated to eliminate restrictions on beekeeping due to threatened pollinator populations. Additionally, the City transformed the area at the corner of Shell and East Hillsdale Boulevards into a walk-through Habitat Garden designed to attract butterflies, hummingbirds, and pollinators.
- Sought community input on critical matters such as the Levee Improvements Project and the Housing Element via workshops that included presentations, and opportunity for residents to share their thoughts or ask questions about some of the most important issues in Foster City
- Moody's Investors Service granted Foster City/EMID an AAA rating for its \$85 million 2020 General Obligation Bonds for the Levee Protection and Planning Improvements Project. This rating reflects the City's financial strength and low debt burden. With this solid financial footing, the City Council reduced the City's unfunded accrued pension liability by making a \$7.5 million payment to CalPERS.
- 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 2022-23**

### **Priority Focus Areas**

In an effort to accelerate the City's ability to address some of its challenges, the City Council/EMID Board of Directors 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, 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/EMID Board of Directors Operations and Improved Community Engagement

- The City Council/EMID Board of Directors 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/District organization and seek social equity in all City policies including public safety

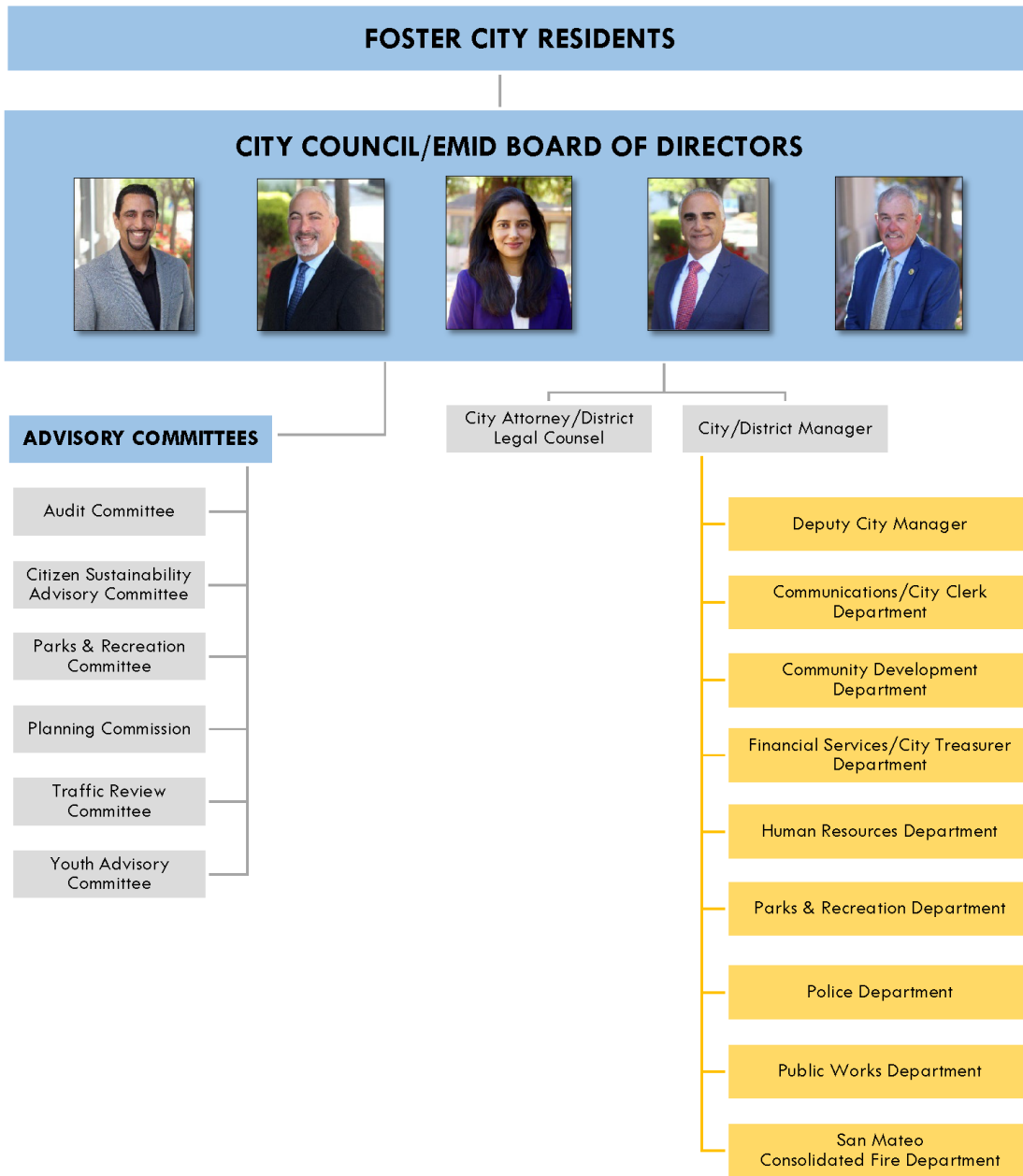
Staff Empowerment and Operational Excellence

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

**CHANGES IN FINANCIAL RESOURCES REQUIRED**

- Contracts and Professional Services increased due to increases in fees (\$1,043)
- Membership and Dues increased due to anticipated increases (\$1,509)
- The funding for community promotions has increased due to a return to pre-COVID-19 services (\$50,000)
- Building Maintenance increased due to the FY 2022-23 Internal Service Fund budget (\$29,915)

# City of Foster City/Estero Municipal Improvement District Organization Chart



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

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
AUDIT COMMITTEE	\$200	\$200	\$200
COMMUNITY PROMOTION	\$15,900	\$40,900	\$125,300
COUNCIL/BOARD	\$303,653	\$310,652	\$365,776
PARKS & REC COMMITTEE	\$1,160	\$1,160	\$2,260
PLANNING COMMISSION	\$19,500	\$19,500	\$20,574
YOUTH ADVISORY COMMITTEE	\$1,470	\$1,470	\$3,410
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$341,883</b>	<b>\$373,882</b>	<b>\$517,520</b>

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$174,149	\$181,148	\$180,529
SERVICES AND SUPPLIES	\$197,006	\$222,006	\$313,720
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$371,155	\$403,154	\$494,249
INTERNAL SERVICES	\$144,589	\$144,589	\$173,794
Subtotal (Total Department Expenses before Reallocations)	\$515,744	\$547,743	\$668,043
REALLOCATIONS	(\$173,861)	(\$173,861)	(\$150,523)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$341,883</b>	<b>\$373,882</b>	<b>\$517,520</b>

Position	FY 2020-21	FY 2021-22	FY 2022-23
Council Members	5.000	5.000	5.000
<b>Totals</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

**DETAIL LINE ITEM: 001-1010 Council/Board - Council/Board Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$303,653</b>	<b>\$365,776</b>
<b>Totals Employee Services</b>		<b>\$157,689</b>	<b>\$164,051</b>
001-1010-413-41-15	DIR,COUNCILMEN,COMM FEES	\$34,000	\$34,000
001-1010-413-41-21	PERS RETIREMENT	\$730	\$707
001-1010-413-41-35	FLEX ALLOWANCE	\$117,288	\$126,096
001-1010-413-41-36	WORKERS COMPENSATION	\$182	\$219
001-1010-413-41-39	OTHER FRINGE BENEFITS	\$2,151	\$1,151
001-1010-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$3,338	\$1,878
<b>Totals Internal Services</b>		<b>\$142,849</b>	<b>\$171,970</b>
001-1010-413-42-56	EQUIP REPLACEMENT CHARGES	\$6,517	\$5,723
001-1010-413-42-69	BUILDING MAINTENANCE CHG	\$136,332	\$166,247
001-1010-413-42-69	<i>BUILDING MAINTENANCE (87% Cncl Chambers)</i>	\$95,962	\$117,019
001-1010-413-42-69	<i>BUILDING MAINTENANCE</i>	\$40,370	\$49,228
<b>Totals Services and Supplies</b>		<b>\$176,976</b>	<b>\$180,278</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	\$6,300	\$6,620
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	\$1,500
001-1010-413-42-43	GENERAL OFFICE SUPPLIES	\$2,100	\$2,000
001-1010-413-42-43	COUNCIL REORGANIZATION RECEPTION	\$500	\$500
001-1010-413-42-43	COFFEE AND SUPPLIES FOR CITY HALL	\$2,900	\$3,000
001-1010-413-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,500)	(\$1,530)
001-1010-413-42-43	BUSINESS CARDS	\$300	\$150
001-1010-413-42-51	CONTRACT, PROF, SPEC SVCS	\$103,969	\$105,012
001-1010-413-42-51	SAN MATEO LEADERSHIP PROGRAM	\$15,000	\$15,000
001-1010-413-42-51	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	\$76,434	\$76,616
001-1010-413-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$5,000)	(\$5,100)
001-1010-413-42-51	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	\$17,535	\$18,496
001-1010-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$49,857	\$51,366
001-1010-413-42-53	MISCELLANEOUS	\$965	\$965
001-1010-413-42-53	LCC PENINSULA DIVISION DUES	\$103	\$105
001-1010-413-42-53	LCC ANNUAL DUES	\$13,545	\$13,950
001-1010-413-42-53	LAFCO ASSESSMENT	\$9,071	\$9,252
001-1010-413-42-53	C/CAG ADMINISTRATIVE COSTS	\$11,776	\$12,422
001-1010-413-42-53	BAY PLANNING COALITION	\$1,200	\$1,224
001-1010-413-42-53	ASSOCIATION OF BAY AREA GOVERNMENTS	\$10,269	\$10,474
001-1010-413-42-53	SISTER CITIES INTERNATIONAL NETWORK DUES	\$610	\$610
001-1010-413-42-53	AIRPORT/COMMUNITY ROUNDTABLE	\$2,318	\$2,364
001-1010-413-42-54	TRAVEL,CONFERENCE,MEETING	\$14,550	\$15,000
001-1010-413-42-54	MISCELLANEOUS BUSINESS MEETINGS	\$14,550	\$15,000
001-1010-413-42-55	TRAINING	\$2,000	\$1,980
001-1010-413-42-55	TRAINING - Various	\$3,000	\$3,000
001-1010-413-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,000)	(\$1,020)
<b>Totals Reallocation</b>		<b>(\$173,861)</b>	<b>(\$150,523)</b>
001-1010-413-45-02	ALLOCATION OF EXP-OTHER	(\$93,969)	(\$95,112)
001-1010-413-45-05	INDIRECT COST ALLOCATION	(\$79,892)	(\$55,411)

**DETAIL LINE ITEM: 001-1022 Council/Board - Audit Committee Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$200</b>	<b>\$200</b>
<b>Totals Internal Services</b>		\$200	\$200
001-1022-413-42-43	GENERAL OFFICE SUPPLIES-MISCELLANEOUS SUPPLIES	\$200	\$200

**DETAIL LINE ITEM: 001-1026 Council/Board - Parks & Recreation Committee Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,160</b>	<b>\$2,260</b>
<b>Totals Services and Supplies</b>		<b>\$1,160</b>	<b>\$2,260</b>
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$560	\$1,160
001-1026-413-42-43	GENERAL OFFICE SUPPLIES	\$1,160	\$1,760
001-1026-413-42-43	COVID-19 ADJUSTMENT	(\$600)	(\$600)
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$500
001-1026-413-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$1,000
001-1026-413-42-51	COVID-19 ADJUSTMENT	(\$500)	(\$500)
001-1026-413-42-54	TRAVEL,CONFERENCE,MEETING	\$600	\$600

**DETAIL LINE ITEM: 001-1027 Council/Board - Planning Commission Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$19,500</b>	<b>\$20,574</b>
<b>Totals Employees Services</b>		<b>\$16,460</b>	<b>\$16,478</b>
001-1027-413-41-15	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140
001-1027-413-41-36	WORKERS COMPENSATION	\$86	\$104
001-1027-413-41-39	OTHER FRINGE BENEFITS	\$234	\$234
<b>Totals Internal Services</b>		<b>\$1,740</b>	<b>\$1,824</b>
001-1027-413-41-54	PEMHCA	\$1,740	\$1,824
<b>Totals Services and Supplies</b>		<b>\$1,300</b>	<b>\$2,272</b>
001-1027-413-42-54	TRAVEL,CONFERENCE,MEETING	\$1,300	\$2,272
001-1027-413-42-54	PLANNING COMMISSIONER INSTITUTE	\$2,700	\$3,700
001-1027-413-42-54	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,400)	(\$1,428)

**DETAIL LINE ITEM: 001-1028 Council/Board - Youth Advisory Committee Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,470</b>	<b>\$3,410</b>
<b>Totals Services and Supplies</b>		<b>\$1,470</b>	<b>\$3,410</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	\$1,250
001-1028-413-42-43	GENERAL OFFICE SUPPLIES	\$1,250	\$2,190
001-1028-413-42-43	COVID-19 ADJUSTMENT	(\$940)	(\$940)
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$0	\$1,000
001-1028-413-42-51	CONTRACT, PROF, SPEC SVCS	\$1,000	\$2,000
001-1028-413-42-51	COVID-19 ADJUSTMENT	(\$1,000)	(\$1,000)
001-1028-413-42-54	TRAVEL,CONFERENCE,MEETING	\$940	\$940

**DETAIL LINE ITEM: 001-1030 Council/Board - Community Promotion Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$15,900</b>	<b>\$125,300</b>
<b>Totals Services and Supplies</b>		<b>\$15,900</b>	<b>\$125,300</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	\$50,000
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 REOPENING ADJUSTMENT	\$0	\$50,000
001-1030-413-42-51	COVID-19 ADJUSTMENT	(\$46,800)	(\$46,800)
001-1030-413-42-60	CONTRIB TO OTHER AGENCIES	\$15,600	\$75,000
001-1030-413-42-60	N/P -- CALL PRIMROSE CENTER (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$5,000
001-1030-413-42-60	N/P -- FOSTER CITY VILLAGE	\$15,000	\$7,000
001-1030-413-42-60	N/P -- HILLBARN THEATER (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$20,000)	\$0	\$4,000
001-1030-413-42-60	N/P -- LIFEMOVES (FORMERLY IVSN) (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$10,000)	\$0	\$10,000
001-1030-413-42-60	N/P -- MISSION HOSPICE AND HOME CARE (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$7,000
001-1030-413-42-60	N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$0
001-1030-413-42-60	N/P -- PARCA (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$5,000
001-1030-413-42-60	N/P -- SAMARITAN HOUSE (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$15,000)	\$0	\$20,000
001-1030-413-42-60	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$3,000
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	\$6,000
001-1030-413-42-60	N/P -- STARVISTA (FY 21-22 FUNDED BY COMMUNITY BENEFITS (FUND 005) \$5,000)	\$0	\$5,000
001-1030-413-42-60	N/P -- SUSTAINABLE SAN MATEO COUNTY (FY 21-22 PARTIALLY FUNDED BY COMMUNITY BENEFITS (FUND 005) \$2,500)	\$600	\$3,000



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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$34,000	\$34,000	\$0	1
4121	PERS RETIREMENT	\$730	\$707	(\$23)	1
4135	FLEX ALLOWANCE	\$117,288	\$126,096	\$8,808	1
4136	WORKERS COMPENSATION	\$182	\$219	\$37	1
4139	OTHER FRINGE BENEFITS	\$2,151	\$1,151	(\$1,000)	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$3,338	\$1,878	(\$1,460)	1
4241	COPY EXPENSE	\$150	\$150	\$0	2
4242	POSTAGE EXPENSE	\$150	\$150	\$0	2
4243	GENERAL OFFICE SUPPLIES	\$6,300	\$6,620	\$320	3
4251	CONTRACT, PROF, SPEC SVCS	\$103,969	\$105,012	\$1,043	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$49,857	\$51,366	\$1,509	3
4254	TRAVEL,CONFERENCE,MEETING	\$14,550	\$15,000	\$450	3
4255	TRAINING	\$2,000	\$1,980	(\$20)	4
4256	EQUIP REPLACEMENT CHARGES	\$6,517	\$5,723	(\$794)	5
4269	BUILDING MAINTENANCE CHG	\$136,332	\$166,247	\$29,915	5
4502	ALLOCATION OF EXP-OTHER	(\$93,969)	(\$95,112)	(\$1,143)	6
4505	INDIRECT COST ALLOCATION	(\$79,892)	(\$55,411)	\$24,481	7
		\$303,653	\$365,776	\$62,123	

### Detailed Analysis:

- Note 1 Contractual adjustment to benefit formulas.
- Note 2 No change.
- Note 3 COLA increase & interest in logo items.
- Note 4 Insignificant change.
- Note 5 Assessment per proposed FY 2022-23 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)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$200	\$200	\$0	1
		\$200	\$200	\$0	

**Detailed Analysis:**

Note 1 No change.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$560	\$1,160	\$600	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$500	\$500	1
4254	TRAVEL,CONFERENCE,MEETING	\$600	\$600	\$0	2
		\$1,160	\$2,260	\$1,100	

**Detailed Analysis:**

Note 1 Adjustment close to Pre-COVID amount.

Note 2 No change.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4115	DIR,COUNCILMEN,COMM FEES	\$16,140	\$16,140	\$0	1
4136	WORKERS COMPENSATION	\$86	\$104	\$18	1
4139	OTHER FRINGE BENEFITS	\$234	\$234	\$0	1
4154	PEMHCA	\$1,740	\$1,824	\$84	1
4254	TRAVEL,CONFERENCE,MEETING	\$1,300	\$2,272	\$972	2
		\$19,500	\$20,574	\$1,074	

**Detailed Analysis:**

Note 1 Contractual adjustment to benefit formulas.

Note 2 Adjustment close to Pre-COVID amount.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4241	COPY EXPENSE	\$20	\$20	\$0	1
4242	POSTAGE EXPENSE	\$200	\$200	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$310	\$1,250	\$940	2
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$1,000	\$1,000	2
4254	TRAVEL,CONFERENCE,MEETING	\$940	\$940	\$0	1
		\$1,470	\$3,410	\$1,940	

**Detailed Analysis:**

Note 1 No change.

Note 2 Adjustment close to Pre-COVID amount.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$300	\$300	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$50,000	\$50,000	2
4260	CONTRIB TO OTHER AGENCIES	\$15,600	\$75,000	\$59,400	3
		\$15,900	\$125,300	\$109,400	

**Detailed Analysis:**

Note 1 No change.

Note 2 Reinstate July 4th Firework.

Note 3 Per Council Meeting 6/6/2022.

# City/District Manager

## DEPARTMENT DESCRIPTION

The City/District Manager Department provides administrative and legislative/policy support to the City Council/EMID Board 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, Legislative Advocacy, Budget, Animal Control, Transportation, Information Technology, and Emergency Preparedness

## MISSION STATEMENT

The mission of the City/District Manager Department is to assist the City Council/EMID Board 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, the City/District Manager Department advocates, supports, and maintains the necessary technology to achieve the mission of the organization and efficient/effective service delivery. The department 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/District 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/EMID Board 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/EMID Board'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.

### **KEY INITIATIVES COMPLETED IN FY 2021-22**

- 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.
  - The City also adjusted to an adaptable work schedule and an early transition to return safely to work so City facilities could reopen to the public. The City took steps to assist employees in working more efficiently in remote locations, including offering online pay statements, providing access to teleconferencing, and transitioning to virtual training, resulting in over 1,000 hours of staff development.
  - The City collaborated with Congresswoman Jackie Speier (CA-14) in a week-long exhibit, "In America: Remember" to reflect on the San Mateo residents who passed away from COVID-19, at Leo J. Ryan Park in Foster City. The exhibit was inspired by an installation of more than 690,000 white flags artist Suzanne Firstenberg placed on 20 acres on the National Mall in Washington, DC in September.
- The City completed the Council Chambers Audio Upgrade Project, which allowed for improved audio functionality and seamless teleconference integration, creating innovative solutions for public meetings during the pandemic. As indoor restrictions began to ease during the pandemic, Foster City leveraged these technological improvements to become one of the first cities in San Mateo County to start hosting hybrid City Council meetings. The transition resulted in enhanced accessibility by allowing the public to participate and engage at meetings in person or remotely.
- Completed initiatives from the Economic Development Strategic Plan such as the Commercial Façade Improvement Program, which aimed 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.
- Administered the City's annual non-profit grant program and process, contributing a total of \$123,100 (in part from a donation received from Gilead Sciences) to non-profit agencies who have supported the needs of vulnerable and at-risk populations throughout the COVID-19 pandemic.
- Community engagement efforts led and supported by the City/District Manager Department included:
  - Development of the Community Annual Report to reflect on the service efforts and accomplishments of the City.

- Entering into a series of partnerships with technology companies that specialize in improving community discourse. For example, Zencity, Bang The Table, and others offered Foster City essential social media monitoring services, survey functions, discussion platforms, and other virtual tools designed to expand community connectivity.
- In conjunction with various community groups, as well as the support of all City Departments, the City/District Manager Department spearheaded the City's 50<sup>th</sup> Anniversary Celebration which entailed a full-year of programming with unique ways for community members to demonstrate their civic pride and get involved.
- The City signed a Sister City agreement with Inagi City, Japan, which marked a historic and unique cultural milestone. The relationship is designed to develop lasting civic and people-to-people linkages and promote the exchange of cultural, educational, economic, and social information with communities from other countries with similar interests and characteristics
- The fifth year of Foster City Access, a citizen reporting tool that allows for ease of communication with the City, was a success which in 2021, has had approximately 816 non-emergency issues successfully resolved (out of 821 submitted service requests).
- The City completed its Climate Action Plan (CAP) Assessment to evaluate the effectiveness of the climate action progress relative to the technical performance targets outlined in the previous CAP. The assessment will also evaluate the current organizational strategy for climate action implementation and lead toward a comprehensive update to the CAP in the coming year.
- The City updated its Local Hazard Mitigation Plan (LHMP), defining measures to reduce risks from natural disasters and compiling federal and state planning requirements to establish eligibility for funding under Federal Emergency Management Agency (FEMA) grant programs. The document includes information on hazards facing Foster City, such as earthquakes, floods, and severe winter storms, and how to reduce damage from these risks.
- The City strengthened its legislative arm, engaging with Renne Public Policy Group (RPPG), a legislative advocacy firm, working at the state Capitol to represent Foster City's best interest. In 2021, RPPG monitored and/or engaged on 519 pieces of state legislation as well as multiple updates, and engagement on federal issues specific to COVID-19 relief and the Federal Infrastructure package. From those 519 pieces of State legislation, RPPG actively engaged on 52 of those measures to assess specific applicability to the City. In total, Foster City officially positioned on 13 pieces of state legislation. RPPG was able to successfully advocate for the desired outcome on/or secured significant amendments on 11 of those measures.
- The City also is partnering with RPPG to proactively research and seek grant opportunities to offset the City's financial burdens and/or bring a tangible return on investment. Part of the endeavor is to also build capacity and project management skills within City staff to perform these duties,
- Assembly Bill 1029, introduced by Assemblymember Kevin Mullin and crafted with the help of Foster City, was recently signed by Governor Gavin Newsom. The new law recognizes the importance of affordable housing preservation for residents across California. In collaboration with City staff, the City Council successfully worked to keep some of Foster City's most vulnerable residents in their homes at Foster's Landing by extending the expiring affordable housing covenants by one year and continuing to offer relocation assistance to tenants that are at the risk of being displaced.
- Formulated a policy that memorialized the City Council Subcommittee Model that had been employed by the City these past years, defining the roles of subcommittees, the process by which subcommittees should be created and dissolved, as well as some general parameters specifying certain requirements of standing subcommittees versus ad hoc subcommittees. Subcommittees were reestablished, including their mission statements and respective meeting schedules adopted, after a trial period of utilizing "Shirt Sleeve Sessions."
- Facilitated discussions between the City and Foster City Village in order to reach a formalized agreement in which older adult programs and services may be deployed using City facilities in a way that is both cost efficient and effective to serve Foster City residents.
- A Master Facilities License Agreement with Crown Castle Fiber LLC was negotiated and entered into to allow carriers to install small cell wireless facility equipment on City-owned infrastructure. The City recognizes the importance of such agreements to provide for improved cell networks with the

objective of having fast, reliable, and convenient wireless communications and data service to residents.

- The Recreation Center Project and Parks System Master Plan were revisited, and through the assistance from the City/District Manager Department, a community survey and robust outreach plan was conducted to validate programming and use options, and how those may have changed as a result of the COVID-19 pandemic. Subsequently, direction was provided to move forward with a “build-to-budget” non-to-exceed \$50 million
- The Foster City Municipal Code was updated to eliminate restrictions on beekeeping due to threatened pollinator populations. Additionally, the City transformed the area at the corner of Shell and East Hillsdale Boulevards into a walk-through Habitat Garden designed to attract butterflies, hummingbirds, and pollinators.
- In response to potential public health risks associated with water quality and the bacteria that comes from geese droppings in Foster City’s parks and waterways, the City Council approved an update to the Lagoon Management Plan and adopted a Geese Population Mitigation Plan. These plans, among others, are part of the City’s “Healthy Waters, Healthy Parks” initiatives which aims to improve the City’s water quality while maintaining a naturally sustainable number of geese, which in turn will minimize the risk to human health, safety, and enjoyment of City parks.

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

The City/District 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/District Manager Department will also be prioritizing the following strategic initiatives in order to advance the City Council’s policy calendar for FY 2022-23:

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

Manage expenses within adopted FY 2022-23 budget and prepare FY 2023-24 budget and related five-year financial plan

- Ensure that expenditures remain within budget on a total budget basis.
- Complete preparation of the FY 2023-24 budget and related five-year financial plan for adoption no later than June 30, 2023.
- Evaluate and if approved by the City Council, implement a biennial budget cycle
- If biennial budget cycle deemed feasible, instead complete preparation of the FY 2023-25 budget and related five-year financial plan for adoption no later than June 30, 2023.

#### **Economic Development**

Support the City Council’s Economic Development Initiatives

- Coordinate Economic Development activities identified by the City Council, City Council Economic Development/Sustainability Subcommittee, 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.
- Develop a long-term economic development strategic plan that reflects that changing retails and business landscape, post-COVID-19.

#### **Environmental Sustainability Initiatives**

- Continue developing a Sustainable Foster City Plan that incorporates new sustainable innovations and technologies.
- 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.

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

The City/District Manager Department has set some ambitious strategic goals and initiatives for FY 2022-23 in addition to overseeing the daily operations of the City and managing special projects and requests. Overall, the Administration Division budget is proposed to increase by \$455,358, after allocations, and the Insurance Division is proposed to increase by 47% for the following reasons:

#### Administration Division

- Increase due to reclassification of Management Analyst position to Senior Management Analyst position
- Increase to Contractual Services due to administration and enforcement of the minimum wage ordinance
- Increase to the Permanent Salaries for the Administrative Division Staff
- Increase to the San Mateo County Animal Control contract by 3%
- Increases in personnel costs approved by the City Council through the Compensation and Benefits Agreement with the Management Group.

#### Insurance Division

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

#### Community Benefit Fund

- Program expenditures to be determined by policy direction of the City Council. The Fund was established from monies received in FY 2015-16 from Biomed Realty for Community Benefits Program for the City.

#### Employee Rental Assistance Program

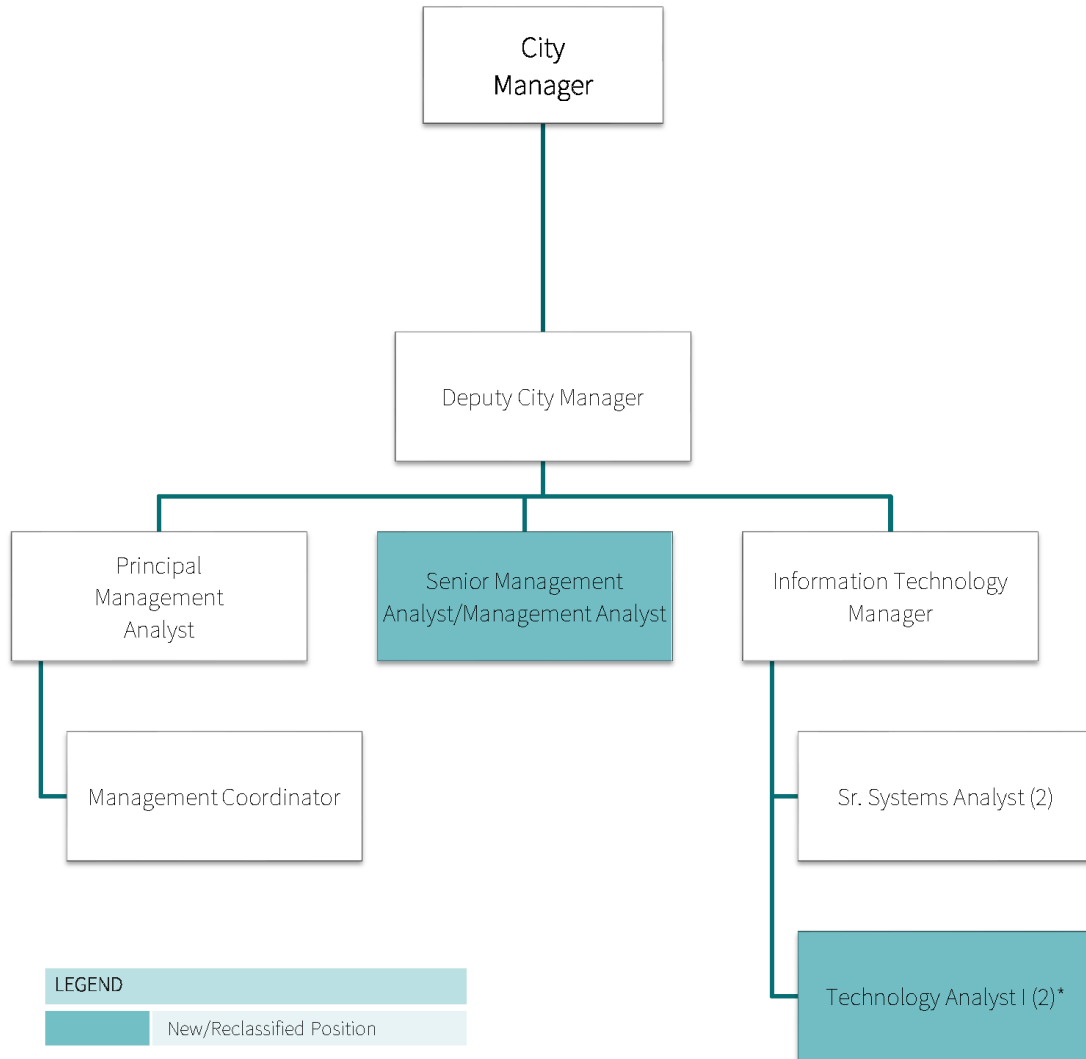
- The Rental Assistance Program, which helps to attract and retain City workforce talent, would provide City employees interested in renting a home, apartment, or condominium in Foster City up to \$10,000 in assistance with the payment of the first, last and security deposit for the unit. This assistance 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

- In Fiscal Year 2020-21, the Sustainable Foster City Fund (separate and special 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 2022-23 Sustainable Foster City Plan, which will include economic development, environmental sustainability, and social equity and engagement strategies.

# CITY MANAGER DEPARTMENT FY 2022-23

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

CITY/DISTRICT MANAGER DIVISION	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION	\$905,703	\$1,111,404	\$1,497,009
INSURANCE & RISK MANAGEMENT	\$220,621	\$260,969	\$536,953
COMMUNITY BENEFITS PROGRAM FUND	\$883,320	\$883,320	\$520,000
EE HOME LOAN PROGRAM	\$58,000	\$58,000	\$58,000
SUSTAINABLE FC	\$221,562	\$221,562	\$132,602
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,289,206</b>	<b>\$2,535,255</b>	<b>\$2,744,564</b>

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$1,044,970	\$1,250,275	\$1,354,630
SERVICES AND SUPPLIES	\$1,413,444	\$1,413,444	\$1,020,378
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,458,414	\$2,663,719	\$2,375,008
INTERNAL SERVICES	\$433,722	\$474,466	\$785,500
Subtotal (Total Department Expenses before Reallocations)	\$2,892,136	\$3,138,185	\$3,160,508
REALLOCATIONS	(\$602,930)	(\$602,930)	(\$415,944)
<b>TOTAL FOR CITY/DISTRICT MANAGER</b>	<b>\$2,289,206</b>	<b>\$2,535,255</b>	<b>\$2,744,564</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
City/District Manager	1.00	1.00	1.00
Assistant City Manager	1.00	0.00	0.00
Principal Management Analyst	1.00	1.00	1.00
Senior Management Analyst/Management Analyst	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Sr. Systems Analyst	3.00	3.00	2.00
Management Coordinator	0.00	1.00	1.00
Technology Analyst I	0.00	0.00	2.00
Deputy City Manager (Community Services>City Manager-Administration)	0.00	1.00	1.00
Recreation Manager*	0.00	1.00	0.00
Recreation Coordinator I/II*	0.00	4.00	0.00
Management Coordinator*	0.00	1.00	0.00
Administration Assistant I/II*	0.00	2.00	0.00
Building Services Coordinator*	0.00	1.00	0.00
<b>Total Full Time Positions</b>	<b>8.00</b>	<b>18.00</b>	<b>10.00</b>
<b>Part Time with Benefits Position</b>			
Recreation Leader III*	0.00	0.75	0.00
Office Assistant I/II*	0.00	0.75	0.00
<b>Total Part Time with Benefits Positions</b>	<b>0.00</b>	<b>1.50</b>	<b>0.00</b>
<b>Part Time without Benefits Position</b>			
Recreation Leader I*	0.00		
Recreation Leader II*	0.00	5.20	0.00
Recreation Leader III*	0.00		
Building Service Assistant*	0.00	3.32	0.00
Department Intern - Sustainability	0.50	0.00	0.00
<b>Total Part Time without Benefits Position</b>	<b>0.50</b>	<b>8.52</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>8.50</b>	<b>28.02</b>	<b>10.00</b>

- Transfer to Reinstated Parks & Recreation Department

**DETAIL LINE ITEM: 001-0110 City/District Manager - Administration Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$905,703</b>	<b>\$1,497,009</b>
<b>Totals Employee Services</b>		<b>\$1,044,970</b>	<b>\$1,354,558</b>
001-0110-413-41-10	PERMANENT SALARIES	\$639,791	\$907,515
001-0110-413-41-21	PERS RETIREMENT	\$68,650	\$93,698
001-0110-413-41-35	FLEX ALLOWANCE	\$86,121	\$139,985
001-0110-413-41-36	WORKERS COMPENSATION	\$3,335	\$5,699
001-0110-413-41-39	OTHER FRINGE BENEFITS	\$41,881	\$57,873
001-0110-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$205,192	\$149,788
001-0110-413-41-61	EMPLOYEE BENEFIT-PERS UAL	\$228,930	\$149,788
001-0110-413-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$23,738)	\$0
<b>Totals Internal Services</b>		<b>\$213,101</b>	<b>\$248,619</b>
001-0110-413-41-40	COMPENSATED ABSENCES	\$20,247	\$28,791
001-0110-413-41-54	PEMHCA	\$6,960	\$7,296
001-0110-413-42-44	VEHICLE RENTAL CHARGES	\$22,487	\$22,627
001-0110-413-42-57	COMM & INFO SERVICES CHGS	\$79,189	\$87,208
001-0110-413-42-69	BUILDING MAINTENANCE CHG	\$84,218	\$102,697
<b>Totals Services and Supplies</b>		<b>\$250,562</b>	<b>\$309,776</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	\$2,625	\$1,500
001-0110-413-42-43	COMCAST DIGITAL RECEIVER BOXES	\$3,000	\$0
001-0110-413-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$3,375)	(\$3,443)
001-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$3,000	\$4,943
001-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$226,087	\$276,926
001-0110-413-42-51	ANIMAL CONTROL CONTRACT W/COUNTY	\$194,622	\$200,461
001-0110-413-42-51	ANIMAL CARE SHELTER CONSTRUCTION COSTS	\$27,965	\$27,965
001-0110-413-42-51	CONTRACTUAL, PROF., & SPEC. SVC.	\$1,500	\$2,500
001-0110-413-42-51	MINIMUM WAGE ADMINISTRATION	\$0	\$45,000
001-0110-413-42-51	SAMCAT JPA MEMBERSHIP	\$1,000	\$0
001-0110-413-42-51	TRANSPORTATION SYSTEM MGMT PROGRAM	\$1,000	\$1,000
001-0110-413-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$9,000	\$9,000
001-0110-413-42-53	ALLIANCE FOR INNOVATION MEMBERSHIP DUES (1)	\$2,550	\$0
001-0110-413-42-53	CALIF CITY MGMT FOUNDATION MEMBERSHIP DUES (1)	\$400	\$400
001-0110-413-42-53	CHAMBER OF COMMERCE	\$2,100	\$2,100
001-0110-413-42-53	ICMA MEMBERSHIP DUES (2)	\$2,800	\$2,800
001-0110-413-42-53	MISCELLANEOUS	\$100	\$2,500
001-0110-413-42-53	MMANC MEMBERSHIP DUES (2)	\$150	\$300
001-0110-413-42-53	NEWSPAPER SUBSCRIPTIONS (2)	\$650	\$650
001-0110-413-42-53	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$250	\$250
001-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$9,700	\$19,200
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	MISCELLANEOUS CONFERENCES & MEETINGS	\$1,500	\$1,000
001-0110-413-42-54	MMANC ANNUAL CONFERENCE (2)	\$3,500	\$4,500
001-0110-413-42-54	NATIONAL LEAGUE OF CITIES	\$2,500	\$2,500
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)	\$0

**DETAIL LINE ITEM: 001-0110 City/District Manager - Administration Expenses (continued)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals Reallocation</b>		(\$602,930)	(\$415,944)
001-0110-413-45-05	INDIRECT COST ALLOCATION	(\$602,930)	(\$415,944)

**DETAIL LINE ITEM: 001-0170 City Manager/District - Self Insurance Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$220,621</b>	<b>\$536,953</b>
<b>Totals Internal Services</b>		\$220,621	\$536,953
001-0170-413-42-62	INSURANCE & OTHER COSTS	\$220,621	\$536,953

**DETAIL LINE ITEM: 005-0110 City Manager/District - Community Benefits Program Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$883,320</b>	<b>\$520,000</b>

<b>Totals Services and Supplies</b>		<b>\$883,320</b>	<b>\$520,000</b>
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS - Carryover	\$775,820	\$520,000
005-0110-413-42-51	CONTRACT, PROF, SPEC SVCS - Carryover	\$737,740	\$0
005-0110-413-42-51	CARRYOVER - FOSTER CITY BIRTHDAY CELEBRATION	\$38,080	\$0
005-0110-413-42-51	Legislative Advocacy and Grant Writing Services	\$0	\$130,000
005-0110-413-42-51	Economic Development Services	\$0	\$130,000
005-0110-413-42-51	Donations/Sponsorships for various community groups	\$0	\$10,000
005-0110-413-42-51	New Foster City Entry Monuments	\$0	\$250,000
005-0110-413-42-60	CONTRIBUTE TO OTHER AGENCIES	\$107,500	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - CALL PRIMROSE	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - COUNTY OF SAN MATEO JOBS FOR YOUTH	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - HILLBARN THEATER	\$20,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - LIFEMOVES	\$10,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - MISSION HOSPICE & HOME CARE	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - OMBUDSMAN SVCS OF SAN MATEO COUNTY	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - PARCA	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SAMARITAN HOUSE	\$15,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SM-FC CITY EDUCATION FOUNDATION	\$30,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - STARVISTA	\$5,000	\$0
005-0110-413-42-60	NON-PROFIT FUNDING CONTRIBUTIONS - SUSTAINABLE SAN MATEO COUNTY	\$2,500	\$0

**DETAIL LINE ITEM: 008-0110 City Manager/District - Employee Rental Assistance Program Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$58,000</b>	<b>\$58,000</b>

<b>Totals Employees Services</b>		<b>\$58,000</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 PROGRAM	\$58,000	\$58,000

**DETAIL LINE ITEM: 012-0110 City Manager/District - SUSTAINABLE FC**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$221,562</b>	<b>\$132,602</b>

<b>Totals Services and Supplies</b>		<b>\$221,562</b>	<b>\$132,602</b>
012-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$212,862	\$123,902
012-0110-413-42-51	CARRYOVER-CLIMATE ACTION PLAN UPDATE	\$60,000	\$0
012-0110-413-42-51	CARRYOVER-ECONOMIC DEVELOPMENT INITIATIVES	\$75,000	\$53,000
012-0110-413-42-51	CARRYOVER-ENVIRONMENTAL SUSTAINABILITY Initiatives	\$20,862	\$30,902
012-0110-413-42-51	CARRYOVER-SOCIAL EQUITY AND ENGAGEMENT INITIATIVES	\$7,000	\$15,000
012-0110-413-42-51	CARRYOVER-TRANSPORTATION INITIATIVES	\$50,000	\$25,000
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	MISCELLANEOUS	\$0	\$1,500
012-0110-413-42-53	SVEDA MEMBERSHIP	\$5,000	\$3,500
012-0110-413-42-54	TRAVEL,CONFERENCE,MEETING	\$3,000	\$3,000
012-0110-413-42-54	SMART CITIES CONFERENCE	\$3,000	\$3,000

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$639,791	\$907,515	\$267,724	1
4121	PERS RETIREMENT	\$68,650	\$93,699	\$25,049	2
4135	FLEX ALLOWANCE	\$86,121	\$139,985	\$53,864	2
4136	WORKERS COMPENSATION	\$3,335	\$5,699	\$2,364	2
4139	OTHER FRINGE BENEFITS	\$41,881	\$57,944	\$16,063	2
4140	COMPENSATED ABSENCES	\$20,247	\$28,719	\$8,472	3
4154	PEMHCA	\$6,960	\$7,296	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$205,192	\$149,788	(\$55,404)	2
4241	COPY EXPENSE	\$3,000	\$3,000	\$0	4
4242	POSTAGE EXPENSE	\$150	\$150	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$2,625	\$1,500	(\$1,125)	5
4244	VEHICLE RENTAL CHARGES	\$22,487	\$22,627	\$140	3
4251	CONTRACT, PROF, SPEC SVCS	\$226,087	\$276,926	\$50,839	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$9,000	\$9,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$9,700	\$19,200	\$9,500	7
4257	COMM & INFO SERVICES CHGS	\$79,189	\$87,208	\$8,019	3
4269	BUILDING MAINTENANCE CHG	\$84,218	\$102,697	\$18,479	3
4505	INDIRECT COST ALLOCATION	(\$602,930)	(\$415,944)	\$186,986	8
		<u>\$905,703</u>	<u>\$1,497,009</u>	<u>\$591,306</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase. Assumption of 5% COLA increase. Deputy City Manager remains at City Manager's Office and reinstate Parks and Recreation Director. City Manager Salaries & Benefits based on recruitment information package.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Transfer Comcast Digital Receiver Boxes to ISF-IT.
- Note 6 Animal Control Contract increase & add new service - Minimum Wage administration.
- Note 7 Increase due to adjustment to pre-COVID level.
- Note 8 Based on annual update of Cost Allocation Plan.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4262	INSURANCE & OTHER COSTS	\$220,621	\$536,953	\$316,332	1
		<u>\$220,621</u>	<u>\$536,953</u>	<u>\$316,332</u>	

**Detailed Analysis:**

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

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$775,820	\$520,000	(\$255,820)	1
4260	CONTRIB TO OTHER AGENCIES	\$107,500	\$0	(\$107,500)	2
		<u>\$883,320</u>	<u>\$520,000</u>	<u>(\$363,320)</u>	

**Detailed Analysis:**

Note 1 Carryover program expenditures determined by policy direction of the City Council from monies received in FY 2015-16 from Biomed Realty for Community Benefits Program for the City.

Note 2 Not expecting receipt of funding.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4291	EE RENTAL ASSISTANCE PRGM	\$58,000	\$58,000	\$0	1
		<u>\$58,000</u>	<u>\$58,000</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1 Carryover \$58,000 for the rental assistance program as part of the FY 2021-22 budget.

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$212,862	\$123,902	(\$88,960)	1
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$5,700	\$5,700	\$0	2
4254	TRAVEL,CONFERENCE,MEETING	\$3,000	\$3,000	\$0	2
		<u>\$221,562</u>	<u>\$132,602</u>	<u>(\$88,960)</u>	

**Detailed Analysis:**

Note 1 Completed Climate Action Plan Update.

Note 2 No change.



# 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**

### 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 2021-22 included the following:

### Records Management

- Updated the City's Records Retention Schedule to comply with legal requirements.
- Conducted "Free the Files Day" to encourage continual review of records in compliance with Generally Accepted Record Keeping Principles (GARP)

### Legislative Administration

- 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.
- Developed training materials and conducted staff training sessions on committee liaison responsibilities and a new version of Agenda Management System to streamline agenda publication across the City's committees.

### Administering Elections

- Developed Frequently Asked Questions reference document for prospective City Council candidates.
- 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 displaying critical information, and curated the FCTV slide deck to promote City information more effectively.
- Leveraged communications platforms to develop marketing materials promoting City information and news; utilized paid promotion, such as social media boosts and ads, to enhance the reach of communications efforts.
- Continued usage of Public Records Act (PRA) request management system and researched feasibility and implemented publication of requests on the City's website to increase transparency.

### Public Engagement

- Introduced the Mayoral Minute video series, which amassed thousands of views and informed the community about a variety of key initiatives, programs, and services as a supplement to an already ambitious video production program.
- Worked with City departments to develop, design, and release the City's fifth Community Annual Report for FY 20-21.
- Played a central role in promoting and coordinating events celebrating the City's 50th Anniversary, which included producing outreach material in the form of videos, social media content, flyers, graphics, and more.
- Maintained ArchiveSocial, a social media archiving program, and created a social media planner to organize all posts in one place and posted regularly and consistently.
- 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.
- Monitored social media accounts, e-newsletter, videos, etc., and engaged in a two-way dialogue with residents directly on different platforms to build trust and branding.
- Introduced new engagement platform Simplicity, which serves as a one-way message delivery service directly from City Hall to residents' mobile devices via push notifications.
- Reformatted and redesigned e-newsletter to provide additional content and improve readability.

- Increased frequency of press releases to enhance community engagement and fulfill commitment to transparency by providing timely, accurate information on critical City initiatives.

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

Key initiatives and service levels planned for FY 2022-23 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.

### **City Clerk - Legislative Administration**

- Oversee recruitment and administration of Boards and Commissions.
- Provide training materials for Committees and staff liaisons relating to the Brown Act, legal requirements, etc.
- Oversee administration of CivicClerk agenda management system.
- Maintain on-demand video streaming and explore 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.
- Administer the November 8, 2022 election to fill two City Council seats in collaboration with the San Mateo County Elections Office.

### **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.
- Utilize emerging platforms and programs such as Simplicity, Zencity, and BangTheTable to facilitate engagement through leveraging technology
- Provide training to staff on tools, outreach plans, and effective engagement, as needed.
- Connect and collaborate with partner organizations such as local municipalities, school districts, and other jurisdictions to broaden and amplify messaging which benefits shared communities.

### **Communications - Social Media**

- Expand the social media presence by committing to regular posting across existing platforms while also looking for new outlets, tracking trends, and utilizing best practices.
- 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 professional development, 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.
- Maintain the FCTV slide deck and more effectively use the platform to promote City information.
- Complete the FCTV closed captioning upgrade project to meet American with Disabilities Act (ADA) compliance standards.

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

#### City Clerk

- Include Merit (step) increase and an assumption of 5% COLA increase and realignment of City Clerk/ Communications Director position to City Clerk .5 FTE and Communications .5 FTE.
- Benefits increased due to the benefits formula (\$18,224).
- Compensated Absences decreased due to the FY 2022-23 Internal Service Fund budget (\$-2,576).
- PEMHCA increase due to the FY 2021-22 Internal Service Fund budget (\$168).
- Building Maintenance Services increased due to the FY 2021-22 Internal Service Fund budget (\$12,495).
- General Office Supplies increased due to an adjustment to pre-Budget Balancing Strategy Toolbox levels (\$975).

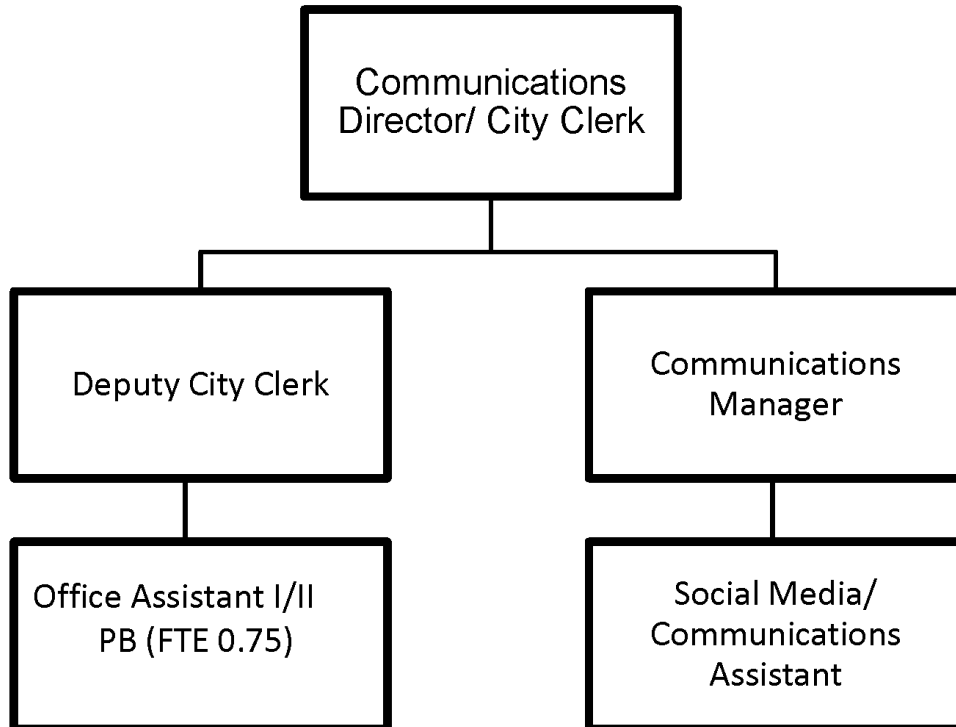
#### Municipal Elections

- The November 8, 2022 election is scheduled in FY 2022-23 (\$93,000).

#### Communications

- 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 5% COLA increase. Include Merit (step) increase and an assumption of 5% COLA increase. Realignment of City Clerk/Communications Director position to City Clerk .5 FTE and Communications .5 FTE.
- Benefits increased due to the benefits formula (\$23,836).
- Compensated Absences increased due to the FY 2021-22 Internal Service Fund budget (\$3,764).
- Equipment Replacement increased due to the FY 2021-22 Internal Service Fund budget (\$9,061).
- Building Maintenance Services increased due to the FY 2021-22 Internal Service Fund budget (\$3,031).
- Adjustment due to new vendor for Video Technician contract. The prior provider ceased operations and new proposals came in at higher amounts. (\$8,794).

# Communications/City Clerk Department



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

	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
ADMINISTRATION	\$631,781	\$647,412	\$559,893
MUNICIPAL ELECTIONS	\$0	\$0	\$93,000
COMMUNICATIONS	\$191,163	\$201,639	\$350,576
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$822,944</b>	<b>\$849,051</b>	<b>\$1,003,469</b>

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$881,146	\$906,903	\$939,307
SERVICES AND SUPPLIES	\$101,490	\$101,490	\$207,883
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$982,636	\$1,008,393	\$1,147,190
INTERNAL SERVICES	\$166,698	\$167,048	\$195,071
Subtotal (Total Department Expenses before Reallocations)	\$1,149,334	\$1,175,441	\$1,342,261
REALLOCATIONS	(\$326,390)	(\$326,390)	(\$338,792)
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$822,944</b>	<b>\$849,051</b>	<b>\$1,003,469</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</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	1.00	1.00
<b>Total Full Time Positions</b>	<b>3.00</b>	<b>4.00</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	0.00	0.00
<b>Total Part Time with Benefits Positions</b>	<b>1.50</b>	<b>0.75</b>	<b>0.75</b>
<b>Part Time without Benefits Position</b>			
Videographer	0.50	0.00	0.00
<b>Total Part Time without Benefits Position</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>4.75</b>	<b>4.75</b>



**DETAIL LINE ITEM: 001-0210 Communications/City Clerk - Administration Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$631,781</b>	<b>\$559,893</b>
<b>Totals Employee Services</b>		<b>\$572,195</b>	<b>\$487,754</b>
001-0210-411-41-10	PERMANENT SALARIES	\$310,393	\$223,915
001-0210-411-41-11	HOURLY & PART TIME SALARY	\$53,478	\$58,401
001-0210-411-41-21	PERS RETIREMENT	\$39,043	\$28,256
001-0210-411-41-35	FLEX ALLOWANCE	\$59,151	\$58,632
001-0210-411-41-36	WORKERS COMPENSATION	\$1,904	\$1,783
001-0210-411-41-39	OTHER FRINGE BENEFITS	\$23,311	\$16,036
001-0210-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$84,915	\$100,731
001-0210-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$90,503	\$100,731
001-0210-411-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$5,588)	\$0
<b>Totals Internal Services</b>		<b>\$132,006</b>	<b>\$144,523</b>
001-0210-411-41-40	COMPENSATED ABSENCES	\$11,562	\$8,986
001-0210-411-41-54	PEMHCA	\$3,480	\$3,648
001-0210-411-42-57	COMM & INFO SERVICES CHGS	\$60,021	\$62,451
001-0210-411-42-69	BUILDING MAINTENANCE CHG	\$56,943	\$69,438
<b>Totals Services and Supplies</b>		<b>\$22,490</b>	<b>\$25,927</b>
001-0210-411-42-41	COPY EXPENSE	\$4,000	\$4,000
001-0210-411-42-42	POSTAGE EXPENSE	\$500	\$800
001-0210-411-42-43	GENERAL OFFICE SUPPLIES	\$2,300	\$3,275
001-0210-411-42-43	GENERAL OFFICE SUPPLIES	\$3,550	\$4,550
001-0210-411-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,250)	(\$1,275)
001-0210-411-42-49	ADVERTISING/PUBLICITY-LEGAL ADVERTISING	\$1,500	\$1,700
001-0210-411-42-51	CONTRACT, PROF, SPEC SVCS	\$10,700	\$11,532
001-0210-411-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$900)	(\$918)
001-0210-411-42-51	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,600	\$3,000
001-0210-411-42-51	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,000	\$2,200
001-0210-411-42-51	PUBLIC RECORDS ACT MGT SYSTEM	\$7,000	\$7,250
001-0210-411-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$750	\$955
001-0210-411-42-53	CCAC - CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	\$195	\$400
001-0210-411-42-53	IIMC - INTL 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	\$1,545	\$2,477
001-0210-411-42-54	TRAVEL,CONFERENCE,MEETING - IIMC CONFERENCE/CCAC	\$2,500	\$3,450
001-0210-411-42-54	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$955)	(\$973)
001-0210-411-42-55	TRAINING	\$1,195	\$1,188
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	(\$305)	(\$312)
<b>Totals Reallocation</b>		<b>(\$94,910)</b>	<b>(\$98,311)</b>
001-0210-411-45-05	INDIRECT COST ALLOCATION	(\$94,910)	(\$98,311)

**DETAIL LINE ITEM: 001-0220 Communications/City Clerk - Municipal Elections Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$93,000</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$93,000</b>
001-0220-414-42-41	COPY EXPENSE - MUNICIPAL ELECTIONS	\$0	\$150
001-0220-414-42-42	POSTAGE EXPENSE	\$0	\$250
001-0220-414-42-43	GENERAL OFFICE SUPPLIES	\$0	\$300
001-0220-414-42-49	ADVERTISING/PUBLICITY (LEGAL ADVERTISING)	\$0	\$7,500
001-0220-414-42-51	CONTRACT, PROF, SPEC SVCS (2 COUNCIL VACANCIES AND 1 POSSIBLE BALLOT MEASURE - NOV 22 ELECTION)	\$0	\$83,300
001-0220-414-42-54	TRAVEL,CONFERENCE,MEETING (New Law Seminar)	\$0	\$1,500

**DETAIL LINE ITEM: 001-0230 Communications/City Clerk - Communications Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$191,163</b>	<b>\$350,576</b>
<b>Totals Employee Services</b>		<b>\$308,951</b>	<b>\$451,553</b>
001-0230-411-41-10	PERMANENT SALARIES	\$196,588	\$315,354
001-0230-411-41-21	PERS RETIREMENT	\$21,094	\$32,246
001-0230-411-41-35	FLEX ALLOWANCE	\$36,396	\$37,848
001-0230-411-41-36	WORKERS COMPENSATION	\$1,038	\$1,997
001-0230-411-41-39	OTHER FRINGE BENEFITS	\$9,325	\$17,135
001-0230-411-41-61	EMPLOYEE BENEFIT-PERS UAL	\$44,510	\$46,973
<b>Totals Internal Services</b>		<b>\$34,692</b>	<b>\$50,548</b>
001-0230-411-41-40	COMPENSATED ABSENCES	\$6,301	\$10,065
001-0230-411-42-56	EQUIP REPLACEMENT CHARGES	\$14,580	\$23,641
001-0230-411-42-69	BUILDING MAINTENANCE CHG - (13% Council Chambers)	\$13,811	\$16,842
<b>Totals Services and Supplies</b>		<b>\$79,000</b>	<b>\$88,756</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.	\$1,000	\$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	(\$9,000)	(\$9,000)
001-0230-411-42-51	CONTRACT, PROF, SPEC SVCS	\$69,950	\$78,744
001-0230-411-42-51	CLOSED CAPTIONING SERVICE	\$15,800	\$15,800
001-0230-411-42-51	CONTRACT VIDEO PRODUCTION SERVICES	\$20,000	\$20,000
001-0230-411-42-51	PUBLIC ENGAGEMENT PROGRAM	\$4,550	\$4,550
001-0230-411-42-51	SOCIAL MEDIA ARCHIVAL SYSTEM	\$5,000	\$5,000
001-0230-411-42-51	VIDEO TECHNICIAN CONTRACT	\$30,900	\$40,000
001-0230-411-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$6,300)	(\$6,606)

**DETAIL LINE ITEM: 001-0230 Communications/City Clerk - Communications Expenses  
(continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
001-0230-411-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$2,100	\$2,690
001-0230-411-42-53	CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP	\$275	\$275
001-0230-411-42-53	ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP	\$40	\$40
001-0230-411-42-53	FCTV PROGRAMMING LICENSING	\$400	\$400
001-0230-411-42-53	GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP	\$200	\$200
001-0230-411-42-53	GRAPHIC DESIGN SUBSCRIPTION/ONLINE SERVICES	\$185	\$400
001-0230-411-42-53	MUSIC SUBSCRIPTION SERVICE	\$250	\$525
001-0230-411-42-53	ONLINE VIDEO HOST / WEB SOLUTIONS	\$750	\$850
001-0230-411-42-54	TRAVEL,CONFERENCE,MEETING, expo	\$2,000	\$2,400
001-0230-411-42-55	TRAINING - FCTV - RELATED/SOCIAL MEDIA/ COMMUNICATIONS TRAINING	\$900	\$1,072
001-0230-411-42-55	TRAINING - FCTV - RELATED/SOCIAL MEDIA/ COMMUNICATIONS TRAINING	\$2,300	\$2,500
001-0230-411-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,400)	(\$1,428)
<b>Totals Reallocation</b>		<b>(\$231,480)</b>	<b>(\$240,481)</b>
001-0230-411-45-05	INDIRECT COST ALLOCATION	(\$231,480)	(\$240,481)

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

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$310,393	\$223,915	(\$86,478)	1
4111	HOURLY & PART TIME SALARY	\$53,478	\$58,401	\$4,923	2
4121	PERS RETIREMENT	\$39,043	\$28,256	(\$10,787)	2
4135	FLEX ALLOWANCE	\$59,151	\$58,632	(\$519)	2
4136	WORKERS COMPENSATION	\$1,904	\$1,783	(\$121)	2
4139	OTHER FRINGE BENEFITS	\$23,311	\$16,036	(\$7,275)	2
4140	COMPENSATED ABSENCES	\$11,562	\$8,986	(\$2,576)	3
4154	PEMHCA	\$3,480	\$3,648	\$168	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$84,915	\$100,731	\$15,816	2
4241	COPY EXPENSE	\$4,000	\$4,000	\$0	4
4242	POSTAGE EXPENSE	\$500	\$800	\$300	5
4243	GENERAL OFFICE SUPPLIES	\$2,300	\$3,275	\$975	5
4249	ADVERTISING/PUBLICITY	\$1,500	\$1,700	\$200	5
4251	CONTRACT, PROF, SPEC SVCS	\$10,700	\$11,532	\$832	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$750	\$955	\$205	5
4254	TRAVEL,CONFERENCE,MEETING	\$1,545	\$2,477	\$932	5
4255	TRAINING	\$1,195	\$1,188	(\$7)	6
4257	COMM & INFO SERVICES CHGS	\$60,021	\$62,451	\$2,430	3
4269	BUILDING MAINTENANCE CHG	\$56,943	\$69,438	\$12,495	3
4505	INDIRECT COST ALLOCATION	(\$94,910)	(\$98,311)	(\$3,401)	7
		<u>\$631,781</u>	<u>\$559,893</u>	<u>(\$71,888)</u>	

**Detailed Analysis:**

- Note 1 Merit (Step) increase and assumption of 5% COLA increase. Realignment of City Clerk/ Communication Director to City Clerk .5 FTE and Communications .5 FTE.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Adjustment close to Pre-COVID level.
- Note 6 Insignificant change.
- Note 7 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4241	COPY EXPENSE	\$0	\$150	\$150	1
4242	POSTAGE EXPENSE	\$0	\$250	\$250	1
4243	GENERAL OFFICE SUPPLIES	\$0	\$300	\$300	1
4249	ADVERTISING/PUBLICITY	\$0	\$7,500	\$7,500	1
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$83,300	\$83,300	1
4254	TRAVEL,CONFERENCE,MEETING	\$0	\$1,500	\$1,500	1
		<u>\$0</u>	<u>\$93,000</u>	<u>\$93,000</u>	

### Detailed Analysis:

Note 1 Increase due to scheduled election. Based on estimate from County for November 2022 election. 2 Council Vacancies and 1 possible ballot measure.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$196,588	\$315,354	\$118,766	1
4121	PERS RETIREMENT	\$21,094	\$32,246	\$11,152	2
4135	FLEX ALLOWANCE	\$36,396	\$37,848	\$1,452	2
4136	WORKERS COMPENSATION	\$1,038	\$1,997	\$959	2
4139	OTHER FRINGE BENEFITS	\$9,325	\$17,135	\$7,810	2
4140	COMPENSATED ABSENCES	\$6,301	\$10,065	\$3,764	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$44,510	\$46,973	\$2,463	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	\$1,000	\$1,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$69,950	\$78,744	\$8,794	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$2,100	\$2,690	\$590	6
4254	TRAVEL,CONFERENCE,MEETING	\$2,000	\$2,400	\$400	6
4255	TRAINING	\$900	\$1,072	\$172	6
4269	BUILDING MAINTENANCE CHG	\$13,811	\$16,842	\$3,031	3
4256	EQUIP REPLACEMENT CHARGES	\$14,580	\$23,641	\$9,061	3
4505	INDIRECT COST ALLOCATION	(\$231,480)	(\$240,481)	(\$9,001)	7
		\$191,163	\$350,576	\$159,413	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 5% COLA increase. Realignment of City Clerk/Communication Director to City Clerk .5 FTE and Communications .5 FTE.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Adjustment due to new vendor for Video Technician contract. The prior provider ceased operations and new proposals came in at higher amounts.
- Note 6 No change.
- Note 7 Based on annual update of Cost Allocation Plan.

# City Attorney/District Legal Counsel

## DEPARTMENT DESCRIPTION

The City Attorney/District Legal Counsel Department is tasked with providing 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/District Legal Counsel 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/District Legal Counsel 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 2021-22

In collaboration with City staff, the City Council selected and negotiated terms with Burke, Williams & Sorensen, LLP through a competitive Request for Proposals (RFP) process. At the August 2, 2021 City Council Meeting, City Council approved and authorized the Mayor to sign the new agreement with Burke, Williams & Sorensen, LLP for City Attorney Services. The City Attorney is essential to promoting the mission of the City of Foster City, ensuring that the City is able to deliver equitable services that are customer focused. The City Attorney is vital in navigating various risks as the organization pursues the vision of creating a sustainable Foster City through smart, inclusive, and efficient actions to enhance our quality of place for current and future generations.

During FY 2021-22, the services of the City Attorney/District Legal Counsel Department 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 2022-23

The budget estimate takes into account known upcoming projects, cases, and the on-going nature of items in the City Attorney/District Legal Counsel'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 Capital Improvement Projects (CIP), including the Levee Improvements Project, Wastewater Treatment Plant Project, and Recreation Center Project.

## CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Attorney/District Legal Counsel's budget has been increased by 3% for the FY 2022-23 in order to reflect the fact that additional legal support will be required this year on both the Levee Improvements Project, Wastewater Treatment Plant Project, and Recreation Center 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 2022-23. The Finance and City/District Manager's Departments will closely track the City Attorney/District Legal Counsel's billings and present a budget augmentation request if required.



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

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$591,102	\$591,102	\$608,813
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$591,102	\$591,102	\$608,813
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$591,102	\$591,102	\$608,813
REALLOCATIONS	(\$1,335)	(\$1,335)	(\$1,323)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$589,767</b>	<b>\$589,767</b>	<b>\$607,490</b>

**DETAIL LINE ITEM: 001-0310 City Attorney/Legal Counsel - Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$589,767</b>	<b>\$607,490</b>
<b>Totals Services and Supplies</b>		<b>\$591,102</b>	<b>\$608,813</b>
001-0310-412-42-51	CONTRACT, PROF, SPEC SVCS	\$590,352	\$608,063
001-0310-412-42-51	OTHER ATTORNEY SERVICES	\$90,000	\$0
001-0310-412-42-51	LEGAL SERVICES - MUNICIPAL CODE UPDATE	\$50,000	\$0
001-0310-412-42-51	CITY ATTORNEY CONTRACTUAL SERVICES	\$450,352	\$608,063
001-0310-412-42-54	TRAVEL,CONFERENCE,MEETING-LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750	\$750
<b>Totals Reallocation</b>		<b>(\$1,335)</b>	<b>(\$1,323)</b>
001-0310-412-45-05	INDIRECT COST ALLOCATION	(\$1,335)	(\$1,323)

**City Attorney/Legal Counsel Department Budget Comparisons (001-0310)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$590,352	\$608,063	\$17,711	1
4254	TRAVEL,CONFERENCE,MEETING	\$750	\$750	\$0	2
4505	INDIRECT COST ALLOCATION	(\$1,335)	(\$1,323)	\$12	3
		<u>\$589,767</u>	<u>\$607,490</u>	<u>\$17,723</u>	

**Detailed Analysis:**

- Note 1      3% COLA 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, 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 to 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 2021-22

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2021-22. Some examples of the key services provided include:

### Safety

- Passed the annual safety audit with no major hazards identified.
- Implemented protocols to successfully maintain safety and health of employees during COVID related shelter in place orders.
- Created taskforce for policy development of reopening and visitor protocols during pandemic conditions.
- Responded to reports of COVID exposure and notified employees in a timely manner as required under CalOSHA and other directives.
- Distributed at home COVID test kits to all employees during omicron variant period.

### CALOPPS

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

### **Training and Development**

- Continued to provide leadership as Working Committee Chairperson 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, 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.
- Conduct bi-annual harassment prevention training.

### **Benefits**

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

### **Labor Relations**

- Successfully negotiated labor agreements with AFSCME and FCPOA implementing a new two-year Memoranda of Understanding (MOU).
- Updated Management Compensation and Benefits Plan.

### **Workers' Compensation**

- Managed the workers' compensation program and worked to resolve outstanding claims.
- Worked with The Cities Group to provide monthly City-wide safety training classes.
- Conducted interactive process meetings to provide reasonable accommodations as necessary.

### **Recruitment and Selection**

- Engaged with Career in Government to assist in outreach for open recruitments.
- Successfully conducted 14 recruitments during FY 2021-22. Welcomed 12 new employees to the workforce.
- Successful recruitment of Public Works Director.
- Facilitated City Manager recruitment process with City Council.
- Administered promotional testing process for Sergeant and Corporal with Police Department.

### **Classification and Compensation**

- Ensured continued compliance with the Affordable Care Act, EEO and the mandated monitoring and measuring process.
- Monitored California's sick leave law mandating paid sick leave for part-time employees.
- Initiated Classification study with Koff & Associates.
- Initiated Compensation study with Koff & Associates.

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

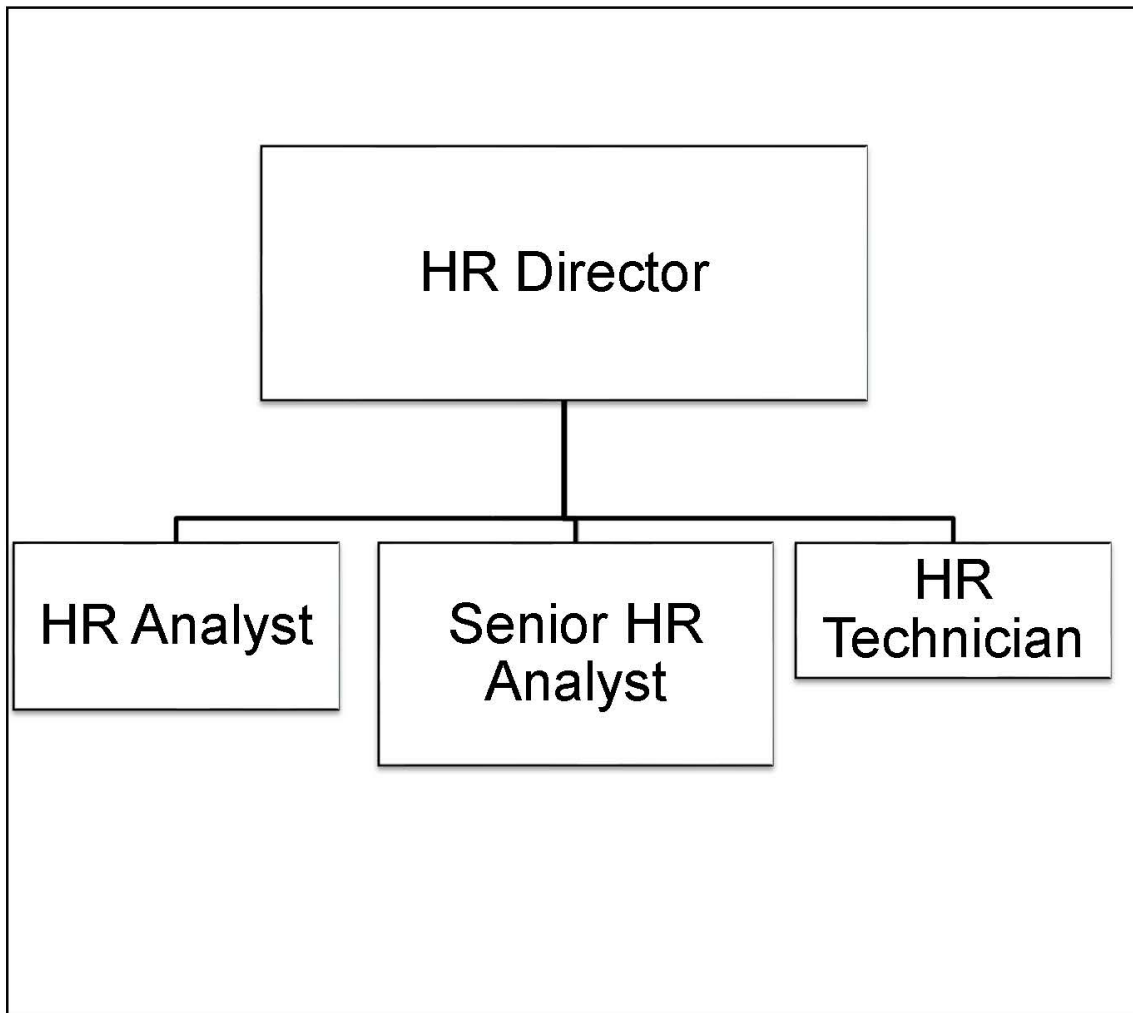
**Key initiatives and service levels planned for FY 2022-23 include the following:**

- Consolidate and restructure the FISH and Wellness committees to promote employee engagement.
- Research options for an HRIS for better comprehensive tracking and reporting for implementation in FY 2023-2024.
- Continue development of HR staff for succession planning.
- 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 of new 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 to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets quarterly to review claims and maintain accountability for correcting identified hazards.
- Apprise Department Heads periodically to review their department's open workers' compensation cases.
- Vacancies will occur throughout the organization due to the number of employees eligible for retirement. Continue recruitment and promotional processes that utilize a robust, behavior-based assessment center system that closely links the knowledge, skills and abilities to the classifications based on the core competencies for the positions. Recruit and promote the best-qualified candidates. Support new and recently promoted employees to help ensure successful transitions.
- 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.
- Thorough review of HR's policies and procedures and make changes and/or updates where necessary.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The Human Resources Department manages one Special Revenue Fund programs that provide Human Resources services to over 200 government agencies through the City developed and managed recruitment website and applicant tracking/processing tool, CalOpps.org. There are no other changes to the Human Resources Department staff, the remainder of which is made up of a Human Resources Director, Senior Human Resources Analyst, a Human Resources Analyst and a Human Resources Technician. The revenue generated through these shared services continue to provide partial funding of the 4.0 FTE human resources personnel.

**Human Resources Department  
FY 2022-23**



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

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$693,680	\$726,503	\$768,024
SERVICES AND SUPPLIES	\$312,338	\$342,338	\$231,392
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,006,018	\$1,068,841	\$999,416
INTERNAL SERVICES	\$137,875	\$138,146	\$159,327
Subtotal (Total Department Expenses before Reallocations)	\$1,143,893	\$1,206,987	\$1,158,743
REALLOCATIONS	\$(372,802)	\$(372,802)	\$(489,349)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$771,091</b>	<b>\$834,185</b>	<b>\$669,394</b>

**Staffing (Full Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</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	1.00	1.00
Human Resources Technician	0.00	0.00	1.00
Office Assistant II	1.00	1.00	0.00
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>

## DETAIL LINE ITEM: 001-1210 Human Resources - Administration Expenses

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$771,091</b>	<b>\$669,394</b>
<b>Totals Employee Services</b>		<b>\$693,680</b>	<b>\$768,024</b>
001-1210-415-41-10	PERMANENT SALARIES	\$448,964	\$483,990
001-1210-415-41-21	PERS RETIREMENT	\$46,622	\$47,729
001-1210-415-41-35	FLEX ALLOWANCE	\$71,478	\$81,320
001-1210-415-41-36	WORKERS COMPENSATION	\$2,271	\$2,977
001-1210-415-41-39	OTHER FRINGE BENEFITS	\$28,987	\$31,958
001-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$95,358	\$120,050
<i>001-1210-415-41-61</i>	<i>EMPLOYEE BENEFIT-PERS UAL</i>	\$105,340	\$120,050
<i>001-1210-415-41-61</i>	<i>ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT</i>	(\$9,982)	\$0
<b>Totals Internal Services</b>		<b>\$137,875</b>	<b>\$159,327</b>
001-1210-415-41-40	COMPENSATED ABSENCES	\$13,787	\$15,005
001-1210-415-41-54	PEMHCA	\$5,220	\$5,472
001-1210-415-42-56	EQUIP REPLACEMENT CHARGES	\$0	\$1,360
001-1210-415-42-57	COMM & INFO SERVICES CHGS	\$53,679	\$57,997
001-1210-415-42-69	BUILDING MAINTENANCE CHG	\$65,189	\$79,493
<b>Totals Services and Supplies</b>		<b>\$312,338</b>	<b>\$231,392</b>
001-1210-415-42-40	SPECIAL DEPARTMENTAL SUP	\$7,582	\$8,553
001-1210-415-42-40	EMPLOYEE EVENTS	\$3,570	\$4,100
001-1210-415-42-40	EMPLOYEE RECOGNITION PROGRAMS	\$250	\$250
001-1210-415-42-40	GYM MAINTENANCE	\$500	\$1,000
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	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$2,938)	(\$2,997)
001-1210-415-42-41	COPY EXPENSE	\$5,000	\$5,000
001-1210-415-42-42	POSTAGE EXPENSE	\$1,438	\$1,427
001-1210-415-42-42	POSTAGE EXPENSE	\$2,000	\$2,000
001-1210-415-42-42	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$562)	(\$573)
001-1210-415-42-43	GENERAL OFFICE SUPPLIES	\$1,750	\$2,250
001-1210-415-42-49	ADVERTISING/PUBLICITY	\$57,500	\$58,440
<i>001-1210-415-42-49</i>	<i>INTERVIEWING/ASSESSMENT CENTER EXPENSES</i>	\$6,000	\$6,000
<i>001-1210-415-42-49</i>	<i>POLICE PROMOTIONAL TESTING PROCESS</i>	\$1,000	\$1,000
<i>001-1210-415-42-49</i>	<i>RECRUITMENT - 3 POSITIONS</i>	\$45,000	\$45,000
<i>001-1210-415-42-49</i>	<i>RECRUITMENT ADVERTISING</i>	\$1,000	\$0
<i>001-1210-415-42-49</i>	<i>RECRUITMENT ADVERTISING/EXPENSES</i>	\$0	\$4,000
<i>001-1210-415-42-49</i>	<i>RECRUITMENT EXPENSES</i>	\$2,000	\$0
<i>001-1210-415-42-49</i>	<i>STATE DOJ FINGERPRINTING SERVICES</i>	\$2,500	\$2,500
<i>001-1210-415-42-49</i>	<i>WRITTEN EXAMS/JOINT TESTING EXPENSES</i>	\$3,000	\$3,000
001-1210-415-42-49	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$3,000)	(\$3,060)



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

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
001-1210-415-42-51	CONTRACT, PROF, SPEC SVCS	\$141,000	\$53,560
001-1210-415-42-51	CARRYOVER - CLASSIFICATION STUDY	\$89,000	\$0
001-1210-415-42-51	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS	\$4,000	\$4,000
001-1210-415-42-51	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE	\$8,000	\$8,000
001-1210-415-42-51	LEGAL SERVICES	\$30,000	\$31,560
001-1210-415-42-51	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	\$3,500	\$3,500
001-1210-415-42-51	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	\$6,500	\$6,500
001-1210-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,610	\$1,610
001-1210-415-42-53	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	\$400	\$400
001-1210-415-42-53	HR PROFESSIONAL MEMBERSHIP DUES	\$500	\$500
001-1210-415-42-53	ICMA	\$200	\$200
001-1210-415-42-53	IPMA MEMBERSHIP	\$510	\$510
001-1210-415-42-54	TRAVEL,CONFERENCE,MEETING	\$8,250	\$12,500
001-1210-415-42-54	CALPERLRA CONFERENCE	\$0	\$1,250
001-1210-415-42-54	CONSORTIUM & REGIONAL MEETINGS	\$2,000	\$2,000
001-1210-415-42-54	IPMA Western Regional and National Conference	\$0	\$3,000
001-1210-415-42-54	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	\$1,500	\$1,500
001-1210-415-42-54	Legal Conference (LCW)	\$1,500	\$1,500
001-1210-415-42-54	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	\$250	\$250
001-1210-415-42-54	NCC-IPMA-HR Meetings	\$2,000	\$0
001-1210-415-42-54	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	\$1,000	\$1,000
001-1210-415-42-54	SFBA-IPMA-HR MEETINGS	\$0	\$2,000
001-1210-415-42-55	TRAINING	\$88,208	\$88,052
001-1210-415-42-55	CARRYOVER LEADERSHIP DEVELOPMENT	\$26,000	\$26,000
001-1210-415-42-55	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$30,000	\$30,000
001-1210-415-42-55	LEADERSHIP DEVELOPMENT	\$25,000	\$25,000
001-1210-415-42-55	SAFETY TRAINING	\$10,000	\$10,000
001-1210-415-42-55	SUCCESSION PLANNING EMPLOYEE DEVELOPMENT	\$5,000	\$5,000
001-1210-415-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$7,792)	(\$7,948)
<b>Totals Reallocation</b>		<b>(\$372,802)</b>	<b>(\$489,349)</b>
001-1210-415-45-05	INDIRECT COST ALLOCATION	(\$372,802)	(\$489,349)

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$448,964	\$483,990	\$35,026	1
4121	PERS RETIREMENT	\$46,622	\$47,729	\$1,107	2
4135	FLEX ALLOWANCE	\$71,478	\$81,320	\$9,842	2
4136	WORKERS COMPENSATION	\$2,271	\$2,977	\$706	2
4139	OTHER FRINGE BENEFITS	\$28,987	\$31,958	\$2,971	2
4140	COMPENSATED ABSENCES	\$13,787	\$15,005	\$1,218	3
4154	PEMHCA	\$5,220	\$5,472	\$252	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$95,358	\$120,050	\$24,692	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$7,582	\$8,553	\$971	4
4241	COPY EXPENSE	\$5,000	\$5,000	\$0	5
4242	POSTAGE EXPENSE	\$1,438	\$1,427	(\$11)	4
4243	GENERAL OFFICE SUPPLIES	\$1,750	\$2,250	\$500	4
4249	ADVERTISING/PUBLICITY	\$57,500	\$58,440	\$940	4
4251	CONTRACT, PROF, SPEC SVCS	\$141,000	\$53,560	(\$87,440)	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,610	\$1,610	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$8,250	\$12,500	\$4,250	4
4255	TRAINING	\$88,208	\$88,052	(\$156)	4
4256	EQUIP REPLACEMENT CHARGES	\$0	\$1,360	\$1,360	3
4257	COMM & INFO SERVICES CHGS	\$53,679	\$57,997	\$4,318	3
4269	BUILDING MAINTENANCE CHG	\$65,189	\$79,493	\$14,304	3
4505	INDIRECT COST ALLOCATION	(\$372,802)	(\$489,349)	(\$116,547)	7
		\$771,091	\$669,394	(\$101,697)	

**Detailed Analysis:**

- Note 1 Personnel realignment, change, merit (Step) increase and assumption of 5% COLA increase. Upgrade OA to HR Technician.
- Note 2 Contractual adjustment to benefit.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Adjust to projection.
- Note 5 No change.
- Note 6 Completed Classification Study.
- Note 7 Based on annual update of Cost Allocation Plan.

# Financial Services/City Treasurer

## DEPARTMENT DESCRIPTION

- The Financial Services/City Treasurer Department is responsible to provide timely and accurate financial information and reports and provide high-quality services to the community and all operating departments. The Department is also responsible for the control of all financial activities of the City/District and the Successor Agency of the former Community Development Agency, including the disbursement of financial resources and ensuring that adequate resources are available.
- The Administration Division oversees cash, debt, and investment management, budgeting, financial reporting, design, and evaluates internal controls, and the formulation of financial policies for the City/District and the Successor Agency of the former Community Development Agency.
- The General Accounting Division is responsible for general ledger, cashiering, capital assets, accounts payable, payroll, annual audits, and preparation of the 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 15-Year Capital Improvement Program.
- Collaborate with the City Manager's Office in the review and assessment of the San Mateo Consolidated Fire JPA's annual budget and apportionment to Foster City.
- Assist Public Works Department in Water and Wastewater rate setting and analysis.
- Coordinate with City Departments in the annual update of City's Master Fee and Service Charges Schedule.
- Review monthly financial reports and submit quarterly financial reports 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.
- As needed, coordinate with the City of San Mateo on the 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).
- Team with the Human Resources Department to develop a long-term pension funding policy for the Pension Subcommittee and the City Council.

- Provide support to City Departments on implementation of City Council strategic priorities.
- Identify and establish IRC Section 115 trusts for the City's Longevity Benefits program and PEMHCA (OPEB) benefits program.
- Conduct Full Cost Allocation Plan and User Fee Study Updates

### **General Accounting**

- Prepare Annual Comprehensive Annual Financial Report and State Controller's Reports.
- Maintain City's governmental accounting system.
- Review and process payroll and accounts payable for proper authorization.
- Monitor and prepare accounting for City's housing program financial activities.
- Assist independent auditors during annual audits.
- Prepare accurate and timely financial reports.
- Staff and administer Audit Committee meetings.
- Complete 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**

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

## **KEY INITIATIVES COMPLETED**

The Financial Services/City Treasurer Department continued to provide high quality services during FY 2021-22. Projects completed during the year included the issuance of \$62.76 million of 4-year Wastewater Revenue Notes at 0.42% in July 2021 and the execution of a 30-year Financing Agreement with the California State Water Board for \$33.583 million at 0.80% in May 2022, both of which are for the District's Wastewater Treatment Plant Improvement Project (CIP 455-652).

### **Administration**

- Prepared the City/District's FY 2022-23 budget and five-year financial plan in collaboration with all City Departments.
- Review monthly financial reports and submit quarterly financial reports 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.
- 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.
- 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.
- Continue to enhance the Year 3 use of OpenGov Budget Book software.
- Presented pension sustainability funding policy options to the City Council ad hoc Pension Subcommittee.

## **General Accounting**

- Completed the preparation of City/District Annual Comprehensive Financial Report.
- Received Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2019-2020 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association (GFOA). This was the 28th consecutive year that the City has received this award. City staff has submitted its FY 2020-2021 ACFR and expects to receive the annual award once again.
- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Prepared, issued, and filed annual 1099 and W-2 forms.
- Prepared, issued, and filed annual Affordable Care Act forms (Forms 1094-C and 1095-C).
- Completed biennial actuarial studies for the City's Longevity Benefits plan and Public Employees Medical and Hospital Act (PEMHCA) Benefits plan.
- Completed the on-line pay statement which provides greater accessibility and convenience for staff to view and access their pay statements online from anywhere and anytime, 24/7.

## **Utility**

- Assisted Public Works Department in an updated study of water and wastewater rates for FY 2022-23 and implemented a conservation-based water rate model for residential and irrigation customers.
- Assisted the Public Works Department in administering the customer consumption portal. The portal allows customer to view daily, weekly and monthly usage.
- Billed irrigation accounts for landscape over-usage.
- Assisted Public Works Department in the analysis of water purchases and sales.
- Assisted the Public Works Department in implementing a Collection and Discontinuation of Residential Water Service Policy

## **Taxes and Licenses**

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

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

The key initiatives planned for FY 2022-23 include the following.

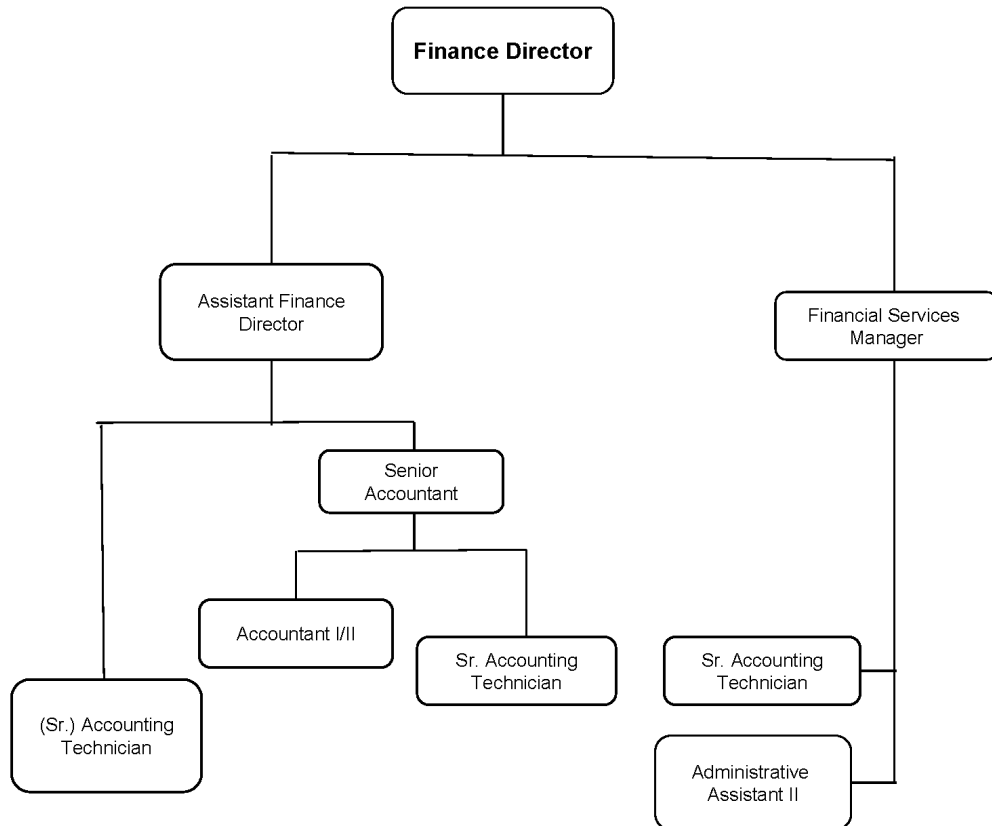
- Continue to provide leadership training opportunities for succession plan.
- Provide internal cross-training for backup and support.
- Prepare the City/District's FY 2023-24 budget and five-year financial plan in collaboration with all City departments.
- Review monthly financial reports and submit quarterly financial reports to the City Council.
- Conduct Full Cost Allocation Plan and User Fee Study Updates
- File Mandated Cost Recovery (SB90) claims to recover administrative costs incurred to comply with State mandates.
- Update actuarial information 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 Annual Comprehensive Financial Report.
- Complete the annual financial audit, including Measure A, Measure W, Single Audit, and Appropriations Limit compliance reports.
- Submit application for Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2021-22 Annual Comprehensive Financial 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.
- Implement OpenGov performance monitoring software.

- Identify and establish IRC Section 115 trusts for the City's Longevity Benefits program and PEMHCA (OPEB) benefits program.
- Evaluate and if approved by the City Council, implement a biennial budget cycle.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

- Employee services (wages and fringe benefits) costs have been adjusted upward based on merit (step) increases, an assumed general wage adjustment of 5%, and benefit formula changes (e.g. increase in CalPERS employer rate/unfunded accrue liability charges, medical premium, employee flex benefit plan changes, etc.) Total FY 2022-23 employee services expenditures for the Department are \$1,972,720, an increase of \$169,867 or 9.4% from the FY 2021-22 adopted budget as new labor agreements were approved increasing wages by 4% and flexible benefits by 12.5% during year. Since only a 2% wage increase had been included in the adopted FY 2021-22 budget, it has compounded impact when compared to the requested FY 2022-23 budget, During FY 2021-22, the Office Assistant II was upgraded to Administrative Assistant II and it has been carried over to FY 2022-23. The change reflected the expanded scope of duties of the position, including comprehensive hands-on work on the City's business license process as well as full front counter coverage for the Finance Department. The City also eliminated its Part-Time Sr. Accounting Specialist position at that time. In FY 2022-23, City staff has included an upgrade/title change for the Accounting Specialist/Sr. Accounting Specialist to Accounting Technician/Sr. Accounting Technician. The savings from the elimination of the part-time Senior Accounting Specialist position are sufficient to cover the upgrade of the Accounting Specialist to Accounting Technician positions, the upgraded Administrative Assistant position, as well as the overtime during Business License peak season.
- Internal Services charges are based on assessments from the Equipment Replacement, Information Technology, Compensated Absences, PEMHCA, Longevity and Building Maintenance Internal Services Funds. The aggregate charges for FY 2022-23 is \$349,439, an increase of \$36,239 or 11.6% from the prior fiscal year.
- Aggregate Service and Supplies expenditures for FY 2022-23 are budgeted for \$190,011, an increase of \$53,173 or 38.9% from prior fiscal year due primarily to the planned Cost Allocation Plan and User Fees Study update.
- A decline in the re-allocation of expenses to other Departments of \$63,259 or 5.0% to \$1,190,692 has an adverse impact on the FY 2022-23 net Financial Services Department expenditure budget.
- After the inclusion of re-allocations, the overall Financial Services Department proposed expenditures is increasing by \$322,538 or 32.3% to \$1,321,478.

**Financial Services/City Treasurer Department  
FY 2022-23**



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

	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
ADMINISTRATION	\$347,354	\$360,094	\$523,625
GENERAL ACCOUNTING	\$637,789	\$668,701	\$711,378
UTILITY ACCOUNTING	\$0	\$6,759	\$0
TAXES & LICENSES	\$13,797	\$17,029	\$86,475
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$998,940</b>	<b>\$1,052,583</b>	<b>\$1,321,478</b>

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$1,802,853	\$1,855,824	\$1,972,720
SERVICES AND SUPPLIES	\$136,838	\$136,838	\$190,011
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,939,691	\$1,992,662	\$2,162,731
INTERNAL SERVICES	\$313,200	\$313,872	\$349,439
Subtotal (Total Department Expenses before Reallocations)	\$2,252,891	\$2,306,534	\$2,512,170
REALLOCATIONS	(\$1,253,951)	(\$1,253,951)	(\$1,190,692)
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$998,940</b>	<b>\$1,052,583</b>	<b>\$1,321,478</b>



**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</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
Accounting Specialist & Sr. Acctg Specialist	3.00	3.00	0.00
Accounting Technician & Sr. Acctg Technician	0.00	0.00	3.00
Administrative Assistant II	0.00	0.00	1.00
Office Assistant II	1.00	1.00	0.00
<b>Total Full Time Position</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Part Time without Benefits Position</b>			
Accounting Specialist & Sr. Acctg Specialist	0.00	0.50	0.00
<b>Total Part Time without Benefits Positions</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>
<b>Total Full Time Equivalents</b>	<b>10.00</b>	<b>9.50</b>	<b>9.00</b>

## DETAIL LINE ITEM REPORT

### DETAIL LINE ITEM: 001-1110 Financial Services/City Treasurer - Administration Expenses

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$347,354</b>	<b>\$523,625</b>
<b>Totals Employee Services</b>		<b>\$504,560</b>	<b>\$535,964</b>
001-1110-415-41-10	PERMANENT SALARIES	\$328,586	\$344,803
001-1110-415-41-12	OVERTIME	\$0	\$2,000
001-1110-415-41-21	PERS RETIREMENT	\$32,978	\$32,822
001-1110-415-41-35	FLEX ALLOWANCE	\$37,588	\$41,845
001-1110-415-41-36	WORKERS COMPENSATION	\$1,598	\$2,061
001-1110-415-41-39	OTHER FRINGE BENEFITS	\$23,044	\$23,061
001-1110-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$80,766	\$89,372
001-1110-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$89,391	\$89,372
001-1110-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$8,625)	\$0
<b>Totals Internal Services</b>		<b>\$72,576</b>	<b>\$79,757</b>
001-1110-415-41-40	COMPENSATED ABSENCES	\$9,702	\$10,386
001-1110-415-41-53	LONGEVITY	\$3,900	\$3,900
001-1110-415-41-54	PEMHCA	\$6,960	\$7,296
001-1110-415-42-56	EQUIP REPLACEMENT CHARGES	\$181	\$181
001-1110-415-42-57	COMM & INFO SERVICES CHGS	\$36,835	\$39,705
001-1110-415-42-69	BUILDING MAINTENANCE CHG	\$14,998	\$18,289
<b>Totals Services and Supplies</b>		<b>\$72,970</b>	<b>\$122,720</b>
001-1110-415-42-41	COPY EXPENSE	\$2,500	\$2,000
001-1110-415-42-41	COPIES FOR CORRESPONDENCE. AGENDAS, ETC.	\$500	\$500
001-1110-415-42-41	PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,000	\$1,500
001-1110-415-42-42	POSTAGE EXPENSE	\$200	\$100
001-1110-415-42-43	GENERAL OFFICE SUPPLIES	\$1,500	\$1,300
001-1110-415-42-49	ADVERTISING/PUBLICITY	\$300	\$200
001-1110-415-42-51	CONTRACT, PROF, SPEC SVCS	\$64,550	\$111,850
001-1110-415-42-51	TEMPORARY HELP	\$2,000	\$1,500
001-1110-415-42-51	AUDIT FEES	\$57,500	\$57,500
001-1110-415-42-51	ANNUAL FINANCIAL REPORT STATISTICS REPORTS	\$1,500	\$1,300
001-1110-415-42-51	COST ALLOCATION PLAN & USER FEES STUDY	\$0	\$48,000
001-1110-415-42-51	GFOA ANNUAL REPORT AWARD APPLICATION FEE	\$550	\$550
001-1110-415-42-51	MANDATED COST ALLOCATION SB90 CLAIMS	\$3,000	\$3,000

**DETAIL LINE ITEM: 001-1110 Financial Services/City Treasurer - Administration Expenses (Continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
001-1110-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,420	\$1,420
001-1110-415-42-53	ASSOCIATION OF GOV'T ACCOUNTANTS	\$130	\$130
001-1110-415-42-53	CALIFORNIA MUNICIPAL TREASURER ASSN	\$160	\$160
001-1110-415-42-53	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$130	\$130
001-1110-415-42-53	GOVERNMENT FINANCE OFFICERS ASSOCIATION (3)	\$750	\$750
001-1110-415-42-53	PROFESSIONAL LICENSE	\$250	\$250
001-1110-415-42-54	TRAVEL,CONFERENCE,MEETING	\$1,700	\$5,050
001-1110-415-42-54	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE	\$300	\$800
001-1110-415-42-54	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$300	\$1,200
001-1110-415-42-54	GFOA ANNUAL CONFERENCE	\$550	\$1,800
001-1110-415-42-54	LEAGUE OF CALIFORNIA CITIES	\$300	\$1,000
001-1110-415-42-54	MISCELLANEOUS MEETINGS	\$250	\$250
001-1110-415-42-55	TRAINING	\$800	\$800
001-1110-415-42-55	GOVT TAX SEMINAR	\$400	\$400
001-1110-415-42-55	CSMFO, GFOA, AGA TRAINING	\$400	\$400
<b>Totals Reallocation</b>		<b>(\$302,752)</b>	<b>(\$214,816)</b>
001-1110-415-45-05	INDIRECT COST ALLOCATION	(\$302,752)	(\$214,816)

**DETAIL LINE ITEM: 001-1120 Financial Services/City Treasurer - General Accounting Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$637,789</b>	<b>\$711,378</b>
<b>Totals Employee Services</b>		<b>\$982,448</b>	<b>\$1,067,241</b>
001-1120-415-41-10	PERMANENT SALARIES	\$607,395	\$683,377
001-1120-415-41-12	OVERTIME	\$0	\$2,500
001-1120-415-41-21	PERS RETIREMENT	\$63,501	\$68,062
001-1120-415-41-35	FLEX ALLOWANCE	\$122,954	\$132,331
001-1120-415-41-36	WORKERS COMPENSATION	\$3,104	\$4,228
001-1120-415-41-39	OTHER FRINGE BENEFITS	\$33,412	\$35,118
001-1120-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$152,082	\$141,625
001-1120-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$161,348	\$141,625
001-1120-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$9,266)	\$0
<b>Totals Internal Services</b>		<b>\$129,469</b>	<b>\$144,593</b>
001-1120-415-41-40	COMPENSATED ABSENCES	\$18,843	\$21,309
001-1120-415-41-54	PEMHCA	\$6,960	\$7,296
001-1120-415-42-57	COMM & INFO SERVICES CHGS	\$73,670	\$79,410
001-1120-415-42-69	BUILDING MAINTENANCE CHG	\$29,996	\$36,578
<b>Totals Services and Supplies</b>		<b>\$12,655</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	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	\$650	\$650
001-1120-415-42-43	AP SIGNATURE CARD	\$800	\$800
001-1120-415-42-43	CALCULATORS (2)	\$200	\$200
001-1120-415-42-43	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	\$300	\$300
001-1120-415-42-43	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250	\$2,250
001-1120-415-42-43	PAYROLL CHECKS & W2	\$1,000	\$1,000
001-1120-415-42-43	PAYROLL WINDOW ENVELOPES	\$300	\$300
001-1120-415-42-46	MAINT - FACILITY & EQUIP	\$500	\$500
001-1120-415-42-46	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$350	\$350
001-1120-415-42-46	WHEELWRITER	\$150	\$150
001-1120-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$230	\$230
001-1120-415-42-53	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110	\$110
001-1120-415-42-53	MEMBERSHIP FOR CSMFO	\$120	\$120
001-1120-415-42-54	TRAVEL,CONFERENCE,MEETING	\$700	\$700
001-1120-415-42-54	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$500	\$500
001-1120-415-42-54	MISCELLANEOUS MEETING	\$200	\$200
001-1120-415-42-55	TRAINING	\$2,075	\$2,075
001-1120-415-42-55	GFOA ANNUAL GAAP UPDATE	\$175	\$175
001-1120-415-42-55	GOVERNMENT TAX SEMINAR	\$900	\$900
001-1120-415-42-55	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$1,000	\$1,000
<b>Totals Reallocation</b>		<b>\$(486,783)</b>	<b>\$(513,111)</b>
001-1120-415-45-05	INDIRECT COST ALLOCATION	\$(486,783)	\$(513,111)

**DETAIL LINE ITEM: 001-1130 Financial Services/City Treasurer - Utility Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>
<b>Totals Employee Services</b>		<b>\$194,132</b>	<b>\$244,610</b>
001-1130-415-41-10	PERMANENT SALARIES	\$127,203	\$150,973
001-1130-415-41-12	OVERTIME	\$0	\$14,300
001-1130-415-41-21	PERS RETIREMENT	\$13,526	\$16,951
001-1130-415-41-35	FLEX ALLOWANCE	\$15,514	\$16,598
001-1130-415-41-36	WORKERS COMPENSATION	\$673	\$961
001-1130-415-41-39	OTHER FRINGE BENEFITS	\$4,005	\$4,570
001-1130-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$33,211	\$40,257
<b>Totals Internal Services</b>		<b>\$81,834</b>	<b>\$91,834</b>
001-1130-415-41-40	COMPENSATED ABSENCES	\$4,084	\$4,844
001-1130-415-42-57	COMM & INFO SERVICES CHGS	\$55,253	\$59,557
001-1130-415-42-69	BUILDING MAINTENANCE CHG	\$22,497	\$27,433
<b>Totals Services and Supplies</b>		<b>\$44,343</b>	<b>\$47,036</b>
001-1130-415-42-41	COPY EXPENSE	\$250	\$350
001-1130-415-42-42	POSTAGE EXPENSE	\$193	\$194
001-1130-415-42-43	GENERAL OFFICE SUPPLIES	\$1,200	\$992
001-1130-415-42-43	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$500	\$292
001-1130-415-42-43	MAILING AND RETURN ENVELOPES	\$200	\$200
001-1130-415-42-43	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	\$500	\$500
001-1130-415-42-51	CONTRACT, PROF, SPEC SVCS	\$41,200	\$44,000
001-1130-415-42-51	BANK DRAFT FEES	\$4,000	\$4,000
001-1130-415-42-51	ONLINE ACH TRANSACTION FEES	\$7,200	\$7,200
001-1130-415-42-51	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	\$30,000	\$32,800
001-1130-415-42-55	TRAINING	\$1,500	\$1,500
<b>Totals Reallocation</b>		<b>(\$320,309)</b>	<b>(\$383,480)</b>
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$320,309)	(\$383,480)
001-1130-415-45-05	INDIRECT COST ALLOCATION	(\$390,577)	(\$379,146)
001-1130-415-45-05	INDIRECT COST ALLOCATION - 2nd ROUND	\$70,268	(\$4,334)

**DETAIL LINE ITEM: 001-1140 Financial Services/City Treasurer - Taxes & Licenses Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$13,797</b>	<b>\$86,475</b>
<b>Totals Employee Services</b>		<b>\$121,713</b>	<b>\$124,905</b>
001-1140-415-41-10	PERMANENT SALARIES	\$52,745	\$77,221
001-1140-415-41-11	HOURLY & PART TIME SALARY	\$40,956	\$0
001-1140-415-41-12	OVERTIME	\$0	\$10,700
001-1140-415-41-21	PERS RETIREMENT	\$5,537	\$8,868
001-1140-415-41-35	FLEX ALLOWANCE	\$6,715	\$8,677
001-1140-415-41-36	WORKERS COMPENSATION	\$493	\$483
001-1140-415-41-39	OTHER FRINGE BENEFITS	\$2,602	\$2,675
001-1140-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$12,665	\$16,281
001-1140-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$17,062	\$16,281
001-1140-415-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$4,397)	\$0
<b>Totals Internal Services</b>		<b>\$29,321</b>	<b>\$33,255</b>
001-1140-415-41-40	COMPENSATED ABSENCES	\$1,664	\$2,435
001-1140-415-41-54	PEMHCA	\$1,740	\$1,824
001-1140-415-42-57	COMM & INFO SERVICES CHGS	\$18,418	\$19,852
001-1140-415-42-69	BUILDING MAINTENANCE CHG	\$7,499	\$9,144
<b>Totals Services and Supplies</b>		<b>\$6,870</b>	<b>\$7,600</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	\$2,500
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)	\$0
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	\$300
001-1140-415-42-55	TRAINING	\$300	\$300
001-1140-415-42-55	COVID-19 ADJUSTMENT	(\$250)	\$0
<b>Totals Reallocation</b>		<b>(\$144,107)</b>	<b>(\$79,285)</b>
001-1140-415-45-05	INDIRECT COST ALLOCATION	(\$144,107)	(\$79,285)

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$328,586	\$344,803	\$16,217	1
4112	OVERTIME	\$0	\$2,000	\$2,000	1
4121	PERS RETIREMENT	\$32,978	\$32,822	(\$156)	2
4135	FLEX ALLOWANCE	\$37,588	\$41,845	\$4,257	2
4136	WORKERS COMPENSATION	\$1,598	\$2,061	\$463	2
4139	OTHER FRINGE BENEFITS	\$23,044	\$23,061	\$17	2
4140	COMPENSATED ABSENCES	\$9,702	\$10,386	\$684	3
4153	LONGEVITY	\$3,900	\$3,900	\$0	3
4154	PEMHCA	\$6,960	\$7,296	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$80,766	\$89,372	\$8,606	2
4241	COPY EXPENSE	\$2,500	\$2,000	(\$500)	4
4242	POSTAGE EXPENSE	\$200	\$100	(\$100)	4
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,300	(\$200)	4
4249	ADVERTISING/PUBLICITY	\$300	\$200	(\$100)	4
4251	CONTRACT, PROF, SPEC SVCS	\$64,550	\$111,850	\$47,300	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,420	\$1,420	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$1,700	\$5,050	\$3,350	6
4255	TRAINING	\$800	\$800	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$181	\$181	\$0	5
4257	COMM & INFO SERVICES CHGS	\$36,835	\$39,705	\$2,870	3
4269	BUILDING MAINTENANCE CHG	\$14,998	\$18,289	\$3,291	3
4505	INDIRECT COST ALLOCATION	(\$302,752)	(\$214,816)	\$87,936	7
		<u>\$347,354</u>	<u>\$523,625</u>	<u>\$176,271</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Adjust to projection.
- Note 5 No change.
- Note 6 Increase due to adjustment to pre-COVID level and conduct Full Cost Allocation Plan & User Fee Study Update.
- Note 7 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$607,395	\$683,377	\$75,982	1
4112	OVERTIME	\$0	\$2,500	\$2,500	1
4121	PERS RETIREMENT	\$63,501	\$68,062	\$4,561	2
4135	FLEX ALLOWANCE	\$122,954	\$132,331	\$9,377	2
4136	WORKERS COMPENSATION	\$3,104	\$4,228	\$1,124	2
4139	OTHER FRINGE BENEFITS	\$33,412	\$35,118	\$1,706	2
4140	COMPENSATED ABSENCES	\$18,843	\$21,309	\$2,466	3
4154	PEMHCA	\$6,960	\$7,296	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$152,082	\$141,625	(\$10,457)	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	\$700	\$700	\$0	4
4255	TRAINING	\$2,075	\$2,075	\$0	4
4257	COMM & INFO SERVICES CHGS	\$73,670	\$79,410	\$5,740	3
4269	BUILDING MAINTENANCE CHG	\$29,996	\$36,578	\$6,582	3
4505	INDIRECT COST ALLOCATION	(\$486,783)	(\$513,111)	(\$26,328)	6
		\$637,789	\$711,378	\$73,589	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase, and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 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)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$127,203	\$150,973	\$23,770	1
4112	OVERTIME	\$0	\$14,300	\$14,300	1
4121	PERS RETIREMENT	\$13,526	\$16,951	\$3,425	2
4135	FLEX ALLOWANCE	\$15,514	\$16,598	\$1,084	2
4136	WORKERS COMPENSATION	\$673	\$961	\$288	2
4139	OTHER FRINGE BENEFITS	\$4,005	\$4,570	\$565	2
4140	COMPENSATED ABSENCES	\$4,084	\$4,844	\$760	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$33,211	\$40,257	\$7,046	2
4241	COPY EXPENSE	\$250	\$350	\$100	4
4242	POSTAGE EXPENSE	\$193	\$194	\$1	5
4243	GENERAL OFFICE SUPPLIES	\$1,200	\$992	(\$208)	4
4251	CONTRACT, PROF, SPEC SVCS	\$41,200	\$44,000	\$2,800	6
4255	TRAINING	\$1,500	\$1,500	\$0	4
4257	COMM & INFO SERVICES CHGS	\$55,253	\$59,557	\$4,304	3
4269	BUILDING MAINTENANCE CHG	\$22,497	\$27,433	\$4,936	3
4505	INDIRECT COST ALLOCATION	(\$320,309)	(\$383,480)	(\$63,171)	7
		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Adjust to projection.
- Note 5 No Change / No Significant 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)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$52,745	\$77,221	\$24,476	1
4111	HOURLY & PART TIME SALARY	\$40,956	\$0	(\$40,956)	1
4112	OVERTIME	\$0	\$10,700	\$10,700	1
4121	PERS RETIREMENT	\$5,537	\$8,868	\$3,331	2
4135	FLEX ALLOWANCE	\$6,715	\$8,677	\$1,962	2
4136	WORKERS COMPENSATION	\$493	\$483	(\$10)	2
4139	OTHER FRINGE BENEFITS	\$2,602	\$2,675	\$73	2
4140	COMPENSATED ABSENCES	\$1,664	\$2,435	\$771	3
4154	PEMHCA	\$1,740	\$1,824	\$84	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$12,665	\$16,281	\$3,616	2
4241	COPY EXPENSE	\$300	\$300	\$0	4
4242	POSTAGE EXPENSE	\$2,000	\$2,000	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$2,020	\$2,500	\$480	5
4251	CONTRACT, PROF, SPEC SVCS	\$2,500	\$2,500	\$0	4
4255	TRAINING	\$50	\$300	\$250	5
4257	COMM & INFO SERVICES CHGS	\$18,418	\$19,852	\$1,434	3
4269	BUILDING MAINTENANCE CHG	\$7,499	\$9,144	\$1,645	3
4505	INDIRECT COST ALLOCATION	(\$144,107)	(\$79,285)	\$64,822	6
		\$13,797	\$86,475	\$72,678	

**Detailed Analysis:**

- Note 1     Merit (Step) increase and assumption of 5% COLA increase.
- Note 2     Contractual adjustment to benefit formulas.
- Note 3     Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4     No change.
- Note 5     Adjust to projection.
- Note 6     Based on annual update of Cost Allocation Plan.

# Parks and Recreation



## **DEPARTMENT DESCRIPTION**

The Parks and Recreation Department exists to build and create community through people, parks, and programs.

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

- Foster City has a parks and recreation system of which we are rightfully proud. Our Strategic Plan is our vision to protect our heritage and provide guidance in making parks and recreation services that are available to all, and our plan perhaps leaves a legacy for our children that is better than our inheritance.
- The parks system is built upon a legacy of leadership and public support from the past. Each generation has had to recommit its own share of energy and resources to keep our park system growing and responsive to emerging needs.
- Foster City's parks, public spaces, facilities, and recreational space give life and beauty to the City and enhance residents' lives. These essential assets connect people to place, self, and others. Foster City's residents will treasure and care for this legacy, building on the past to provide for future generations.

## **MISSION STATEMENT**

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

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

- Provide high-quality parks and recreation facilities
- Provide high-quality recreational programs
- Create and maintain effective organizational processes
- Recruit, support, retain, and challenge great employees

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

### **STRATEGIC PLAN**

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

- Parks Division - provide safe, clean, and attractive parks throughout the community
- Recreation Division - offer high quality recreation programs using a variety of different delivery modes for all age groups and all interests
- Organization - create a dynamic organization committed to an ongoing process of innovation

### **VALUES**

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

Our Department is focused on achieving the following community outcomes:

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

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

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

### **KEY INITIATIVES COMPLETED IN FY 2021-22**

#### **Parks**

Park Infrastructure Improvements:

- Creation of Habitat Garden at Community Center
- Fence extension at Sea Cloud Park B1 field to protect homes from foul balls
- Repaved 1500sq ft of walkway at Sunfish
- Sport field renovations at Sea Cloud Park
- Installed 24 Calsense irrigation controllers
- Installation of three new irrigation pumps (Sea Cloud, Edgewater & Boothbay Parks)
- Installation of three backflow devices including an 8" fire suppression device at City Hall
- Worked with Rotary Club to plant 22 trees in various parks
- Killdeer planting projects with Girl Scout Troop
- Handrails installed at bocce courts
- Basketball and tennis courts resurfaced at Catamaran, Edgewater, and Leo J. Ryan parks

- Re-staining of Leo J. Ryan Boardwalk
- Installed 900' of temporary irrigation pipe for Bayfront Property in support of the Levee Project
- Installed 500' of temporary irrigation pipe for Alden Park HOA in support of the Levee Project
- Refurbished Sports Wall of Fame at Sea Cloud Park

### **Recreation**

- In honor of the City's 50<sup>th</sup> Anniversary, the City hosted over fifteen (15) community events and programs to celebrate the milestone
- Hosted an inflatable raft race, Foster City Rubber Ducky Races, which used to be a popular program that was last held on the lagoon in 1982
- Introduced free online Pickleball court reservation system for residents
- Application to join the AARP's Network of Age Friendly States and Communities was accepted

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

### ***Initiatives***

- Parks Division
  1. Maintain park safety
  2. Implement Environmental Conservation Methods
  3. Management and evaluation of 5-15 year CIP program
  4. Respond to unique park requests (ex. drones) and SeeClickFix management and response
  5. ADA compliance and upgrades
  6. Park System Master Plan Study
- Recreation Division
  1. Increase recreation service utilization
  2. Develop self-sustaining programs
  3. Develop marketing plan and consistent evaluation process
  4. Foster advocacy of Parks and Recreation services
  5. Recreation Center Replacement Project
- Organization
  1. Facilitate staff engagement through succession planning opportunities and provide safety and technical training
  2. Community outreach and engagement through social media, website, etc.
  3. Streamline process and develop performance measures for the Strategic Plan

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

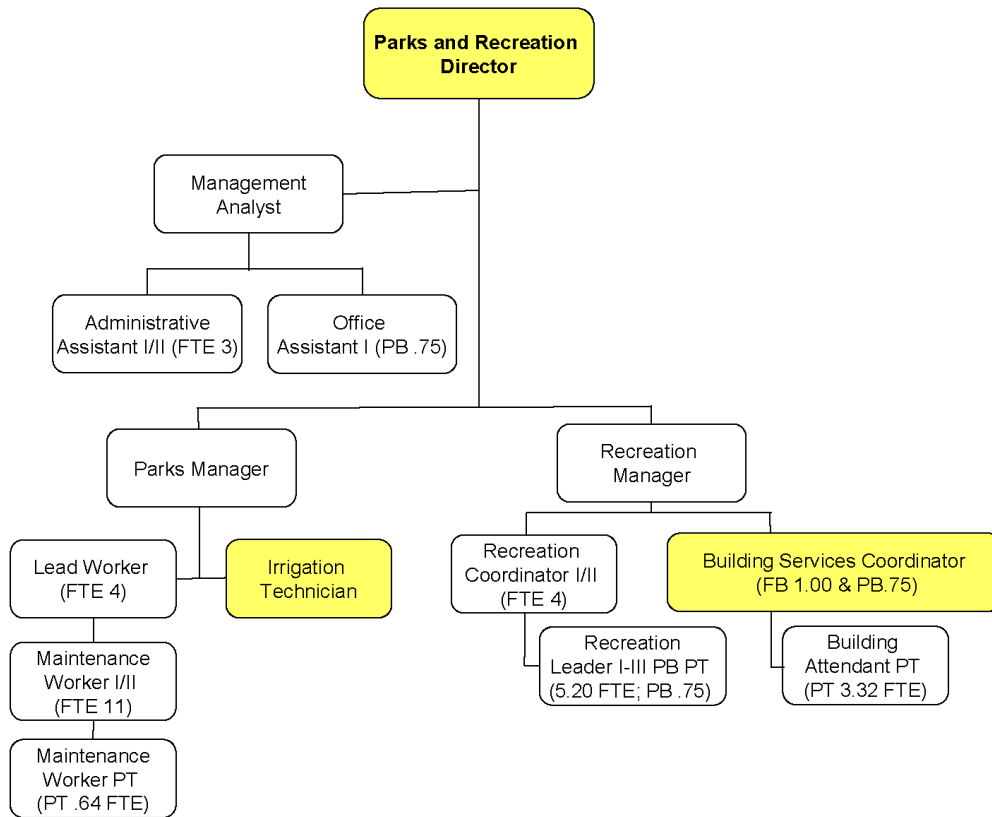
### **Recreation Division**

- Adjustments have been made for the return of the Fourth of July Fireworks show and Summer Days
- Exception requests to add full time Parks and Recreation Director and thirty-hour (30hr) part time Building Services Coordinator

### **Parks Division**

- Exception request to add full time Irrigation Technician

**Parks and Recreation  
Department FY 2022-23**



- Reinstated Director of Parks and Recreation position
- Addition of an Irrigation Technician
- Addition of a Part Time Benefit 30 hr Building Services Coordinator

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

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
REC ADMINISTRATION	\$2,461,476	\$2,525,469	\$2,240,325
PARKS MAINTENANCE	\$5,759,681	\$5,889,510	\$6,157,248
Subtotal - City General Fund Divisions	\$8,221,157	\$8,414,979	\$8,397,573
ADULT CONTRACT CLASSES	\$188,536	\$188,945	\$197,321
ADULTS SPORTS	\$28,000	\$26,000	\$29,322
ADVERTISING	\$43,100	\$43,100	\$42,615
FACILITY OPERATIONS	\$571,828	\$581,312	\$717,675
SENIORS / VOLUNTEERS	\$179,591	\$185,279	\$193,109
SPECIAL EVENTS	\$25,100	\$55,100	\$102,100
TEEN PROGRAMS	\$281,407	\$293,873	\$330,686
YOUTH CAMPS	\$197,985	\$193,985	\$219,849
YOUTH CONTRACT CLASSES	\$300,854	\$306,063	\$311,263
Subtotal - Special Recreation Fund	\$1,816,401	\$1,873,657	\$2,143,940
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$10,037,558</b>	<b>\$10,288,636</b>	<b>\$10,541,513</b>

<b>EXPENDITURES BY CATEGORY:</b>	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$4,940,857	\$5,158,549	\$5,530,581
SERVICES AND SUPPLIES	\$2,494,597	\$2,524,597	\$2,716,231
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$7,435,454	\$7,683,146	\$8,246,812
INTERNAL SERVICES	\$2,602,104	\$2,605,490	\$2,294,701
Subtotal (Total Department Expenses before Reallocations)	\$10,037,558	\$10,288,636	\$10,541,513
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$10,037,558</b>	<b>\$10,288,636</b>	<b>\$10,541,513</b>

**Staffing (Full Time Equivalents)**

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
Parks & Recreation Director	1.00	0.00	1.00
Parks Manager	2.00	(A)	1.00
Recreation Manager*	1.00	(A)	1.00
Management Analyst	0.00	0.00	1.00
Management Coordinator	1.00	(A)	0.00
Recreation Coordinator I/II*	5.00	(A)	4.00
Management Coordinator*	0.00	(A)	0.00
Parks Maintenance Lead Worker	4.00	(B)	4.00
Parks Irrigation Technician	0.00	0.00	1.00
Parks Maintenance Worker I/II	11.00	(B)	11.00
Sr. Management Analyst	0.25	(B)	0.00
Administration Assistant I/II*	3.00	(A-2 & B-1)	3.00
Building Services Coordinator*	1.00	(A)	1.00
<b>Total Full Time Positions</b>	<b>29.25</b>	<b>0.00</b>	<b>28.00</b>
<b>Part Time with Benefits Position</b>			
Recreation Leader III	0.75	(A)	0.75
Office Assistant I/II	0.75	(A)	0.75
Building Services Coordinator	0.00	(A)	0.75
Building Services Coordinator Assistant	0.75	(A)	0.00
<b>Total Part Time with Benefits Positions</b>	<b>2.25</b>	<b>0.00</b>	<b>2.25</b>
<b>Part Time without Benefits Position</b>			
Recreation Leader I	4.64		
Recreation Leader II	2.62	(A)	5.20
Recreation Leader III	2.10		
Office Assistant I/II	0.50	(B)	0.00
Building Service Assistant (10)	3.32	(A)	3.32
Park Maintenance Worker (3)	1.28	(B)	0.64
<b>Total Part Time with Benefits Position</b>	<b>14.46</b>	<b>0.00</b>	<b>9.16</b>
<b>Total Full Time Equivalents</b>	<b>45.96</b>	<b>0.00</b>	<b>39.41</b>

Note:

(A) = Transfer to City Manager Department in FY 2021-22 and reinstate to Parks & Recreation Department FY 2022-23

(B) = Transfer to Public Works Department in FY 2021-22 and reinstate to Parks & Recreation Department FY 2022-23



**DETAIL LINE ITEM: 001-0510 Parks & Recreation - Recreation Administration Expense**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$2,461,476</b>	<b>\$2,240,325</b>
<b>Totals Employee Services</b>		<b>\$950,672</b>	<b>\$866,700</b>
001-0510-451-41-10	PERMANENT SALARIES	\$621,200	\$534,462
001-0510-451-41-21	PERS RETIREMENT	\$66,124	\$53,732
001-0510-451-41-35	FLEX ALLOWANCE	\$81,216	\$91,637
001-0510-451-41-36	WORKERS COMPENSATION	\$6,657	\$12,778
001-0510-451-41-39	OTHER FRINGE BENEFITS	\$36,400	\$26,793
001-0510-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$139,075	\$147,298
001-0510-451-41-61	<i>EMPLOYEE BENEFIT-PERS UAL</i>	\$150,592	\$147,298
001-0510-451-41-61	<i>ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT</i>	(\$11,517)	\$0
<b>Totals Internal Services</b>		<b>\$1,475,436</b>	<b>\$1,337,417</b>
001-0510-451-41-40	COMPENSATED ABSENCES	\$19,624	\$17,032
001-0510-451-41-53	LONGEVITY	\$5,550	\$5,550
001-0510-451-41-54	PEMHCA	\$3,480	\$4,195
001-0510-451-42-44	VEHICLE RENTAL CHARGES	\$64,744	\$60,283
001-0510-451-42-56	EQUIP REPLACEMENT CHARGES	\$30,876	\$20,266
001-0510-451-42-57	COMM & INFO SERVICES CHGS	\$86,243	\$93,254
001-0510-451-42-69	BUILDING MAINTENANCE CHG - RC, SR, TC, CC	\$1,264,919	\$1,136,837
<b>Totals Services and Supplies</b>		<b>\$35,368</b>	<b>\$36,208</b>
001-0510-451-42-41	COPY EXPENSE - LETTERS AND STAFF REPORTS	\$100	\$103
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	\$12,360
001-0510-451-42-46	MAINT-FACILITY & EQUIP	\$6,500	\$6,695
001-0510-451-42-46	<i>SUPPLIES &amp; EQUIPMENT</i>	\$6,500	\$6,695
001-0510-451-42-46	<i>BUDGET BALANCING STRATEGY TOOLBOX 2020-09</i>	(\$3,500)	(\$3,570)
001-0510-451-42-46	<i>YOUTH SUMMIT / YOUTH LEADERSHIP</i>	\$3,500	\$3,570
001-0510-451-42-49	ADVERTISING/PUBLICITY	\$5,000	\$5,150
001-0510-451-42-51	CONTRACT, PROF, SPEC SVCS	\$500	\$515
001-0510-451-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$3,748	\$3,748
001-0510-451-42-53	<i>CPRS STAFF MEMBERSHIP</i>	\$1,276	\$1,276
001-0510-451-42-53	<i>NATIONAL RECREATION &amp; PARKS SOCIETY - AGENCY</i>	\$786	\$800
001-0510-451-42-53	<i>CALIF. PARKS &amp; RECREATION SOCIETY - AGENCY</i>	\$612	\$612
001-0510-451-42-53	<i>NEWS SUBSCRIPTIONS &amp; PROFESSIONAL JOURNALS</i>	\$510	\$0
001-0510-451-42-53	<i>MATTERPORT SITE HOSTING</i>	\$0	\$120
001-0510-451-42-53	<i>OTHER MEMBERSHIPS, DUES, SUBSCRIPTION</i>	\$0	\$530
001-0510-451-42-53	<i>LERN MEMBERSHIP</i>	\$358	\$358
001-0510-451-42-53	<i>NATIONAL LEGISLATIVE BULLETIN</i>	\$154	\$0
001-0510-451-42-53	<i>NRPA NET</i>	\$52	\$52
001-0510-451-42-54	TRAVEL,CONFERENCE,MEETING	\$5,760	\$5,877
001-0510-451-42-54	<i>CPRS REGIONAL - REC COORDINATORS (5)</i>	\$5,000	\$5,150
001-0510-451-42-54	<i>NRPA - DIRECTOR</i>	\$2,400	\$2,400
001-0510-451-42-54	<i>CA PARKS &amp; REC TRAINING - MANAGER (1)</i>	\$1,400	\$1,442
001-0510-451-42-54	<i>ANNUAL DEPARTMENT RETREAT - JANUARY</i>	\$1,200	\$0
001-0510-451-42-54	<i>DEPARTMENT RETREAT &amp; MEETINGS</i>	\$0	\$1,200
001-0510-451-42-54	<i>GENERAL TRAVEL, CONFERENCE, MEETING</i>	\$0	\$1,030
001-0510-451-42-54	<i>PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR</i>	\$1,000	\$0
001-0510-451-42-54	<i>BUDGET BALANCING STRATEGY TOOLBOX 2020-09</i>	(\$5,240)	(\$5,345)

**DETAIL LINE ITEM: 001-0510 Parks & Recreation - Recreation Administration Expense  
(continued)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
001-0510-451-42-55	TRAINING	\$560	\$560
001-0510-451-42-55	TRAINING	\$800	\$800
001-0510-451-42-55	COVID-19 ADJUSTMENT	(\$240)	(\$240)

**DETAIL LINE ITEM: 001-0520 Parks & Recreation - Parks Maintenance Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$5,759,681</b>	<b>\$6,157,248</b>

**Totals Employee Services \$2,787,493 \$3,219,023**

001-0520-452-41-10	PERMANENT SALARIES	\$1,591,272	\$1,805,698
001-0520-452-41-11	HOURLY & PART TIME SALARY	\$49,729	\$41,070
001-0520-452-41-12	OVERTIME	\$70,700	\$75,270
001-0520-452-41-21	PERS RETIREMENT	\$178,395	\$190,967
001-0520-452-41-35	FLEX ALLOWANCE	\$374,279	\$453,391
001-0520-452-41-36	WORKERS COMPENSATION	\$51,059	\$86,179
001-0520-452-41-39	OTHER FRINGE BENEFITS	\$60,236	\$68,858
001-0520-452-41-61	EMPLOYEE BENEFIT-PERS UAL	\$411,823	\$497,590
001-0520-452-41-61	EMPLOYEE BENEFIT-PERS UAL	\$450,662	\$497,590
001-0520-452-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$38,839)	\$0

**Totals Internal Services \$1,095,443 \$926,483**

001-0520-452-41-40	COMPENSATED ABSENCES	\$51,354	\$58,332
001-0520-452-41-53	LONGEVITY	\$750	\$750
001-0520-452-41-54	PEMHCA	\$17,400	\$19,517
001-0520-452-42-44	VEHICLE RENTAL CHARGES	\$351,038	\$369,131
001-0520-452-42-56	EQUIP REPLACEMENT CHARGES	\$362,573	\$154,139
001-0520-452-42-57	COMM & INFO SERVICES CHGS	\$72,670	\$77,263
001-0520-452-42-69	BUILDING MAINTENANCE CHG-CORP YARD	\$239,658	\$247,351

**Totals Services and Supplies \$1,876,745 \$2,011,742**

001-0520-452-42-40	SPECIAL DEPARTMENTAL SUP - BOOTS, PANTS, UNIFORMS	\$6,800	\$6,800
001-0520-452-42-41	COPY EXPENSE	\$100	\$2,200
001-0520-452-42-42	POSTAGE EXPENSE	\$200	\$200
001-0520-452-42-43	GENERAL OFFICE SUPPLIES	\$7,000	\$7,000
001-0520-452-42-45	TOOLS & EQUIP(<5000@ITEM)	\$16,100	\$81,100
001-0520-452-42-45	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$16,100	\$16,100
001-0520-452-42-45	WOODCHIPPER	\$0	\$65,000
001-0520-452-42-46	MAINT-FACILITY & EQUIP	\$334,240	\$363,861
001-0520-452-42-46	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$64,260	\$79,260
001-0520-452-42-46	DOG BAGS/SUPPLIES	\$7,040	\$7,255
001-0520-452-42-46	ELECTRICAL SUPPLIES & REPAIRS	\$5,550	\$5,550
001-0520-452-42-46	FENCING	\$12,200	\$12,556
001-0520-452-42-46	HARDWARE & MISC. MATERIALS INCL. SIGNS	\$16,220	\$17,000
001-0520-452-42-46	HOLIDAY DECORATIONS	\$3,100	\$3,200
001-0520-452-42-46	IRRIGATION SUPPLIES & REPAIRS	\$27,850	\$37,850
001-0520-452-42-46	JANITORIAL SUPPLIES FOR PARK RESTROOMS	\$51,820	\$53,374

**DETAIL LINE ITEM: 001-0520 Parks & Recreation - Parks Maintenance Expenses (continued)**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
001-0520-452-42-46	LEVEE MAINTENANCE (Repairs, Erosion Control)	\$13,000	\$13,000
001-0520-452-42-46	PAINT & CHALK - LINING FIELDS	\$3,770	\$3,770
001-0520-452-42-46	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$33,150	\$34,144
001-0520-452-42-46	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	\$6,100	\$6,300
001-0520-452-42-46	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,810	\$10,810
001-0520-452-42-46	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,810	\$16,284
001-0520-452-42-46	SOIL/CONCRETE/BARK/PLAYGROUND	\$51,800	\$51,800
001-0520-452-42-46	TRASH CONTAINER	\$3,160	\$3,500
001-0520-452-42-46	TENNIS & BALLFIELD WINDSCREENS	\$3,100	\$3,100
001-0520-452-42-46	VANDALISM REPAIR	\$15,100	\$15,100
001-0520-452-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$3,100)	(\$3,162)
001-0520-452-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 - LEVEE RELATED	(\$6,500)	(\$6,830)
001-0520-452-42-47	RENTS AND LEASES	\$2,550	\$5,151
001-0520-452-42-48	UTILITIES & COMMUNICATION	\$900,000	\$948,000
001-0520-452-42-48	METERS/WATER/WASTEWATER	\$849,000	\$897,000
001-0520-452-42-48	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,000	\$1,000
001-0520-452-42-48	ELECTRICITY	\$50,000	\$50,000
001-0520-452-42-51	CONTRACT, PROF, SPEC SVCS	\$602,800	\$589,600
001-0520-452-42-51	CANADIAN GEESE CONTROL - DEPREDTION	\$0	\$25,000
001-0520-452-42-51	CANADIAN GEESE CONTROL - PARKS	\$20,000	\$20,000
001-0520-452-42-51	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$22,000	\$22,660
001-0520-452-42-51	FENCE MAINTENANCE CONTRACT	\$4,000	\$4,080
001-0520-452-42-51	IRRIGATION & PLUMBING SERVICES	\$10,000	\$10,300
001-0520-452-42-51	MEDIAN & CUL-DE-SAC MAINTENANCE CONTRACT	\$214,600	\$219,100
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	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$90,000	\$92,700
001-0520-452-42-51	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$10,200	\$10,200
001-0520-452-42-51	PLAYGROUND FENCING	\$45,000	\$45,000
001-0520-452-42-51	RE-FINISH BOARDWALK	\$50,000	\$0
001-0520-452-42-51	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$30,000	\$31,000
001-0520-452-42-51	TREE MAINTENANCE	\$92,000	\$94,760
001-0520-452-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$10,000)	(\$10,200)
001-0520-452-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,615	\$2,430
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - DIVISION RETREAT	\$100	\$100
001-0520-452-42-54	TRAVEL,CONFERENCE,MEETING - Division RETREAT	\$1,000	\$1,000
001-0520-452-42-54	COVID-19 ADJUSTMENT	(\$900)	(\$900)
001-0520-452-42-55	TRAINING	\$5,240	\$5,300
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	\$2,060
001-0520-452-42-55	COVID-19 ADJUSTMENT	(\$2,260)	(\$2,260)

**DETAIL LINE ITEM: 003-0525 Parks & Recreation - Facility Operations Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$571,828</b>	<b>\$717,675</b>
<b>Totals Employee Services</b>		<b>\$486,775</b>	<b>\$632,669</b>
003-0525-451-41-10	PERMANENT SALARIES	\$182,124	\$199,520
003-0525-451-41-11	HOURLY & PART TIME SALARY	\$154,290	\$244,440
003-0525-451-41-12	OVERTIME	\$3,200	\$3,400
003-0525-451-41-21	PERS RETIREMENT	\$25,252	\$32,030
003-0525-451-41-35	FLEX ALLOWANCE	\$41,811	\$78,120
003-0525-451-41-36	WORKERS COMPENSATION	\$6,567	\$14,783
003-0525-451-41-39	OTHER FRINGE BENEFITS	\$7,728	\$9,635
003-0525-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$65,803	\$50,741
003-0525-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$70,474	\$50,741
003-0525-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$4,671)	\$0

<b>Totals Internal Services</b>		<b>\$20,753</b>	<b>\$19,466</b>
003-0525-451-41-40	COMPENSATED ABSENCES	\$7,535	\$10,048
003-0525-451-42-56	EQUIP REPLACEMENT CHARGES	\$13,218	\$9,418

<b>Totals Services and Supplies</b>		<b>\$64,300</b>	<b>\$65,540</b>
003-0525-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0525-451-42-43	GENERAL OFFICE SUPPLIES	\$8,000	\$8,240
003-0525-451-42-46	MAINT-FACILITY & EQUIP-SM/FC SCHOOL JOINT-USE FACILITIES	\$55,000	\$56,000
003-0525-451-42-65	MISC EXPENSE - PAYMENT PROCESSING FEES	\$1,200	\$1,200

**DETAIL LINE ITEM: 003-0530 Parks & Recreation - Adult Sports Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$28,000</b>	<b>\$29,322</b>
<b>Totals Employee Services</b>		<b>\$7,966</b>	<b>\$9,288</b>
003-0530-451-41-11	HOURLY & PART TIME SALARY	\$7,613	\$8,732
003-0530-451-41-36	WORKERS COMPENSATION	\$243	\$429
003-0530-451-41-39	OTHER FRINGE BENEFITS	\$110	\$127
<b>Totals Services and Supplies</b>		<b>\$20,034</b>	<b>\$20,034</b>
003-0530-451-42-43	GENERAL OFFICE SUPPLIES	\$20,034	\$20,034
003-0530-451-42-43	EXPANSION OF PICKLEBALL AND BOCCE, ADULT SOFTBALL	\$45,000	\$37,374
003-0530-451-42-43	REALIGNMENT BETWEEN SUPPLIES & EMPLOYEE SERVICES	(\$7,966)	\$0
003-0530-451-42-43	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$17,000)	(\$17,340)

**DETAIL LINE ITEM: 003-0534 Parks & Recreation - Youth Camps Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$197,985</b>	<b>\$219,849</b>

<b>Totals Employee Services</b>		<b>\$124,535</b>	<b>\$144,399</b>
003-0534-451-41-10	PERMANENT SALARIES	\$0	\$0
003-0534-451-41-11	HOURLY & PART TIME SALARY	\$100,401	\$123,995
003-0534-451-41-36	WORKERS COMPENSATION	\$3,204	\$6,099
003-0534-451-41-39	OTHER FRINGE BENEFITS	\$1,456	\$1,798
003-0534-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$19,474	\$12,507
003-0534-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$21,884	\$12,507
003-0534-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$2,410)	\$0

<b>Totals Internal Services</b>		<b>\$0</b>	<b>\$0</b>
003-0534-451-41-40	COMPENSATED ABSENCES	\$0	\$0

<b>Totals Services and Supplies</b>		<b>\$73,450</b>	<b>\$75,450</b>
003-0534-451-42-42	POSTAGE EXPENSE	\$250	\$125
003-0534-451-42-43	GENERAL OFFICE SUPPLIES	\$11,000	\$12,125
003-0534-451-42-51	CONTRACT, PROF, SPEC SVCS	\$62,200	\$63,200
003-0534-451-42-51	Contractual Services	\$87,000	\$88,496
003-0534-451-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$24,800)	(\$25,296)
003-0534-451-42-51	COVID-19 Adjustment	\$0	\$0

**DETAIL LINE ITEM: 003-0535 Parks & Recreation - Adult Contracts Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$188,536</b>	<b>\$197,321</b>

<b>Totals Employee Services</b>		<b>\$82,445</b>	<b>\$91,118</b>
003-0535-451-41-10	PERMANENT SALARIES	\$48,943	\$52,398
003-0535-451-41-12	OVERTIME	\$520	\$275
003-0535-451-41-21	PERS RETIREMENT	\$5,307	\$5,215
003-0535-451-41-35	FLEX ALLOWANCE	\$12,954	\$14,520
003-0535-451-41-36	WORKERS COMPENSATION	\$1,562	\$2,577
003-0535-451-41-39	OTHER FRINGE BENEFITS	\$1,325	\$1,349
003-0535-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,834	\$14,784
003-0535-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$14,095	\$14,784
003-0535-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$2,261)	\$0

<b>Totals Internal Services</b>		<b>\$1,591</b>	<b>\$1,703</b>
003-0535-451-41-40	COMPENSATED ABSENCES	\$1,591	\$1,703

<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

**DETAIL LINE ITEM: 003-0537 City Manager - Community Services - Special Events Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$25,100</b>	<b>\$102,100</b>

**Totals Services and Supplies \$25,100 \$102,100**

003-0537-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0537-451-42-43	GENERAL OFFICE SUPPLIES	\$8,000	\$9,000
003-0537-451-42-49	ADVERTISING/PUBLICITY	\$2,000	\$2,000
003-0537-451-42-51	CONTRACT, PROF, SPEC SVCS	\$15,000	\$91,000
003-0537-451-42-51	CONTRACTUAL SERVICES	\$28,000	\$28,000
003-0537-451-42-51	SUMMER DAY EVENT	\$63,500	\$63,000
003-0537-451-42-51	COVID-19 REOPENING ADJUSTMENT	\$14,500	\$0
003-0537-451-42-51	COVID-19 ADJUSTMENT	(\$91,000)	\$0

**DETAIL LINE ITEM: 003-0538 Parks & Recreation - Youth Contract Classes Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$300,854</b>	<b>\$311,263</b>

**Totals Employee Services \$81,863 \$91,118**

003-0538-451-41-10	PERMANENT SALARIES	\$48,943	\$52,398
003-0538-451-41-12	OVERTIME	\$0	\$275
003-0538-451-41-21	PERS RETIREMENT	\$5,252	\$5,215
003-0538-451-41-35	FLEX ALLOWANCE	\$12,954	\$14,520
003-0538-451-41-36	WORKERS COMPENSATION	\$1,562	\$2,577
003-0538-451-41-39	OTHER FRINGE BENEFITS	\$1,318	\$1,349
003-0538-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$11,834	\$14,784
003-0538-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$14,095	\$14,784
003-0538-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$2,261)	\$0

**Totals Internal Services \$1,591 \$1,703**

003-0538-451-41-40	COMPENSATED ABSENCES	\$1,591	\$1,703
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**Totals Services and Supplies \$217,400 \$218,442**

003-0538-451-42-43	GENERAL OFFICE SUPPLIES	\$1,400	\$1,442
003-0538-451-42-51	CONTRACT, PROF, SPEC SVCS	\$216,000	\$217,000

**DETAIL LINE ITEM: 003-0539 Parks & Recreation - Advertising Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$43,100</b>	<b>\$42,615</b>

**Totals Services and Supplies \$43,100 \$42,615**

003-0539-451-42-42	POSTAGE EXPENSE	\$11,600	\$11,600
003-0539-451-42-43	GENERAL OFFICE SUPPLIES	\$2,000	\$515
003-0539-451-42-43	SUPPLIES	\$500	\$515
003-0539-451-42-43	BUDGET CARRYOVER-PROFESSIONAL GRAPHIC ARTIST	\$1,500	\$0
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS - CONTRACTUAL SERVICES	\$29,500	\$30,500
003-0539-451-42-51	CONTRACT, PROF, SPEC SVCS - CONTRACTUAL SERVICES	\$36,000	\$37,130
003-0539-451-42-51	COVID-19 ADJUSTMENT	(\$6,500)	(\$6,630)

**DETAIL LINE ITEM: 003-0540 Parks & Recreation - Senior/Volunteers Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$179,591</b>	<b>\$193,109</b>
<b>Totals Employee Services</b>		<b>\$151,010</b>	<b>\$164,303</b>
003-0540-451-41-10	PERMANENT SALARIES	\$97,886	\$104,796
003-0540-451-41-11	HOURLY & PART TIME SALARY	\$0	\$0
003-0540-451-41-12	OVERTIME	\$750	\$800
003-0540-451-41-20	FRINGE BENEFITS	\$0	\$0
003-0540-451-41-21	PERS RETIREMENT	\$10,584	\$10,454
003-0540-451-41-35	FLEX ALLOWANCE	\$10,056	\$11,316
003-0540-451-41-36	WORKERS COMPENSATION	\$3,124	\$5,155
003-0540-451-41-39	OTHER FRINGE BENEFITS	\$2,574	\$2,629
003-0540-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$26,036	\$29,153
003-0540-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$28,190	\$29,153
003-0540-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$2,154)	\$0
<b>Totals Internal Services</b>		<b>\$3,181</b>	<b>\$3,406</b>
003-0540-451-41-40	COMPENSATED ABSENCES	\$3,181	\$3,406
<b>Totals Services and Supplies</b>		<b>\$25,400</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	\$9,100	\$9,100
003-0534-451-42-51	TRIP & TRANSPORTATION	\$22,000	\$12,976
003-0540-451-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$3,800)	(\$3,876)
003-0534-451-42-51	ALLOCATE EXPENSE TO SPECIAL EVENTS	(\$9,100)	\$0

**DETAIL LINE ITEM: 003-0541 Parks & Recreation - Teen Programs Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$281,407</b>	<b>\$330,686</b>
<b>Totals Employee Services</b>		<b>\$268,098</b>	<b>\$311,963</b>
003-0541-451-41-10	PERMANENT SALARIES	\$97,886	\$106,434
003-0541-451-41-11	HOURLY & PART TIME SALARY	\$95,515	\$115,218
003-0541-451-41-12	OVERTIME	\$953	\$1,000
003-0541-451-41-21	PERS RETIREMENT	\$13,669	\$14,578
003-0541-451-41-35	FLEX ALLOWANCE	\$15,048	\$16,824
003-0541-451-41-36	WORKERS COMPENSATION	\$6,172	\$10,902
003-0541-451-41-39	OTHER FRINGE BENEFITS	\$4,238	\$4,603
003-0541-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$34,617	\$42,404
003-0541-451-41-61	EMPLOYEE BENEFIT-PERS UAL	\$35,237	\$42,404
003-0541-451-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$620)	\$0
<b>Totals Internal Services</b>		<b>\$4,109</b>	<b>\$4,523</b>
003-0541-451-41-40	COMPENSATED ABSENCES	\$4,109	\$4,523
<b>Totals Services and Supplies</b>		<b>\$9,200</b>	<b>\$14,200</b>
003-0541-451-42-42	POSTAGE EXPENSE	\$100	\$100
003-0541-451-42-43	GENERAL OFFICE SUPPLIES	\$3,000	\$4,000
003-0541-451-42-43	General Office Supplies	\$7,000	\$8,000
003-0541-451-42-43	COVID-19 Adjustment	(\$4,000)	(\$4,000)
003-0541-451-42-49	ADVERTISING/PUBLICITY	\$100	\$100
003-0541-451-42-51	CONTRACT, PROF, SPEC SVCS	\$6,000	\$10,000
003-0541-451-42-51	SUMMER CAMP - FIELD TRIPS & BUS TRANSPORTATION (\$4,000)	\$33,000	\$33,000
003-0541-451-42-51	TEEN PROGRAMS	\$2,000	\$2,000
003-0541-451-42-51	MIDDLE SCHOOL DANCES (NET \$1,000)	\$2,000	\$1,000
003-0541-451-42-51	COVID-19 Adjustment	(\$31,000)	(\$31,000)
003-0541-451-42-51	COVID-19 Re-Opening Adjustment	\$0	\$5,000



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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$621,200	\$534,462	(\$86,738)	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	1
4121	PERS RETIREMENT	\$66,124	\$53,732	(\$12,392)	2
4135	FLEX ALLOWANCE	\$81,216	\$91,637	\$10,421	2
4136	WORKERS COMPENSATION	\$6,657	\$12,778	\$6,121	2
4139	OTHER FRINGE BENEFITS	\$36,400	\$26,793	(\$9,607)	2
4140	COMPENSATED ABSENCES	\$19,624	\$17,032	(\$2,592)	3
4153	LONGEVITY	\$5,550	\$5,550	\$0	3
4154	PEMHCA	\$3,480	\$4,195	\$715	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$139,075	\$147,298	\$8,223	2
4241	COPY EXPENSE	\$100	\$103	\$3	4
4242	POSTAGE EXPENSE	\$1,200	\$1,200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$12,000	\$12,360	\$360	4
4244	VEHICLE RENTAL CHARGES	\$64,744	\$60,283	(\$4,461)	3
4246	MAINT-FACILITY & EQUIP	\$6,500	\$6,695	\$195	4
4249	ADVERTISING/PUBLICITY	\$5,000	\$5,150	\$150	4
4251	CONTRACT, PROF, SPEC SVCS	\$500	\$515	\$15	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,748	\$3,748	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$5,760	\$5,877	\$117	4
4255	TRAINING	\$560	\$560	\$0	4
4256	EQUIP REPLACEMENT CHARGES	\$30,876	\$20,266	(\$10,610)	3
4257	COMM & INFO SERVICES CHGS	\$86,243	\$93,254	\$7,011	3
4269	BUILDING MAINTENANCE CHG	\$1,264,919	\$1,136,837	(\$128,082)	3
		\$2,461,476	\$2,240,325	(\$221,151)	

### Detailed Analysis:

- Note 1     Merit (Step) increase and assumption of 5% COLA increase. Addition of Parks and Recreation Director (25%); Reallocation of Recreation Manager, Management Analyst, and Administrative Assistant to reflect time spend in Special Recreation and/or Parks divisions.
- Note 2     Contractual adjustment to benefit formulas.
- Note 3     Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4     No change/insignificant changes.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$1,591,272	\$1,805,698	\$214,426	1
4111	HOURLY & PART TIME SALARY	\$49,729	\$41,070	\$(8,659)	1
4112	OVERTIME	\$70,700	\$75,270	\$4,570	1
4121	PERS RETIREMENT	\$178,395	\$190,967	\$12,572	2
4135	FLEX ALLOWANCE	\$374,279	\$453,391	\$79,112	2
4136	WORKERS COMPENSATION	\$51,059	\$86,179	\$35,120	2
4139	OTHER FRINGE BENEFITS	\$60,236	\$68,858	\$8,622	2
4140	COMPENSATED ABSENCES	\$51,354	\$58,332	\$6,978	3
4153	LONGEVITY	\$750	\$750	\$0	3
4154	PEMHCA	\$17,400	\$19,517	\$2,117	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$411,823	\$497,590	\$85,767	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$6,800	\$6,800	\$0	4
4241	COPY EXPENSE	\$100	\$2,200	\$2,100	5
4242	POSTAGE EXPENSE	\$200	\$200	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$7,000	\$7,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$351,038	\$369,131	\$18,093	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$16,100	\$81,100	\$65,000	6
4246	MAINT-FACILITY & EQUIP	\$334,240	\$363,861	\$29,621	7
4247	RENTS AND LEASES	\$2,550	\$5,151	\$2,601	8
4248	UTILITIES & COMMUNICATION	\$900,000	\$948,000	\$48,000	9
4251	CONTRACT, PROF, SPEC SVCS	\$602,800	\$589,600	\$(13,200)	10
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,615	\$2,430	\$815	4
4254	TRAVEL,CONFERENCE,MEETING	\$100	\$100	\$0	4
4255	TRAINING	\$5,240	\$5,300	\$60	4
4256	EQUIP REPLACEMENT CHARGES	\$362,573	\$154,139	\$(208,434)	3
4257	COMM & INFO SERVICES CHGS	\$72,670	\$77,263	\$4,593	3
4269	BUILDING MAINTENANCE CHG	\$239,658	\$247,351	\$7,693	3
		<u>\$5,759,681</u>	<u>\$6,157,248</u>	<u>\$397,567</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 5% COLA increase. Addition of Irrigation Technician. Add Parks and Recreation Director and Management Analyst partial allocations.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No Change/No Significant Change.
- Note 5 Increase to balance out shared copy machine expenses with Public Works.
- Note 6 Increase to allow for purchase of a wood chipper.
- Note 7 Change due to increase costs of chemicals and irrigation components.
- Note 8 Increase in rental rates for specialized equipment.
- Note 9 Anticipated increase to Water/Sewer/Electrical rates
- Note 10 Change due to increase costs of materials and supplies and removing boardwalk re-staining funds.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$182,124	\$199,520	\$17,396	1
4111	HOURLY & PART TIME SALARY	\$154,290	\$244,440	\$90,150	1
4112	OVERTIME	\$3,200	\$3,400	\$200	1
4121	PERS RETIREMENT	\$25,252	\$32,030	\$6,778	2
4135	FLEX ALLOWANCE	\$41,811	\$78,120	\$36,309	2
4136	WORKERS COMPENSATION	\$6,567	\$14,783	\$8,216	2
4139	OTHER FRINGE BENEFITS	\$7,728	\$9,635	\$1,907	2
4140	COMPENSATED ABSENCES	\$7,535	\$10,048	\$2,513	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$65,803	\$50,741	(\$15,062)	2
4242	POSTAGE EXPENSE	\$100	\$100	\$0	4
4243	GENERAL OFFICE SUPPLIES	\$8,000	\$8,240	\$240	4
4246	MAINT-FACILITY & EQUIP	\$55,000	\$56,000	\$1,000	4
4256	EQUIP REPLACEMENT CHARGES	\$13,218	\$9,418	(\$3,800)	3
4265	MISC EXPENSE	\$1,200	\$1,200	\$0	4
		\$571,828	\$717,675	\$145,847	

**Detailed Analysis:**

- Note 1      Assume merit (step) and 5% COLA increase. Personnel allocation realignment. Addition of Building Services Coordinator 30hr, Part-time benefit.
- Note 2      Contractual adjustment to benefit formulas.
- Note 3      Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4      No Change/No Significant Change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4111	HOURLY & PART TIME SALARY	\$7,613	\$8,732	\$1,119	1
4136	WORKERS COMPENSATION	\$243	\$429	\$186	2
4139	OTHER FRINGE BENEFITS	\$110	\$127	\$17	2
4243	GENERAL OFFICE SUPPLIES	\$20,034	\$20,034	\$0	3
		<u>\$28,000</u>	<u>\$29,322</u>	<u>\$1,322</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 No change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4111	HOURLY & PART TIME SALARY	\$100,401	\$123,995	\$23,594	1
4136	WORKERS COMPENSATION	\$3,204	\$6,099	\$2,895	2
4139	OTHER FRINGE BENEFITS	\$1,456	\$1,798	\$342	2
4161	EMPLOYEE BENEFIT-PERS UAL	\$19,474	\$12,507	(\$6,967)	2
4242	POSTAGE EXPENSE	\$250	\$125	(\$125)	3
4243	GENERAL OFFICE SUPPLIES	\$11,000	\$12,125	\$1,125	3
4251	CONTRACT, PROF, SPEC SVCS	\$62,200	\$63,200	\$1,000	3
		<u>\$197,985</u>	<u>\$219,849</u>	<u>\$21,864</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment and merit (Step) increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 No change/No significant change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$48,943	\$52,398	\$3,455	1
4112	OVERTIME	\$520	\$275	(\$245)	2
4121	PERS RETIREMENT	\$5,307	\$5,215	(\$92)	3
4135	FLEX ALLOWANCE	\$12,954	\$14,520	\$1,566	3
4136	WORKERS COMPENSATION	\$1,562	\$2,577	\$1,015	3
4139	OTHER FRINGE BENEFITS	\$1,325	\$1,349	\$24	3
4140	COMPENSATED ABSENCES	\$1,591	\$1,703	\$112	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,834	\$14,784	\$2,950	3
4243	GENERAL OFFICE SUPPLIES	\$2,000	\$2,000	\$0	5
4246	MAINT-FACILITY & EQUIP	\$500	\$500	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$102,000	\$102,000	\$0	5
		<u>\$188,536</u>	<u>\$197,321</u>	<u>\$8,785</u>	

**Detailed Analysis:**

- Note 1 Include assumption of 5% COLA increase.
- Note 2 Realignment.
- Note 3 Contractual adjustment to benefit formulas.
- Note 4 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 5 No change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4242	POSTAGE EXPENSE	\$100	\$100	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$8,000	\$9,000	\$1,000	2
4249	ADVERTISING/PUBLICITY	\$2,000	\$2,000	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$15,000	\$91,000	\$76,000	3
		<u>\$25,100</u>	<u>\$102,100</u>	<u>\$77,000</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Increase due to adjustment to pre-COVID level.
- Note 3 Increase due to adjustment to pre-COVID levels per Reso. No. 2022-14 to fund Summer Days, Summer Concerts, and other events.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$48,943	\$52,398	\$3,455	1
4112	OVERTIME	\$0	\$275	\$275	1
4121	PERS RETIREMENT	\$5,252	\$5,215	(\$37)	2
4135	FLEX ALLOWANCE	\$12,954	\$14,520	\$1,566	2
4136	WORKERS COMPENSATION	\$1,562	\$2,577	\$1,015	2
4139	OTHER FRINGE BENEFITS	\$1,318	\$1,349	\$31	2
4140	COMPENSATED ABSENCES	\$1,591	\$1,703	\$112	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$11,834	\$14,784	\$2,950	2
4243	GENERAL OFFICE SUPPLIES	\$1,400	\$1,442	\$42	4
4251	CONTRACT, PROF, SPEC SVCS	\$216,000	\$217,000	\$1,000	4
		<u>\$300,854</u>	<u>\$311,263</u>	<u>\$10,409</u>	

**Detailed Analysis:**

- Note 1 Include assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No significant change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4242	POSTAGE EXPENSE	\$11,600	\$11,600	\$0	1
4243	GENERAL OFFICE SUPPLIES	\$2,000	\$515	(\$1,485)	2
4251	CONTRACT, PROF, SPEC SVCS	\$29,500	\$30,500	\$1,000	2
		<u>\$43,100</u>	<u>\$42,615</u>	<u>(\$485)</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 No significant change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$97,886	\$104,796	\$6,910	1
4111	HOURLY & PART TIME SALARY	\$0	\$0	\$0	1
4112	OVERTIME	\$750	\$800	\$50	1
4121	PERS RETIREMENT	\$10,584	\$10,454	(\$130)	2
4135	FLEX ALLOWANCE	\$10,056	\$11,316	\$1,260	2
4136	WORKERS COMPENSATION	\$3,124	\$5,155	\$2,031	2
4139	OTHER FRINGE BENEFITS	\$2,574	\$2,629	\$55	2
4140	COMPENSATED ABSENCES	\$3,181	\$3,406	\$225	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$26,036	\$29,153	\$3,117	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	\$9,100	\$9,100	\$0	4
		\$179,591	\$193,109	\$13,518	

**Detailed Analysis:**

- Note 1 Include assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.

## Parks & Recreation Department Comparisons - Teens Program (003-0541)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$97,886	\$106,434	\$8,548	1
4111	HOURLY & PART TIME SALARY	\$95,515	\$115,218	\$19,703	1
4112	OVERTIME	\$953	\$1,000	\$47	1
4121	PERS RETIREMENT	\$13,669	\$14,578	\$909	2
4135	FLEX ALLOWANCE	\$15,048	\$16,824	\$1,776	2
4136	WORKERS COMPENSATION	\$6,172	\$10,902	\$4,730	2
4139	OTHER FRINGE BENEFITS	\$4,238	\$4,603	\$365	2
4140	COMPENSATED ABSENCES	\$4,109	\$4,523	\$414	3
4242	POSTAGE EXPENSE	\$100	\$100	\$0	4
4161	EMPLOYEE BENEFIT-PERS UAL	\$34,617	\$42,404	\$7,787	2
4243	GENERAL OFFICE SUPPLIES	\$3,000	\$4,000	\$1,000	5
4249	ADVERTISING/PUBLICITY	\$100	\$100	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$6,000	\$10,000	\$4,000	5
		<u>\$281,407</u>	<u>\$330,686</u>	<u>\$49,279</u>	

**Detailed Analysis:**

- Note 1      Merit (step) increase and assumption of 5% COLA increase.
- Note 2      Contractual adjustment to benefit formulas.
- Note 3      Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4      No change.
- Note 5      Increase due to partial adjustment to pre-Covid level.



# 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, 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 2022-23, to improve administrative efficiency and service levels, we requested to increase staffing with the addition of one Records Specialist. No additional staffing changes are planned or expected. The following provides historical information regarding Police Department staffing levels and activity:

<b>ACTIVITY LEVELS</b>			
<b>Activity</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Incidents Completed	31,824	25,184	26,241
Calls For Service	17,416	17,451	17,793
Officer Initiated Incidents	14,408	7,733	8,448
Officer Reports Completed	2,211	1,783	2,027
Citations Issued	2,072	660	750
9-1-1 Calls To Dispatch	7,078	6,573	6,915
Non 9-1-1 Calls To Dispatch	27,916	25,937	23,088
Arrests	495	268	246

**Single Year Comparison:** Activity from 2019 – 2021 is being compared to display similarities and changes in activity levels. Significant decreases in various officer related activities were experienced in 2021 as compared to 2019; however, the 2021 numbers were increased slightly from 2020. The initial decrease in officer related activities in 2020 was the result of a COVID-19 related decrease in unnecessary person-to-person contacts. 2021 numbers increased slightly from 2020 in response to increased stabilization of COVID-19 related activity and increased officer activity.

## **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**

The Foster City Police Department uses Strategic Planning to help focus our efforts on a daily basis and to ensure that 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. 2021 was the second year of what was initially a one-year plan. Due to the pandemic, we extended it to a two-year Strategic Plan. As we continue to work through Covid related issues, we find ourselves faced with the same challenges and objectives related to community engagement, recruitment and retention and employee development, therefore our goals for this Strategic Plan will continue through 2022.

This Strategic Plan continued to encompass overarching and ongoing goals, while allowing for flexibility in achieving the goals, or an ability to adjust 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 needs shift throughout the year. Our 2020-2022 Strategic Plan is comprised of the following goals:

## **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

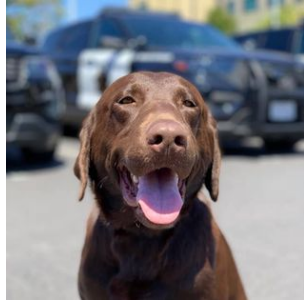
- Review and Enhance Current Succession Plan
- Continue to Facilitate Career Growth Opportunities

## **2021 KEY INITIATIVES COMPLETED**

The following represents some of the work and accomplishments completed by members of the FCPD in 2021:

- FCPD staff handled 26,241 incidents, which included 17,793 calls for service, 8,448 officer-initiated incidents, and 246 arrests made. A total of 30,003 calls were made into the dispatch center.
- FCPD worked towards being adequately staffed through continued recruitment and training efforts.
- Staff in all Department divisions maintained service expectations to our community while working through COVID-19 related changes to procedures and scheduling, and ability to interact in person.
- Although often in ways that were impacted by Covid, 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 wildfire support.
- Body-worn cameras continued to be regularly used in the field by officers.
- The Department's Explorer Program was significantly impacted by Covid related restrictions, but remained active. We hired two explorers in 2021.

- Drake, FCPD's service dog, was successfully utilized to calm victims of crime, people in distress, and to interact with community members at City events, schools, and various public venues.



- The Department participated in the return of our in-person open house event.
- Members of the Department organized and participated in several events targeted at engaging with community members. Community members were recognized through the Police Department Commendation Program, and the Community Connect Program continued to gain followers throughout the community.
- Community Connect neighborhood meetings were held virtually for all ten neighborhoods.
- Members of the Department Management Team continued their active participation in local community service groups as well as local, regional and statewide professional organizations.
- Department employees attended professional development courses in-person and virtually.



- The new Flock automated license plate reader cameras have assisted in numerous investigations.
- In 2021, two master's degrees were earned with an additional master's program nearing completion. Over 80% of sworn personnel have an A.A. Degree, BS/BA degree, or MA/MS/JD.
- The FCPD 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.
- The Department Wellness Committee worked to provide personnel with resources to support physical and psychological wellness.

Chief Tracy Avelar



## **INITIATIVES & SERVICE LEVEL EXPECTATIONS**

### **FOR FY 2022-23**

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 second 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 throughout the year.

- Concerns surrounding the COVID-19 pandemic led our agency to 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 continued to traverse through a significant social crisis, resulting in increased distrust of law enforcement, and demands that existing resources and practices be re-examined.
- New legislation, public demand for changes in policing practices, and our Department's constant desire to meet the needs of our community resulted in thorough examinations of our policing practices, policies, public communication methods, and budget. We have addressed policy, training and hiring practices and continually work to provide the level of service and professionalism expected from those in our profession.

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 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.
- Continued transparency in various aspects of Department operations, such as the use of automated license plate readers, policy, and the sharing of important Department information that impacts our community.
- Focus on traffic safety with an emphasis on school zones and pedestrian/bicyclist safety.
- Juvenile intervention through authorized 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/Federal 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.

## CHANGES IN RESOURCES & FUNDING

The Department's authorized staffing levels will remain at 39 Police Officers, four Senior Community Service Officers, seven Dispatchers, and one Management Analyst. The only change to staffing levels will be the addition of one Records employee, for a total of four Records employees. 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 made in late 2021 involved the Youth Services Detective assignment transitioning into the Community Engagement Officer assignment. The Community Engagement Officer is responsible for fulfilling and seeking out community outreach opportunities, to include youth related engagement, and serving as the Department's social media specialist.

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 providing 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.

### 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 2022-23.

### 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 2022-23. 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.



## Exception Requests for FY 2022-23

### Addition of One Records Specialist Position

- FCPD is requesting the addition of one Records Specialist, which would provide the Department with a total of three Records Specialists. Several new programs have added resource intensive reporting and documentation mandates. Current reporting requirements have created an increase in workload. With current staffing, a continual backlog of reports for review exists, which results in a less than optimal service level. Current staffing levels require the Records Supervisor to fill in for Records Specialists when they are away, which takes the supervisor away from their own responsibilities. The requested third Record Specialist would have the same responsibilities as the two existing specialists and will add a much needed resource to the records division. The frequency in which the supervisor must supplement specialist duties would decrease substantially. Records requests and processing have strict time constraints that have the potential for financial sanctions. It is imperative that the appropriate amount of resources are put toward ensuring we continue to follow all legal requirements.

### Budget Increase to Fund Police Pre-employment Exams

- FCPD is requesting a budget increase to fund expected pre-employment exams needed through FY 22-23. During FY 22-23, the police department anticipates the potential retirement or departure of several police department employees. The process to fill the vacancies requires mandatory background checks. Eight background checks will likely be needed to fill vacancies in FY 22-23. The total cost of a pre-employment exam is approximately \$2,600. At \$2,600 per exam, the total approximated cost to complete eight pre-employment exams is \$20,800. Based on the potential vacancies and the need to hire a minimum of eight new employees during FY 22-23, the police department is requesting an increase of \$13,000 to account 001-0610-421-4251. The total budget for this account will be \$25,000, of which \$21,000 will be allotted for Pre-Employment Exams.

### Purchase of One Additional Police Patrol Vehicle

- The FCPD operates with a fleet of nine marked patrol vehicles and one special assignment vehicle. The average ratio of patrol vehicles compared to the number of sworn staff in police departments within San Mateo County is .40. FCPD has the lowest ratio of patrol vehicles in the county at .26.

For several years, the number of marked vehicles has repeatedly been an issue due to unavailability. The maintenance and repair of vehicles adds to the down time of available vehicles. When FCPD is fully staffed, swing shift teams have five officers and the overlap midnight team has 5 officers. On overlap shifts, there are currently not enough vehicles for the officers on duty.

Each vehicle costs \$41,000. Equipping each vehicle with necessary emergency lights and equipment costs \$34,000. The total cost for one new marked patrol vehicle totals \$75,000.

The addition of one marked patrol vehicle will enhance operational effectiveness by ensuring that officers have the means to perform all necessary operations during the Department's 24-hour, 7-day a week operation. The marked patrol vehicles are the only mode of transportation for uniformed officers responding to calls for service, patrolling the city, working mutual aid assignments, or for any other transportation needs.

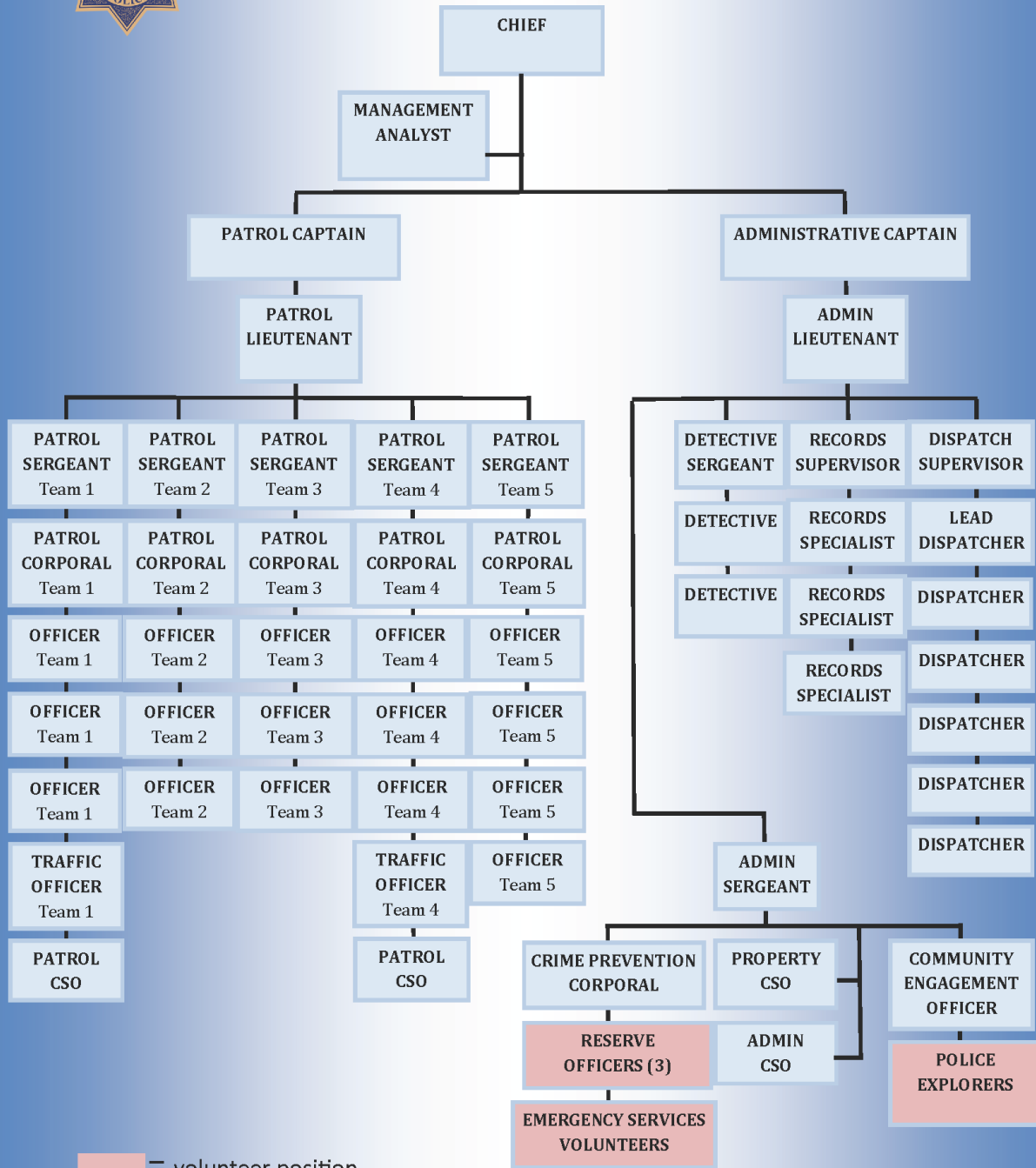




# POLICE DEPARTMENT



## ORGANIZATIONAL CHART FY 2022-23



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

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
CHIEF'S OFFICE	\$793,918	\$819,937	\$819,931
FIELD OPERATIONS	\$8,777,095	\$9,024,173	\$8,992,329
ADMINISTRATION	\$5,914,248	\$6,037,693	\$6,802,383
CROSSING GUARDS	\$21,600	\$21,600	\$21,600
POST TRAINING	\$40,000	\$40,000	\$40,000
BSCAA PROP 47 GRANT	\$24,694	\$24,694	\$24,080
DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$600	\$600	\$600
ASSET SEIZURE	\$22,175	\$22,175	\$22,175
<b>TOTAL FOR POLICE</b>	<b>\$15,594,330</b>	<b>\$15,990,872</b>	<b>\$16,723,098</b>

<b>EXPENDITURES BY CATEGORY:</b>	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$13,214,779	\$13,567,354	\$14,213,173
SERVICES AND SUPPLIES	\$489,236	\$528,798	\$461,106
CAPITAL OUTLAY	\$0	\$0	\$75,000
Subtotal (Total Department-Controlled Expenses)	\$13,704,015	\$14,096,152	\$14,749,279
INTERNAL SERVICES	\$1,890,315	\$1,894,720	\$1,973,819
Subtotal (Total Department Expenses before Reallocations)	\$15,594,330	\$15,990,872	\$16,723,098
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR POLICE</b>	<b>\$15,594,330</b>	<b>\$15,990,872</b>	<b>\$16,723,098</b>

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

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</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	3.00
Management Analyst	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>54.00</b>	<b>54.00</b>	<b>55.00</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>55.5</b>

**DETAIL LINE ITEM: 001-0610 Police - Chief's Office Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$793,918</b>	<b>\$819,931</b>
<b>Totals Employee Services</b>		<b>\$720,176</b>	<b>\$731,753</b>
001-0610-421-41-10	PERMANENT SALARIES	\$365,635	\$386,029
001-0610-421-41-21	PERS RETIREMENT	\$65,836	\$68,131
001-0610-421-41-35	FLEX ALLOWANCE	\$38,664	\$43,404
001-0610-421-41-36	WORKERS COMPENSATION	\$25,510	\$22,313
001-0610-421-41-39	OTHER FRINGE BENEFITS	\$14,403	\$24,757
001-0610-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$210,128	\$187,119
001-0610-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$212,410	\$187,119
001-0610-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$2,282)	\$0
<b>Totals Internal Services</b>		<b>\$56,262</b>	<b>\$57,698</b>
001-0610-421-41-40	COMPENSATED ABSENCES	\$11,237	\$12,030
001-0610-421-41-53	LONGEVITY	\$16,740	\$16,740
001-0610-421-41-54	PEMHCA	\$6,960	\$7,296
001-0610-421-42-44	VEHICLE RENTAL CHARGES	\$21,325	\$21,632
<b>Totals Services and Supplies</b>		<b>\$17,480</b>	<b>\$30,480</b>
001-0610-421-42-43	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000
001-0610-421-42-51	CONTRACT, PROF, SPEC SVCS	\$12,000	\$25,000
001-0610-421-42-51	PRE-EMPLOYMENT EXAMS	\$8,000	\$21,000
001-0610-421-42-51	LEGAL SERVICES	\$4,000	\$4,000
001-0610-421-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,755	\$1,755
001-0610-421-42-53	SAN MATEO COUNTY CHIEFS OF POLICE	\$1,000	\$1,000
001-0610-421-42-53	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$440	\$440
001-0610-421-42-53	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$190	\$190
001-0610-421-42-53	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$125	\$125
001-0610-421-42-54	TRAVEL,CONFERENCE,MEETING	\$1,225	\$1,225
001-0610-421-42-54	LOCAL MEETINGS AND TOLLS	\$625	\$625
001-0610-421-42-54	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	\$600	\$600
001-0610-421-42-55	TRAINING	\$1,500	\$1,500

**DETAIL LINE ITEM: 001-0620 Police - Field Operations Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$8,777,095</b>	<b>\$8,992,329</b>
<b>Totals Employee Services</b>		<b>\$8,058,351</b>	<b>\$8,203,499</b>
001-0620-421-41-10	PERMANENT SALARIES	\$4,291,451	\$4,404,104
001-0620-421-41-10	PERMANENT SALARIES	\$4,472,701	\$4,586,979
001-0620-421-41-10	Reallocation to SLESF/COPS GRANT	(\$100,000)	(\$100,000)
001-0620-421-41-10	BUDGET BALANCING STRATEGY TOOLBOX 2020-09-Allowance for Vacancy	(\$81,250)	(\$82,875)
001-0620-421-41-12	OVERTIME	\$200,000	\$198,283
001-0620-421-41-12	OVERTIME	\$241,189	\$240,296
001-0620-421-41-12	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$41,189)	(\$42,013)
001-0620-421-41-17	HOLIDAY PAY	\$215,018	\$220,060
001-0620-421-41-21	PERS RETIREMENT	\$859,995	\$858,636
001-0620-421-41-35	FLEX ALLOWANCE	\$603,924	\$657,108
001-0620-421-41-36	WORKERS COMPENSATION	\$472,582	\$391,182
001-0620-421-41-39	OTHER FRINGE BENEFITS	\$216,613	\$239,650
001-0620-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,198,768	\$1,234,476
001-0620-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,290,464	\$1,234,476
001-0620-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$91,696)	\$0
<b>Totals Internal Services</b>		<b>\$656,025</b>	<b>\$649,111</b>
001-0620-421-41-40	COMPENSATED ABSENCES	\$141,041	\$144,630
001-0620-421-41-53	LONGEVITY	\$76,560	\$76,560
001-0620-421-41-54	PEMHCA	\$27,840	\$29,184
001-0620-421-42-44	VEHICLE RENTAL CHARGES	\$368,682	\$369,474
001-0620-421-42-56	EQUIP REPLACEMENT CHARGES	\$41,902	\$29,263
<b>Totals Services and Supplies</b>		<b>\$62,719</b>	<b>\$64,719</b>
001-0620-421-42-40	SPECIAL DEPARTMENTAL SUP	\$24,195	\$25,195
001-0620-421-42-40	ANCILLARY PATROL EQUIPMENT	\$0	\$1,600
001-0620-421-42-40	BADGE REFURBISHING	\$600	\$600
001-0620-421-42-40	EVIDENCE SUPPLIES	\$3,200	\$3,200
001-0620-421-42-40	FIRST AID KIT SUPPLIES	\$100	\$0
001-0620-421-42-40	FLARES	\$500	\$0
001-0620-421-42-40	FLASHLIGHT EQUIPMENT	\$1,000	\$0
001-0620-421-42-40	LEATHER AND SAFETY EQUIPMENT	\$2,500	\$4,500
001-0620-421-42-40	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000	\$0
001-0620-421-42-40	MOTOR OFFICER EQUIPMENT	\$5,000	\$5,000
001-0620-421-42-40	RANGE/FIREARM PROGRAM	\$10,295	\$10,295
001-0620-421-42-46	MAINT-FACILITY & EQUIP	\$850	\$850
001-0620-421-42-51	CONTRACT, PROF, SPEC SVCS	\$33,674	\$34,674
001-0620-421-42-51	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$6,084	\$6,084
001-0620-421-42-51	CRITICAL REACH SUPPORT FEE	\$450	\$450
001-0620-421-42-51	RANGE FEES	\$4,000	\$5,000
001-0620-421-42-51	STAR VISTA/FIRST CHANCE FACILITY	\$23,140	\$23,140

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

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
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	CALIFORNIA TACTICAL OFFICERS ASSOCIATION	\$30	\$30
001-0620-421-42-53	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$125	\$125
001-0620-421-42-54	TRAVEL,CONFERENCE,MEETING	\$825	\$825
001-0620-421-42-55	TRAINING	\$2,500	\$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	(\$2,000)	(\$2,000)
001-0620-421-42-38	MACHINERY & EQUIP > 5000 (PATROL VEHICLE)	\$0	\$75,000

**DETAIL LINE ITEM: 001-0630 Police - Administrative Bureau Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$5,914,248</b>	<b>\$6,802,383</b>
<b>Totals Employee Services</b>		<b>\$4,436,252</b>	<b>\$5,277,921</b>
001-0630-421-41-10	PERMANENT SALARIES	\$2,260,952	\$2,684,564
001-0630-421-41-10	PERMANENT SALARIES	\$2,296,759	\$2,721,087
001-0630-421-41-10	BUDGET BALANCING STRATEGY TOOLBOX 2020-09-Allowance for Vacancy	(\$35,807)	(\$36,523)
001-0630-421-41-11	HOURLY & PART TIME SALARY	\$52,811	\$54,924
001-0630-421-41-12	OVERTIME	\$145,000	\$168,783
001-0630-421-41-12	OVERTIME	\$163,152	\$187,298
001-0630-421-41-12	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$18,152)	(\$18,515)
001-0630-421-41-17	HOLIDAY PAY	\$89,571	\$105,347
001-0630-421-41-21	PERS RETIREMENT	\$377,737	\$442,201
001-0630-421-41-35	FLEX ALLOWANCE	\$386,856	\$477,468
001-0630-421-41-36	WORKERS COMPENSATION	\$248,330	\$237,382
001-0630-421-41-39	OTHER FRINGE BENEFITS	\$117,239	\$159,120
001-0630-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$757,756	\$948,132
001-0630-421-41-61	EMPLOYEE BENEFIT-PERS UAL	\$785,973	\$948,132
001-0630-421-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS CREDIT	(\$28,217)	\$0
<b>Totals Internal Services</b>		<b>\$1,178,028</b>	<b>\$1,267,010</b>
001-0630-421-41-40	COMPENSATED ABSENCES	\$72,397	\$85,981
001-0630-421-41-53	LONGEVITY	\$20,520	\$20,520
001-0630-421-41-54	PEMHCA	\$12,180	\$14,592
001-0630-421-42-44	VEHICLE RENTAL CHARGES	\$108,637	\$102,312
001-0630-421-42-56	EQUIP REPLACEMENT CHARGES	\$55,008	\$55,008
001-0630-421-42-57	COMM & INFO SERVICES CHGS	\$621,100	\$671,149
001-0630-421-42-69	BUILDING MAINTENANCE CHG	\$288,186	\$317,448

**DETAIL LINE ITEM: 001-0630 Police - Administrative Bureau Expenses (Continued)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals Services and Supplies</b>		<b>\$299,968</b>	<b>\$257,452</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	FILM/PHOTO PROCESSING	\$200	\$200
001-0630-421-42-40	PENAL CODES/PUBLICATIONS	\$800	\$800
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	CITATIONS	\$1,500	\$1,500
001-0630-421-42-43	OFFICE SUPPLIES	\$15,000	\$15,000
001-0630-421-42-43	PRINTING	\$2,000	\$2,000
001-0630-421-42-46	MAINT-FACILITY & EQUIP	\$50,852	\$30,836
001-0630-421-42-46	COMMUNICATIONS CENTER EQUIPMENT	\$1,000	\$1,000
001-0630-421-42-46	FIXED RADIO EQUIP (TEA)	\$22,752	\$23,736
001-0630-421-42-46	FRONT COUNTER PROTECTIVE BARRIER	\$21,000	\$0
001-0630-421-42-46	MOBILE RADIO REPAIR	\$1,100	\$1,100
001-0630-421-42-46	PLAIN PAPER COPIERS (6765 AND 6632)	\$1,500	\$1,500
001-0630-421-42-46	SHREDDER AND FAX	\$500	\$500
001-0630-421-42-46	UPS (BEST POWER INC.)	\$1,000	\$1,000
001-0630-421-42-46	VEHICLE EQUIPMENT MAINTENANCE	\$2,000	\$2,000
001-0630-421-42-49	ADVERTISING/PUBLICITY	\$3,700	\$3,700
001-0630-421-42-49	ADVERTISING	\$200	\$200
001-0630-421-42-49	COMMUNITY OUTREACH	\$3,500	\$3,500
001-0630-421-42-51	CONTRACT, PROF, SPEC SVCS	\$163,321	\$163,821
001-0630-421-42-51	COPWARE/LEXIPOL (SOFTWARE UPDATES)	\$9,400	\$9,400
001-0630-421-42-51	FLOCK SAFETY ALPR CAMERAS - CC 2020 3/16	\$50,000	\$50,000
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	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$47,000	\$47,000
001-0630-421-42-51	VOIANCE INTERPRETATION SERVICES LINE	\$1,200	\$1,700
001-0630-421-42-51	WEB ANALYTICS (CLEAR PLUS)	\$3,721	\$3,721
001-0630-421-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$745	\$745
001-0630-421-42-53	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	\$120	\$120
001-0630-421-42-53	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.	\$75	\$75
001-0630-421-42-53	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS	\$50	\$50
001-0630-421-42-53	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER	\$145	\$145
001-0630-421-42-53	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$50	\$50
001-0630-421-42-53	CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S	\$205	\$205
001-0630-421-42-53	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$100	\$100
001-0630-421-42-54	TRAVEL,CONFERENCE,MEETING-LOCAL MEETINGS AND TOLLS	\$1,350	\$1,350
001-0630-421-42-55	TRAINING	\$17,600	\$18,600
001-0630-421-42-55	CAPE/CCUG TRAINING	\$1,100	\$1,100
001-0630-421-42-55	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500	\$1,500
001-0630-421-42-55	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)	\$5,000	\$5,000
001-0630-421-42-55	TRAINING NON-POST	\$10,000	\$10,000
001-0630-421-42-55	WELLNESS	\$0	\$1,000
001-0630-421-42-65	MISC EXPENSE	\$33,700	\$9,700
001-0630-421-42-65	ADMINISTRATIVE INVESTIGATIVE FUND	\$2,500	\$2,500
001-0630-421-42-65	CIBRS REPORTING	\$25,000	\$0
001-0630-421-42-65	INVESTIGATION TECHNOLOGY	\$6,200	\$7,200

**DETAIL LINE ITEM: 001-0650 Police - Crossing Guards Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$21,600</b>	<b>\$21,600</b>
<b>Totals Services and Supplies</b>		\$21,600	\$21,600
001-0650-421-42-51	CONTRACT, PROF, SPEC SVCS - CROSSING GUARDS	\$21,600	\$21,600

**DETAIL LINE ITEM: 001-0670 Police - POST Training Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$40,000</b>	<b>\$40,000</b>
<b>Totals Services and Supplies</b>		\$40,000	\$40,000
001-0670-421-42-55	TRAINING-POST	\$40,000	\$40,000

**DETAIL LINE ITEM: 001-0680 Police - BSCAA Prop 47 Grant Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$24,694</b>	<b>\$24,080</b>
<b>Totals Services and Supplies</b>		\$24,694	\$24,080
001-0680-421-42-55	TRAINING - BUDGET CARRYOVER	\$24,694	\$24,080

**DETAIL LINE ITEM: 006-0610 Police - Drug Abuse Resistance Education (DARE)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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

**DETAIL LINE ITEM: 009-0610 Police - Asset Seizure Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$365,635	\$386,029	\$20,394	1
4121	PERS RETIREMENT	\$65,836	\$68,131	\$2,295	2
4135	FLEX ALLOWANCE	\$38,664	\$43,404	\$4,740	2
4136	WORKERS COMPENSATION	\$25,510	\$22,313	(\$3,197)	2
4139	OTHER FRINGE BENEFITS	\$14,403	\$24,757	\$10,354	2
4140	COMPENSATED ABSENCES	\$11,237	\$12,030	\$793	3
4153	LONGEVITY	\$16,740	\$16,740	\$0	3
4154	PEMHCA	\$6,960	\$7,296	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$210,128	\$187,119	(\$23,009)	2
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$21,325	\$21,632	\$307	3
4251	CONTRACT, PROF, SPEC SVCS	\$12,000	\$25,000	\$13,000	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,755	\$1,755	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,225	\$1,225	\$0	4
4255	TRAINING	\$1,500	\$1,500	\$0	4
		<u>\$793,918</u>	<u>\$819,931</u>	<u>\$26,013</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase in pre-employment exams due to personnel turnover.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$4,291,451	\$4,404,104	\$112,653	1
4112	OVERTIME	\$200,000	\$198,283	(\$1,717)	1
4117	HOLIDAY PAY	\$215,018	\$220,060	\$5,042	1
4121	PERS RETIREMENT	\$859,995	\$858,636	(\$1,359)	2
4135	FLEX ALLOWANCE	\$603,924	\$657,108	\$53,184	2
4136	WORKERS COMPENSATION	\$472,582	\$391,182	(\$81,400)	2
4139	OTHER FRINGE BENEFITS	\$216,613	\$239,650	\$23,037	2
4140	COMPENSATED ABSENCES	\$141,041	\$144,630	\$3,589	3
4153	LONGEVITY	\$76,560	\$76,560	\$0	3
4154	PEMHCA	\$27,840	\$29,184	\$1,344	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$1,198,768	\$1,234,476	\$35,708	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$24,195	\$25,195	\$1,000	5
4244	VEHICLE RENTAL CHARGES	\$368,682	\$369,474	\$792	3
4246	MAINT-FACILITY & EQUIP	\$850	\$850	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$33,674	\$34,674	\$1,000	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$675	\$675	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$825	\$825	\$0	4
4255	TRAINING	\$2,500	\$2,500	\$0	4
4384	MOTOR VEHICLES	\$0	\$75,000	\$75,000	6
4256	EQUIP REPLACEMENT CHARGES	\$41,902	\$29,263	(\$12,639)	3
		<u>\$8,777,095</u>	<u>\$8,992,329</u>	<u>\$215,234</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase, assumption of 5% COLA increase and budget balancing strategy reduction.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase due to adjustment to pre-COVID level/COLA increase.
- Note 6 One Patrol Vehicle.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$2,260,952	\$2,684,564	\$423,612	1
4111	HOURLY & PART TIME SALARY	\$52,811	\$54,924	\$2,113	1
4112	OVERTIME	\$145,000	\$168,783	\$23,783	1
4117	HOLIDAY PAY	\$89,571	\$105,347	\$15,776	1
4121	PERS RETIREMENT	\$377,737	\$442,201	\$64,464	2
4135	FLEX ALLOWANCE	\$386,856	\$477,468	\$90,612	2
4136	WORKERS COMPENSATION	\$248,330	\$237,382	(\$10,948)	2
4139	OTHER FRINGE BENEFITS	\$117,239	\$159,120	\$41,881	2
4140	COMPENSATED ABSENCES	\$72,397	\$85,981	\$13,584	3
4153	LONGEVITY	\$20,520	\$20,520	\$0	3
4154	PEMHCA	\$12,180	\$14,592	\$2,412	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$757,756	\$948,132	\$190,376	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	\$108,637	\$102,312	(\$6,325)	3
4246	MAINT-FACILITY & EQUIP	\$50,852	\$30,836	(\$20,016)	5
4249	ADVERTISING/PUBLICITY	\$3,700	\$3,700	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$163,321	\$163,821	\$500	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$745	\$745	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,350	\$1,350	\$0	4
4255	TRAINING	\$17,600	\$18,600	\$1,000	6
4256	EQUIP REPLACEMENT CHARGES	\$55,008	\$55,008	\$0	3
4257	COMM & INFO SERVICES CHGS	\$621,100	\$671,149	\$50,049	3
4265	MISC EXPENSE	\$33,700	\$9,700	(\$24,000)	7
4269	BUILDING MAINTENANCE CHG	\$288,186	\$317,448	\$29,262	3
		<u>\$5,914,248</u>	<u>\$6,802,383</u>	<u>\$888,135</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase and 1 additional Records Specialist, assumption of 5% COLA increase and budget balancing strategy reduction.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Decrease due to removal of one-time expenditure - Front Counter Protective Barrier
- Note 6 COLA increase.
- Note 7 Reduction due to removal of one-time expenditures - Cost to implement mandated California Incident Based Reporting System

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$21,600	\$21,600	\$0	1
		\$21,600	\$21,600	\$0	

**Detailed Analysis:**

Note 1 No change.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4255	TRAINING	\$40,000	\$40,000	\$0	1
		\$40,000	\$40,000	\$0	

**Detailed Analysis:**

Note 1 No change.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4255	TRAINING	\$24,694	\$24,080	(\$614)	1
		\$24,694	\$24,080	(\$614)	

**Detailed Analysis:**

Note 1 Carryover of FY 2021-22 remaining appropriation.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$600	\$600	\$0	1
		\$600	\$600	\$0	

**Detailed Analysis:**

Note 1 Carryover of FY 2021-22 remaining appropriation.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$22,175	\$22,175	\$0	1
		\$22,175	\$22,175	\$0	

**Detailed Analysis:**

Note 1 Carryover of FY 2021-22 remaining appropriation.

# ***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 department continues to provide integrated and comprehensive emergency response services to all three communities in a 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 and 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 and provide fire, medical, and rescue services.

## **MISSION STATEMENT**

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

## **KEY INITIATIVES COMPLETED IN FISCAL YEAR 2021-22**

In 2021, the SMC Fire Department responded to a total of 14,006 apparatus responses and various incidents, including those in Foster City. 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 the Fire Department responds to medical calls within 4 minutes, 58 seconds, as defined in the contract, 98% of the time.

During FY 2021-2022, the services of the SMC Fire Department continue to be in high demand. Some major areas requiring the Fire Department's involvement include: provide integrated and comprehensive response services, including fire suppression, medical, and rescue services, 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, continue to work with City 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, manage the CERT (Community Emergency Response Training) and "Get Ready" Programs, which promote partnering efforts between emergency services and the communities they serve, support the preparation for the documentation needed to support financial recovery through the Federal Public Assistance Grant programs, and respond to fire incidents throughout the state as part of California's Mutual Aid Response.

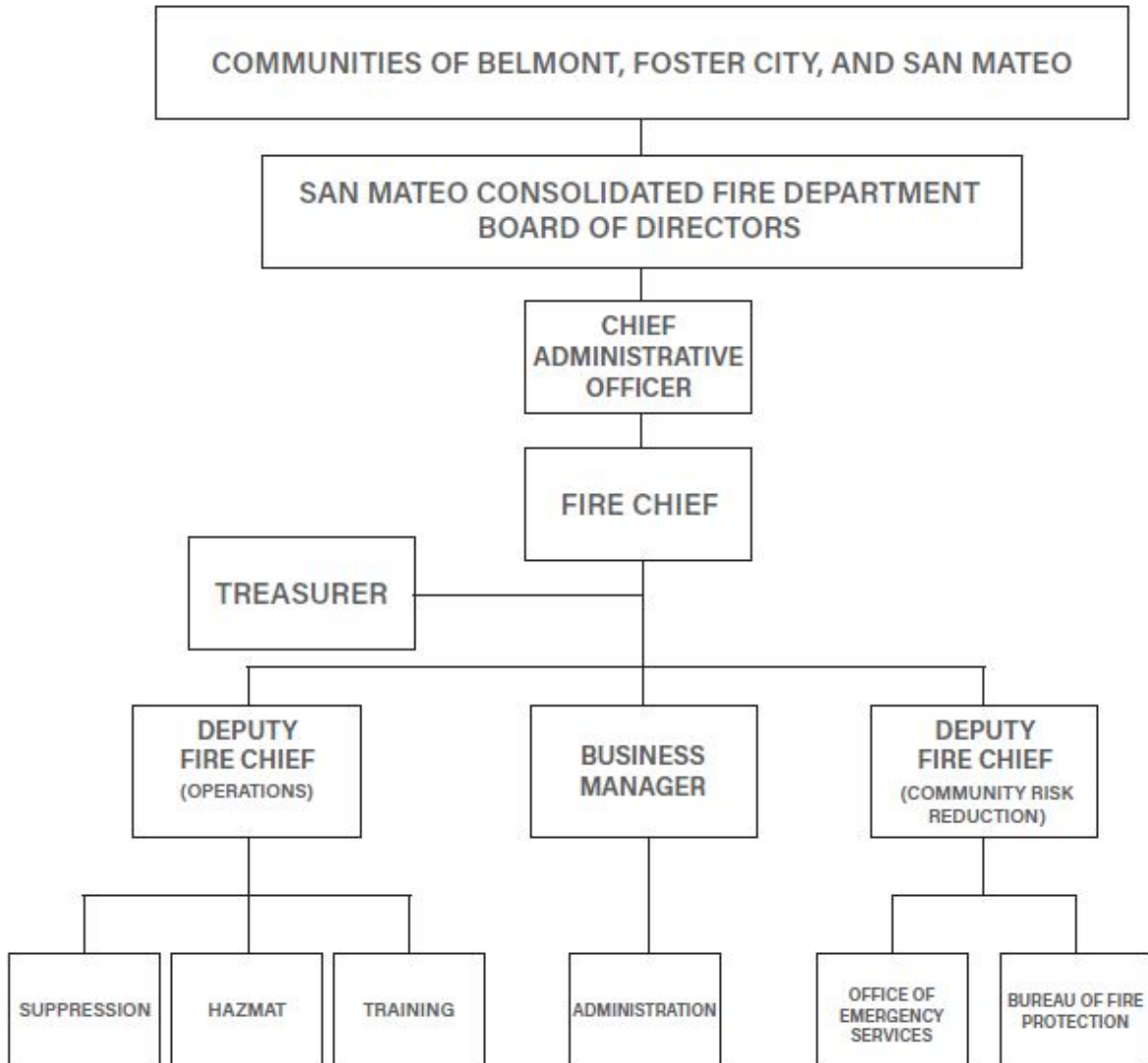
### **INITIATIVES & LEVEL EXPECTATIONS DURING FISCAL YEAR 2022-23**

Service levels to the communities served by the San Mateo Consolidated Fire Department will continue to remain high in Fiscal Year 2022-23. SMC Fire strives to maintain or improve service levels to the communities 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

	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
DISASTER PREPAREDNESS	\$21,438	\$21,438	\$20,003
SMC FIRE	\$8,948,803	\$8,948,803	\$8,960,282
FIRE LEGACY COSTS	\$2,277,658	\$2,277,658	\$2,443,846
3 YR CONTRIBUTION TO SMC	\$0	\$0	\$0
<b>TOTAL FOR FIRE</b>	<b>\$11,247,899</b>	<b>\$11,247,899</b>	<b>\$11,424,131</b>

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,277,658	\$2,277,658	\$2,443,846
SERVICES AND SUPPLIES	\$8,800,000	\$8,800,000	\$8,793,543
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$11,077,658	\$11,077,658	\$11,237,389
INTERNAL SERVICES	\$174,941	\$174,941	\$192,871
Subtotal (Total Department Expenses before Reallocations)	\$11,252,599	\$11,252,599	\$11,430,260
REALLOCATIONS	(\$4,700)	(\$4,700)	(\$6,129)
<b>TOTAL FOR FIRE</b>	<b>\$11,247,899</b>	<b>\$11,247,899</b>	<b>\$11,424,131</b>



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

<b>Full Time Position</b>	<b>FY 2020-2021</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
Fire Chief	1.00	1.00	1.00
Administrative Assistant	4.00	4.00	4.00
Administrative Technician	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00
Deputy Fire Chief	2.00	2.00	2.00
Deputy Fire Marshal	1.00	1.00	1.00
Emergency Services Manager	1.00	1.00	1.00
EMS Clinical Education Specialist	1.00	1.00	1.00
Emergency Services Specialist	2.00	2.00	2.00
Facilities and Fleet Services Manager	1.00	1.00	1.00
Fire Battalion Chief	7.00	7.00	7.00
Fire Captain	39.00	39.00	39.00
Fire Marshal	1.00	1.00	1.00
Fire Prevention Inspector I/II	6.00	6.00	6.00
Firefighters	84.00	84.00	84.00
Management Analyst I/II	1.00	1.00	1.00
Office Assistant I/II	1.00	1.00	1.00
<b>Total Full Time Positions</b>	<b>154.00</b>	<b>154.00</b>	<b>154.00</b>
<b>Part Time Position</b>			
Per Diem	3.01	3.01	3.01
<b>Total Part Time Positions</b>	<b>3.01</b>	<b>3.01</b>	<b>3.01</b>
<b>Total Full Time Equivalents</b>	<b>157.01</b>	<b>157.01</b>	<b>157.01</b>

**DETAIL LINE ITEM: 001-0740 Fire - Disaster Preparedness Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$21,438</b>	<b>\$20,003</b>
<b>Totals Internal Services</b>		\$26,138	\$26,132
001-0740-422-42-44	VEHICLE RENTAL CHARGES	\$17,365	\$17,359
001-0740-422-42-56	EQUIP REPLACEMENT CHARGES	\$8,773	\$8,773
<b>Totals Reallocation</b>		(\$4,700)	(\$6,129)
001-0740-422-45-05	INDIRECT COST ALLOCATION	(\$4,700)	(\$6,129)

**DETAIL LINE ITEM: 001-0750 Fire - JPA-SMC Fire Operating Costs Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$8,948,803</b>	<b>\$8,960,282</b>
<b>Totals Internal Services</b>		\$148,803	\$166,739
001-0750-422-41-53	LONGEVITY	\$94,800	\$94,800
001-0750-422-41-54	PEMHCA	\$36,540	\$38,304
001-0750-422-42-69	BUILDING MAINTENANCE CHG	\$17,463	\$33,635
<b>Totals Services and Supplies</b>		\$8,800,000	\$8,793,543
001-0750-422-42-51	CONTRACT, PROF, SPEC SVCS	\$8,800,000	\$8,793,543
001-0750-422-42-51	San Mateo Sheriff - OES JPA	\$200,000	\$71,000
001-0750-422-42-51	SMC Fire Operating Cost	\$8,600,000	\$8,722,543

**DETAIL LINE ITEM: 001-0760 Fire - Legacy Costs Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$2,277,658</b>	<b>\$2,443,846</b>
<b>Totals Employee Services</b>		\$2,277,658	\$2,443,846
001-0760-422-41-36	WORKERS COMPENSATION	\$467,268	\$453,148
001-0760-422-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,810,390	\$1,990,698
001-0760-422-41-61	EMPLOYEE BENEFIT-PERS UAL	\$1,904,581	\$1,990,698
001-0760-422-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$94,191)	\$0

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4244	VEHICLE RENTAL CHARGES	\$17,365	\$17,359	(\$6)	1
4256	EQUIP REPLACEMENT CHARGES	\$8,773	\$8,773	\$0	1
4505	INDIRECT COST ALLOCATION	(\$4,700)	(\$6,129)	(\$1,429)	2
	Total	\$21,438	\$20,003	(\$1,435)	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Based on annual update of Cost Allocation Plan.

### Fire Department Budget Comparisons -SMC Fire Department Operating Costs (001-0750)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4153	LONGEVITY	\$94,800	\$94,800	\$0	1
4154	PEMHCA	\$36,540	\$38,304	\$1,764	1
4251	CONTRACT, PROF, SPEC SVCS	\$8,800,000	\$8,793,543	(\$6,457)	2
4257	COMM & INFO SERVICES CHGS	\$0	\$0	\$0	1
4269	BUILDING MAINTENANCE CHG	\$17,463	\$33,635	\$16,172	1
	Total	\$8,948,803	\$8,960,282	\$11,479	

**Detailed Analysis:**

- Note 1 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 2 San Mateo Consolidated Fire Department (SMC FD) annual operating cost & San Mateo Sheriff OES JPA.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4136	WORKERS COMPENSATION	\$ 467,268	\$ 453,148	\$ (14,120)	1
4161	EMPLOYEE BENEFIT-PERS UAL	\$1,810,390	\$1,990,698	\$180,308	2
	Total	\$2,277,658	\$2,443,846	\$166,188	

**Detailed Analysis:**

- Note 1 Contractual obligation.
- Note 2 Unfunded accrued liability payment to CALPERS for former Foster City Fire Department employees.

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# Community Development Department

## DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all land use and development proposals, and for maintaining the appearance of the community.
- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

## MISSION STATEMENT

The Community Development Department is committed to planning, maintaining and improving the quality of life and public safety of Foster City in keeping with the vision of the City Council in the General Plan and other measures that reflect the City's heritage as a Master Planned community.

## STRATEGIC PLAN

- Maintain 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 and other sustainability initiatives
- Implement Housing Element Programs and Policies
- Update Zoning and Building Codes to maintain compliance with State laws
- Process planning and development permit applications to ensure compliance with the City's adopted zoning code, planning regulations and policies
- Provide plan check and building inspection services to ensure compliance with California Health and Safety Codes
- Ensure property maintenance through Code Enforcement services
- 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
- Continue to streamline development review and permitting processes
- Maintain the Planned Community characteristics of Foster City neighborhoods

## KEY INITIATIVES UNDERTAKEN IN FY 2021-22

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2021-22. The Department has accomplished many significant objectives during FY 2021-22 including the following major items:

### Policy/Code Updates and other Initiatives

- In 2021, the City worked with its consultant RPPG and Assemblymember Mullin in authoring AB 1029. The bill was signed into law by the Governor in September 2021. The bill would add preservation of affordable housing units through the extension of existing project-based rental assistance covenants that are set to expire to the list of pro housing local policies.

- Between May 2021 and March 2022, a series of Planning Commission and City Council meetings were held to review the City's Inclusionary Ordinance, the Affordable Housing Overlay (AHO) Combining District and rezone certain apartment sites with the AHO Combining District Zone
- On March 21, 2022, the City Council of the City of Foster City adopted the following:
  - An Ordinance of the City of Foster City adding a new Chapter 17.90, Below Market Rate Inclusionary Housing Program, to Title 17, Zoning, of the Foster City Municipal Code;
  - An Ordinance of the City of Foster City adding a new Chapter 17.92, Affordable Housing Overlay Combining District, to Title 17, Zoning, of the Foster City Municipal Code;
  - An Ordinance of the City of Foster City amending the Foster City Zoning Map to zone Certain Properties within the Affordable Housing Overlay Combining District: 1. Beach Cove Apartments, 2. Franciscan Apartments 3. Sand Cove Apartments 4. Shadow Cove Apartments 5. The Lagoons Apartments 6. Lantern Cove Apartments and 7. Schooner Bay Apartments; and
  - A resolution amending the City's Master Fee Schedule to adopt a fee for a Below Market Rate Housing In-Lieu Fees.
- Work on the Multi-Family Objective Design Standards began in 2021 including Community Engagement and a dedicated project webpage.
- CDD staff continued to administer the City's requirements for the existing 485 affordable housing units.
- On July 14, 2021, the City Council held a Study Session for consideration of Land Use and Long Range Planning, including a discussion of the City-owned Golf Course Site.
- On August 23, 2021, the City Council held a Study Session on the Long-Term Community Engagement Strategy on Housing, Economic Development, and Parks & Open Space.
- Assisted the Public Works Department in the update of the Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan.
- Assisted the San Mateo Consolidated Fire Department in the preparation of the multijurisdictional Local Hazard Mitigation Plan (LHMP).
- CDD staff along with consultant, EPS initiated work on the nexus study for Development Impact Fees as directed by the City Council.
- CDD staff and consultants continued work on Housing Element update (Cycle 6)
  - On September 28, 2021, the City held a virtual community workshop on the Housing Element Update for the 2023-2031 planning period
  - On September 30, 2021, the City held an in-person community workshop on the Housing Element Update for the 2023-2031 planning period
  - With assistance from IT staff, an engagement website using Bang The Table platform and Map Social was launched to solicit input on the Housing Element Update process
- Initiated an agreement with HIP Housing Affordable Ventures for property management services for city-owned Workforce Housing.

### **Development Projects**

- Completion of many Tenant Improvements (TIs) for the retail/restaurant businesses with ongoing construction through the end of 2022.
- Provided ongoing inspections for the construction of Workforce Housing of Pilgrim Triton Phase C that is expected to be completed by spring/summer of 2022.
- Provided ongoing building inspections for the construction of eleven buildings totaling 52 market rate housing units of Pilgrim Triton Phase C that is expected to be completed in early 2023. Four additional building permits containing 18 market rate housing units are ready to be issued upon payment of fees by the developer
- Provided ongoing building inspections for the construction of two-story approximately 60,836-square foot amenity building, Gilead Wellbeing Center that is expected to be completed in the Spring of 2022.
- Building permits were issued for the approximately 5.42-acre private park including an Amphitheater on Gilead Campus. Ongoing building inspections are being conducted for the construction of Gilead Park that is also expected to be completed in the Spring of 2022.

- On July 19, 2021, the City Council approved an 83,187 Square-Foot, Seven-Story Hotel with 151 Guest Rooms and Associated Site Improvements at the Vacant Lot Located at the Southwest Corner of Metro Center Boulevard and Shell Boulevard.
- Multiple meetings were held in 2021 by both the Planning Commission and City Council to review the proposal to redevelop the vacant El Torito restaurant into a new Class A life sciences office building at 388 Vintage Park Drive including preparation of an Environmental Impact Report for the project.
- On May 6, 2021, the Planning Commission held a Study Session to review and discuss a proposal for a new, approximately 6,000 square-foot, stand-alone outdoor pavilion structure featuring restaurant/retail tenant spaces, outdoor seating, and restrooms as an ancillary amenity to the existing century plaza office use at 1065 E. Hillsdale boulevard, located at the southwest corner of Foster City Boulevard and E. Hillsdale Boulevard in the Town Center neighborhood.
- On July 19, 2021, the City Council conducted a Preliminary Review of a Proposal to Allow Research & Development Use on floors Four (4) through Eight (8) at Parkside Towers Office Development.
- On November 1, 2021, the City Council conducted a Preliminary Review of a Proposal to Allow Research & Development Use at Century Plaza Office Building.

### **Staff Training**

- The CDD Director and Planning Manager attended the CalCities 2021 Annual Conference
- The CDD Director attended the Bay Area Planning Directors Association Meetings
- The CDD Director and Planning Manager attended several HCD & ABAG Housing Technical Assistance Webinars
- 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 Chief Building Official attended the national Code Development hearings for the 2024 cycle of model codes.
- Planning Staff attended several meetings organized by San Mateo County 21 Elements
- Planning Staff attended several webinars organized by Department of Housing and Community Development (HCD).

### **Permit Processing**

- Planning Permits –  
In calendar year 2021, the Planning/Code Enforcement Division processed 179 permits compared to 109 permits calendar year 2020, including the major categories of 85 Architectural Review permits, 37 Use Permits, 16 Temporary Use Permit, 3 Zoning Compliance, 5 Environmental Assessments, 4 General Plan Amendments, 1 Other, and 19 Sign Review permits, 6 Rezoning, 3 Preliminary Reviews.
- Building Permits –  
In calendar year 2021, the Building Inspection Division processed 1,459 applications, issued 2,508 permits and conducted 6,566 inspections, compared to 1,340 applications, 2,038 permits and 5,944 inspections in calendar year 2020.
  - Building Permit Electronic Submittals in calendar year 2021 were approximately 1,386 applications compared to approximately 974 in calendar year 2020.

### **Code Enforcement**

- During calendar year 2021, a total of 752 code enforcement related complaints were handled, including major categories of 317 property maintenance violations, 82 work without permit, 2 hoarding cases compared to calendar year 2020 totals of 817 code enforcement complaints, including the major categories of 310 property maintenance cases, 58 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.
- In 2021, City staff has assisted two tenants from the Existing Unit Purchase Program to apply for \$19,782.74 in COVID-19 Rent Relief.
- 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 the 1st Time Home Buyer's Loan Program.
- In September 2021, the City was awarded the San Mateo County Grant of Permanent Local Housing Allocation (PLHA) Funds in the amount of \$643,636. The grant money is being used to provide the BMR residents of Foster's Landing with relocation and case management services and rental assistance.
- Staff continued to administer the Early Relocation Assistance Program which aims to provide the impacted residents of Foster's Landing with financial assistance to off-set the up-front cost associated with relocating and assist the residents in finding replacement housing and minimize the impacts of displacement due to expiration of the affordability covenants. To date, the City and Essex has processed 16 applications totaling approximately \$109,969.36 in relocation assistance.
- On September 20, 2021, the City executed an agreement with HIF for \$100,000 to Provide Tenant Relocation Services and administer the Emergency Rental Subsidy Program for the tenants at Foster's Landing to minimize the impacts of the expiration of the affordability covenants.
- In 2021, CDD in partnership with Essex and HIP, provided approximately \$454,626.94 in rental subsidies to prevent homelessness.
- City staff, Essex, and HIF (Housing Industry Foundation) met on a weekly basis to discuss housing placement progress, other strategies, resources, and other updates regarding the expiration of the affordability covenant at Foster's Landing.

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-23**

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, grant funds and General Plan Maintenance funds.

Key initiatives and service levels planned for FY 2022-23 include the following:

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

- Adoption and HCD certification of the updates to Housing and Safety Elements of the General Plan
  - Continue community engagement efforts as part of the Housing Element update process.
  - Complete preparation and Certification of the Program EIR for the Housing Element Update
- Continue working with RPPG in monitoring key legislation as it relates to land use and housing.
- Continue inputting more planning projects into the Camino guide.
- Adopt an Ordinance to implement SB 9
- Adopt Objective Design Standards for ADUs to minimize impacts of second unit construction.
- Update the City's Window and Door policy.
- Continue to review and process major development project applications and associated environmental assessment including: proposed ±6,000 Square-Foot Covered Outdoor Restaurant/



Retail Pavilion at 1065 E. Hillsdale Blvd; proposal to convert existing office to Research & Development use at existing Century Plaza office building and Parkside Towers office building; proposed redevelopment of the Vacant El Torito Restaurant into a Four-story Class A Life Sciences Office building; and Lantern Cove Redevelopment;

- Complete Environmental Constraints Analysis of the Golf Course site and seek Council direction on next steps
- Complete nexus study and adopt Development Impact Fee
- Assist City Manager's office in preparation and 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.
- 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.
- Continue updating major development projects and housing information on City's website to inform the community regarding upcoming projects.
- Continue to maintain property maintenance through Code Enforcement activities.

### **Housing Programs**

- Continue to implement and administer housing programs.
- Continue to review and process applications for the Early Relocation Assistance Program for the Phase III & IV tenants at Foster's Landing to assist in the upfront cost for finding replacement housing.
- Continue to review and process applications for the Emergency Rent Subsidy Program for the Phase I tenants at Foster's Landing to prevent homelessness.
- Continue to review and audit payments received for the Tenant Relocation Assistance Fund per the Third Amendment Agreement.
- Continue to provide oversight over the City's below market rate housing programs including the Existing Unit Purchase Program, 1<sup>st</sup> Time Homebuyers Loan Program, Workforce Housing Program, and the affordable housing agreements for several housing developments.
- Assist the public, applicants and citizen groups on available housing programs and refer to housing resources.
- Continue to respond to complaints regarding income projections, rent increases, minimum and maximum occupancy requirements, housing violations, waitlist status, discrimination, etc.
- Continue to respond to inquiries from property/community managers regarding: applications, tenants, waitlists, income limits, utility allowances, vacancies, occupancy requirements, etc.
- Continue to review and approve invoices for repairs, new appliances, and maintenance for the Existing Use Purchase Program and maintain records of all invoices.
- Continue to review agreements with participants of the 1<sup>st</sup> Time Homebuyer Loan Programs, calculate City's equity share, and coordinate payoff demands and refinancing requests.
- Implement new City, State, and Federal housing policies.
- Organize and conduct outreach efforts for housing workshops and as needed for the City's housing programs.
- Continue to perform annual and semi-annual audits of the Property Status Reports (PSR) submitted by several housing developments, ensuring compliance with housing agreements, housing program requirements; identifies and resolves issues/discrepancies and draft Annual Report Reviews, Possessory Interest Reports, and housing memos.

## **Building Inspection Division**

- Review building permit plans and provide daily building 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, Chess Hatch, and East Third Avenue Commercial Development areas.
- Provide inspections for the Gilead Park in the Gilead campus.
- Review construction plans for the proposed Hotel at the former vacant Visa lot
- Review construction plans for the second Phase of the BioMed campus on Lincoln Centre Drive.
- 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**

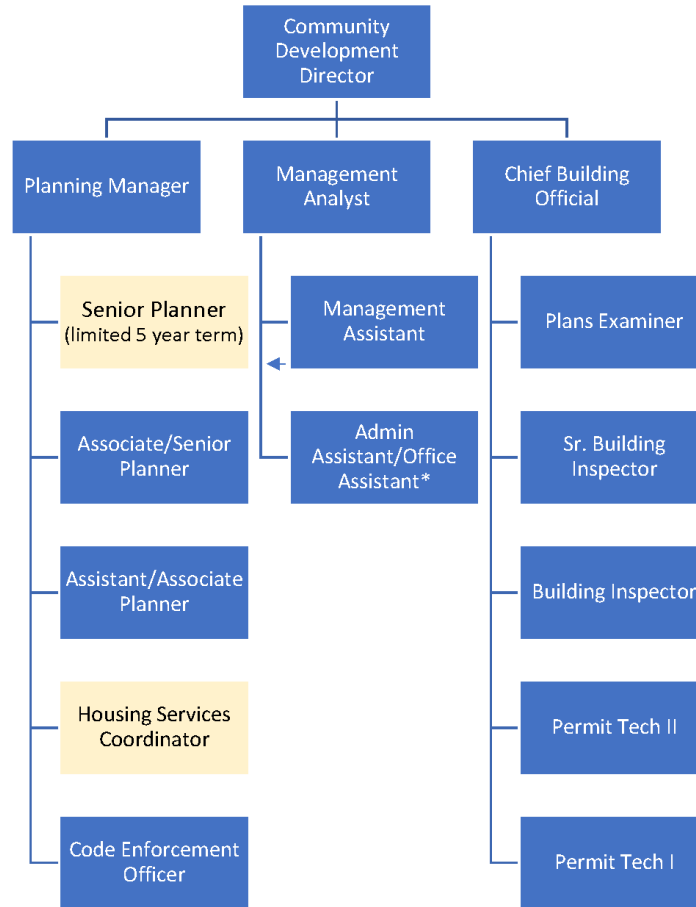
### **Services and Supplies**

- 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, Safety Element and so on.

### **Personnel Changes**

- The Building Inspection Division will continue to use consultant services as necessary to assist with new development projects and those costs are paid directly to the third party plan check agencies by applicants of those projects.
- Request to add one Housing Services Coordinator position and a limited 5-year term Senior planner position.
- 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 FY 2022-23



\*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.

### Proposed New Positions

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

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
ADVANCE PLANNING	\$315,183	\$323,836	\$575,462
BUILDING SAFETY, CODE, PLAN CHECK	\$1,641,319	\$1,682,984	\$1,803,117
CURRENT PLANNING	\$570,577	\$733,050	\$616,602
ORDINANCE ENFORCEMENT	\$182,177	\$188,293	\$220,805
PLANNING ADMINISTRATION	\$523,609	\$532,901	\$622,652
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,232,865</b>	<b>\$3,461,064</b>	<b>\$3,838,638</b>

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$2,634,263	\$2,712,443	\$3,285,095
SERVICES AND SUPPLIES	\$156,647	\$305,612	\$87,447
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$2,790,910	\$3,018,055	\$3,372,542
INTERNAL SERVICES	\$441,955	\$443,009	\$466,096
Subtotal (Total Department Expenses before Reallocations)	\$3,232,865	\$3,461,064	\$3,838,638
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$3,232,865</b>	<b>\$3,461,064</b>	<b>\$3,838,638</b>

Full Time Position	Staffing (Full Time Equivalents)		
	FY 2020-21	FY 2021-22	FY 2022-23
Community Development Director	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Associate/Senior Planner	1.00	1.00	1.00
Senior Planner (Limited 5 Yr Term)	0.00	0.00	1.00
Assistant/Associate Planner	1.00	1.00	1.00
Housing Coordinator	0.00	0.00	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 I/II	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>16.00</b>

**001-0810 CDD - Planning Administration Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$523,609</b>	<b>\$622,652</b>

<b>Totals Employee Services</b>		<b>\$308,705</b>	<b>\$395,250</b>
001-0810-419-41-10	PERMANENT SALARIES	\$203,711	\$253,682
001-0810-419-41-21	PERS RETIREMENT	\$21,761	\$25,566
001-0810-419-41-35	FLEX ALLOWANCE	\$28,030	\$40,872
001-0810-419-41-36	WORKERS COMPENSATION	\$3,120	\$5,714
001-0810-419-41-39	OTHER FRINGE BENEFITS	\$13,660	\$16,384
001-0810-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$38,423	\$53,032
001-0810-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$44,139	\$53,032
001-0810-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$5,716)	\$0

<b>Totals Internal Services</b>		<b>\$179,204</b>	<b>\$191,702</b>
001-0810-419-41-40	COMPENSATED ABSENCES	\$6,418	\$7,997
001-0810-419-41-53	LONGEVITY	\$4,200	\$4,200
001-0810-419-41-54	PEMHCA	\$6,960	\$7,296
001-0810-419-42-44	VEHICLE RENTAL CHARGES	\$43,218	\$38,239
001-0810-419-42-57	COMM & INFO SERVICES CHGS	\$71,081	\$76,259
001-0810-419-42-69	BUILDING MAINTENANCE CHG	\$47,327	\$57,711

<b>Totals Services and Supplies</b>		<b>\$35,700</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	AMERICAN PLANNING ASSOC. (2 MEMBERSHIPS)	\$4,000	\$4,000
001-0810-419-42-53	SUBSCRIPTIONS/MAGAZINES	\$200	\$200
001-0810-419-42-55	TRAINING	\$10,000	\$10,000
001-0810-419-42-55	APA ANNUAL TECHNICAL TRAINING CONF.- STATE (2)	\$5,000	\$5,000
001-0810-419-42-55	MISCELLANEOUS TECHNICAL TRAINING	\$5,000	\$5,000

**DETAIL LINE ITEM: 001-0811 CDD - Advance Planning Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$315,183</b>	<b>\$575,462</b>

<b>Totals Employee Services</b>		<b>\$307,700</b>	<b>\$562,795</b>
001-0811-419-41-10	PERMANENT SALARIES	\$203,713	\$365,961
001-0811-419-41-21	PERS RETIREMENT	\$21,834	\$37,687
001-0811-419-41-35	FLEX ALLOWANCE	\$24,821	\$67,875
001-0811-419-41-36	WORKERS COMPENSATION	\$4,381	\$11,487
001-0811-419-41-39	OTHER FRINGE BENEFITS	\$13,696	\$23,351
001-0811-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$39,255	\$56,434
001-0811-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$42,284	\$56,434
001-0811-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$3,029)	\$0

<b>Totals Internal Services</b>		<b>\$7,483</b>	<b>\$12,667</b>
001-0811-419-41-40	COMPENSATED ABSENCES	\$6,439	\$11,573
001-0811-419-41-54	PEMHCA	\$1,044	\$1,094

**DETAIL LINE ITEM: 001-0812 CDD - Current Planning Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$570,577</b>	<b>\$616,602</b>
<b>Totals Employee Services</b>		<b>\$476,096</b>	<b>\$602,865</b>
001-0812-419-41-10	PERMANENT SALARIES	\$305,381	\$380,549
001-0812-419-41-21	PERS RETIREMENT	\$32,646	\$38,903
001-0812-419-41-35	FLEX ALLOWANCE	\$40,613	\$61,930
001-0812-419-41-36	WORKERS COMPENSATION	\$6,267	\$12,139
001-0812-419-41-39	OTHER FRINGE BENEFITS	\$20,160	\$24,141
001-0812-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$71,029	\$85,203
001-0812-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$77,150	\$85,203
001-0812-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$6,121)	\$0
<b>Totals Internal Services</b>		<b>\$11,281</b>	<b>\$13,737</b>
001-0812-419-41-40	COMPENSATED ABSENCES	\$9,628	\$12,004
001-0812-419-41-54	PEMHCA	\$1,653	\$1,733
<b>Totals Services and Supplies</b>		<b>\$83,200</b>	<b>\$0</b>
001-0812-419-42-51	CONTRACT, PROF, SPEC SVCS - PLANNING TECH OUTSIDE CONSULTANT	\$83,200	\$0

**DETAIL LINE ITEM: 001-0813 CDD - Ordinance Enforcement Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$182,177</b>	<b>\$220,805</b>
<b>Totals Employee Services</b>		<b>\$178,278</b>	<b>\$216,391</b>
001-0813-419-41-10	PERMANENT SALARIES	\$109,807	\$125,614
001-0813-419-41-21	PERS RETIREMENT	\$11,782	\$12,950
001-0813-419-41-35	FLEX ALLOWANCE	\$23,477	\$34,918
001-0813-419-41-36	WORKERS COMPENSATION	\$3,487	\$5,425
001-0813-419-41-39	OTHER FRINGE BENEFITS	\$4,021	\$4,909
001-0813-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$25,704	\$32,575
001-0813-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$26,706	\$32,575
001-0813-419-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$1,002)	\$0
<b>Totals Internal Services</b>		<b>\$3,899</b>	<b>\$4,414</b>
001-0813-419-41-40	COMPENSATED ABSENCES	\$3,551	\$4,049
001-0813-419-41-54	PEMHCA	\$348	\$365

**DETAIL LINE ITEM: 001-0820 CDD - Building Safety, Code, Plan Check Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,641,319</b>	<b>\$1,803,117</b>
<b>Totals Employee Services</b>		<b>\$1,363,484</b>	<b>\$1,507,794</b>
001-0820-424-41-10	PERMANENT SALARIES	\$861,721	\$946,026
001-0820-424-41-21	PERS RETIREMENT	\$94,287	\$96,880
001-0820-424-41-35	FLEX ALLOWANCE	\$111,648	\$134,907
001-0820-424-41-36	WORKERS COMPENSATION	\$19,856	\$32,948
001-0820-424-41-39	OTHER FRINGE BENEFITS	\$52,257	\$52,790
001-0820-424-41-61	EMPLOYEE BENEFIT-PERS UAL	\$223,715	\$244,243
001-0820-424-41-61	EMPLOYEE BENEFIT-PERS UAL	\$237,386	\$244,243
001-0820-424-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$13,671)	\$0
<b>Totals Internal Services</b>		<b>\$240,088</b>	<b>\$243,576</b>
001-0820-424-41-40	COMPENSATED ABSENCES	\$27,727	\$30,403
001-0820-424-41-54	PEMHCA	\$5,655	\$5,928
001-0820-424-42-44	VEHICLE RENTAL CHARGES	\$88,299	\$73,275
001-0820-424-42-57	COMM & INFO SERVICES CHGS	\$71,081	\$76,259
001-0820-424-42-69	BUILDING MAINTENANCE CHG	\$47,326	\$57,711
<b>Totals Services and Supplies</b>		<b>\$37,747</b>	<b>\$51,747</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	\$5,086	\$11,086
001-0820-424-42-53	CALIFORNIA BUILDING OFFICIALS	\$215	\$215
001-0820-424-42-53	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$250	\$250
001-0820-424-42-53	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS	\$695	\$695
001-0820-424-42-53	INTERNATIONAL CODE COUNCIL	\$300	\$300
001-0820-424-42-53	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$790	\$790
001-0820-424-42-53	PENINSULA CHAPTER OF ICBO	\$180	\$180
001-0820-424-42-53	STATE CODES AND AMENDMENTS	\$1,381	\$7,381
001-0820-424-42-53	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,275	\$1,275
001-0820-424-42-55	TRAINING	\$15,461	\$23,461
001-0820-424-42-55	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	\$540	\$540
001-0820-424-42-55	CALBO ANNUAL TRAINING MEETING	\$2,978	\$2,978
001-0820-424-42-55	CALBO/IAEI/IAPMO ANNUAL TRAINING MEETINGS	\$4,350	\$8,350
001-0820-424-42-55	EDUCATION WEEK FOR INSPECTORS	\$3,235	\$3,235
001-0820-424-42-55	ICC ANNUAL TRAINING MEETINGS	\$3,338	\$7,338
001-0820-424-42-55	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$600	\$600
001-0820-424-42-55	PENINSULA CHAPTER ICC MONTHLY TRAINING	\$420	\$420

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$203,711	\$253,682	\$49,971	1
4121	PERS RETIREMENT	\$21,761	\$25,566	\$3,805	2
4135	FLEX ALLOWANCE	\$28,030	\$40,872	\$12,842	2
4136	WORKERS COMPENSATION	\$3,120	\$5,714	\$2,594	2
4139	OTHER FRINGE BENEFITS	\$13,660	\$16,384	\$2,724	2
4140	COMPENSATED ABSENCES	\$6,418	\$7,997	\$1,579	3
4153	LONGEVITY	\$4,200	\$4,200	\$0	3
4154	PEMHCA	\$6,960	\$7,296	\$336	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$38,423	\$53,032	\$14,609	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	\$43,218	\$38,239	(\$4,979)	3
4249	ADVERTISING/PUBLICITY	\$5,000	\$5,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,200	\$4,200	\$0	4
4255	TRAINING	\$10,000	\$10,000	\$0	4
4257	COMM & INFO SERVICES CHGS	\$71,081	\$76,259	\$5,178	3
4269	BUILDING MAINTENANCE CHG	\$47,327	\$57,711	\$10,384	3
		<u>\$523,609</u>	<u>\$622,652</u>	<u>\$99,043</u>	

### Detailed Analysis:

- Note 1 Personnel realignment (add 1 Housing Coordinator and 1 Limited Term Sr. Planner - 5 Year) and merit (Step) increase, Assumption of 5% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$203,713	\$365,961	\$162,248	1
4121	PERS RETIREMENT	\$21,834	\$37,687	\$15,853	2
4135	FLEX ALLOWANCE	\$24,821	\$67,875	\$43,054	2
4136	WORKERS COMPENSATION	\$4,381	\$11,487	\$7,106	2
4139	OTHER FRINGE BENEFITS	\$13,696	\$23,351	\$9,655	2
4140	COMPENSATED ABSENCES	\$6,439	\$11,573	\$5,134	3
4154	PEMHCA	\$1,044	\$1,094	\$50	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$39,255	\$56,434	\$17,179	2
		<u>\$315,183</u>	<u>\$575,462</u>	<u>\$260,279</u>	

### Detailed Analysis:

- Note 1 Personnel realignment (add 1 Housing Coordinator and 1 Limited Term Sr. Planner - 5 Year) and merit (Step) increase, Assumption of 5% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.



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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$305,381	\$380,549	\$75,168	1
4121	PERS RETIREMENT	\$32,646	\$38,903	\$6,257	2
4135	FLEX ALLOWANCE	\$40,613	\$61,930	\$21,317	2
4136	WORKERS COMPENSATION	\$6,267	\$12,139	\$5,872	2
4139	OTHER FRINGE BENEFITS	\$20,160	\$24,141	\$3,981	2
4140	COMPENSATED ABSENCES	\$9,628	\$12,004	\$2,376	3
4251	CONTRACT, PROF, SPEC SVCS	\$83,200	\$0	(\$83,200)	4
4154	PEMHCA	\$1,653	\$1,733	\$80	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$71,029	\$85,203	\$14,174	2
		<u>\$570,577</u>	<u>\$616,602</u>	<u>\$46,025</u>	

### Detailed Analysis:

- Note 1 Personnel realignment (add 1 Housing Coordinator and 1 Limited Term Sr. Planner - 5 Year), merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Approved part-time consultant expense (Reso 2021-117) ended on June 30, 2022.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$109,807	\$125,614	\$15,807	1
4121	PERS RETIREMENT	\$11,782	\$12,950	\$1,168	2
4135	FLEX ALLOWANCE	\$23,477	\$34,918	\$11,441	2
4136	WORKERS COMPENSATION	\$3,487	\$5,425	\$1,938	2
4139	OTHER FRINGE BENEFITS	\$4,021	\$4,909	\$888	2
4140	COMPENSATED ABSENCES	\$3,551	\$4,049	\$498	3
4154	PEMHCA	\$348	\$365	\$17	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$25,704	\$32,575	\$6,871	2
		<u>\$182,177</u>	<u>\$220,805</u>	<u>\$38,628</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$861,721	\$946,026	\$84,305	1
4121	PERS RETIREMENT	\$94,287	\$96,880	\$2,593	2
4135	FLEX ALLOWANCE	\$111,648	\$134,907	\$23,259	2
4136	WORKERS COMPENSATION	\$19,856	\$32,948	\$13,092	2
4139	OTHER FRINGE BENEFITS	\$52,257	\$52,790	\$533	2
4140	COMPENSATED ABSENCES	\$27,727	\$30,403	\$2,676	3
4154	PEMHCA	\$5,655	\$5,928	\$273	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$223,715	\$244,243	\$20,528	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	\$88,299	\$73,275	(\$15,024)	3
4251	CONTRACT, PROF, SPEC SVCS	\$12,000	\$12,000	\$0	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$5,086	\$11,086	\$6,000	5
4255	TRAINING	\$15,461	\$23,461	\$8,000	6
4257	COMM & INFO SERVICES CHGS	\$71,081	\$76,259	\$5,178	3
4269	BUILDING MAINTENANCE CHG	\$47,326	\$57,711	\$10,385	3
		\$1,641,319	\$1,803,117	\$161,798	

### Detailed Analysis:

- Note 1 Personnel realignment and merit (Step) increase, Assumption of 5% COLA increase.
- Note 2 Personnel realignment and contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No Change.
- Note 5 Purchase Triennial 2022 California Building Code Standards for Building Division.
- Note 6 Increase due to partial 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, 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, facilities, and equipment in a safe, reliable, and efficient manner. The Public Works Department unifies seven (7) 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
- Fleet Services
- Traffic Review
- Solid Waste and Recycling Services

## 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 Administration and 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. Collaborate with other City Departments to update the Municipal Code.
8. Administer, process, and perform inspections for encroachment permits related to construction within the Public right-of-way.
9. Ensure the City's storm water program is in compliance with the National Pollutant Discharge Elimination System (NPDES) permit regulations.
10. Collaborate with City Council and City staff to select consultants and continue to expedite the Recreation Center Project.

**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 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).

**Goal # 5** – 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 #6** – 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 and electric vehicles in the City fleet.

**Goal #7** – 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 # 8** – 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, especially focusing on increasing diversion in multi-family developments and other sectors that have historically lower diversion rates.
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 #9** – The Solar Rebate Fund shall encourage the installation of solar energy generation on single family homes in Foster City

Objectives:

1. Provide rebate funding for installation of resident-owned systems on single family homes.
2. Provide clear and simple processes for eligible members of the public to follow.

3. Provide efficient processing of rebate requests.
4. Monitor funding sources and make recommendations for adjustments or changes to policy or sources to ensure the best use of funds.
5. Use appropriate methods to alert the public to the availability of rebates.

### **KEY INITIATIVES COMPLETED FY 2021-2022**

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.

In November 2021, Public Works welcomed new PW Director, Louis Sun.

### **Administration and Engineering**

1. Continued construction of the Levee Improvements Project:
  - a. Acquired the Caltrans Encroachment Permit to allow construction to continue into Phase 3.
  - b. Installed bridge over O'Neill Slough at Baffin Street, restoring full tidal flows to the slough.
  - c. Completed sheet pile installation for Phases 1, 2, and 3 (with isolated exceptions in Ph 1).
  - d. Completed the forming and pouring of 3 miles out of 4.2 miles of concrete cap on the sheet piles.
  - e. Executed Right of Entry Agreements for work on properties adjacent to the levee.
2. Continued construction of the WWTP Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion Project:
  - a. Achieved 85% construction completion of GMP 1 (Site Preparation, excavation, dewatering, shoring).
  - b. Achieved 95% construction completion of GMP 2 (Driving Pile Foundations)-Completed the installation of approximately 1960 piles.
  - c. Continued construction of GMP 3 (Above grade improvements, utilities, admin bldg.).
  - d. Issued \$62.76 million of 2021 Wastewater Revenue Notes, Series A.
  - e. Continuing to pursue SRF Funding, of which EMID would be eligible for approximately \$33.7 million.
3. Created and filled the Senior Civil Engineer position.
4. Completed in-house design for Street Rehabilitation Project (CIP 301-697).
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. LS 59 Effluent Line Improvements – (CIP 455-695).
- d. Sanitary System Improvements – (CIP 455-696).
- e. Fuel Systems Replacement Project (CIP 301-700).
6. Initiated Construction of the Dynamic Signage for the Traffic Relief Pilot Program -TRPP (CIP 301-694).
7. Initiated Construction of the Sport Court Resurfacing Project (CIP 301-701).
8. Construction ongoing:
  - a. Phase 5 Lift Station Rehabilitation Project (CIP 455-626).
  - b. Water Valve Replacements Project (CIP 405-636).
9. Successfully obtained a Caltrans permit associated with Chess Drive Road Widening at Foster City Boulevard Project (CIP 301-635/637).
10. 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.
  - e. Processed and inspected 122 encroachment permits, including PG&E electric network capacity upgrade and gas line replacement projects.
  - f. Collaborated with the Community Development Department for the coordinated review of wireless installations (cell-sites) on City facilities.
  - g. Compiled and submitted Annual NPDES (National Pollutant Discharge Elimination System) report.
  - h. Held Traffic Review Committee meetings.
  - i. Responded and resolved forty-eight (48) reported traffic issues.
  - j. Performed 36 annual NPDES industrial and commercial business inspections.
  - k. Maintained and updated the Pavement Management Program.

### **Lagoon and Levees**

- 1. Utilized pontoon boat to apply pond dye and performed weekly lagoon maintenance throughout the year.
- 2. Continued the levee system quarterly inspection that includes video documentation of its condition. Followed up on 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.
- 5. Removed debris and deal algae from the lagoon that could interfere with water flow or aesthetics.
- 6. Issued RFP and selected consultants for the Lagoon Management Plan.

### **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 fifteen (15) graffiti complaints, fourteen (14) sidewalk issues, sixteen (16) lagoon issues, ten (10) pothole complaints, sixteen (16) street sign repair/replacements, six (6) storm drain issues, and twenty-five (28) animal retrieval requests.
- 7. Restriped and installed signage to improve traffic flow and safety on roadways.
- 8. Performed asphalt repairs of Four (4) sections of roadway due to tree root damage.
- 9. Replaced Six (6) damaged catch basins to ensure public safety.
- 10. Closed out 280 SeeClickFix requests.

### **Water**

- 1. Performed 896 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 ensure 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 seventeen (17) emergency water service and water main leaks.
- 7. Responded to and resolved over one hundred ninety-six (196) public service requests/inquiries and water conservation issues

8. Completed construction of the Water System Improvements and Valve Replacement Project (CIP 405-636).
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.
12. Performed proactive water meter water loss investigations using RNI and Sensus Logic.
13. Performed quarterly Water Booster Pump engine emissions testing.
14. Replaced 3 broken valves.
15. Flushed 46 end of court blow offs
16. Completed and certified the Water System Emergency Response Plan by the December 31, 2021, deadline.
17. Purchased a new Caterpillar Backhoe
18. Performed spot repairs to steel water tanks to meet recommendations by the SWRCB 2021 Sanitary Survey.
19. Completed comprehensive exterior pressure washing and cleaning of all 4 water storage tanks.
20. Issued RFP, selected consultant and prepared and certified to the EPA a Risk and Resilience Assessment per America's Water Infrastructure Act of 2018.
21. Completed 22 Fire hydrant fire flow tests.
22. Installed 172 Water Meters.

#### **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. Coordinated with the City of San Mateo to deliver the Clean Water Program.
11. Collaborated with the Engineering Division to construct Sanitary Sewer Lift Station Improvements and manhole rehabilitations.
12. Cleaned 26 lift station wet wells.

#### **Vehicle Maintenance Division**

1. Conducted 288 regularly scheduled vehicle services (Calendar Year 2021).
2. Completed 773 small engine repairs (Calendar Year 2021).
3. Purchased and built-up four (4) marked Police vehicles, one (1) unmarked Captain's vehicle and one (1) backhoe.

#### **Building Maintenance Division**

1. Closed 662 Service Requests (Calendar Year 2021).
2. Sanitized and deep cleaned areas where COVID exposures were most likely to occur.
3. Patched expansion joint on the roof between City Hall and Fire Station.
4. Removed and replaced damaged sheetrock, patched and painted stairway landing on City Hall second floor.
5. Replaced two (2) new gates at Corporation Yard and painted gates and fence.
6. Renovated Snack Shack at Sea Cloud Park.
7. Painted offices in the Police Station.



8. Retrofit fluorescent lamps to LED in Recreation Center bathrooms.
9. Removed and replaced carpet in Senior Wing and Recreation Center Front Desk.
10. Installed new sound systems in the Recreation Center Lagoon, Mist, and Spirt Rooms.
11. Removed and installed two (2) card readers at Corporation Yard employee gate.

### **Solid Waste Collection**

1. Provided analysis for the City Council to set new solid waste rates for 2022.
2. Undertook activities required by SB 1383 including:
  - a. Held a study session on SB 1383 for the City Council in May.
  - b. Participated in two SBWMA-hosted community workshops in September and October.
  - c. Approved a Memorandum of Understanding with San Mateo County for Edible Food Waste collection and distribution.
  - d. Approved a Memorandum of Understanding with the SBWMA for education, outreach, route review, and waiver activities.
  - e. Added Municipal Code Sections 1.08.060 “Administrative Citations” and 3.04.095 “Procurement of recovered organic waste product and recycled-content paper: and replaced Municipal Code Chapter 8.07 “Storage and Disposal of Solid Wastes and Recyclable Materials” to comply with enforcement requirements.
  - f. Updated Citywide Purchasing Policy to address new recycled material procurement requirements.
  - g. Conducted training for City management and administrative staff on new purchasing requirements.
3. Approved a third Amended and Restated South Bayside Waste Management Authority (SBWMA) Joint Powers Agreement.
4. Approved Amendment One Modifications to the Franchise Agreement with Recology for Bulky Item and Abandoned Waste Collection.
5. Updated Municipal Code Chapter 15.44 “Recycling and Salvaging of Construction and Demolition Debris” to clarify language related to refund of deposits.
6. Shifted to appointment-based, in-vehicle, socially distanced community events, holding two (2) document destruction events, one (1) electronic waste collection event, one (1) household hazardous waste collection event and 1 Coats for Kids collection.
7. Received and administered approximately \$8,500 in grant funds from CalRecycle for the promotion of beverage container recycling.
8. Provided two (2) Compost Bin Incentive grants to encourage backyard composting.

### **Solar Rebate Fund**

1. Provided fourteen (14) rebates in 2021, totaling \$14,000.

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2022-2023**

Key initiatives and service levels planned for FY 2022-2023 include the following:

### **Administration and 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. Issue RFP for Design services for the Recreation Center Project (CIP 301-678).
4. Develop and implement Capital Improvement Program.
5. Issue and update City Engineering and Construction Standards.
6. Work with Risk Manager to complete a review and update of the Americans with Disabilities Act (ADA) Transition Plan, including developing new and reviewing existing policies including an Administrative Policy, Self-Evaluation, Transition Plan and Technical Standards.
7. Process and issue encroachment and transportation permits to monitor and control construction activities within public rights-of-way.
8. Review private development projects in a timely manner.
9. Develop and maintain GIS infrastructure record system (plan, mapping, records).

10. Maintain and organize Department records consistent with the Records Retention Schedule.
11. Conduct Traffic Review Committee meetings and implement recommendations.
12. Respond to public inquiries.
13. Pursue available Federal and State grants and monies.
14. Maintain and implement PMP (Pavement Management Program).
15. Integrate permitting and plan review software into current operation.
16. Work cooperatively with the City of San Mateo and BAWSCA to investigate regional water supply alternatives and 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. Manage water quality based on the results of sampling.
4. Regulate lagoon water exchange by allowing fresh bay water through intake gates during high tides as needed.
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.
9. Continue to work with consultant and develop the Lagoon Management Plan.

#### **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. Administer the Sidewalk Maintenance Program by managing and enforcing the 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.
11. Perform leak detection to mitigate unaccountable water loss.

#### **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.

#### **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 maintenance of existing and expansion of alternative fuel vehicles.
3. Enhance City Operations through reduced turnaround time for equipment servicing.

#### **Building Maintenance Division**

1. Keep building elements fully operational, functional and safe.
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.

#### **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 2023.
4. Comply with the requirements of AB 341 - Mandatory Commercial Recycling.
5. Comply with the requirements of AB 1826 – Mandatory Commercial Organics Recycling.
6. Identify funding sources 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 to encourage reuse of materials and proper disposal of wastes.
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. Monitor funding sources and advise Council as needed on status.
2. Use social media to alert the public to the availability of funds.
3. Maintain policies, procedures and website with most current information.

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

#### Department Organizational Structure

The number and configuration of employees in the Public Works Department has been adjusted as shown in the personnel summary and organization chart to include the Building and Vehicle Divisions, remove the Parks Division and create staffing necessary for the Engineering Division to take full responsibility for all Capital Improvement Projects, including the Recreation Center Project as well as the Levee Protection and Planning and Wastewater Treatment Projects.

#### SB 1383

During FY 2022-2023, Staff will be carefully analyzing the financial and other resources needed for the on-going implementation of SB 1383, most especially the requirement to procure target amounts of recycled-content products. Recommendations for funding will be brought to the City Council as part of the solid waste rate setting process.

#### Wastewater Treatment Plant Project

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 July 1, 2021, the San Mateo-Foster City Public Financing Authority issued \$62.76 million of 2021 Wastewater Revenue Notes, Series A (Estero Municipal Improvement District) to attain a cost savings (from lower interest rates than the WIFIA loan) of approximately \$1.1 million for the financing of EMID's share of the WWTP project costs. These notes have a maturity date of 8/1/25 when the City/District will draw on the WIFIA Loan to take out the notes.

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.

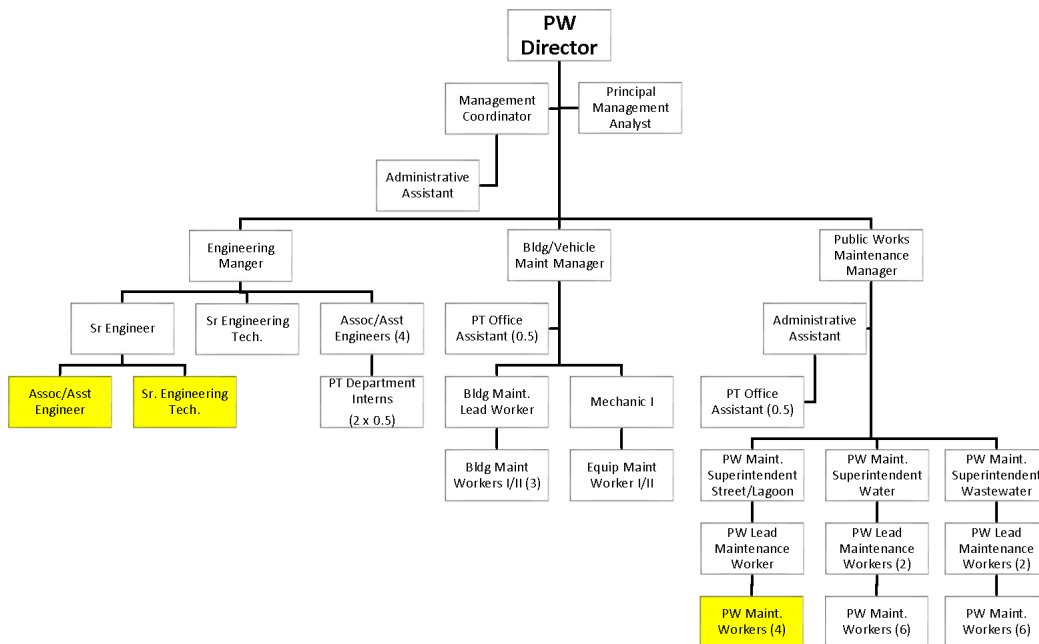
#### Levee Project

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.

#### Recreation Center Project

On January 31, 2022, the City Council directed staff by Minute Order 1832 to proceed with a "build to budget" option for the Recreation Center, and to use \$36 million from the Capital Asset Acquisition and Replacement Fund and \$19 million from the General Fund Reserves for the total not-to-exceed budget of \$55 million for rebuilding the Recreation Center.

PUBLIC WORKS DEPARTMENT  
Fiscal Year 2022-23



Proposed New Positions
Associate Engineer - Major Projects Core Team (1)
Sr. Engineering Tech/Project Manager - Major Projects Core Team (1)
Public Works Maintenance Worker I/II (1)

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

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
ADMINISTRATION & ENGINEERING	\$1,168,178	\$1,177,131	\$1,675,689
LAGOON & LEVEES	\$889,318	\$963,244	\$1,162,280
STREETS	\$1,001,190	\$1,017,248	\$1,182,852
SOLAR REBATE	\$25,000	\$25,000	\$25,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$3,083,686</b>	<b>\$3,182,623</b>	<b>\$4,045,821</b>

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$1,960,418	\$2,018,602	\$2,710,177
SERVICES AND SUPPLIES	\$1,104,400	\$1,144,400	\$1,468,841
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$3,064,818	\$3,163,002	\$4,179,018
INTERNAL SERVICES	\$727,676	\$728,429	\$757,084
Subtotal (Total Department Expenses before Reallocations)	\$3,792,494	\$3,891,431	\$4,936,102
REALLOCATIONS	(\$708,808)	(\$708,808)	(\$890,281)
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$3,083,686</b>	<b>\$3,182,623</b>	<b>\$4,045,821</b>

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

<b>Full Time Position</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
Administrative Assistant I/II *	1.000	2.000	2.000
Engineering Manager	1.000	1.000	1.000
Junior/Assistant/Associate Engineer	4.000	4.000	5.000
Maintenance Manager	1.000	1.000	1.000
Management Assistant	1.000	0.000	0.000
Management Coordinator	0.000	1.000	1.000
Office Assistant I/II *	2.000	1.000	0.000
Principal Management Analyst	0.000	1.000	1.000
Public Works Director/City Engineer	1.000	1.000	1.000
PW Maint Worker/ MW1/MW2	15.000	15.000	16.000
PW Maintenance Lead Worker	5.000	5.000	5.000
PW Maintenance Superintendent	3.000	3.000	3.000
Senior Engineer	1.000	1.000	1.000
Senior Engineering Technician	1.000	1.000	2.000
Senior Management Analyst	0.750	0.000	0.000
Vehicle & Bldg Manager	1.000	1.000	1.000
Mechanic	1.000	1.000	1.000
Equipment Maintenance Worker	1.000	1.000	1.000
Building Maintenance Lead Worker	1.000	1.000	1.000
Building Maintenance Worker I/II	3.000	3.000	3.000
Parks Manager **	0.000	1.000	0.000
Parks/Facility Maintenance Manager ***	0.000	1.000	0.000
Parks Maintenance Lead Worker **	0.000	4.000	0.000
Parks Maintenance Worker I/II **	0.000	11.000	0.000
<b>Total Full Time Positions</b>	<b>43.750</b>	<b>61.000</b>	<b>46.000</b>
<b>Part Time with Benefits Position</b>			
PW Maintenance Worker/MW1/MW2 (4 ---> 2)	0.924	0.462	0.000
<b>Total Part Time with Benefits Positions</b>	<b>0.924</b>	<b>0.462</b>	<b>0.000</b>
<b>Part Time without Benefits Position</b>			
Office Assistant I/II (2)	0.000	1.000	1.000
Park Maintenance Worker	0.000	0.640	0.000
PW Maintenance Worker/MW1/MW2 (2)	0.000	0.462	0.000
Department Interns (2)	1.000	1.000	1.000
<b>Total Part Time without Benefits Positions</b>	<b>1.000</b>	<b>3.102</b>	<b>2.000</b>
<b>Total Full Time Equivalents</b>	<b>45.674</b>	<b>64.564</b>	<b>48.000</b>

\* PW OA II promoted to AA and 1 AA transferred back to Parks & Recreation Department

\*\* Reinstate Parks & Recreation Department and Parks staff transferred back in Jan 2022

\*\*\*Eliminated in FY 2022-23

**DETAIL LINE ITEM: 001-0910 Public Works - Administration & Engineering Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,168,178</b>	<b>\$1,675,689</b>
<b>Totals Employee Services</b>		<b>\$929,970</b>	<b>\$1,450,917</b>
001-0910-431-41-10	PERMANENT SALARIES	\$589,363	\$899,524
001-0910-431-41-11	HOURLY & PART TIME SALARY	\$24,960	\$31,200
001-0910-431-41-21	PERS RETIREMENT	\$62,713	\$92,484
001-0910-431-41-35	FLEX ALLOWANCE	\$73,531	\$150,329
001-0910-431-41-36	WORKERS COMPENSATION	\$42,735	\$89,301
001-0910-431-41-39	OTHER FRINGE BENEFITS	\$35,962	\$49,873
001-0910-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$100,706	\$138,206
001-0910-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$107,936	\$138,206
001-0910-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$7,230)	\$0
<b>Totals Internal Services</b>		<b>\$300,085</b>	<b>\$328,265</b>
001-0910-431-41-40	COMPENSATED ABSENCES	\$18,552	\$28,636
001-0910-431-41-54	PEMHCA	\$7,690	\$8,199
001-0910-431-42-44	VEHICLE RENTAL CHARGES	\$62,103	\$55,902
001-0910-431-42-57	COMM & INFO SERVICES CHGS	\$147,083	\$156,684
001-0910-431-42-69	BUILDING MAINTENANCE CHG	\$64,657	\$78,844
<b>Totals Services and Supplies</b>		<b>\$126,400</b>	<b>\$256,400</b>
001-0910-431-42-40	SPECIAL DEPARTMENTAL SUP	\$3,500	\$3,500
001-0910-431-42-40	ENGINEERING TOOLS AND SUPPLIES	\$1,000	\$1,000
001-0910-431-42-40	LARGE COPIER SUPPLIES	\$1,500	\$1,500
001-0910-431-42-40	REPRODUCIBLE DRAWINGS	\$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	\$100,000	\$230,000
001-0910-431-42-51	ENGINEERING ON-CALL SVCS	\$70,000	\$100,000
001-0910-431-42-51	ENGINEERING ON-CALL SVCS CARRYOVER	\$0	\$70,000
001-0910-431-42-51	MISC CONSULTANT SERVICES	\$30,000	\$30,000
001-0910-431-42-51	STREET LIGHT DATA CONSULTANT	\$0	\$30,000
001-0910-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$4,000	\$4,000
001-0910-431-42-53	PROFESSIONAL ASSOCIATIONS	\$2,400	\$2,400
001-0910-431-42-53	PROFESSIONAL LICENSE RENEWAL (3)	\$600	\$600
001-0910-431-42-53	PROFESSIONAL PUBLICATIONS	\$1,000	\$1,000
001-0910-431-42-54	TRAVEL,CONFERENCE,MEETING	\$2,400	\$2,400
001-0910-431-42-54	APWA NATIONAL CONGRESS (DIRECTOR)	\$700	\$700
001-0910-431-42-54	DEPARTMENT RETREAT	\$1,000	\$1,000
001-0910-431-42-54	LOCAL MEETINGS	\$700	\$700
001-0910-431-42-54	STATE CONFERENCE/WORKSHOP	\$800	\$800
001-0910-431-42-54	COVID-19 ADJUSTMENT	(\$800)	(\$800)
001-0910-431-42-55	TRAINING-PROFESSIONAL TECHNICAL TRAINING	\$5,500	\$5,500
<b>Totals Reallocation</b>		<b>(\$188,277)</b>	<b>(\$359,893)</b>
001-0910-431-45-05	INDIRECT COST ALLOCATION	(\$188,277)	(\$359,893)



**DETAIL LINE ITEM: 001-0920 Public Works - Lagoon & Levees Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$889,318</b>	<b>\$1,162,280</b>
<b>Totals Employee Services</b>		<b>\$489,608</b>	<b>\$629,630</b>
001-0920-431-41-10	PERMANENT SALARIES	\$293,894	\$366,720
001-0920-431-41-11	HOURLY & PART TIME SALARY	\$3,565	\$3,893
001-0920-431-41-12	OVERTIME	\$10,235	\$12,417
001-0920-431-41-21	PERS RETIREMENT	\$32,670	\$38,537
001-0920-431-41-35	FLEX ALLOWANCE	\$53,303	\$82,757
001-0920-431-41-36	WORKERS COMPENSATION	\$23,931	\$41,564
001-0920-431-41-39	OTHER FRINGE BENEFITS	\$14,075	\$16,704
001-0920-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$57,935	\$67,038
001-0920-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$66,765	\$67,038
001-0920-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$8,830)	\$0
<b>Totals Internal Services</b>		<b>\$204,560</b>	<b>\$210,080</b>
001-0920-431-42-44	VEHICLE RENTAL CHARGES	\$22,107	\$22,371
001-0920-431-41-40	COMPENSATED ABSENCES	\$9,422	\$11,776
001-0920-431-41-53	LONGEVITY	\$6,300	\$6,300
001-0920-431-41-54	PEMHCA	\$2,349	\$2,828
001-0920-431-42-56	EQUIP REPLACEMENT CHARGES	\$58,671	\$56,960
001-0920-431-42-57	COMM & INFO SERVICES CHGS	\$33,614	\$35,434
001-0920-431-42-69	BUILDING MAINTENANCE CHG	\$72,097	\$74,411
<b>Totals Services and Supplies</b>		<b>\$195,150</b>	<b>\$322,570</b>
001-0920-431-42-40	SPECIAL DEPARTMENTAL SUP	\$34,500	\$34,480
001-0920-431-42-40	BOOTS AND SAFETY GEAR	\$4,500	\$4,500
001-0920-431-42-40	LAGOON MANAGEMENT PRODUCTS	\$30,500	\$30,500
001-0920-431-42-40	SMALL TOOLS	\$500	\$500
001-0920-431-42-40	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,000)	(\$1,020)
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	\$23,000	\$22,980
001-0920-431-42-46	OIL FOR DIESEL ENGINES	\$2,000	\$2,000
001-0920-431-42-46	REPAIR MATERIALS	\$17,000	\$17,000
001-0920-431-42-46	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000	\$5,000
001-0920-431-42-46	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$1,000)	(\$1,020)
001-0920-431-42-51	CONTRACT, PROF, SPEC SVCS	\$133,000	\$259,960
001-0920-431-42-51	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,000	\$7,000
001-0920-431-42-51	LAB TESTS REQUIRED FOR NPDES	\$20,000	\$20,000
001-0920-431-42-51	LAGOON MANAGEMENT PLAN IMPLEMENTATION	\$0	\$100,000
001-0920-431-42-51	MOSQUITO ABATEMENT PROGRAM	\$45,000	\$45,000
001-0920-431-42-51	MRP 3.0 NPDES IMPLEMENTATION	\$0	\$25,000
001-0920-431-42-51	NPDES PERMIT FEE	\$20,000	\$22,000
001-0920-431-42-51	SMC FLOOD & SEA LEVEL RISE Resiliency AGENCY	\$40,000	\$40,000
001-0920-431-42-51	UNIFORM SERVICES	\$3,000	\$3,000
001-0920-431-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$2,000)	(\$2,040)

**DETAIL LINE ITEM: 001-0920 Public Works - Lagoon & Levees Expenses (Continued)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
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	\$2,000
001-0920-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0920-431-42-55	COVID-19 ADJUSTMENT	(\$500)	\$0

**DETAIL LINE ITEM: 001-0930 Public Works - Streets Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,001,190</b>	<b>\$1,182,852</b>

**Totals Employee Services \$540,840 \$629,630**

001-0930-431-41-10	PERMANENT SALARIES	\$294,447	\$366,720
001-0930-431-41-11	HOURLY & PART TIME SALARY	\$31,218	\$3,893
001-0930-431-41-12	OVERTIME	\$10,235	\$12,417
001-0930-431-41-21	PERS RETIREMENT	\$35,696	\$38,537
001-0930-431-41-35	FLEX ALLOWANCE	\$65,272	\$82,757
001-0930-431-41-36	WORKERS COMPENSATION	\$26,531	\$41,564
001-0930-431-41-39	OTHER FRINGE BENEFITS	\$14,643	\$16,704
001-0930-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$62,798	\$67,038
001-0930-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$66,765	\$67,038
001-0930-431-41-61	ADDITIONAL DISCRETIONARY PAYMENT TO CALPERS SAVINGS	(\$3,967)	\$0

**Totals Internal Services \$223,031 \$218,739**

001-0930-431-41-40	COMPENSATED ABSENCES	\$10,338	\$11,776
001-0930-431-41-54	PEMHCA	\$3,219	\$3,740
001-0930-431-42-56	EQUIP REPLACEMENT CHARGES	\$21,879	\$14,993
001-0930-431-42-57	COMM & INFO SERVICES CHGS	\$33,613	\$35,434
001-0930-431-42-69	BUILDING MAINTENANCE CHG	\$72,097	\$74,411
001-0930-431-42-44	VEHICLE RENTAL CHARGES - UNITS # 13,14,15,16,23	\$81,885	\$78,385

**Totals Services and Supplies \$757,850 \$864,871**

001-0930-431-42-40	SPECIAL DEPARTMENTAL SUP	\$102,200	\$112,200
001-0930-431-42-40	BARRICADES AND ACCESSORIES	\$1,000	\$1,000
001-0930-431-42-40	BOOTS AND SAFETY GEAR	\$3,500	\$3,500
001-0930-431-42-40	CRACK SEAL (GAS TAX 2103)	\$25,000	\$25,000
001-0930-431-42-40	MATERIALS FOR TRAFFIC MARKINGS	\$13,000	\$13,000
001-0930-431-42-40	MISC. SUPPLIES	\$1,000	\$1,000
001-0930-431-42-40	PAVEMENT MATERIALS (GAS TAX 2103)	\$25,000	\$25,000
001-0930-431-42-40	SANDBAGS, SAND, ROCK MATERIALS	\$8,000	\$8,000
001-0930-431-42-40	SEALER AND ASPHALT, CUT BACK	\$4,000	\$4,000
001-0930-431-42-40	SIGN REPAIR MATERIALS	\$7,000	\$7,000
001-0930-431-42-40	STORM SEWER REPAIR MATERIALS	\$14,700	\$14,700
001-0930-431-42-40	TRC PROJECT MATERIALS	\$0	\$10,000
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	LUBRICATING OIL AND GREASE	\$500	\$500
001-0930-431-42-46	SMALL EQUIPMENT MAINTENANCE	\$1,500	\$1,500
001-0930-431-42-46	TRAFFIC MARKING EQUIPMENT AND PARTS	\$2,000	\$2,000

**DETAIL LINE ITEM: 001-0930 Public Works - Streets Expenses (Continued)**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
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	\$175,000
001-0930-431-42-51	CONTRACT, PROF, SPEC SVCS	\$474,850	\$566,380
001-0930-431-42-51	BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS	\$20,000	\$22,000
001-0930-431-42-51	CONCRETE REPAIR (GAS TAX 2103)	\$50,000	\$62,000
001-0930-431-42-51	CONTRACT STAFFING (TRANSFER FROM 4111)	\$0	\$52,430
001-0930-431-42-51	CURB RAMP INSTALLATION / REPLACEMENT	\$50,000	\$50,000
001-0930-431-42-51	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	\$65,000	\$67,000
001-0930-431-42-51	MAINTENANCE AND REPAIR OF 27 TRAFFIC SIGNALS	\$60,850	\$62,850
001-0930-431-42-51	NPDES CONSULTANT SERVICES	\$50,000	\$50,000
001-0930-431-42-51	PAVEMENT REPAIR (GAS TAX 2103)	\$75,000	\$75,000
001-0930-431-42-51	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	\$10,000	\$10,000
001-0930-431-42-51	STREET SWEEPING	\$102,000	\$103,300
001-0930-431-42-51	TRC PROJECT CONSULTANT SERVICES	\$0	\$20,000
001-0930-431-42-51	UNIFORM SERVICES	\$2,000	\$2,000
001-0930-431-42-51	BUDGET BALANCING STRATEGY TOOLBOX 2020-09	(\$10,000)	(\$10,200)
001-0930-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$1,000	\$1,000
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,300	\$1,291
001-0930-431-42-54	TRAVEL,CONFERENCE,MEETING	\$1,750	\$1,750
001-0930-431-42-54	COVID-19 ADJUSTMENT	(\$450)	(\$459)
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$1,500	\$2,000
001-0930-431-42-55	TRAINING AND CERTIFICATION	\$2,000	\$2,000
001-0930-431-42-55	COVID-19 ADJUSTMENT	(\$500)	\$0
<b>Totals Reallocation</b>		<b>(\$520,531)</b>	<b>(\$530,388)</b>
001-0930-431-45-02	ALLOCATION OF EXP-OTHER	(\$520,531)	(\$530,388)
001-0930-431-45-02	REALLOCATION FROM PW STREETS (2105-2107.5)	(\$460,531)	(\$470,388)
001-0930-431-45-02	REALLOCATION FROM PW STREETS	(\$60,000)	(\$60,000)

**DETAIL LINE ITEM: 007-0914 Public Works - Solar Incentive Grant Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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>
007-0914-431-42-79	REBATES - SOLAR INCENTIVE GRANT PROGRAM	\$25,000	\$25,000

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$589,363	\$899,524	\$310,161	1
4111	HOURLY & PART TIME SALARY	\$24,960	\$31,200	\$6,240	1
4121	PERS RETIREMENT	\$62,713	\$92,484	\$29,771	2
4135	FLEX ALLOWANCE	\$73,531	\$150,329	\$76,798	2
4136	WORKERS COMPENSATION	\$42,735	\$89,301	\$46,566	2
4139	OTHER FRINGE BENEFITS	\$35,962	\$49,873	\$13,911	2
4140	COMPENSATED ABSENCES	\$18,552	\$28,636	\$10,084	3
4154	PEMHCA	\$7,690	\$8,199	\$509	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$100,706	\$138,206	\$37,500	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	\$62,103	\$55,902	(\$6,201)	3
4246	MAINT-FACILITY & EQUIP	\$1,000	\$1,000	\$0	4
4251	CONTRACT, PROF, SPEC SVCS	\$100,000	\$230,000	\$130,000	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$4,000	\$4,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$2,400	\$2,400	\$0	4
4255	TRAINING	\$5,500	\$5,500	\$0	4
4257	COMM & INFO SERVICES CHGS	\$147,083	\$156,684	\$9,601	3
4269	BUILDING MAINTENANCE CHG	\$64,657	\$78,844	\$14,187	3
4505	INDIRECT COST ALLOCATION	(\$188,277)	(\$359,893)	(\$171,616)	6
		<u>\$1,168,178</u>	<u>\$1,675,689</u>	<u>\$507,511</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 5% COLA increase, and add 2 personnel for Recreation Center Core Team – Associate Engineer and Senior Engineering Technician (Project Coordinator).
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No / insignificant change.
- Note 5 Increased & carryover Engineering on call services and transfer Street Light Data Consultant from Construction & Demolition Fund.
- Note 6 Based on annual update of Cost Allocation Plan.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$293,894	\$366,720	\$72,826	1
4111	HOURLY & PART TIME SALARY	\$3,565	\$3,893	\$328	1
4112	OVERTIME	\$10,235	\$12,417	\$2,182	1
4121	PERS RETIREMENT	\$32,670	\$38,537	\$5,867	2
4135	FLEX ALLOWANCE	\$53,303	\$82,757	\$29,454	2
4136	WORKERS COMPENSATION	\$23,931	\$41,564	\$17,633	2
4139	OTHER FRINGE BENEFITS	\$14,075	\$16,704	\$2,629	2
4140	COMPENSATED ABSENCES	\$9,422	\$11,776	\$2,354	3
4153	LONGEVITY	\$6,300	\$6,300	\$0	3
4154	PEMHCA	\$2,349	\$2,828	\$479	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$57,935	\$67,038	\$9,103	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$34,500	\$34,480	(\$20)	4
4243	GENERAL OFFICE SUPPLIES	\$1,000	\$1,000	\$0	4
4244	VEHICLE RENTAL CHARGES	\$22,107	\$22,371	\$264	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$1,500	\$1,500	\$0	4
4246	MAINT-FACILITY & EQUIP	\$23,000	\$22,980	(\$20)	4
4251	CONTRACT, PROF, SPEC SVCS	\$133,000	\$259,960	\$126,960	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$350	\$350	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$300	\$300	\$0	4
4255	TRAINING	\$1,500	\$2,000	\$500	6
4256	EQUIP REPLACEMENT CHARGES	\$58,671	\$56,960	(\$1,711)	3
4257	COMM & INFO SERVICES CHGS	\$33,614	\$35,434	\$1,820	3
4269	BUILDING MAINTENANCE CHG	\$72,097	\$74,411	\$2,314	3
		<u>\$889,318</u>	<u>\$1,162,280</u>	<u>\$272,962</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase, Assumption of 5% COLA increase, and addition of 0.5 FTE Maintenance Worker I/II (1 FTE shared with Streets Division).
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No / insignificant change.
- Note 5 Added new funding for Lagoon Water Quality Management Plan Implementation and NPDES MRP 3.0 Implementation
- Note 6 Adjusted to pre-COVID level.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$294,447	\$366,720	\$72,273	1
4111	HOURLY & PART TIME SALARY	\$31,218	\$3,893	(\$27,325)	1
4112	OVERTIME	\$10,235	\$12,417	\$2,182	1
4121	PERS RETIREMENT	\$35,696	\$38,537	\$2,841	2
4135	FLEX ALLOWANCE	\$65,272	\$82,757	\$17,485	2
4136	WORKERS COMPENSATION	\$26,531	\$41,564	\$15,033	2
4139	OTHER FRINGE BENEFITS	\$14,643	\$16,704	\$2,061	2
4140	COMPENSATED ABSENCES	\$10,338	\$11,776	\$1,438	3
4153	LONGEVITY	\$0	\$0	\$0	3
4154	PEMHCA	\$3,219	\$3,740	\$521	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$62,798	\$67,038	\$4,240	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$102,200	\$112,200	\$10,000	5
4243	GENERAL OFFICE SUPPLIES	\$1,500	\$1,500	\$0	4
4244	VEHICLE RENTAL CHARGES	\$81,885	\$78,385	(\$3,500)	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	\$175,000	\$5,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$474,850	\$566,380	\$91,530	5
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$1,000	\$1,000	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$1,300	\$1,291	(\$9)	4
4255	TRAINING	\$1,500	\$2,000	\$500	7
4256	EQUIP REPLACEMENT CHARGES	\$21,879	\$14,993	(\$6,886)	3
4257	COMM & INFO SERVICES CHGS	\$33,613	\$35,434	\$1,821	3
4269	BUILDING MAINTENANCE CHG	\$72,097	\$74,411	\$2,314	3
4502	ALLOCATION OF EXP-OTHER	(\$520,531)	(\$530,388)	(\$9,857)	8
		<u>\$1,001,190</u>	<u>\$1,182,852</u>	<u>\$181,662</u>	

### Detailed Analysis:

- Note 1 Merit (Step) increase, Assumption of 5% COLA increase, and addition of 0.5 FTE Maintenance Worker I/ II (1 FTE shared with Lagoon/Levee Division)
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No / insignificant change.
- Note 5 Added funding for Traffic Review Committee projects, sidewalk maintenance program and street light and traffic signal maintenance.
- Note 6 Increase in cost for electricity for street lights and traffic signals.
- Note 7 Adjusted to pre-COVID level.
- Note 8 Reallocation based on revenue changes.

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4279	REBATES	\$25,000	\$25,000	\$0	1
		<u>\$25,000</u>	<u>\$25,000</u>	<u>\$0</u>	

### Detailed Analysis:

- Note 1 Available rebate balance.

# 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

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	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	\$547,618	\$547,618	\$503,744
Subtotal (Total Department Expenses before Reallocations)	\$547,618	\$547,618	\$503,744
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$547,618</b>	<b>\$547,618</b>	<b>\$503,744</b>

**DETAIL LINE ITEM: 001-1310 - Library Services Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$547,618</b>	<b>\$503,744</b>
<b>Totals Internal Services</b>		<b>\$547,618</b>	<b>\$503,744</b>
001-1310-413-42-69	BUILDING MAINTENANCE CHG	\$547,618	\$503,744

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4269	BUILDING MAINTENANCE CHG	\$547,618	\$503,744	(\$43,874)	1
		<u>\$547,618</u>	<u>\$503,744</u>	<u>(\$43,874)</u>	

**Detailed Analysis:**

Note 1 Assessment per proposed FY 2022-23 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>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$306,000	\$306,000	\$339,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$306,000	\$306,000	\$339,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$306,000	\$306,000	\$339,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$306,000</b>	<b>\$306,000</b>	<b>\$339,000</b>

**DETAIL LINE ITEM: 002-1120 Financial Services/City Treasurer - Property Tax Administration**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$306,000</b>	<b>\$339,000</b>
<b>Totals Internal Services</b>		<b>\$306,000</b>	<b>\$339,000</b>
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	\$306,000	\$339,000

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

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4251	CONTRACT, PROF, SPEC SVCS	\$306,000	\$339,000	\$33,000	1
		<u>\$306,000</u>	<u>\$339,000</u>	<u>\$33,000</u>	

**Detailed Analysis:**

Note 1 Adjustment based on an anticipated increase in County apportioned FY 2022-23 expenses, which includes cost recovery associated with a 3-year IT replacement project.

# Traffic Safety



Revenues are received by the City as its share of fines generated from violations of the State Motor Vehicle Code and expended for traffic safety programs. These funds are eligible to be spent on street and roadway improvements that facilitate traffic safety programs in Foster City. A portion of the costs incurred in the Public Works – Streets Maintenance Division are charged to the Traffic Safety Fund as an expenditure reallocation.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**TRAFFIC SAFETY FUND (Fund 101)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY	2021-22		2022-23
	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	\$60,000	\$60,000	\$60,000
<b>TOTAL FOR TRAFFIC SAFETY</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>

**DETAIL LINE ITEM: 101 Traffic Safety Fund Expense**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$60,000</b>	<b>\$60,000</b>
<b>Totals Reallocation</b>		\$60,000	\$60,000
101-0930-431-42-63	ALLOCATION OF OVERHEAD - REALLOCATION FROM PW STREETS	\$60,000	\$60,000

**BUDGET COMPARISONS (101-1120)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4263	ALLOCATION OF OVERHEAD	60,000	60,000	\$0.00	1
		60,000	60,000	\$0.00	

**Detailed Analysis:**

Note 1 Funding for Public Works Street maintenance program based on projected FY 2022-2023 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 prorata 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 Budget for this fiscal year 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 (Fund 103)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY	2021-22		2022-23
	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	\$554,500	\$554,500	\$565,500
<b>TOTAL FOR TRAFFIC SAFETY</b>	<b>\$554,500</b>	<b>\$554,500</b>	<b>\$565,500</b>

**DETAIL LINE ITEM**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$554,500</b>	<b>\$565,500</b>
<b>Totals Reallocation</b>		\$554,500	\$565,500
103-0930-431-42-63	ALLOCATION OF OVERHEAD-REALLOCATION FROM PW STREETS (2105-2107.5)	\$460,531	\$470,388
103-1010-413-42-63	ALLOCATION OF OVERHEAD-REALLOCATION FROM COUNCIL/BOARD	\$93,969	\$95,112

**BUDGET COMPARISONS (101-1120)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4263	ALLOCATION OF OVERHEAD	\$554,500	\$565,500	\$11,000	1
		\$554,500	\$565,500	\$11,000	

**Detailed Analysis:**

Note 1 Funding of PW Streets maintenance program and C/CAG annual dues using FY 2022-2023 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 2022-23. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2022-23.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**POLICE**  
**SLESF / COPS GRANT (Fund 108)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
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>

**DETAIL LINE ITEM: 108 SLESF / COPS Grant Expense**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Totals Employee Services</b>		\$100,000	\$100,000
108-0620-421-41-10	PERMANENT SALARIES	\$100,000	\$100,000

**BUDGET COMPARISONS (108-0620)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$100,000	\$100,000	\$0	1
		\$100,000	\$100,000	\$0	

**Detailed Analysis:**

Note 1 No change.





In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. This entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with over 200 employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for open jobs. Because of a rise in CalOpps maintenance and server costs, there will be an increase of 4% on the agency fees. Employers will be charged an initiation fee of up to \$6,492 to join CalOpps, and then an annual maintenance fee of \$3,787. Agencies can also opt not to become members and pay to advertise on the site for a fee of \$541 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, or contract with a similar service at a significant cost. 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 of approximately \$172,000 for application support, website hosting, and other services and supplies are included in the CalOpps.org Fund. The City/District General Fund does not provide the funding for CalOpps, and staff hours spent on CalOpps administration including the services of the consultants is funded by CalOpps membership fees.

CalOpps signifies an important partnership of over 200 governmental entities and strives to continue to provide public sector recruitment services at an affordable cost to employers while fully recovering the annual cost to the City and establishing reserves for future expenses and upgrades.

## **RESOURCES REQUIRED**

CalOpps is a self-supporting initiative accounted for in the City's Special Revenue Funds (Fund #114). Resources required include the following:

- Personnel Allocations – Allocations of 5% of the Human Resources Director, 25% of one Senior Human Resources Analyst, 5% of one Human Resources Analyst and 40% of one Human Resources Technician 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 (Fund 114)**  
Annual Budget Appropriation for Fiscal Year

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$128,080	\$140,496	\$143,224
SERVICES AND SUPPLIES	\$160,350	\$160,350	\$161,350
CAPITAL OUTLAY	\$0	\$0	\$0
<i>Subtotal (Total Department-Controlled Expenses)</i>	<i>\$288,430</i>	<i>\$300,846</i>	<i>\$304,574</i>
INTERNAL SERVICES	\$14,046	\$14,094	\$15,236
<i>Subtotal (Total Department Expenses before Reallocations)</i>	<i>\$302,476</i>	<i>\$314,940</i>	<i>\$319,810</i>
REALLOCATIONS	\$219,527	\$219,527	\$244,325
<b>TOTAL FOR CALOPPS FUND</b>	<b>\$522,003</b>	<b>\$534,467</b>	<b>\$564,135</b>

## DETAIL LINE ITEM: 114 - CalOpps Expenses

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$522,003</b>	<b>\$564,135</b>
<b>Totals Employee Services</b>		<b>\$128,080</b>	<b>\$143,224</b>
114-1210-415-41-10	PERMANENT SALARIES	\$79,186	\$88,313
114-1210-415-41-21	PERS RETIREMENT	\$8,200	\$9,047
114-1210-415-41-35	FLEX ALLOWANCE	\$12,858	\$15,208
114-1210-415-41-36	WORKERS COMPENSATION	\$402	\$551
114-1210-415-41-39	OTHER FRINGE BENEFITS	\$4,066	\$5,757
114-1210-415-41-61	EMPLOYEE BENEFIT-PERS UAL	\$23,368	\$24,348
<b>Totals Internal Services</b>		<b>\$14,046</b>	<b>\$15,236</b>
114-1210-415-41-40	COMPENSATED ABSENCES	\$2,443	\$2,778
114-1210-415-42-57	COMM & INFO SERVICES CHGS	\$11,603	\$12,458
<b>Totals Services and Supplies</b>		<b>\$160,350</b>	<b>\$161,350</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	APPLICATION SUPPORT	\$80,000	\$80,000
114-1210-415-42-48	COMMUNICATION COSTS - WEBSITE HOSTING	\$37,200	\$37,200
114-1210-415-42-48	Infrastructure Maintenance (Mission Cloud)	\$25,000	\$25,000
114-1210-415-42-48	TRANSACTION EMAIL	\$1,250	\$1,250
114-1210-415-42-49	ADVERTISING/PUBLICITY-MARKETING / TRADE SHOWS	\$6,400	\$7,400
114-1210-415-42-51	CONTRACT, PROF, SPEC SVCS-CONSULTING SERVICES	\$10,000	\$10,000
<b>Totals Reallocation</b>		<b>\$219,527</b>	<b>\$244,325</b>
114-1210-415-42-63	ALLOCATION OF OVERHEAD	\$219,527	\$244,325

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$79,186	\$88,313	\$9,127	1
4121	PERS RETIREMENT	\$8,200	\$9,047	\$847	2
4135	FLEX ALLOWANCE	\$12,858	\$15,208	\$2,350	2
4136	WORKERS COMPENSATION	\$402	\$551	\$149	2
4139	OTHER FRINGE BENEFITS	\$4,066	\$5,757	\$1,691	2
4140	COMPENSATED ABSENCES	\$2,443	\$2,778	\$335	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$23,368	\$24,348	\$980	2
4241	COPY EXPENSE	\$500	\$500	\$0	4
4248	UTILITIES & COMMUNICATION	\$143,450	\$143,450	\$0	4
4249	ADVERTISING/PUBLICITY	\$6,400	\$7,400	\$1,000	4
4251	CONTRACT, PROF, SPEC SVCS	\$10,000	\$10,000	\$0	4
4257	COMM & INFO SERVICES CHGS	\$11,603	\$12,458	\$855	3
4263	ALLOCATION OF OVERHEAD	\$219,527	\$244,325	\$24,798	5
		\$522,003	\$564,135	\$42,132	

### Detailed Analysis:

- Note 1 Personnel realignment and assumption of 5% COLA increase
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 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 (Fund 116)  
Annual Budget Appropriation for Fiscal Year

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$19,397	\$112,027	\$33,372
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$19,397	\$112,027	\$33,372
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$19,397	\$112,027	\$33,372
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR FOSTER CITY FOUNDATION FUND</b>	<b>\$19,397</b>	<b>\$112,027</b>	<b>\$33,372</b>

**DETAIL LINE ITEM: 116 - Foster City Foundation Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals Foster City Foundation Expenses</b>		<b>\$19,397</b>	<b>\$33,372</b>
<b>Totals Parks &amp; Recreation</b>		<b>\$7,370</b>	<b>\$22,122</b>
<b>Totals Services and Supplies</b>		<b>\$7,370</b>	<b>\$22,122</b>
116-0510-451-42-65	MISC EXPENSE	\$7,370	\$22,122
<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>\$0</b>
<b>Totals Services and Supplies</b>		<b>\$777</b>	<b>\$0</b>
116-1210-415-42-65	MISC EXPENSE-CARRYOVER FROM FY 2019-2020	\$777	\$0

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4265	MISC EXPENSE	\$7,370	\$22,122	\$14,752	1
		<u>\$7,370</u>	<u>\$22,122</u>	<u>\$14,752</u>	

**Detailed Analysis:**

Note 1 Adjust based on historical data.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4265	MISC EXPENSE	\$10,000	\$10,000	\$0	1
		<u>\$10,000</u>	<u>\$10,000</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1 Donation available.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4265	MISC EXPENSE	\$1,250	\$1,250	\$0	1
		<u>\$1,250</u>	<u>\$1,250</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1 Carry forward from FY 2021-22.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4265	MISC EXPENSE	\$777	\$0	(\$777)	1
		<u>\$777</u>	<u>\$0</u>	<u>(\$777)</u>	

**Detailed Analysis:**

Note 1 Spent all donation received.



# 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.

These funds are transferred for Capital Improvement expenditures.

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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 2022-23 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**  
**LMIHAF HOUSING SUCCESSOR FUNDS (Fund 122)**  
**Annual Budget Appropriation for Fiscal Year**

<b>DIVISION</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
HOUSING	\$118,560	\$118,560	\$120,120
HOMELESS PREVENTION	\$5,000	\$5,000	\$5,000
DEVELOPMENT AFFORD HSNB	\$11,200	\$11,200	\$11,200
<b>TOTAL FOR LMIHAF - HOUSING SUCCESSOR</b>	<b>\$134,760</b>	<b>\$134,760</b>	<b>\$136,320</b>

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$134,760	\$134,760	\$136,320
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$134,760	\$134,760	\$136,320
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$134,760	\$134,760	\$136,320
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LMIHAF-HOUSING SUCCESSOR</b>	<b>\$134,760</b>	<b>\$134,760</b>	<b>\$136,320</b>

**DETAIL LINE ITEM: 122-0832 LMIHF - Monitor & Preserve Long-Term Affordability Exp**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$118,560</b>	<b>\$120,120</b>
<b>Totals Services and Supplies</b>		<b>\$118,560</b>	<b>\$120,120</b>
122-0832-463-42-51	CONTRACT, PROF, SPEC SVCS	\$27,000	\$27,000
122-0832-463-42-51	HOUSING STAFFING ADMINISTRATION - MONITORING	\$25,000	\$25,000
122-0832-463-42-51	LEGAL SERVICES	\$2,000	\$2,000
122-0832-463-42-81	MANAGEMENT FEE-HIP	\$16,560	\$18,120
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	HOUSING STAFF ADMIN - EXISTING UNIT	\$10,000	\$10,000
122-0832-463-42-87	CONTINGENCY MAJOR REPAIRS	\$25,000	\$25,000

**DETAIL LINE ITEM: 122-0836 LMIHF - Homeless Prevention & Rapid Rehousing Svcs Exp**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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

**DETAIL LINE ITEM: 122-0837 LMIHF - Homeless Prevention & Rapid Rehousing Svcs Exp**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$27,000	\$27,000	\$0	1
4281	MANAGEMENT FEE-HIP	\$16,560	\$18,120	\$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>\$118,560</u>	<u>\$120,120</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 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4251	CONTRACT, PROF, SPEC SVCS	\$5,000	\$5,000	\$0	1
		<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>	

**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 FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$11,200	\$11,200	\$0	1
		<u>\$11,200</u>	<u>\$11,200</u>	<u>\$0</u>	

**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 (Fund 124)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$400,000	\$1,043,636	\$1,043,636
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$400,000	\$1,043,636	\$1,043,636
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$400,000	\$1,043,636	\$1,043,636
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR FC AFFORDABLE HOUSING</b>	<b>\$400,000</b>	<b>\$1,043,636</b>	<b>\$1,043,636</b>

**DETAIL LINE ITEM: 124-0832 City Affordable Housing Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$400,000</b>	<b>\$1,043,636</b>
<b>Totals Services and Supplies</b>		<b>\$400,000</b>	<b>\$1,043,636</b>
124-0832-463-42-65	MISC EXPENSE	\$400,000	\$400,000
124-0832-463-42-65	POST BMR AGREEMENT AND EARLY RELOCATION	\$355,000	\$355,000
124-0832-463-42-65	CONTRACTING HOUSING INDUSTRY FOUNDATION	\$45,000	\$45,000
124-0832-463-42-97	RELOCATION ASSISTANCE	\$0	\$643,636
124-0832-463-42-97	CARRYOVER-Housing Industry Foundation (HIF) for Tenant Relocation Assistance for Foster's Landing (Approved Sep 20, 2021 - Reso 2021-132)	\$0	\$100,000
124-0832-463-42-97	CARRYOVER-San Mateo County for Permanent Location Housing Allocation (PLHA) for Foster's Landing Grant (Approved Sep 20, 2021 - Reso 2021-132)	\$0	\$543,636

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

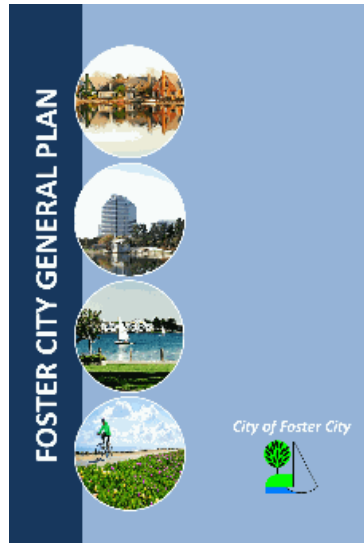
Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4265	MISC EXPENSE	\$400,000	\$400,000	\$0	1
4297	RELOCATION ASSISTANCE	\$0	\$643,636	\$643,636	2
		<u>\$400,000</u>	<u>\$1,043,636</u>	<u>\$643,636</u>	

**Detailed Analysis:**

- Note 1 Post BMR Agreement, Early Relocation and Housing Industry Foundation Contract.  
Note 2 Carryover of FY 2021-22 remaining appropriation. Reso 2021-132 9/30/21.



# 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 (Fund 128)**  
**Annual Budget Appropriation for Fiscal Year**

<b>DIVISION</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
GENERAL PLAN	\$192,350	\$192,350	\$192,400
SB2 - ADU & AHOZ	\$132,077	\$132,077	\$208,943
HOUSING ELEMENT UPDATE	\$210,424	\$591,336	\$441,336
<b>TOTAL FOR GENERAL PLAN MAINTENANCE FUND</b>	<b>\$534,851</b>	<b>\$915,763</b>	<b>\$842,679</b>

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$91,867	\$91,867	\$91,867
SERVICES AND SUPPLIES	\$442,984	\$823,896	\$750,812
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$534,851	\$915,763	\$842,679
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$534,851	\$915,763	\$842,679
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR GENERAL PLAN MAINTENANCE</b>	<b>\$534,851</b>	<b>\$915,763</b>	<b>\$842,679</b>

## 128 - General Plan Maintenance Fund Expenses

### DETAIL LINE ITEM: 128-0838 - General Plan Maintenance Fund - General Govt

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>	<b>128-0838 - General Plan Maintenance Fund -General Govt</b>	<b>\$192,350</b>	<b>\$192,400</b>
<b>Totals Services and Supplies</b>		<b>\$192,350</b>	<b>\$192,400</b>
128-0838-419-42-51	CONTRACT, PROF, SPEC SVCS-GENERAL PLAN IMPLEMENTATION	\$190,000	\$190,000
128-0838-419-42-51	CARRYOVER-ADOPT INCLUSIONARY HOUSING ORDINANCE, VMT THRESHOLDS, & SAFETY ELEMENT	\$40,000	\$40,000
128-0838-419-42-51	GENERAL PLAN IMPLEMENTATION	\$50,000	\$50,000
128-0838-419-42-51	LAND USE CONSULTANT FOR COMMUNITY ENGAGEMENT FOR GOLF COURSE	\$100,000	\$100,000
128-0838-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT - 21 ELEMENTS	\$2,350	\$2,400

### DETAIL LINE ITEM: 128-0844 - General Plan Maintenance Fund - SB2 - ADU & AHOZ

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>	<b>128-0844 General Plan Maintenance Fund - SB2 - ADU &amp; AHOZ</b>	<b>\$132,077</b>	<b>\$208,943</b>
<b>Totals Services and Supplies</b>		<b>\$132,077</b>	<b>\$208,943</b>
128-0844-419-41-10	PERMANENT SALARIES - CARRY OVER UNUSED PORTION OF SB 2 GRANT FUNDS	\$55,211	\$55,211
128-0844-419-42-51	CONTRACT, PROF, SPEC SVCS - CARRY OVER UNUSED PORTION OF SB 2 GRANT FUNDS	\$76,866	\$153,732

### DETAIL LINE ITEM: 128-0845 General Plan Maintenance Fund - Housing Element

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>	<b>128-0845 General Plan Maintenance Fund - Housing Element</b>	<b>\$210,424</b>	<b>\$441,336</b>
<b>Totals Services and Supplies</b>		<b>\$210,424</b>	<b>\$441,336</b>
128-0845-419-41-10	PERMANENT SALARIES - CARRYOVER UNUSED FUNDS FROM LEAP GRANT	\$36,656	\$36,656
128-0845-419-42-51	CONTRACT, PROF, SPEC SVCS	\$173,768	\$404,680
128-0845-419-42-51	CARRYOVER UNUSED FUNDS FROM LEAP GRANT	\$43,768	\$43,768
128-0845-419-42-51	CONSULTANT FOR HOUSING ELEMENT IMPLEMENTATION	\$130,000	\$0
128-0845-419-42-51	Consultant for Housing Element Implementation Carryover FY 21-22 Reso 2022-10	\$0	\$110,000
128-0845-419-42-51	Reso 2022-10 FY 2022-23 Environmental Impact Report (EIR)	\$0	\$380,912
128-0845-419-42-51	Reso 2022-10 FY 2022-23 Environmental Impact Report (EIR)- Delivered in FY 21-22	\$0	(\$130,000)

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4251	CONTRACT, PROF, SPEC SVCS	\$190,000	\$190,000	\$0	1
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$2,350	\$2,400	\$50	1
		<u>\$192,350</u>	<u>\$192,400</u>	<u>\$50</u>	

**Detailed Analysis:**

Note 1 No / insignificant change.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$55,211	\$55,211	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$76,866	\$153,732	\$76,866	1
		<u>\$132,077</u>	<u>\$208,943</u>	<u>\$76,866</u>	

**Detailed Analysis:**

Note 1 Carryover from FY 2021-22.

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$36,656	\$36,656	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$173,768	\$404,680	\$230,912	2
		<u>\$210,424</u>	<u>\$441,336</u>	<u>\$230,912</u>	

**Detailed Analysis:**

Note 1 Carryover from FY 2021-22.

Note 2 Carryover from FY 2021-22. LEAP Grant and Reso 2022-10.

# 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). 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 that demonstrate how recycling of debris and other waste generated from the project will be maximized as a condition of their building permit. 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 diversion or documentation requirements forfeit all or a portion of the deposit. The Construction and Demolition Ordinance allows forfeited deposits retained in this fund to be used for "developing and expanding recycling and waste reduction, clean energy generation, energy conservation, and air quality improvement programs." (FCMC 15.44.060.F)

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**CONSTRUCTION AND DEMOLITION FUND (Fund 129)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$331,750	\$331,750	\$302,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$331,750	\$331,750	\$302,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$331,750	\$331,750	\$302,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CONST &amp; DEMO RECYCLING FUND</b>	<b>\$331,750</b>	<b>\$331,750</b>	<b>\$302,000</b>

**DETAIL LINE ITEM: 129 - Construction & Demolition Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$331,750</b>	<b>\$302,000</b>
<b>Totals Services and Supplies</b>		<b>\$331,750</b>	<b>\$302,000</b>
129-0932-431-42-40	SPECIAL DEPARTMENTAL SUP	\$30,000	\$30,000
129-0932-431-42-42	POSTAGE EXPENSE - PROP 218 MAILING POSTAGE	\$2,000	\$2,500
129-0932-431-42-49	ADVERTISING/PUBLICITY - LEGAL ADVERTISING - PROP 218	\$1,000	\$1,000
129-0932-431-42-51	CONTRACT, PROF, SPEC SVCS	\$297,500	\$267,500
129-0932-431-42-51	CARRYOVER -CLIMATE ACTION PLAN	\$20,000	\$20,000
129-0932-431-42-51	CLIMATE MITIGATION & ADAPTION PLAN (CEQA COMPLIANCE)	\$70,000	\$70,000
129-0932-431-42-51	EVENTS	\$3,000	\$3,000
129-0932-431-42-51	GREEN BUILDING CONSULTANT	\$90,000	\$90,000
129-0932-431-42-51	IMPLEMENTATION OF SB 1383	\$30,000	\$30,000
129-0932-431-42-51	PROP 218 MAILING	\$4,500	\$4,500
129-0932-431-42-51	SOLID WASTE REDUCTION PROGRAMS	\$50,000	\$50,000
129-0932-431-42-51	STREET LIGHT CONSULTANT	\$30,000	\$0
129-0932-431-42-53	MEMBERSHIP,DUES,SUBSCRIPT - CA RESOURCE RECOVERY ASSN (CRRA) MEMBERSHIP	\$250	\$0
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 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$30,000	\$30,000	\$0	1
4242	POSTAGE EXPENSE	\$2,000	\$2,500	\$500	2
4249	ADVERTISING/PUBLICITY	\$1,000	\$1,000	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$297,500	\$267,500	(\$30,000)	3
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$250	\$0	(\$250)	4
4279	REBATES	\$1,000	\$1,000	\$0	1
		<u>\$331,750</u>	<u>\$302,000</u>	<u>(\$29,750)</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Increase in postage costs for Solid Waste Proposition 218 notices.
- Note 3 Streetlight Data Consultant Services moved to Engineering Division.
- Note 4 Discontinuation of membership in California Resource Recovery Association.



# 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 (Fund 130)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
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	\$60,550	\$60,550	\$41,617
Subtotal (Total Department Expenses before Reallocations)	\$124,418	\$124,418	\$105,485
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR TECHNOLOGY MAINTENANCE</b>	<b>\$124,418</b>	<b>\$124,418</b>	<b>\$105,485</b>

**DETAIL LINE ITEM: 130 - Technology Maintenance Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$124,418</b>	<b>\$105,485</b>
<b>Totals Internal Services</b>		<b>\$60,550</b>	<b>\$41,617</b>
130-0839-419-42-57	COMM & INFO SERVICES CHGS	\$60,550	\$41,617
<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	\$41,668
130-0839-419-42-51	TECH MAINTENANCE - HARDWARE & SOFTWARE	\$22,000	\$22,000

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$63,868	\$63,868	\$0	1
4257	COMM & INFO SERVICES CHGS	\$60,550	\$41,617	(\$18,933)	2
		\$124,418	\$105,485	(\$18,933)	

**Detailed Analysis:**

Note 1 No change.

Note 2 Assessment per proposed FY 2022-23 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 (Fund 131)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</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>

**DETAIL LINE ITEM: 131 - SB 1186 Fee Expenses**

<b>Account String</b>	<b>Object Name / Description</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
<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

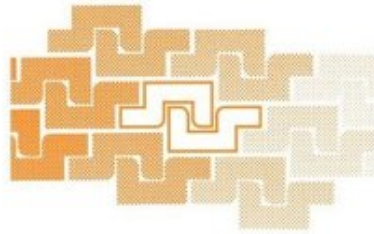
**Community Development Department Budget Comparisons - SB 1186 Fund (131-0841)**

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</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 (Fund 132)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</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>

**DETAIL LINE ITEM: 132 - Strong Motion Instrumentation Fee Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<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</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</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 (Fund 133)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$13,000	\$13,000	\$14,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$13,000	\$13,000	\$14,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$13,000	\$13,000	\$14,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CRV GRANT FUND</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$14,000</b>

**DETAIL LINE ITEM: 133 - CRV Grant Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$13,000</b>	<b>\$14,000</b>
<b>Totals Services and Supplies</b>		<b>\$13,000</b>	<b>\$14,000</b>
133-0933-431-42-40	SPECIAL DEPARTMENTAL SUP - RECYCLING CONTAINERS	\$11,000	\$13,000
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	\$0

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

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$11,000	\$13,000	\$2,000	1
4251	CONTRACT, PROF, SPEC SVCS	\$1,000	\$1,000	\$0	2
4254	TRAVEL,CONFERENCE,MEETING	\$1,000	\$0	(\$1,000)	3
		<u>\$13,000</u>	<u>\$14,000</u>	<u>\$1,000</u>	

**Detailed Analysis:**

- Note 1 City recycling containers, bin liners and water bottle filling stations.
- Note 2 No Change.
- Note 3 Elimination of California Resources Recovery Association Conference.



# 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 (Fund 134)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$25,000	\$25,000	\$25,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$25,000	\$25,000	\$25,000
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$25,000	\$25,000	\$25,000
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR CURBSIDE RECYCLING</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

**DETAIL LINE ITEM: 134 Curbside Recycling Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
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 (Fund 135)  
 Annual Budget Appropriation for Fiscal Year

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	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</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

**DETAIL LINE ITEM: 135 - Bldg Standards Admin Special Revolving Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 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)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
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

These funds are transferred for Capital Improvement expenditures.

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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 2020-21, 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 (Fund 138)**  
**Annual Budget Appropriation for Fiscal Year**

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$164,000	\$164,000	\$51,640
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$164,000	\$164,000	\$51,640
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$164,000	\$164,000	\$51,640
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR TENANT RELOCATION ASSISTANCE</b>	<b>\$164,000</b>	<b>\$164,000</b>	<b>\$51,640</b>

**DETAIL LINE ITEM: 138 - Tenant Relocation Assistance Fund Exp**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$164,000</b>	<b>\$51,640</b>
<b>Totals Services and Supplies</b>		<b>\$164,000</b>	<b>\$51,640</b>
138-0832-463-42-65	MISC EXPENSE - 3RD AMENDMENT AGREEMENT BETWEEN ESSEX AND CITY	\$164,000	\$51,640

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4265	MISC EXPENSE	\$164,000	\$51,640	(\$112,360)	1
		\$164,000	\$51,640	(\$112,360)	

**Detailed Analysis:**

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

# Workforce Housing

The City of Foster City plans to purchase 22 Workforce Housing Units proposed to be developed on a 4.78 acres in the Pilgrim Triton Master Plan development located at 551— 565 Pilgrim Drive and 1159 Triton Drive (Pilgrim Triton Phase C/Laguna Vista). The proposed Workforce Housing Program is designed to address the needs of first responders, public employees, and teachers in the very low, low, and moderate income household in order to make it possible for public servants to live near where they work.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT SERVICES**  
**WORKFORCE HOUSING (Fund 139)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$3,266	\$18,073
SERVICES AND SUPPLIES	\$0	\$105,390	\$310,655
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$108,656	\$328,728
INTERNAL SERVICES	\$0	\$0	\$408
Subtotal (Total Department Expenses before Reallocations)	\$0	\$108,656	\$329,136
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WORKFORCE HOUSING</b>	<b>\$0</b>	<b>\$108,656</b>	<b>\$329,136</b>

**DETAIL LINE ITEM: 139 - Workforce Housing**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$329,136</b>
<b>Totals Employee Services</b>		<b>\$0</b>	<b>\$18,073</b>
139-0846-419-41-10	PERMANENT SALARIES	\$0	\$12,892
139-0846-419-41-21	PERS RETIREMENT	\$0	\$1,341
139-0846-419-41-35	FLEX ALLOWANCE	\$0	\$2,939
139-0846-419-41-36	WORKERS COMPENSATION	\$0	\$81
139-0846-419-41-39	OTHER FRINGE BENEFITS	\$0	\$820
<b>Totals Internal Services</b>		<b>\$0</b>	<b>\$408</b>
139-0846-419-41-40	COMPENSATED ABSENCES	\$0	\$408
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$310,655</b>
139-0846-419-42-46	MAINT-FACILITY & EQUIP	\$0	\$14,520
139-0846-419-42-46	Repairs and Maintenance - HHAV time billed to project	\$0	\$14,520
139-0846-419-42-48	UTILITIES & COMMUNICATION	\$0	\$106,993
139-0846-419-42-48	Common Area Electricity	\$0	\$18,000
139-0846-419-42-48	Gas - water heating only	\$0	\$2,688
139-0846-419-42-48	Sewer	\$0	\$28,177
139-0846-419-42-48	Tenant Water Usage	\$0	\$51,000
139-0846-419-42-48	Trash removal	\$0	\$7,128
139-0846-419-42-51	CONTRACTOR, PROFESSIONAL SERVICES	\$0	\$103,715
139-0846-419-42-51	Credit/Background Checks	\$0	\$60
139-0846-419-42-51	Lease-Up Fees & Initial Set up fee per Reso 2021-159 - Carryover FY 2021-22	\$0	\$18,920
139-0846-419-42-51	Lease-Up Fees 2 Contract x \$500 ea.	\$0	\$1,000
139-0846-419-42-51	Legal Expenses	\$0	\$1,300
139-0846-419-42-51	Maintenance Technician and Property Manager Salaries and Benefits	\$0	\$33,376
139-0846-419-42-51	Management Fees	\$0	\$22,680
139-0846-419-42-51	Materials and Supplies - HHAV	\$0	\$5,480
139-0846-419-42-51	Misc Operating & Maintenance (HHAV) - includes AB802 Energy monitoring	\$0	\$1,000
139-0846-419-42-51	Miscellaneous Operating and Maintenance - Others	\$0	\$1,000
139-0846-419-42-51	Property Telephone Line expense for Fire Alarm	\$0	\$103
139-0846-419-42-51	Repairs - outside contractors for operating expenses	\$0	\$6,600
139-0846-419-42-51	RUBS 3rd Party Management fees	\$0	\$1,056
139-0846-419-42-51	Security-Fire Alarm Monitoring	\$0	\$9,600
139-0846-419-42-51	Technology Property Management software	\$0	\$1,540
139-0846-419-42-56	EQUIPMENT REPLACEMENT CHARGES	\$0	\$22,000
138-0846-419-42-62	INSURANCE & OTHER COSTS	\$0	\$33,185
139-0846-419-42-65	MISC EXPENSE	\$0	\$500
139-0846-419-42-85	LANDSCAPE & PEST CONTROL	\$0	\$28,500
139-0846-419-42-85	LANDSCAPE	\$0	\$26,000
139-0846-419-42-85	PEST CONTROL	\$0	\$2,500
139-0846-419-42-98	POSSESSORY INTEREST PROPERTY TAX	\$0	\$1,242

**Community Development Budget Comparisons -  
Workforce Housing Fund (139-0846)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4110	PERMANENT SALARIES	\$0	\$12,892	\$12,892	1
4121	PERS RETIREMENT	\$0	\$1,341	\$1,341	2
4135	FLEX ALLOWANCE	\$0	\$2,939	\$2,939	2
4136	WORKERS COMPENSATION	\$0	\$81	\$81	2
4139	OTHER FRINGE BENEFITS	\$0	\$820	\$820	2
4140	COMPENSATED ABSENCES	\$0	\$408	\$408	2
4246	MAINT-FACILITY & EQUIP	\$0	\$14,520	\$14,520	4
4248	UTILITIES & COMMUNICATION	\$0	\$106,993	\$106,993	4
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$103,715	\$103,715	4
4256	EQUIP REPLACEMENT CHARGES	\$0	\$22,000	\$22,000	3
4285	LANDSCAPE & PEST CONTROL	\$0	\$28,500	\$28,500	4
4262	INSURANCE & OTHER COSTS	\$0	\$33,185	\$33,185	4
4265	MISC EXPENSE	\$0	\$500	\$500	4
4298	POSSESSORY INTEREST PPTY TAX	\$0	\$1,242	\$1,242	4
		<u>\$0</u>	<u>\$329,136</u>	<u>\$329,136</u>	

**Detailed Analysis:**

- Note 1 Add Personnel - Housing Coordinator.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Set up reserve for future replacements.
- Note 4 Set up Workforce Housing Fund expenditures.

## **Equipment Replacement Fund - Workforce Housing**

This fund is held for replacement and acquisition of 22 workforce housing units fixture and equipments.  
No plan expenditure for FY 2022-23.

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# **SB1383 IMPLEMENTATION**

SB 1383 passed in 2016 as part of California's larger strategy to combat climate change and was designed to reduce global warming super pollutants like methane by reducing the amount of landfilled organic waste. The extensive regulations become enforceable Jan 1, 2022.

While implementation of most of the regulations will be funded through the solid waste rates, this fund was created in Fiscal Year 2022-23 to capture non-rate revenues for the implementation of SB 1383 as they become available, such as grants or fees.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**SB1383 IMPLEMENTATION (Fund 141)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$47,314
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$0	\$0	\$47,314
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$0	\$0	\$47,314
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SB 1383 IMPLEMENTATION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,314</b>

**DETAIL LINE ITEM: 141 - SB1383 Implementation**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$0</b>	<b>\$47,314</b>
<b>Totals Services and Supplies</b>		<b>\$0</b>	<b>\$47,314</b>
141-0910-431-42-51	CONTRACT, PROF, SPEC SVCS - SB1383-IMPLEMENTATION COST	\$0	\$47,314

**Public Works Department Budget Comparisons - SB1383 Implementation Fund (141-0910)**

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4251	CONTRACT, PROF, SPEC SVCS	\$0	\$47,314	\$47,314	1
		\$0	\$47,314	\$47,314	

**Detailed Analysis:**

Note 1 Non-competitive Local Assistance grant from CalRecycle.

# 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 \$36 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 after securing all the necessary permits from the various regulatory agencies, in August 2020, the City issued \$85 million of G.O. Bonds.

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  
(Fund 230)

Annual Budget Appropriation for Fiscal Year

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$6,492,688	\$6,492,688	\$6,378,988
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$6,492,688	\$6,492,688	\$6,378,988
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$6,492,688	\$6,492,688	\$6,378,988
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LEVEE PROTECT I&amp;R IMP</b>	<b>\$6,492,688</b>	<b>\$6,492,688</b>	<b>\$6,378,988</b>

**DETAIL LINE ITEM: 230 - Levee Protection Planning and Improvements Gen Obligation Bond Fund Exp**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$6,492,688</b>	<b>\$6,378,988</b>
<b>Totals Services and Supplies</b>		<b>\$6,492,688</b>	<b>\$6,378,988</b>
230-1120-415-42-51	CONTRACT, PROF, SPEC SVCS - Continuing disclosure fees	\$2,875	\$2,275
230-1120-415-42-70	DEBT SERVICE-RETIRE PRINCIPAL	\$3,895,000	\$3,940,000
230-1120-415-42-71	DEBT SERVICE-INTEREST EXPENSE	\$2,592,813	\$2,436,113
230-1120-415-42-73	DEBT SVC-PAYING&FISCAL - Fiscal Agent	\$2,000	\$600

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$2,875	\$2,275	(\$600)	1
4270	DEBT SERVICE-RETIRE PRINCIPAL	\$3,895,000	\$3,940,000	\$45,000	2
4271	DEBT SVC-INTEREST EXPENSE	\$2,592,813	\$2,436,113	(\$156,700)	2
4273	DEBT SVC-PAYING&FISCAL	\$2,000	\$600	(\$1,400)	2
		<u>\$6,492,688</u>	<u>\$6,378,988</u>	<u>(\$113,700)</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, consisting of four (4) water tanks with a total storage of 20 million gallons in the event of system shutdowns or emergencies, 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 and 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 (2) water pressure reduction stations.

EMID customers are billed monthly or bi-monthly for water services. There are two (2) components of customer charges: 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, 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 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 (Fund 401)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,426,106	\$2,491,902	\$2,571,201
SERVICES AND SUPPLIES	\$10,714,308	\$10,718,148	\$11,851,646
CAPITAL OUTLAY	\$13,000	\$13,000	\$5,500
Subtotal (Total Department-Controlled Expenses)	\$13,153,414	\$13,223,050	\$14,428,347
INTERNAL SERVICES	\$1,445,715	\$1,465,318	\$1,505,428
Subtotal (Total Department Expenses before Reallocations)	\$14,599,129	\$14,688,368	\$15,933,775
REALLOCATIONS	\$1,186,431	\$1,186,431	\$1,255,133
<b>TOTAL FOR WATER REVENUE</b>	<b>\$15,785,560</b>	<b>\$15,874,799</b>	<b>\$17,188,908</b>

**DETAIL LINE ITEM: 401 - Water Enterprise Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$15,785,560</b>	<b>\$17,188,908</b>
<b>Totals Capital Outlay</b>		<b>\$13,000</b>	<b>\$5,500</b>
401-0960-461-43-85	MACHINERY & EQUIP >5000	\$13,000	\$5,500
<b>Totals Employee Services</b>		<b>\$2,426,106</b>	<b>\$2,571,201</b>
401-0960-461-41-10	PERMANENT SALARIES	\$1,230,729	\$1,320,313
401-0960-461-41-11	HOURLY & PART TIME SALARY	\$32,981	\$31,174
401-0960-461-41-12	OVERTIME	\$19,000	\$22,485
401-0960-461-41-21	PERS RETIREMENT	\$134,020	\$136,490
401-0960-461-41-35	FLEX ALLOWANCE	\$227,840	\$261,915
401-0960-461-41-36	WORKERS COMPENSATION	\$98,488	\$147,820
401-0960-461-41-39	OTHER FRINGE BENEFITS	\$50,886	\$59,161
401-0960-461-41-41	GASB68 PENSION EXP-PERS	\$277,000	\$252,000
401-0960-461-41-42	GASB75 OPEB EXP-PEMHCA	\$18,000	\$13,000
401-0960-461-41-61	EMPLOYEE BENEFIT-PERS UAL	\$337,162	\$326,843
<b>Totals Internal Services</b>		<b>\$1,445,715</b>	<b>\$1,505,428</b>
401-0960-461-41-40	COMPENSATED ABSENCES	\$39,449	\$42,482
401-0960-461-41-54	PEMHCA	\$17,470	\$18,974
401-0960-461-42-44	VEHICLE RENTAL CHARGES - - UNITS 17,20,21,22,27,35,36	\$159,790	\$160,398
401-0960-461-42-56	EQUIP REPLACEMENT CHARGES	\$633,532	\$510,436
401-0960-461-42-57	COMM & INFO SERVICES CHGS	\$348,344	\$373,759
401-0960-461-42-62	INSURANCE & OTHER COSTS - SELF INSURANCE FUND CHARGE	\$102,957	\$250,578
401-0960-461-42-69	BUILDING MAINTENANCE CHG	\$144,173	\$148,801
<b>Totals Services and Supplies</b>		<b>\$10,714,308</b>	<b>\$11,851,646</b>
401-0960-461-42-40	SPECIAL DEPARTMENTAL SUP	\$98,750	\$101,712
401-0960-461-42-40	ANNUAL WATER QUALITY REPORT - PRINTING	\$250	\$250
401-0960-461-42-40	BOOTS AND SAFETY GEAR	\$1,000	\$1,000
401-0960-461-42-40	HYDRANT METERS	\$4,000	\$6,962
401-0960-461-42-40	REPAIR MATERIALS	\$93,500	\$93,500
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 FOR ANNUAL WATER QUALITY REPORT	\$250	\$250
401-0960-461-42-42	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$1,250	\$1,250
401-0960-461-42-43	GENERAL OFFICE SUPPLIES	\$2,500	\$2,500
401-0960-461-42-43	BOOKS, MANUALS & TAPES	\$1,000	\$1,000
401-0960-461-42-43	MISC. OFFICE SUPPLIES	\$1,500	\$1,500
401-0960-461-42-45	TOOLS & EQUIP(<5000@ITEM)	\$4,000	\$4,000

**DETAIL LINE ITEM: 401 - Water Enterprise Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
401-0960-461-42-46	MAINT-FACILITY & EQUIP	\$20,000	\$47,000
401-0960-461-42-46	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	\$3,000	\$3,000
401-0960-461-42-46	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000	\$1,000
401-0960-461-42-46	MAINTENANCE OF PRESSURE REDUCING VALVES & ARV'S	\$5,000	\$20,000
401-0960-461-42-46	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000	\$1,000
401-0960-461-42-46	MAINTENANCE REPAIRS TO WATER PUMPS/ENGINES	\$3,000	\$15,000
401-0960-461-42-46	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONTROL SYS	\$7,000	\$7,000
401-0960-461-42-47	RENTS AND LEASES	\$3,000	\$3,000
401-0960-461-42-48	UTILITIES & COMMUNICATION	\$9,984,408	\$11,053,284
401-0960-461-42-48	CA DEPARTMENT OF HEALTH SERVICES (STATE WATER SYSTEM FEES)	\$27,000	\$38,000
401-0960-461-42-48	ELECTRICITY FOR WATER PUMP PLANT	\$55,000	\$55,000
401-0960-461-42-48	NATURAL GAS FOR WATER PUMP PLANT	\$10,000	\$10,000
401-0960-461-42-48	SFPUC - BAWSCA BOND SURCHARGE	\$810,408	\$699,284
401-0960-461-42-48	SFPUC WATER PURCHASE	\$9,077,000	\$10,246,000
401-0960-461-42-48	WATER FOR CORP YARD AND METER CHARGE	\$5,000	\$5,000
401-0960-461-42-51	CONTRACT, PROF, SPEC SVCS	\$244,500	\$283,000
401-0960-461-42-51	ANNUAL WATER LOSS TESTING (BAWSCA)	\$5,000	\$5,000
401-0960-461-42-51	ANNUAL WATER SUPPLY & DEMAND ASSESSMENT SVCS	\$0	\$25,000
401-0960-461-42-51	ANNUAL WATER/WASTEWATER RATE STUDY	\$11,000	\$11,000
401-0960-461-42-51	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$36,000	\$36,000
401-0960-461-42-51	CONTRACT TEMPORARY STAFFING (FORMERLY ACCOUNT 4111)	\$0	\$35,000
401-0960-461-42-51	DSS MODEL SUPPORT SERVICES AND TRAINING	\$1,500	\$1,500
401-0960-461-42-51	MDM PORTAL	\$62,000	\$62,000
401-0960-461-42-51	POTABLE WATER LAB TESTS	\$44,000	\$54,000
401-0960-461-42-51	PRE-WATER SUPPLY RELIABILITY/REUSE PROJECT	\$0	\$12,500
401-0960-461-42-51	RESERVED FOR TEMP EMPL BACKFILL	\$25,000	\$0
401-0960-461-42-51	SPECIAL STUDIES	\$25,000	\$25,000
401-0960-461-42-51	UNIFORM SERVICES	\$6,000	\$6,000
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	\$19,000	\$0
401-0960-461-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$136,000	\$136,000
401-0960-461-42-53	AWWA DUES	\$2,000	\$2,000
401-0960-461-42-53	BAWSCA DUES AND ASSESSMENT	\$134,000	\$134,000
401-0960-461-42-54	TRAVEL,CONFERENCE,MEETING	\$4,050	\$4,050
401-0960-461-42-54	APWA NATIONAL CONGRESS (DIRECTOR)	\$800	\$800
401-0960-461-42-54	DEPARTMENT RETREAT	\$750	\$750
401-0960-461-42-54	TRAVEL, CONFERENCES AND MEETINGS	\$2,500	\$2,500
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	\$9,000	\$9,000
<b>Totals Reallocation</b>		<b>\$1,186,431</b>	<b>\$1,255,133</b>
401-0960-461-42-63	ALLOCATION OF OVERHEAD	\$1,186,431	\$1,255,133
401-0960-461-42-63	INDIRECT COST ALLOCATION	\$1,226,588	\$1,251,919
401-0960-461-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$40,157)	\$3,214



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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$1,230,729	\$1,320,313	\$89,584	1
4111	HOURLY & PART TIME SALARY	\$32,981	\$31,174	(\$1,807)	1
4112	OVERTIME	\$19,000	\$22,485	\$3,485	1
4121	PERS RETIREMENT	\$134,020	\$136,490	\$2,470	2
4135	FLEX ALLOWANCE	\$227,840	\$261,915	\$34,075	2
4136	WORKERS COMPENSATION	\$98,488	\$147,820	\$49,332	2
4139	OTHER FRINGE BENEFITS	\$50,886	\$59,161	\$8,275	2
4140	COMPENSATED ABSENCES	\$39,449	\$42,482	\$3,033	3
4141	GASB68 PENSION EXP-PERS	\$277,000	\$252,000	(\$25,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$18,000	\$13,000	(\$5,000)	2
4154	PEMHCA	\$17,470	\$18,974	\$1,504	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$337,162	\$326,843	(\$10,319)	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$98,750	\$101,712	\$2,962	4
4241	COPY EXPENSE	\$1,600	\$1,600	\$0	5
4242	POSTAGE EXPENSE	\$1,500	\$1,500	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$2,500	\$2,500	\$0	5
4244	VEHICLE RENTAL CHARGES	\$159,790	\$160,398	\$608	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$4,000	\$4,000	\$0	5
4246	MAINT-FACILITY & EQUIP	\$20,000	\$47,000	\$27,000	4
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	5
4248	UTILITIES & COMMUNICATION	\$9,984,408	\$11,053,284	\$1,068,876	6
4251	CONTRACT, PROF, SPEC SVCS	\$244,500	\$283,000	\$38,500	4
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$136,000	\$136,000	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$4,050	\$4,050	\$0	5
4255	TRAINING	\$5,000	\$5,000	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$633,532	\$510,436	(\$123,096)	3
4257	COMM & INFO SERVICES CHGS	\$348,344	\$373,759	\$25,415	3
4262	INSURANCE & OTHER COSTS	\$102,957	\$250,578	\$147,621	3
4263	ALLOCATION OF OVERHEAD	\$1,186,431	\$1,255,133	\$68,702	7
4269	BUILDING MAINTENANCE CHG	\$144,173	\$148,801	\$4,628	3
4279	REBATES	\$200,000	\$200,000	\$0	5
4289	RATE ASSISTANCE PROGRAM	\$9,000	\$9,000	\$0	5
4385	MACHINERY & EQUIP >5000	\$13,000	\$5,500	(\$7,500)	3
		\$15,785,560	\$17,188,908	\$1,403,348	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Change to align with FY 2022-23 expected expenses.
- Note 5 No change.
- Note 6 SFPUC increased rate by 15.9%.
- Note 7 Based on Annual Update of Cost Allocation Plan.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WATER - EQUIPMENT REPLACEMENT FUND (Fund 408)**  
**Annual Budget Appropriation for Fiscal Year**

	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$207,500	\$219,500	\$192,875
Subtotal (Total Department-Controlled Expenses)	\$207,500	\$219,500	\$192,875
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$207,500	\$219,500	\$192,875
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WATER EQUIPMENT REPLACEMENT</b>	<b>\$207,500</b>	<b>\$219,500</b>	<b>\$192,875</b>

**DETAIL LINE ITEM: 408 - Water - Equipment Replacement Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$207,500</b>	<b>\$192,875</b>
<b>Totals Services and Supplies</b>		<b>\$207,500</b>	<b>\$192,875</b>
408-0110-413-43-85	MACHINERY & EQUIP >5000	\$207,500	\$192,875

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

Account	Description	Approved	Requested	Increase	Notes
		FY 2021-22	FY 2022-23	(Decrease)	
4385	MACHINERY & EQUIP >5000	\$207,500	\$192,875	(\$14,625)	1
		\$207,500	\$192,875	(\$14,625)	

**Detailed Analysis:**

Note 1 Assessment per proposed FY 2022-23 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 effectively treating and disposing 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, and 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 and pumped to the EMID/San Mateo Treatment Plant each day 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 (Fund 451)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$2,672,136	\$2,744,018	\$2,866,691
SERVICES AND SUPPLIES	\$3,509,550	\$3,509,550	\$3,561,550
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$6,181,686	\$6,253,568	\$6,428,241
INTERNAL SERVICES	\$1,185,084	\$1,204,753	\$1,382,485
Subtotal (Total Department Expenses before Reallocations)	\$7,366,770	\$7,458,321	\$7,810,726
REALLOCATIONS	\$889,601	\$889,601	\$894,301
<b>TOTAL FOR WASTEWATER REVENUE</b>	<b>\$8,256,371</b>	<b>\$8,347,922</b>	<b>\$8,705,027</b>

**DETAIL LINE ITEM: 451 - Wastewater Collection System Operating Funds Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$8,256,371</b>	<b>\$8,705,027</b>
<b>Totals Employee Services</b>		<b>\$2,672,136</b>	<b>\$2,866,691</b>
451-0970-432-41-10	PERMANENT SALARIES	\$1,301,396	\$1,400,195
451-0970-432-41-11	HOURLY & PART TIME SALARY	\$60,633	\$31,174
451-0970-432-41-12	OVERTIME	\$31,500	\$31,268
451-0970-432-41-13	STANDBY PAY	\$38,328	\$41,263
451-0970-432-41-21	PERS RETIREMENT	\$142,684	\$144,828
451-0970-432-41-35	FLEX ALLOWANCE	\$269,649	\$289,099
451-0970-432-41-36	WORKERS COMPENSATION	\$110,728	\$162,944
451-0970-432-41-39	OTHER FRINGE BENEFITS	\$61,587	\$65,103
451-0970-432-41-41	GASB68 PENSION EXP-PERS	\$312,000	\$284,000
451-0970-432-41-42	GASB75 OPEB EXP-PEMHCA	\$15,000	\$12,000
451-0970-432-41-61	EMPLOYEE BENEFIT-PERS UAL	\$328,631	\$404,817
<b>Totals Internal Services</b>		<b>\$1,185,084</b>	<b>\$1,382,485</b>
451-0970-432-41-40	COMPENSATED ABSENCES	\$42,867	\$46,361
451-0970-432-41-53	LONGEVITY	\$0	\$0
451-0970-432-41-54	PEMHCA	\$12,250	\$13,411
451-0970-432-42-44	VEHICLE RENTAL CHARGES	\$279,810	\$283,449
451-0970-432-42-56	EQUIP REPLACEMENT CHARGES	\$254,683	\$266,126
451-0970-432-42-57	COMM & INFO SERVICES CHGS	\$348,344	\$373,759
451-0970-432-42-62	INSURANCE & OTHER COSTS	\$102,957	\$250,578
451-0970-432-42-69	BUILDING MAINTENANCE CHG	\$144,173	\$148,801
<b>Totals Services and Supplies</b>		<b>\$3,509,550</b>	<b>\$3,561,550</b>
451-0970-432-42-40	SPECIAL DEPARTMENTAL SUP	\$94,500	\$97,500
451-0970-432-42-40	BOOTS AND SAFETY GEAR	\$1,000	\$1,000
451-0970-432-42-40	REPAIR MATERIALS	\$91,000	\$94,000
451-0970-432-42-40	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,500	\$2,500
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	\$90,000
451-0970-432-42-46	ELECTRICAL REPAIRS	\$5,000	\$5,100
451-0970-432-42-46	HEAVY EQUIPMENT MAINTENANCE	\$10,000	\$10,300
451-0970-432-42-46	MAINTENANCE OF COPY MACHINE (1/3)	\$500	\$500
451-0970-432-42-46	MAINTENANCE OF LS 59 PUMPS	\$5,000	\$5,100
451-0970-432-42-46	MECHANICAL PARTS	\$9,000	\$9,300
451-0970-432-42-46	REPAIRS TO L/S GENERATORS / ATS(s)	\$32,000	\$33,000
451-0970-432-42-46	REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS	\$16,000	\$16,500
451-0970-432-42-46	SCADA - EXTENDED SUPPORT	\$5,000	\$5,100
451-0970-432-42-46	SCADA MAINTENANCE	\$5,000	\$5,100

**DETAIL LINE ITEM: 451 - Wastewater Collection System Operating Funds Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
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	ENERGY COSTS (ELECTRICITY)	\$230,000	\$230,000
451-0970-432-42-48	WATER FOR LIFT STATIONS AND METER	\$7,000	\$7,000
451-0970-432-42-51	CONTRACT, PROF, SPEC SVCS	\$3,053,000	\$3,099,500
451-0970-432-42-51	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$25,000	\$25,000
451-0970-432-42-51	ANNUAL WATER/WASTEWATER RATE STUDY	\$10,000	\$10,000
451-0970-432-42-51	BAY AREA AIR QUALITY MGMT DIST	\$11,000	\$11,000
451-0970-432-42-51	CITY OF SAN MATEO - EMID SHARE SM-FC PFA ADMINISTRATIVE EXPENSES	\$38,500	\$38,500
451-0970-432-42-51	CONTRACT TEMPORARY STAFFING (FORMERLY ACCOUNT 4111)	\$0	\$34,000
451-0970-432-42-51	CONTROL SYSTEM SERVICE CALLS FOR LS	\$6,000	\$6,000
451-0970-432-42-51	HAZARDOUS MATERIAL DISPOSAL	\$2,500	\$2,500
451-0970-432-42-51	PREP-WATER SUPPLY RELIABILITY/REUSE PROJECT	\$0	\$12,500
451-0970-432-42-51	SAN MATEO COUNTY HEALTH DEPARTMENT	\$6,000	\$6,000
451-0970-432-42-51	SM WWTP - EMID SHARE OF O & M - (PC30)	\$2,900,000	\$2,900,000
451-0970-432-42-51	SPECIAL STUDIES	\$25,000	\$25,000
451-0970-432-42-51	STATE WATER RESOURCES CONTROL BOARD	\$5,000	\$5,000
451-0970-432-42-51	T-4 SPATIAL SOFTWARE SUPPORT	\$14,000	\$14,000
451-0970-432-42-51	UNIFORM SERVICES	\$8,000	\$8,000
451-0970-432-42-51	UST COMPLIANCE -- LS #29	\$2,000	\$2,000
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	APWA NATIONAL CONGRESS (DIRECTOR)	\$800	\$800
451-0970-432-42-54	DEPARTMENT RETREAT	\$750	\$750
451-0970-432-42-54	STANDBY FASTRAK	\$1,500	\$1,500
451-0970-432-42-54	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	\$4,000	\$4,000
451-0970-432-42-55	TRAINING AND CERTIFICATION	\$5,000	\$5,000
451-0970-432-42-89	RATE ASSISTANCE PROGRAM	\$9,000	\$9,000
<b>Totals Reallocation</b>		<b>\$889,601</b>	<b>\$894,301</b>
451-0970-432-42-63	ALLOCATION OF OVERHEAD	\$889,601	\$894,301
451-0970-432-42-63	INDIRECT COST ALLOCATION	\$919,712	\$893,181
451-0970-432-42-63	INDIRECT COST ALLOCATION - 2nd Round	(\$30,111)	\$1,120

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$1,301,396	\$1,400,195	\$98,799	1
4111	HOURLY & PART TIME SALARY	\$60,633	\$31,174	(\$29,459)	1
4112	OVERTIME	\$31,500	\$31,268	(\$232)	1
4113	STANDBY PAY	\$38,328	\$41,263	\$2,935	1
4121	PERS RETIREMENT	\$142,684	\$144,828	\$2,144	2
4135	FLEX ALLOWANCE	\$269,649	\$289,099	\$19,450	2
4136	WORKERS COMPENSATION	\$110,728	\$162,944	\$52,216	2
4139	OTHER FRINGE BENEFITS	\$61,587	\$65,103	\$3,516	2
4140	COMPENSATED ABSENCES	\$42,867	\$46,361	\$3,494	3
4141	GASB68 PENSION EXP-PERS	\$312,000	\$284,000	(\$28,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$15,000	\$12,000	(\$3,000)	2
4154	PEMHCA	\$12,250	\$13,411	\$1,161	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$328,631	\$404,817	\$76,186	2
4240	SPECIAL DEPARTMENTAL SUPPLIES	\$94,500	\$97,500	\$3,000	4
4241	COPY EXPENSE	\$1,500	\$1,500	\$0	5
4242	POSTAGE EXPENSE	\$1,500	\$1,500	\$0	5
4243	GENERAL OFFICE SUPPLIES	\$3,500	\$3,500	\$0	5
4244	VEHICLE RENTAL CHARGES	\$279,810	\$283,449	\$3,639	3
4245	TOOLS & EQUIP(<5000@ITEM)	\$4,000	\$4,000	\$0	5
4246	MAINT-FACILITY & EQUIP	\$87,500	\$90,000	\$2,500	3
4247	RENTS AND LEASES	\$3,000	\$3,000	\$0	5
4248	UTILITIES & COMMUNICATION	\$237,000	\$237,000	\$0	5
4251	CONTRACT, PROF, SPEC SVCS	\$3,053,000	\$3,099,500	\$46,500	6
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$3,000	\$3,000	\$0	5
4254	TRAVEL,CONFERENCE,MEETING	\$7,050	\$7,050	\$0	5
4255	TRAINING	\$5,000	\$5,000	\$0	5
4256	EQUIP REPLACEMENT CHARGES	\$254,683	\$266,126	\$11,443	3
4257	COMM & INFO SERVICES CHGS	\$348,344	\$373,759	\$25,415	3
4262	INSURANCE & OTHER COSTS	\$102,957	\$250,578	\$147,621	3
4263	ALLOCATION OF OVERHEAD	\$889,601	\$894,301	\$4,700	7
4269	BUILDING MAINTENANCE CHG	\$144,173	\$148,801	\$4,628	3
4289	RATE ASSISTANCE PROGRAM	\$9,000	\$9,000	\$0	5
		\$8,256,371	\$8,705,027	\$448,656	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase and assumption of 5% COLA increase.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 Change to align with FY 2022-23 expected expenses.
- Note 5 No change.
- Note 6 Re-align PT Employees to Temporary Help.
- Note 7 Based on Annual Update of Cost Allocation Plan.

# San Mateo-Foster City Public Financing Authority Loan Fund



The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). As the lead agency, the City of San Mateo operates the plant. As co-owners of the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035. The Clean Water Program (CWP) is a series of projects to upgrade and replace aging infrastructure, increase capacity, and meet current and future regulatory requirements by combining San Mateo's sanitary sewer collection system CIP with the San Mateo WWTP Master Plan Improvements. This includes meeting the Cities' sustainability objectives including the provision of recycled water.

In October 2014, CH2M was hired to provide Program Management Services to support all aspects of the Clean Water Program and to validate the WWTP Master Plan developed and completed by Carollo Engineers in 2014.

Due to the complexity of the project, the high volume of construction work anticipated in the Bay Area, and to ensure collaboration amongst all parties during construction, a CMAR delivery approach for the project was recommended and received endorsement by both Cities in May 2016.

In January 2017, San Mateo and EMID selected Sundt, as their Construction Manager at Risk (CMAR) constructor for Phase I of the WWTP expansion and upgrades project which involves providing services during the design of the project such as cost estimating, constructability reviews, value engineering recommendations, construction scheduling, engaging/negotiating with suppliers, construction bid packaging, and development of the Guaranteed Maximum Price (GMP) for the project. Phase II services include the construction of the project. Construction will be broken into 3 GMPs: Phase 1/GMP 1: mass excavation, demolition, and shoring of site; Phase 2/GMP 2: piles and under slab utilities; and Phase 3/GMP 3: remainder of the project including construction of the administration building. Each GMP will be brought forward to the Cities' elected Board/Council for approval.

In accordance with the percentages established in the JPA (San Mateo 75.88%, EMID 24.12%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs for the Clean



Water Program is approximately \$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 \$153.6 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 for 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 pursued 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 occurred on June 4, 2019 with EMID's portion amounting to \$33.8 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 2017-18. In 2018, the EMID Board approved an additional 14.25% rate increase for FY 2022-23. In 2019, the District Board further approved a 10% rate increase to the rolling five-year model for FY 2023-24, and a 2% increase for FY 2024-25.

**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>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,869,091	\$1,869,091	\$1,862,966
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$1,869,091	\$1,869,091	\$1,862,966
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$1,869,091	\$1,869,091	\$1,862,966
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SAN MATEO-FOSTER CITY PUBLIC FINANCING AUTHORITY LOAN FUND</b>	<b>\$1,869,091</b>	<b>\$1,869,091</b>	<b>\$1,862,966</b>

**DETAIL LINE ITEM: 454 - San Mateo-Foster City Public Financing Authority Loan Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,869,091</b>	<b>\$1,862,966</b>
<b>Totals Services and Supplies</b>		<b>\$1,869,091</b>	<b>\$1,862,966</b>
454-1120-415-42-51	CONTRACT, PROF, SPEC SVCS - Continuing Disclosure Fees	\$2,475	\$2,475
454-1120-415-42-70	DEBT SERVICE-RETIRE PRINC - 2019 Revenue Bonds	\$545,000	\$570,000
454-1120-415-42-71	DEBT SVC-INTEREST EXPENSE - 2019 Revenue Bonds	\$1,542,125	\$1,514,250
454-1120-415-42-73	DEBT SVC-PAYING&FISCAL - Fiscal Agent fees	\$5,000	\$1,750
454-1120-415-42-74	DEBT SVC-PREMIUM DISCOUNT	(\$225,509)	(\$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</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4251	CONTRACT, PROF, SPEC SVCS	\$2,475	\$2,475	\$0	1
4270	DEBT SERVICE-RETIRE PRINCIPAL	\$545,000	\$570,000	\$25,000	2
4271	DEBT SVC-INTEREST EXPENSE	\$1,542,125	\$1,514,250	(\$27,875)	2
4273	DEBT SVC-PAYING&FISCAL	\$5,000	\$1,750	(\$3,250)	2
4274	DEBT SERV-PREM&DISC BONDS	(\$225,509)	(\$225,509)	\$0	2
		<u>\$1,869,091</u>	<u>\$1,862,966</u>	<u>(\$6,125)</u>	

**Detailed Analysis:**

- Note 1 Maintain Loan Reporting requirement.  
Note 2 Debt servicing.

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

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$128,000	\$179,044	\$308,850
Subtotal (Total Department-Controlled Expenses)	\$128,000	\$179,044	\$308,850
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$128,000	\$179,044	\$308,850
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT</b>	<b>\$128,000</b>	<b>\$179,044</b>	<b>\$308,850</b>

**DETAIL LINE ITEM: 458 - Wastewater Equipment Replacement Fund Expenses**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$128,000</b>	<b>\$308,850</b>
<b>Totals Capital Outlay</b>		<b>\$128,000</b>	<b>\$308,850</b>
458-0110-413-43-85	MACHINERY & EQUIP >5000	\$128,000	\$308,850

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

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4385	MACHINERY & EQUIP >5000	\$128,000	\$308,850	\$180,850	1
		\$128,000	\$308,850	\$180,850	

**Detailed Analysis:**

Note 1      Assessment per proposed FY 2022-23 Internal Service Fund budget.

## **Water Infrastructure Finance and Innovation Act (WIFIA) Loan and Wastewater Revenue Notes (Fund 459)**

The WIFIA program was established by the Water Infrastructure Finance and Innovation Act of 2014 and provides a long-term, low-cost loan for the District's Wastewater Treatment Plant Master Plan Improvements project (CIP 455-652).

On November 5, 2020, the Estero Municipal Improvement District (EMID) entered into agreement with the San Mateo-Foster City Public Financing Authority (PFA) and the Environmental Protection Agency (EPA) for a \$66,860,640 WIFIA loan. The loan is anticipated to be disbursed in its entirety on August 1, 2025.

On July 1, 2021, the San Mateo-Foster City Public Financing Authority issued Wastewater Revenue Notes with EMID's portion amounting to \$62.76 million to finance the WWTP costs.

The WIFIA and Wastewater Revenue Notes Fund accounts for debt service payments associated with the WIFIA loan and Wastewater Revenue Notes.

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

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$6,000	\$6,000	\$3,144,700
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$6,000	\$6,000	\$3,144,700
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$6,000	\$6,000	\$3,144,700
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR WATER INFRASTRUCTURE FINANCE &amp; INNOVATION ACT LOAN</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$3,144,700</b>

**DETAIL LINE ITEM: 459 - WIFIA LOAN FUND EXPENSES**

Account String	Object Name / Description	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$6,000</b>	<b>\$3,144,700</b>
<b>Totals Services and Supplies</b>		<b>\$6,000</b>	<b>\$3,144,700</b>
459-1120-415-42-51	CONTRACT, PROF, SPEC SVCS - Continuing Disclosure Fees	\$3,000	\$4,950
459-1120-415-42-71	DEBT SVC-INTEREST EXPENSE - 2021 WW Revenue Notes	\$0	\$3,138,000
459-1120-415-42-73	DEBT SVC-PAYING&FISCAL - Fiscal agent fees	\$3,000	\$1,750

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

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4251	CONTRACT, PROF, SPEC SVCS	\$3,000	\$4,950	\$1,950	1
4271	DEBT SVC-INTEREST EXPENSE	\$0	\$3,138,000	\$3,138,000	2
4273	DEBT SVC-PAYING&FISCAL	\$3,000	\$1,750	(\$1,250)	2
		<u>\$6,000</u>	<u>\$3,144,700</u>	<u>\$3,138,700</u>	

**Detailed Analysis:**

- Note 1 Maintain Loan Reporting requirement.  
Note 2 Debt Servicing.

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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.

Although the Vehicle Maintenance division has experienced as a number of significant changes in its reporting relationships and organizational structure since FY 2019-20, the day-to-day operations and goals have not changed for the Division's staff, which consists of one (1) Building/Vehicle Manager (50%), one (1) full-time Mechanic I, and one (1) full-time Small Engine Mechanic with leadership and administrative support.

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

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$664,308	\$682,463	\$596,966
SERVICES AND SUPPLIES	\$424,750	\$424,720	\$424,750
CAPITAL OUTLAY	\$592,444	\$1,126,029	\$614,578
Subtotal (Total Department-Controlled Expenses)	\$1,681,502	\$2,233,212	\$1,636,294
INTERNAL SERVICES	\$124,124	\$136,005	\$215,185
Subtotal (Total Department Expenses before Reallocations)	\$1,805,626	\$2,369,217	\$1,851,479
REALLOCATIONS	\$154,882	\$154,882	\$140,453
<b>TOTAL FOR VEHICLE REPLACEMENT</b>	<b>\$1,960,508</b>	<b>\$2,524,099</b>	<b>\$1,991,932</b>



**DETAIL LINE ITEM: 501 - Vehicle Replacement Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$1,960,508</b>	<b>\$1,991,932</b>
<b>Totals Capital Outlay</b>		<b>\$592,444</b>	<b>\$614,578</b>
501-0560-431-43-84	MOTOR VEHICLES	\$592,444	\$614,578
501-0560-431-43-84	CARRYOVER-Hoist Truck and Dump Truck Replacement	\$0	\$439,764
501-0560-431-43-84	CITYWIDE VEHICLES	\$592,444	\$74,814
501-0560-431-43-84	CONTINGENCY	\$0	\$100,000
<b>Totals Employee Services</b>		<b>\$664,308</b>	<b>\$596,966</b>
501-0560-431-41-10	PERMANENT SALARIES	\$360,836	\$287,061
501-0560-431-41-10	HOURLY & PART TIME SALARY	\$11,765	\$19,467
501-0560-431-41-12	OVERTIME	\$1,000	\$1,000
501-0560-431-41-21	PERS RETIREMENT	\$38,588	\$29,524
501-0560-431-41-35	FLEX ALLOWANCE	\$55,058	\$46,926
501-0560-431-41-36	WORKERS COMPENSATION	\$29,072	\$33,153
501-0560-431-41-39	OTHER FRINGE BENEFITS	\$17,111	\$12,156
501-0560-431-41-41	GASB68 PENSION EXP-PERS	\$78,000	\$70,000
501-0560-431-41-42	GASB75 OPEB EXP-PEMHCA	\$5,000	\$4,000
501-0560-431-41-61	EMPLOYEE BENEFIT-PERS UAL	\$67,878	\$93,679
<b>Totals Internal Services</b>		<b>\$124,124</b>	<b>\$215,185</b>
501-0560-431-41-40	COMPENSATED ABSENCES	\$11,494	\$9,245
501-0560-431-41-54	PEMHCA	\$2,001	\$1,961
501-0560-431-42-56	EQUIP REPLACEMENT CHARGES	\$30,077	\$30,771
501-0560-431-42-57	COMM & INFO SERVICES CHGS	\$16,817	\$18,088
501-0560-431-42-62	INSURANCE & OTHER COSTS - INSURANCE	\$63,735	\$155,120
<b>Totals Services and Supplies</b>		<b>\$424,750</b>	<b>\$424,750</b>
501-0560-431-42-43	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200
501-0560-431-42-43	BOOTS/UNIFORMS	\$600	\$600
501-0560-431-42-43	OFFICE & JANITORIAL SUPPLIES	\$200	\$200
501-0560-431-42-43	SMALL TOOLS	\$400	\$400
501-0560-431-42-46	MAINT-FACILITY & EQUIP	\$413,500	\$413,500
501-0560-431-42-46	AUTO PARTS	\$30,000	\$30,000
501-0560-431-42-46	DIESEL FUEL	\$56,000	\$56,000
501-0560-431-42-46	GASOLINE	\$260,000	\$260,000
501-0560-431-42-46	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500	\$2,500
501-0560-431-42-46	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000	\$10,000
501-0560-431-42-46	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000	\$20,000
501-0560-431-42-46	VEHICLE REPAIRS	\$32,000	\$32,000
501-0560-431-42-46	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000	\$3,000
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
<b>Totals Reallocation</b>		<b>\$154,882</b>	<b>\$140,453</b>
501-0560-431-42-63	ALLOCATION OF OVERHEAD	\$154,882	\$140,453

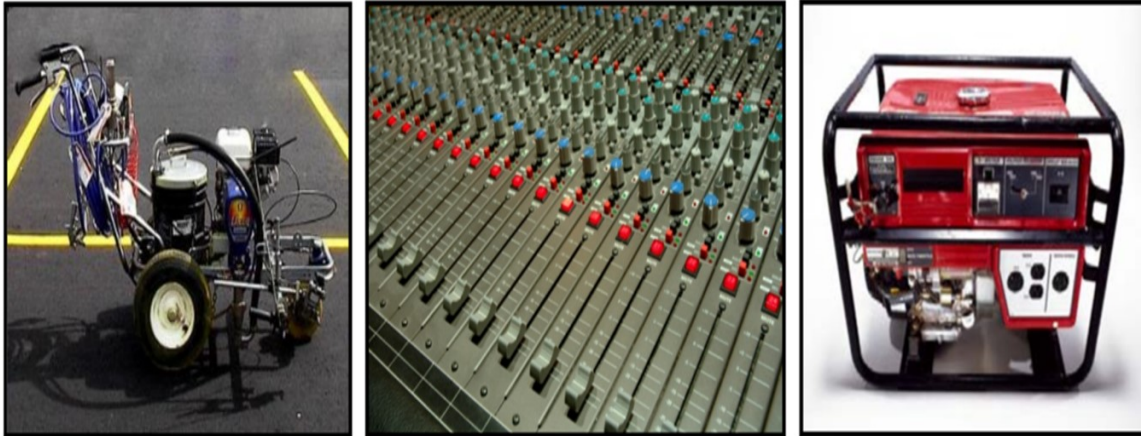
## Public Works Department Budget Comparisons - Vehicle Replacement Fund Budget (501-0560)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$360,836	\$287,061	(\$73,775)	1
4111	HOURLY & PART TIME SALARY	\$11,765	\$19,467	\$7,702	1
4112	OVERTIME	\$1,000	\$1,000	\$0	1
4121	PERS RETIREMENT	\$38,588	\$29,524	(\$9,064)	2
4135	FLEX ALLOWANCE	\$55,058	\$46,926	(\$8,132)	2
4136	WORKERS COMPENSATION	\$29,072	\$33,153	\$4,081	2
4139	OTHER FRINGE BENEFITS	\$17,111	\$12,156	(\$4,955)	2
4140	COMPENSATED ABSENCES	\$11,494	\$9,245	(\$2,249)	3
4141	GASB68 PENSION EXP-PERS	\$78,000	\$70,000	(\$8,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$5,000	\$4,000	(\$1,000)	2
4154	PEMHCA	\$2,001	\$1,961	(\$40)	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$67,878	\$93,679	\$25,801	2
4243	GENERAL OFFICE SUPPLIES	\$1,200	\$1,200	\$0	4
4246	MAINT-FACILITY & EQUIP	\$413,500	\$413,500	\$0	4
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	\$30,077	\$30,771	\$694	3
4257	COMM & INFO SERVICES CHGS	\$16,817	\$18,088	\$1,271	3
4262	INSURANCE & OTHER COSTS	\$63,735	\$155,120	\$91,385	3
4263	ALLOCATION OF OVERHEAD	\$154,882	\$140,453	(\$14,429)	5
4384	MOTOR VEHICLES	\$592,444	\$614,578	\$22,134	6
4385	MACHINERY & EQUIP >5000	\$0	\$0	\$0	3
		<u>\$1,960,508</u>	<u>\$1,991,932</u>	<u>\$31,424</u>	

### Detailed Analysis:

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 5% COLA increase, eliminate Parks/Facility Manager.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No Change.
- Note 5 Based on Annual Update of Cost Allocation Plan.
- Note 6 Purchase of four (4) vehicles including Hoist Truck and Dump Truck carried over from FY 2021-22.

# Equipment Replacement Fund



This fund was established to provide for the timely and orderly replacement of equipment valued over \$1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.

A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over \$1,000), or a pool of assets (which may be less than \$1,000 individually, but when pooled together exceed \$1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.

This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise funds), or those assets specifically relating to the activities of Vehicle Replacement, Information Technology, and Building Maintenance.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
EQUIPMENT REPLACEMENT FUND (#502)  
Annual Budget Appropriation for Fiscal Year

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$42,600	\$42,600	\$25,100
CAPITAL OUTLAY	\$331,900	\$229,062	\$348,000
Subtotal (Total Department-Controlled Expenses)	\$374,500	\$271,662	\$373,100
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$374,500	\$271,662	\$373,100
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR EQUIPMENT REPLACEMENT</b>	<b>\$374,500</b>	<b>\$271,662</b>	<b>\$373,100</b>

**DETAIL LINE ITEM: 502 - Equipment Replacement Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$374,500</b>	<b>\$373,100</b>

<b>Totals Services and Supplies</b>		<b>\$42,600</b>	<b>\$25,100</b>
502-0110-413-42-45	TOOLS & EQUIP(<5000@ITEM)	\$42,600	\$25,100

<b>Totals Internal Services</b>		<b>\$331,900</b>	<b>\$348,000</b>
502-0110-413-43-85	MACHINERY & EQUIP >5000	\$273,500	\$339,600
502-0110-413-43-85	Scoreboard - SEA CLOUD PARK CARRYOVER	\$0	\$100,000
502-0110-413-43-85	Emergency Replacement	\$50,000	\$50,000
502-0110-413-43-85	Equipment Replacement - GF	\$273,500	\$189,600
502-0110-413-43-87	FC PEG CHANNEL CAPITAL	\$8,400	\$8,400

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

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4245	TOOLS & EQUIP(<5000@ITEM)	\$42,600	\$25,100	(\$17,500)	1
4385	MACHINERY & EQUIP >5000	\$323,500	\$339,600	\$16,100	1
4387	FC PEG CHANNEL CAPITAL	\$8,400	\$8,400	\$0	2
4292	CONTRIBUTION TO FIRE JPA	\$0	\$0	\$0	2
		<u>\$374,500</u>	<u>\$373,100</u>	<u>(\$1,400)</u>	

**Detailed Analysis:**

- Note 1      Assessment per proposed FY 2022-23 Internal Service Fund budget.  
Note 2      No change.

# Self-Insurance Fund



The Self-Insurance Fund was established as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a liability 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 is a member of a self-insured insurance pool known as Pooled Liability Assurance Network (PLAN) JPA 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. PLAN JPA offers additional insurance, and the City participates in an enhance cyber insurance program.

Expenditures in this fund represent the PLAN JPA premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention, as well as property and vehicle damage deductibles. PLAN JPA premiums are largely based on the member's payroll, services provided, and the value of property insured.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and wastewater/sewer fund; interest earnings; and any rebates of the PLAN JPA premiums based on positive experience and PLAN policy. PLAN JPA also offers a grant fund program to support member agencies with their safety and risk management programs. In support of the upcoming ADA Transition Plan project in Public Works, the City will be requesting funding from the grant program for this one-time project.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**SELF-INSURANCE FUND (#503)**  
Annual Budget Appropriation for Fiscal Year

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$772,570	\$862,232	\$1,343,529
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$772,570	\$862,232	\$1,343,529
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$772,570	\$862,232	\$1,343,529
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR SELF INSURANCE</b>	<b>\$772,570</b>	<b>\$862,232</b>	<b>\$1,343,529</b>

**DETAIL LINE ITEM: 503 - Self Insurance Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$772,570</b>	<b>\$1,343,529</b>
<b>Totals Services and Supplies</b>		<b>\$772,570</b>	<b>\$1,343,529</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	\$125,000	\$260,000
503-1220-415-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$600	\$600
503-1220-415-42-53	PRIMA MEMBERSHIP DUES	\$450	\$0
503-1220-415-42-53	PARMA MEMBERSHIP DUES	\$150	\$612
503-1220-415-42-62	INSURANCE & OTHER COSTS	\$646,570	\$1,082,529

**Human Resources Department Budget Comparisons - Self-Insurance Fund Budget (503-1220)**

<b>Account</b>	<b>Description</b>	<b>Approved</b>	<b>Requested</b>	<b>Increase</b>	<b>Notes</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>(Decrease)</b>	
4241	COPY EXPENSE	\$200	\$200	\$0	1
4242	POSTAGE EXPENSE	\$200	\$200	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$125,000	\$260,000	\$135,000	2
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$600	\$600	\$0	1
4262	INSURANCE & OTHER COSTS	\$646,570	\$1,082,529	\$435,959	3
		<b>\$772,570</b>	<b>\$1,343,529</b>	<b>\$570,959</b>	

**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. One-time ADA Transition Plan of \$130,000.
- Note 3 The actual FY 2022-23 premiums for all insurance are projected to be higher due to the impact of the losses that were experienced in the insurance market (series of hurricanes, flood and fires).

# Information Technology Fund



The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.

## **PROPOSED SERVICE LEVELS**

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems.
- High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2022-23 will be \$2,403,191 which is \$80,707 (or ~ 3.25%) lower than internal service charges for FY 2021-22 of \$2,483,898. The main reason for the decrease is lower cost capital projects are planned for FY 2022-23 than those in FY 2021-22 (namely the high value Permitting System Replacement/Enhancement for \$207,750 was on FY 2021-22, and it is not on FY 2022-23)

The following table summarizes the items that had the highest impact in the changes to the IT fund:

<b>Projects listed in City Council's Strategic Priorities initiatives for 2021 - Innovation and Sustainability</b>	<b>Fiscal Impact</b>
<u>IT Staffing</u> : With the retirement of one of our Senior Systems Analysts, IT is looking to fill that position with an entry level Technical Analyst I. In FY 2022-23, we are looking to add a second Technical Analyst I to help spread the workload to allow for training and growth of the newer staff members.	\$91,000
<u>Overall Benefits Increases</u> : Personnel costs were higher due to COLA, Flex Benefits, and Workman's Comp increases.	\$59,000
<u>Managed Security Subscription</u> : IT has been looking into Managed Security Subscriptions, which consists of security software (log monitoring, antivirus, intrusion detection, etc.) .along with specialists (staff augmentation) at a network operations center to help monitor and respond to potential security incidents.	\$50,000
<u>Increased Annual Software Maintenance</u> : Multiple vendors maintenance is going up, including Microsoft,CentralSquare (Financial/Payroll/Utility Billing system), and Sunridge (Police CAD/RMS system) .	\$21,000
<u>IT Strategic Plan</u> : This project was planned for FY 2021-22, but we will not be able to deliver this project prior to July 2022, so we have left it in the operating budget. Description: With the help of a consultant and the input of all stakeholders, the City will develop an IT Strategic Plan that will help identify IT focus areas for the next 5 years. This document will assist stakeholders to make informed decisions about IT resources.	\$60,000



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**CITY / DISTRICT MANAGER**  
**INFORMATION TECHNOLOGY FUND (#504)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$960,508	\$985,805	\$1,111,683
SERVICES AND SUPPLIES	\$971,850	\$1,035,400	\$1,012,350
CAPITAL OUTLAY	\$401,700	\$370,130	\$137,200
Subtotal (Total Department-Controlled Expenses)	\$2,334,058	\$2,391,335	\$2,261,233
INTERNAL SERVICES	\$21,051	\$21,396	\$23,793
Subtotal (Total Department Expenses before Reallocations)	\$2,355,109	\$2,412,731	\$2,285,026
REALLOCATIONS	\$128,789	\$128,789	\$118,165
<b>TOTAL FOR COMMUNICATION &amp; INFO SVC</b>	<b>\$2,483,898</b>	<b>\$2,541,520</b>	<b>\$2,403,191</b>

**DETAIL LINE ITEM: 504 - Information Technology Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$2,483,898</b>	<b>\$2,403,191</b>
<b>Totals Capital Outlay</b>		<b>\$401,700</b>	<b>\$137,200</b>
504-0160-419-43-88	COMPUTER EQUIPMENT	\$401,700	\$137,200
504-0160-419-43-88	AGENDA SOFTWARE	\$50,000	\$0
504-0160-419-43-88	CARRYOVER - COPIER REPLACEMENTS	\$30,400	\$0
504-0160-419-43-88	CMMS (MAINTENANCE MANAGEMENT) SOFTWARE	\$50,000	\$0
504-0160-419-43-88	COUNCIL IPAD REPLACEMENTS	\$0	\$7,000
504-0160-419-43-88	DESKTOP PC REPLACEMENTS	\$42,550	\$47,200
504-0160-419-43-88	EDGE NETWORK SWITCHES	\$0	\$59,000
504-0160-419-43-88	EOC/POLICY ROOM AV EQUIPMENT	\$15,000	\$0
504-0160-419-43-88	LAPTOP REPLACEMENTS	\$6,000	\$4,000
504-0160-419-43-88	PERMIT/INSPECTION SOFTWARE	\$207,750	\$0
504-0160-419-43-88	WIFI ACCESS POINTS	\$0	\$20,000
<b>Totals Employee Services</b>		<b>\$960,508</b>	<b>\$1,111,683</b>
504-0160-419-41-10	PERMANENT SALARIES	\$567,228	\$643,003
504-0160-419-41-21	PERS RETIREMENT	\$59,578	\$65,349
504-0160-419-41-35	FLEX ALLOWANCE	\$81,300	\$135,996
504-0160-419-41-36	WORKERS COMPENSATION	\$2,894	\$3,997
504-0160-419-41-39	OTHER FRINGE BENEFITS	\$36,160	\$40,440
504-0160-419-41-41	GASB68 PENSION EXP-PERS	\$65,000	\$51,000
504-0160-419-41-42	GASB75 OPEB EXP-PEMHCA	\$7,400	\$6,000
504-0160-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$140,948	\$165,898
<b>Totals Internal Services</b>		<b>\$21,051</b>	<b>\$23,793</b>
504-0160-419-41-40	COMPENSATED ABSENCES	\$17,571	\$20,145
504-0160-419-41-54	PEMHCA	\$3,480	\$3,648
<b>Totals Services and Supplies</b>		<b>\$971,850</b>	<b>\$1,012,350</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

**DETAIL LINE ITEM: 504 - Information Technology Fund Expenses (Continued)**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
504-0160-419-42-46	MAINT-FACILITY & EQUIP	\$694,000	\$736,500
504-0160-419-42-46	ADOBE SOFTWARE SUBSCRIPTIONS	\$8,000	\$8,000
504-0160-419-42-46	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$25,000	\$25,000
504-0160-419-42-46	ANTIVIRUS SOFTWARE MAINTENANCE	\$15,000	\$15,000
504-0160-419-42-46	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$24,000	\$26,000
504-0160-419-42-46	BUSINESS CONTINUITY SERVICES	\$20,000	\$20,000
504-0160-419-42-46	CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)	\$7,000	\$7,000
504-0160-419-42-46	CLOSED CAPTIONING SERVICES FOR MEETING VIDEOS	\$15,000	\$15,000
504-0160-419-42-46	CLOUD BASED EMAIL ARCHIVE/SPAM FILTER/BACKUP	\$15,000	\$20,000
504-0160-419-42-46	COMCAST DIGITAL BOXES - TRANSFER FROM CITY MANAGER	\$0	\$3,000
504-0160-419-42-46	COST ALLOCATION SOFTWARE MAINTENANCE	\$5,000	\$5,000
504-0160-419-42-46	COUNTY TRAINING CONSORTIUM LMS SUBSCRIPTION	\$4,000	\$0
504-0160-419-42-46	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$20,000	\$20,000
504-0160-419-42-46	E-SIGNATURE SOFTWARE SUBSCRIPTIONS	\$13,000	\$13,000
504-0160-419-42-46	FIREWALL MAINTENANCE	\$15,000	\$15,000
504-0160-419-42-46	GIS AERIAL PHOTOGRAPHY SUBSCRIPTION	\$10,000	\$10,000
504-0160-419-42-46	GIS SOFTWARE MAINTENANCE	\$40,000	\$40,000
504-0160-419-42-46	HTE SOFTWARE ANNUAL SUPPORT	\$67,000	\$69,000
504-0160-419-42-46	ISeries SOFTWARE & HARDWARE MAINTENANCE	\$7,000	\$9,000
504-0160-419-42-46	MANAGED SECURITY SERVICES	\$0	\$50,000
504-0160-419-42-46	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$75,000	\$90,000
504-0160-419-42-46	OPENGOV BUDGETING SOFTWARE MAINTENANCE	\$50,000	\$51,000
504-0160-419-42-46	OTHER SOFTWARE MAINTENANCE (<\$3000)	\$28,000	\$28,000
504-0160-419-42-46	PENSION SOFTWARE MAINTENANCE	\$13,000	\$13,000
504-0160-419-42-46	PERMIT GUIDE SOFTWARE SUBSCRIPTION - NOW CHARGED DIRECTLY TO PERMIT TECHNOLOGY FUND	\$15,000	\$0
504-0160-419-42-46	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	\$2,500	\$3,500
504-0160-419-42-46	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$67,000	\$70,000
504-0160-419-42-46	PRINTER & SCANNER MAINT/TONER/REPAIR	\$7,000	\$7,000
504-0160-419-42-46	PUBLIC ENGAGEMENT SOFTWARE	\$20,000	\$20,000
504-0160-419-42-46	RECREATION CLASS REGISTRATION SOFTWARE MAINT(DEPT SPECIALIZED SOFTWARE)	\$8,000	\$8,000
504-0160-419-42-46	REMOTE MONITORING/MANAGEMENT (RMM) SOFTWARE SUBSCRIPTION	\$6,000	\$7,500
504-0160-419-42-46	REMOTE USER SECURITY SOFTWARE (ZERO TRUST) SUBSCRIPTION	\$25,000	\$0
504-0160-419-42-46	SOCIAL MEDIA SENTIMENT ANALYSIS SOFTWARE SUBSCRIPTION 3-YEAR (ZENCITY)	\$25,000	\$25,000
504-0160-419-42-46	TELEPHONE SYSTEM MAINTENANCE	\$14,000	\$14,000
504-0160-419-42-46	VMWARE SOFTWARE MAINTENANCE	\$12,000	\$12,000
504-0160-419-42-46	WEBSITE CONTENT MANAGEMENT SOFTWARE MAINT	\$7,500	\$7,500
504-0160-419-42-46	ZOOM SOFTWARE SUBSCRIPTIONS	\$9,000	\$10,000
504-0160-419-42-48	UTILITIES & COMMUNICATION	\$110,000	\$115,000
504-0160-419-42-48	AT&T TELEPHONE SERVICES	\$16,000	\$20,000
504-0160-419-42-48	CELL PHONE (T-MOBILE)	\$37,000	\$37,000
504-0160-419-42-48	DATA ACCESS IN VEHICLES (PD/IT)	\$7,000	\$7,000
504-0160-419-42-48	INTERNET SERVICE PROVIDER	\$50,000	\$51,000

**DETAIL LINE ITEM: 504 - Information Technology Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
504-0160-419-42-51	CONTRACT, PROF, SPEC SVCS	\$70,000	\$63,000
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	(\$30,000)	(\$30,000)
504-0160-419-42-51	CONSULTING SERVICES - ON-PREM EXCHANGE SERVER REMOVAL	\$5,000	\$0
504-0160-419-42-51	GIS INTEGRATION SERVICES	\$30,000	\$30,000
504-0160-419-42-51	IT STRATEGIC PLAN CONSULTANT	\$60,000	\$60,000
504-0160-419-42-51	TELEPHONE SYSTEM CONSULTING - UPGRADES	\$2,000	\$0
504-0160-419-42-53	MEMBERSHIP,DUES,SUBSCRIPT	\$900	\$900
504-0160-419-42-54	TRAVEL,CONFERENCE,MEETING	\$4,500	\$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)	(\$9,000)	(\$9,000)
504-0160-419-42-55	TRAINING	\$10,000	\$10,000
504-0160-419-42-55	IT TECHNICAL TRAINING	\$7,500	\$7,500
504-0160-419-42-55	SECURITY AWARENESS TRAINING SUBSCRIPTION	\$2,500	\$2,500
504-0160-419-42-55	SUNGARD END USER WEBINAR TRAININGS	\$5,000	\$5,000
504-0160-419-42-55	BUDGET BALANCING STRATEGY TOOLBOX 2020-09 - SUNGARD END USER WEBINAR TRAININGS	(\$5,000)	(\$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
<b>Totals Reallocation</b>		<b>\$128,789</b>	<b>\$118,165</b>
504-0160-419-42-63	ALLOCATION OF OVERHEAD	\$128,789	\$118,165

## City/District Manager Department Budget Comparisons - Information Technology Fund Budget (504-0160)

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4110	PERMANENT SALARIES	\$567,228	\$643,003	\$75,775	1
4121	PERS RETIREMENT	\$59,578	\$65,349	\$5,771	2
4135	FLEX ALLOWANCE	\$81,300	\$135,996	\$54,696	2
4136	WORKERS COMPENSATION	\$2,894	\$3,997	\$1,103	2
4139	OTHER FRINGE BENEFITS	\$36,160	\$40,440	\$4,280	2
4140	COMPENSATED ABSENCES	\$17,571	\$20,145	\$2,574	3
4141	GASB68 PENSION EXP-PERS	\$65,000	\$51,000	(\$14,000)	2
4142	GASB75 OPEB EXP-PEMHCA	\$7,400	\$6,000	(\$1,400)	2
4154	PEMHCA	\$3,480	\$3,648	\$168	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$140,948	\$165,898	\$24,950	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	\$694,000	\$736,500	\$42,500	5
4248	UTILITIES & COMMUNICATION	\$110,000	\$115,000	\$5,000	6
4251	CONTRACT, PROF, SPEC SVCS	\$70,000	\$63,000	(\$7,000)	7
4253	MEMBERSHIP,DUES,SUBSCRIPTION	\$900	\$900	\$0	4
4254	TRAVEL,CONFERENCE,MEETING	\$4,500	\$4,500	\$0	4
4255	TRAINING	\$10,000	\$10,000	\$0	4
4259	PC, SOFTWARE & HARDWARE	\$22,000	\$22,000	\$0	4
4263	ALLOCATION OF OVERHEAD	\$128,789	\$118,165	(\$10,624)	9
4388	COMPUTER EQUIPMENT	\$401,700	\$137,200	(\$264,500)	10
		\$2,483,898	\$2,403,191	(\$80,707)	

**Detailed Analysis:**

- Note 1 Merit (Step) increase, Assumption of 5% COLA increase and due to replace one Senior Systems Analyst with two Technology Analyst I's
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 Internal Service Fund budget.
- Note 4 No change.
- Note 5 Increase is mainly due to a planned new Managed Security line item.
- Note 6 Increase reflects actual billing seen in FY 2021-22.
- Note 7 Decrease due to fewer planned consulting projects than in FY 2021-22.
- Note 8 Reduction due to COVID-19 reduction strategies.
- Note 9 Based on Annual Update of Cost Allocation Plan.
- Note 10 Decrease is due to different capital projects planned for FY 2022-23.

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# Building Maintenance Fund



The Building Maintenance Fund captures and distributes the costs of City-wide Building Maintenance. Building Maintenance Division staff ensures that all City facilities are safe and clean by providing management, maintenance and inspection of City/District buildings and equipment, develop ongoing maintenance systems and procedures, and providing 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.

Although the Building Maintenance Division has experienced a number of significant changes in its reporting relationships and organizational structure since FY 2019-20, the day-to-day operations and goals have not changed for the Division's staff, which consists of consists of 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 leadership, engineering and administrative support.

In FY 2021-22, Building Maintenance completed the following projects in addition to emergency and routine repair and preventative maintenance:

- Sanitized and performed deep cleaning in work areas where exposures were likely.
- Patched expansion joint on the roof between City Hall and Fire Station.
- Removed and replaced sheet rock , patched and painted stairway landing in City Hall.
- Installed new counter tops and cabinets in Recreation Center Gull, Mallard, and Crane rooms.
- Replaced two gates at Corporation Yard.
- Renovated Sea Cloud Park Snack Shack.
- Painted private offices in the Police Station.
- Converted fluorescent lamps to LED Lights Recreation Center bathrooms.
- Replaced carpets in the Senior Wing office and Recreation Center front desk.
- Installed new sound system at Recreation Center: Lagoon Mist, and Spirit rooms.
- Installed new card reader post at Corporation Yard employee gate.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**BUILDING MAINTENANCE FUND (#505)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$1,002,559	\$1,031,167	\$999,863
SERVICES AND SUPPLIES	\$1,406,950	\$1,406,950	\$1,406,950
CAPITAL OUTLAY	\$457,500	\$457,500	\$957,500
Subtotal (Total Department-Controlled Expenses)	\$2,867,009	\$2,895,617	\$3,364,313
INTERNAL SERVICES	\$154,103	\$154,449	\$161,401
Subtotal (Total Department Expenses before Reallocations)	\$3,021,112	\$3,050,066	\$3,525,714
REALLOCATIONS	\$251,047	\$251,047	\$205,156
<b>TOTAL FOR BUILDING MAINTENANCE</b>	<b>\$3,272,159</b>	<b>\$3,301,113</b>	<b>\$3,730,870</b>



**DETAIL LINE ITEM: 505 - Building Maintenance Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$3,272,159</b>	<b>\$3,730,870</b>
<b>Totals Capital Outlay</b>		<b>\$457,500</b>	<b>\$957,500</b>
505-0550-419-43-85	MACHINERY & EQUIP >5000	\$457,500	\$957,500
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	\$300,000	\$800,000
<b>Totals Employee Services</b>		<b>\$1,002,559</b>	<b>\$999,863</b>
505-0550-419-41-10	PERMANENT SALARIES	\$552,781	\$514,161
505-0550-419-41-11	HOURLY & PART TIME SALARY	\$11,765	\$19,467
505-0550-419-41-12	OVERTIME	\$5,000	\$5,300
505-0550-419-41-21	PERS RETIREMENT	\$59,672	\$52,100
505-0550-419-41-35	FLEX ALLOWANCE	\$86,983	\$85,445
505-0550-419-41-36	WORKERS COMPENSATION	\$45,744	\$58,419
505-0550-419-41-39	OTHER FRINGE BENEFITS	\$25,132	\$21,216
505-0550-419-41-41	GASB68 PENSION EXP-PERS	\$84,000	\$84,000
505-0550-419-41-42	GASB75 OPEB EXP-PEMHCA	\$5,000	\$5,000
505-0550-419-41-61	EMPLOYEE BENEFIT-PERS UAL	\$126,482	\$154,755
<b>Totals Internal Services</b>		<b>\$154,103</b>	<b>\$161,401</b>
505-0550-419-41-40	COMPENSATED ABSENCES	\$17,666	\$16,422
505-0550-419-41-54	PEMHCA	\$3,741	\$3,785
505-0550-419-42-44	VEHICLE RENTAL CHARGES	\$66,992	\$67,797
505-0550-419-42-56	EQUIP REPLACEMENT CHARGES	\$26,464	\$31,192
505-0550-419-42-57	COMM & INFO SERVICES CHGS	\$39,240	\$42,205
<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	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$30,000	\$30,000
505-0550-419-42-46	CARPET/WINDOW MAINTENANCE	\$14,000	\$14,000
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	FIRST AID KIT SUPPLIES	\$1,000	\$1,000
505-0550-419-42-46	GOVERNMENT CENTER MAINTENANCE	\$58,000	\$58,000
505-0550-419-42-46	HVAC REPAIR AND MAINTENANCE	\$100,000	\$100,000

**DETAIL LINE ITEM: 505 - Building Maintenance Fund Expenses (Continued)**

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
505-0550-419-42-46	JANITORIAL SUPPLIES	\$50,000	\$50,000
505-0550-419-42-46	LOCKS AND KEYS	\$3,000	\$3,000
505-0550-419-42-46	PEST CONTROL FOR CITY BUILDINGS	\$9,600	\$9,600
505-0550-419-42-46	PLUMBING SUPPLIES	\$2,000	\$2,000
505-0550-419-42-46	SECURITY CAMERA MAINTENANCE	\$3,000	\$3,000
505-0550-419-42-46	STANDBY GENERATORS REPAIR	\$20,200	\$20,200
505-0550-419-42-46	SUSTAINABILITY PROJECTS	\$10,000	\$10,000
505-0550-419-42-46	VANDALISM REPAIRS	\$1,000	\$1,000
505-0550-419-42-48	UTILITIES & COMMUNICATION	\$602,000	\$602,000
505-0550-419-42-48	UTILITIES FOR ALL CITY FACILITIES	\$562,000	\$562,000
505-0550-419-42-48	UTILITIES FOR JOINT USE FACILITIES	\$40,000	\$40,000
505-0550-419-42-51	CONTRACT, PROF, SPEC SVCS	\$477,000	\$477,000
505-0550-419-42-51	DISPOSAL OF HAZARDOUS MATERIALS	\$4,600	\$4,600
505-0550-419-42-51	ELEVATOR MAINTENANCE CONTRACT	\$15,000	\$15,000
505-0550-419-42-51	ELEVATOR SMOKE GUARD MAINTENANCE	\$8,600	\$8,600
505-0550-419-42-51	FIRE EXTINGUISHER MAINTENANCE	\$4,200	\$4,200
505-0550-419-42-51	FIRE PROTECTION SYSTEM	\$20,000	\$20,000
505-0550-419-42-51	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,600	\$34,600
505-0550-419-42-51	JANITORIAL SERVICES - CITYWIDE	\$315,000	\$315,000
505-0550-419-42-51	JANITORIAL SERVICES - JUA BREWER ISLAND GYM	\$40,000	\$40,000
505-0550-419-42-51	SOLAR MAINTENANCE	\$20,000	\$20,000
505-0550-419-42-51	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS	\$15,000	\$15,000
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>\$251,047</b>	<b>\$205,156</b>
505-0550-419-42-63	ALLOCATION OF OVERHEAD	\$251,047	\$205,156

**Public Works Department Budget Comparisons -  
Building Maintenance Fund Budget (505-0550)**

<b>Account</b>	<b>Description</b>	<b>Approved FY 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4110	PERMANENT SALARIES	\$552,781	\$514,161	(\$38,620)	1
4111	HOURLY & PART TIME SALARY	\$11,765	\$19,467	\$7,702	1
4112	OVERTIME	\$5,000	\$5,300	\$300	1
4121	PERS RETIREMENT	\$59,672	\$52,100	(\$7,572)	2
4135	FLEX ALLOWANCE	\$86,983	\$85,445	(\$1,538)	2
4136	WORKERS COMPENSATION	\$45,744	\$58,419	\$12,675	2
4139	OTHER FRINGE BENEFITS	\$25,132	\$21,216	(\$3,916)	2
4140	COMPENSATED ABSENCES	\$17,666	\$16,422	(\$1,244)	3
4141	GASB68 PENSION EXP-PERS	\$84,000	\$84,000	\$0	2
4142	GASB75 OPEB EXP-PEMHCA	\$5,000	\$5,000	\$0	2
4154	PEMHCA	\$3,741	\$3,785	\$44	3
4161	EMPLOYEE BENEFIT-PERS UAL	\$126,482	\$154,755	\$28,273	2
4243	GENERAL OFFICE SUPPLIES	\$5,900	\$5,900	\$0	4
4244	VEHICLE RENTAL CHARGES	\$66,992	\$67,797	\$805	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	\$31,192	\$4,728	3
4257	COMM & INFO SERVICES CHGS	\$39,240	\$42,205	\$2,965	3
4263	ALLOCATION OF OVERHEAD	\$251,047	\$205,156	(\$45,891)	5
4385	MACHINERY & EQUIP >5000	\$457,500	\$957,500	\$500,000	3
		<u>\$3,272,159</u>	<u>\$3,730,870</u>	<u>\$458,711</u>	

**Detailed Analysis:**

- Note 1 Personnel realignment, merit (Step) increase, Assumption of 5% COLA increase. Eliminate Parks/ Facility Manager.
- Note 2 Contractual adjustment to benefit formulas.
- Note 3 Assessment per proposed FY 2022-23 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 2004-05. 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 2007-08, 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 2022-23 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 (1.92% as of June 30, 2021). As a result, based on the September 2021 Actuarial Valuation performed by Precision Actuarial, Inc., the 6/30/21 Total Pension Liability for the Plan is \$3.94 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**LONGEVITY RECOGNITION BENEFITS FUND (#507)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$229,320	\$229,320	\$229,320
SERVICES AND SUPPLIES	\$9,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$238,320	\$238,320	\$238,320
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$238,320	\$238,320	\$238,320
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND</b>	<b>\$238,320</b>	<b>\$238,320</b>	<b>\$238,320</b>

**DETAIL LINE ITEM: 507 - Longevity Recognition Benefits Fund Expenses**

<b>Account String</b>	<b>Object Name</b>	<b>FY 21-22 Budget</b>	<b>FY 22-23 Requested</b>
<b>Totals</b>		<b>\$238,320</b>	<b>\$238,320</b>
<b>Totals Employee Services</b>		<b>\$229,320</b>	<b>\$229,320</b>
507-0460-999-41-51	FRINGE BENEFITS	229,320	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 2021-22</b>	<b>Requested FY 2022-23</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
4151	LONGEVITY	229,320	229,320	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$9,000	\$9,000	\$0	1
		<u>\$238,320</u>	<u>\$238,320</u>	<u>\$0</u>	

**Detailed Analysis:**

Note 1      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, 2022, the minimum monthly employer contribution is \$149, 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 2019-20, 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 2022-23 is \$220,704.

Effective FY 2017-18, 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 (1.92% as of June 30, 2021). As a result, based on the August 2021 Actuarial Valuation performed by Precision Actuarial, Inc., the 6/30/21 Total Other Post-Employment Benefits (OPEB) Liability for the Plan is \$11.08 million.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA)**  
**BENEFITS PLAN FUND (#508)**  
**Annual Budget Appropriation for Fiscal Year**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$205,320	\$205,320	\$220,704
SERVICES AND SUPPLIES	\$9,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$214,320	\$214,320	\$229,704
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$214,320	\$214,320	\$229,704
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL PEMHCA BENEFITS PLAN FUND</b>	<b>\$214,320</b>	<b>\$214,320</b>	<b>\$229,704</b>

**DETAIL LINE ITEM: 508 - PEMHCA Benefits Plan Fund Expenses**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$214,320</b>	<b>\$229,704</b>
<b>Totals Employee Services</b>		<b>\$205,320</b>	<b>\$220,704</b>
508-0460-999-41-20	FRINGE BENEFITS	\$205,320	\$220,704
<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)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4251	CONTRACT, PROF, SPEC SVCS	\$9,000	\$9,000	\$0	1
4152	PEMHCA	\$205,320	\$220,704	\$15,384	2
		<u>\$214,320</u>	<u>\$229,704</u>	<u>\$15,384</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Increase in anticipated retirements.



# Compensated Absences Fund

The Compensated Absences Fund was established in FY 2012-13. 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 2022-23, the assessment is 3.25% of permanent salaries and amounts to \$562,537. 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**

<b>EXPENDITURES BY CATEGORY:</b>	<b>2021-22</b>		<b>2022-23</b>
	<b>APPROVED</b>	<b>PROJECTED</b>	<b>REQUESTED</b>
EMPLOYEE SERVICES	\$474,368	\$ 474,368	\$561,036
SERVICES AND SUPPLIES	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$474,368	\$474,368	\$561,036
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$474,368	\$474,368	\$561,036
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL COMPENSATED ABSENCES FUND</b>	<b>\$474,368</b>	<b>\$474,368</b>	<b>\$561,036</b>

**DETAIL LINE ITEM: 509 - Compensated Absences Fund**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$474,368</b>	<b>\$561,036</b>
<b>Totals Employee Services</b>		<b>\$474,368</b>	<b>\$561,036</b>
509-0460-999-41-20	FRINGE BENEFITS	\$474,368	\$561,036

**Financial Services Department Budget Comparisons -  
 Compensated Absences Fund Budget (509-0460)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4140	COMPENSATED ABSENCES	\$474,368	\$561,036	\$86,668	1
		\$474,368	\$561,036	\$86,668	

**Detailed Analysis:**

Note 1 Projected benefits payment for FY 2022-23 reflects an update analysis of historical benefits payout and higher annual salaries.

# **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**

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$549,591	\$549,591	\$335,997
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$549,591	\$549,591	\$335,997
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$549,591	\$549,591	\$335,997
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$549,591</b>	<b>\$549,591</b>	<b>\$335,997</b>

**DETAIL LINE ITEM: 604 - Successor Agency of Community Development Agency**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$549,591</b>	<b>\$335,997</b>

<b>Totals Services and Supplies</b>		<b>\$549,591</b>	<b>\$335,997</b>
604-0110-413-42-43	GENERAL OFFICE SUPPLIES	\$100	\$100
604-0110-413-42-43	Misc. Supplies	\$100	\$100
604-0110-413-42-51	CONTRACT, PROF, SPEC SVCS	\$22,955	\$21,393
604-0110-413-42-51	Audit	\$3,770	\$3,770
604-0110-413-42-51	Legal	\$990	\$990
604-0110-413-42-51	Urban Planning Partners - Calculation of Housing/Utility Subsidy	\$555	\$555
604-0110-413-42-51	SA staff admin	\$17,640	\$16,078
604-0110-413-42-65	MISC EXPENSE	\$263,140	\$269,451
604-0110-413-42-65	PWM Residential Ventures - Housing Subsidy	\$209,647	\$209,647
604-0110-413-42-65	PWM Residential Ventures - Utility Subsidy	\$53,493	\$59,804
604-0110-413-42-71	DEBT SVC-INTEREST EXPENSE	\$263,396	\$45,053
604-0110-413-42-71	Repayment of General Fund Loan	\$263,396	\$45,053

**City/District Manager Department Budget Comparisons - Successor Agency of Community Development Agency (604-0110)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4243	GENERAL OFFICE SUPPLIES	\$100	\$100	\$0	1
4251	CONTRACT, PROF, SPEC SVCS	\$22,955	\$21,393	\$(1,562)	2
4265	MISC EXPENSE	\$263,140	\$269,451	\$6,311	3
4271	DEBT SVC-INTEREST EXPENSE	\$263,396	\$45,053	\$(218,343)	4
		<u>\$549,591</u>	<u>\$335,997</u>	<u>\$(213,594)</u>	

**Detailed Analysis:**

- Note 1 No change.
- Note 2 Reduce legal expenses.
- Note 3 Increase subsidy.
- Note 4 Decrease Repayment of General Fund loan.

# Tourism Assessment

Implementation of GASB 84 Fiduciary effective FY 2020-21. 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.

**Starting January 1, 2022, City of Foster City no longer needs to collect the tourism assessment fees from the hotels and forward to the San Mateo Convention and Visitor Bureau.**

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**TOURISM ASSESSMENT (FUND 607)**  
Annual Budget Appropriation for Fiscal Year

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$85,868	\$85,868	\$0
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$85,868	\$85,868	\$0
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$85,868	\$85,868	\$0
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$85,868</b>	<b>\$85,868</b>	<b>\$0</b>

**DETAIL LINE ITEM: 607 - TOURISM ASSESSMENT**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$85,868</b>	<b>\$0</b>
<b>Totals Services and Supplies</b>		<b>\$85,868</b>	<b>\$0</b>
607-1120-415-42-94	TOURISM FEE REMIT-PASS THROUGH FEES COLLECTED	\$85,868	\$0

**Financial Services Department Budget Comparisons - Tourism Assessment (607-1120)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4294	TOURISM FEE COLLECTIONS	\$85,868	\$0	(\$85,868)	1
		<u>\$85,868</u>	<u>\$0</u>	<u>(\$85,868)</u>	

**Detailed Analysis:**

Note 1 Starting January 1, 2022, City of Foster City no longer needs to collect the tourism assessment fees from the hotels and forward to the San Mateo Convention and Visitor Bureau.

# San Mateo Consolidated Fire

Implementation of GASB 84 Fiduciary effective FY 2020-21. 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**  
**SAN MATEO CONSOLIDATED FIRE DEPARTMENT**  
**SAN MATEO CONSOLIDATED FIRE (FUND 608)**  
**Annual Budget Appropriation for Fiscal Year**

EXPENDITURES BY CATEGORY:	2021-22		2022-23
	APPROVED	PROJECTED	REQUESTED
EMPLOYEE SERVICES	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$138,000	\$138,000	\$220,860
CAPITAL OUTLAY	\$0	\$0	\$0
Subtotal (Total Department-Controlled Expenses)	\$138,000	\$138,000	\$220,860
INTERNAL SERVICES	\$0	\$0	\$0
Subtotal (Total Department Expenses before Reallocations)	\$138,000	\$138,000	\$220,860
REALLOCATIONS	\$0	\$0	\$0
<b>TOTAL AGENCY FUNDS</b>	<b>\$138,000</b>	<b>\$138,000</b>	<b>\$220,860</b>

**DETAIL LINE ITEM: 608 - San Mateo Consolidated Fire**

Account String	Object Name	FY 21-22 Budget	FY 22-23 Requested
<b>Totals</b>		<b>\$138,000</b>	<b>\$220,860</b>
<b>Totals Services and Supplies</b>		<b>\$138,000</b>	<b>\$220,860</b>
608-0750-422-42-96	SMC FIRE PLAN CK REMIT - -PASS THROUGH FEES COLLECTED	\$138,000	\$220,860

**San Mateo Consolidated Department Budget Comparisons - San Mateo Consolidated Fire Fund (608-1120)**

Account	Description	Approved FY 2021-22	Requested FY 2022-23	Increase (Decrease)	Notes
4296	SMC FIRE PLAN CK REMIT	\$138,000	\$220,860	\$82,860	1
		<u>\$138,000</u>	<u>\$220,860</u>	<u>\$82,860</u>	

**Detailed Analysis:**

Note 1      Projection based on proposed building permits.



# 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 2022-2023.

## **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 operational staff. The improvements include 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. This 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 at Lift Station 7, which 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 and the Caltrans encroachment permit has been issued to the City. Prior to the advertisement of the project, Gilead Sciences must grant an easement to the City to allow for the construction improvements. The grant of easement is currently in the process of being finalized.

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. Staff is in the process of reviewing proposals for Construction Management services. Construction is anticipated to commence following selection of a CM Firm.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 405-636, Budget \$1,550,000) 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 installing bypass assemblies, valves, pipe segments, and other appurtenances to the 24-inch transmission main 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 of the valves and bypass is substantially complete, however punch list items remain to be addressed by the contractor. This project is anticipated to be closed out in Summer 2022.

*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 and the Caltrans encroachment permit has been issued to the City. Prior to the advertisement of the project, Gilead Sciences must grant an easement to the City to allow for the construction improvements. The grant of easement is currently in the process of being finalized.

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. Staff is in the process of reviewing proposals for Construction Management services. Construction is anticipated to commence following selection of a CM Firm.

*Project Timeline:*

Design: Complete

Construction: FY 2022-2023

**(CIP 455-652, Budget \$103,379,766) 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.

In 2021 (year 7), the CWP focused on 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:

WWTP Upgrade & Expansion Project

- Submitted the quarterly reports for Water Infrastructure Finance and Innovation Act (WIFIA) loan compliance.
- Completed update of the WWTP operating cost forecast for the WIFIA loan period and for use in the City's fiscal year planning and budgeting process.
- HDR completed the 100% design for Title 22 Recycled Water on April 5.
- Trussell completed the draft Title 22 Disinfected Tertiary Recycled Water Engineering Report to meet regulatory requirement by the Division of Drinking Water:
- Obtained City Council approval for Cal Water to construct the Third Avenue water main extension to Detroit Drive site.
- PG&E completed final design for relocating its utilities .
- Prepared the Authority to Construct (ATC) revised application for Tier 4 Compliant engines and submitted to the Bay Area Air Quality Management District (BAAQMD).
- City Manager approved noise exception permit on May 28 for stage 2 pile driving.
- Obtained the Phase 2 temporary construction easement (TCE) and permanent utility easement (PUE) from All-American Storage in February.
- City of San Mateo approved the WWTP Final Parcel Map.
- The program has been put on the fundable list for an up to \$137M loan from State Revolving Fund (SRF).

GMP-1 (Site Preparation, Electrical and Storm Drain System Improvements for GMP3)

- Installed SEMS (Service Entrance Meter Switchgear) platform, batteries, and gear.
- Completed and tested the new Eductor Facility sewer manhole.
- Completed the installation of new precast Southwest stormwater pump station.

- Achieved 85% construction completion

#### GMP-2 (Foundations for GMP3)

- Completed the installation of approximately 1960 piles for the new treatment facilities Last pile driven on September 9, 2021.
- Achieved 95% construction completion.

#### GMP-3 (Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion)

- Began operation of two tower cranes.
- Completed backfill of elevator pit, of Area 51(Influent and Headworks) behind the walls and Area 80 (Admin Building).
- Continued formwork, rebar installation and concrete pours for the Membrane Bioreactor (MBR) equipment and electrical building walls, influent & headworks columns/blower room/laboratory deck, primary treatment slab and walls, BioActiflo slab and wall, BNR slab.
- Installed under-slab process drain piping and electrical in-slab embeds for Area 53/55 (BioActiFlo/ Biological Nutrient Removal (BNR)); Area 80 (Admin Building); and Area 51 (Influent Headworks).
- Completed the Staging Area 2 for Contractors employees to park.
- Approximately 12,000 cubic yards of the 32,000 cubic yards of concrete has been placed to date.
- Excavated for underground plumbing at Area 80 admin building and began installing underground plumbing.
- Work associated with the west pipe corridor (yard piping) was performed.
- Potholing continued in the East corridor to support upcoming yard piping activities in the area.

#### Immediate Action Project Package 2

- Completed startup of Sludge Cake Pump 2.
- Completed Digester Piping Scope of Work
- Completed Centrifuge Control Panel and Sludge Hopper Control Panel source testing.
- Completed installation of Sludge Cake Pump No. 1 and initiated startup.

#### Immediate Action Project Package 3

- HDR submitted and Program team reviewed the 90% design documents.
- Received a preliminary estimate for 90% Design of \$9.4 million.
- Project Management is currently reviewing this estimate and reconciling cost to try to get closer to original budget of \$6.7M.

#### Annual Major Components 6 + 23

- Awarded project to Express Plumbing and construction began on October 11, 2021.

#### Annual Major Components 20

- Work associated with the compressed natural gas to boiler tie-in, was cancelled after SM City Council approved to decommission compressed natural gas at the WWTP.
- Scope of work for the Sludge Heating Recirculation Piping Replacement will be incorporated into the design for IAP3.

In 2022 (year 8), the CWP will continue to focus on full project delivery and execution of major improvement projects. Key year 8 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 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 through FY 2025-2026

**(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 and surrounding amenities is determined.

**(CIP 301-657, Budget \$85,000,000) 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. The Bay Trail was closed and the closure periods occurred 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)
2. The Senior Civil Engineer position was created and filled.
3. Right of Entry Agreements to allow work on all adjacent properties were executed this year.
4. Sheet pile installation was completed for Phase 1, 2, and 3 with the exception of isolated locations in Phase 1.
5. Three (3) miles out of 4.2 miles of concrete cap on the sheet piles have been completed.
6. Operations to install retaining walls, flood walls, and lightweight concrete fill adjacent to the sheet piles have begun in all phases and are ongoing in various stages.

7. Operations to excavate, backfill, and compact the base of the levee trail have begun and are ongoing.
8. The Baffin Street bridge has been installed to reestablish full tidal flows to a portion of the O'Neil Slough.
9. Demolition and preparation work has been completed for the new pedestrian bridge adjacent to Bayside Towers.
10. Construction related to the revisions for Floodwall 19 completed (CCO #11; \$3.2 M).
11. The Caltrans Encroachment Permit was acquired in December 2021, allowing the Contractor to start work by the San Mateo Bridge as part of Phase 3.
12. The PG&E gas line relocation at the Baffin Street bridge was completed.
13. Project team continues to work with Caltrans, PG&E and other utility companies to resolve right-of-way and utility conflicts.
14. Coordinated with Bowditch Middle School and Safe Routes to School to create and implement temporary efficient, but safe alternative routes for students.
15. Project outreach is on-going.

*Project Timeline:*

Design: Complete

Construction: Ongoing through January 2024

**(CIP 405-660, Budget \$4,100,000) 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 and the water booster pump station.

On April 4, 2020, the District Board adopted Resolution No. 3508 authorizing the combining of the Water Tanks Improvements Project (which was comprised of CIPs 405-660, 405-670, and 405-688) with 405-687 Seismic Improvements at Water Booster Pump Station Project; and renaming the project CIP (405-660) Water Tank and Facilities Improvements Project. The scope of work of the combined projects consists of (1) refurbishing the 3 steel tanks by repairing corroded steel and applying new coating to the interior and exterior surfaces; (2) the installation of water mixing devices inside the 3 steel tanks to prolong water quality; (3) seismically retrofitting the existing drainpipes and installation of new drainpipe at the side of the tanks; and (4) reinforcement of the door frame to the water booster pump station and the installation of flexible connections on the underground utilities entering the building.

The total combined project budget is \$4,100,000. The construction documents are 90% complete. The 90% construction cost estimate exceeded the 50% construction cost estimate and an additional \$1,600,000 has been recommended for the FY2022-2023 budget. Construction is anticipated in Fall 2022.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 301-677, Budget \$120,000) Library Exterior Wall Sealing and Tile Installation (2017-2018)**

The project will permanently address water infiltration that has occurred from the exterior into the Library building interior on the southwest wall of the building. 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.

Water intrusion has been significantly addressed by removing soil from around the southwest wall of the building. In addition, the roots of the trees adjacent to the north wall of the library have damaged the building which has contributed to the water intrusion.

This project consists of the removal of earth around the building, sealing the wall, installing wall drain and drainpipes, removing tiles, re-grading the earth around the exterior of the building, removing trees, and installing new landscaping and sidewalk on the north side of Civic Center Drive.

Similar work was performed to cure water infiltration issues on the northwest wall of the building and staff re-landscaped the adjacent area into an attractive drought tolerant and water efficient habitat garden to attract pollinators such as butterflies and hummingbirds.

The soil removal and landscaping will be performed in-house by staff. A consultant will develop project plans and specifications to seal the wall and install appropriate drainage from the building and incorporate the hardscape improvements.

*Project Timeline:*

Design and Construction: FY 2023-2024

**(CIP 301-678, Budget \$55,300,000) Recreation Center Replacement (2017-2018)**

On January 23, 2019, the City Council by Minute Order No. 1585 accepted the Final Recreation Center Master Plan Conceptual Design Report. On January 31, 2022, the City Council received an update that included the results of a Community Survey to validate the Community Input that had been received in the extensive community engagement that was completed, pre-pandemic, in 2017. The City Council adopted Minute Order 1832, directing staff to 1) Accept the Recreation Center and Parks System Survey results, confirming staff has satisfied the City Council's interest in validating programming and usage assumptions; 2) Proceed with a "build-to-budget" option for the Recreation Center in an amount not-to-exceed \$55 million; and 3) Proceed with utilizing \$36 million from the Capital Asset Acquisition and Replacement Fund and \$19 million from the General Fund Reserves for the total not-to-exceed budget of \$55 million for rebuilding the Recreation Center. Staff will be bringing actions to the City Council to move this project forward in the coming year.

*Project Timeline:*

Pre-Design/Design: FY 2022-2023

Construction: TBD

**(CIP 301-681, Budget \$3,882,500) 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; and 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 completed including work with PG&E to provide electrical power to the new traffic signals. Bidding is scheduled for March, followed by contract award in April and construction in summer 2022.

*Project Timeline:*

Design: Completed

Construction: FY 2021-2022 thru FY 2022-2023

**(CIP 301-682, Budget \$484,500) Park System Improvements (2018-2019)**

This project was created in Fiscal Year 2018-2019 to develop a strategic comprehensive plan for maintenance, replacement and upgrade of the City's individual parks and park system as a whole.

In December 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, after which it discharged Placeworks from the remainder of the scope of work of their agreement and directed Staff to continue to maintain and replace park infrastructure "as is." The project was deprioritized during the Covid pandemic.

In Spring 2021, the City Council expressed a renewed interest in engaging a consultant to prepare a strategic and comprehensive Parks System Master Plan. Additional funds were approved in the FY 2021-2022 Annual Budget, specifically for the purpose of increasing community engagement for the project. On January 31, 2022, the City Council adopted Minute Order 1832, accepting the Parks System Survey results. Staff will continue to collaborate with the Council to move this project forward.

*Project Timeline:*

Community Engagement/Survey: November/December 2021

Plan Development: FY 2022-2023 and on-going

**(CIP 301-685, Budget \$380,000) HVAC Improvements in City Buildings (2018-2019)**

Due to the age of the Heating/Ventilation/Air Conditioning (HVAC) system at the Corporation Yard and changes in HVAC technology for this type of office building, the existing system cannot be refurbished and needs to be replaced.

This project consists of HVAC improvements to the Government Center Building (inclusive of the space occupied by the San Mateo Consolidated Fire Department), the Corporation Yard Administration Building, and the Police Station.

*Project Timeline:*

Design: FY 2022-2023

Construction: FY 2023-2024

**(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 various improvements including (1) reinforcing the door frame of the roll-up door, (2) isolating the tidal channel



walls from the north walkway of the building, (3) installing flexible connections on the underground utilities entering the building, and (4) securing equipment within the building.

Following an investigation of the building in Summer 2019, staff identified significant areas of spalling concrete and rusting reinforcing steel (re-bar) along the concrete walkway connected to the building. Additional funding in the amount of \$250,000 was added to the FY20-21 budget for the design and construction of the concrete walkway connected to the building.

In April 2020, the City Council awarded a contract to Murray Smith to perform professional engineering services for the project.

Murray Smith prepared a preliminary design report in May 2021 validating the 2013 study, which included recommendations to perform a future in-depth evaluation to include additional structural evaluation of the building and below water structures based on current building code standards beyond the scope of this project and provided temporary repair recommendations for the walkway until a comprehensive assessment could be performed. A separate CIP has been created to address the rehabilitation of the lagoon pump station building in its entirety including addressing the reinforcement of the door frame and concrete walkway.

This project will address items #2-4 from the original assessment and will fund the erection of a temporary walkway adjacent to the building. Plans and specifications are 90% complete. Staff is in the process of reviewing proposals for Construction Management services. Construction is anticipated to commence following selection of a CM Firm.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 301-693, Budget \$1,235,000) Roof Replacements at City Buildings (2019-2020)**

This project consists of roof repair and/or replacements of various City Buildings including the Police Station, Teen Center, and various Corporation Yard Buildings (the Public Works water/wastewater/streets/lagoons workshops, storage room, locker room, and kitchen; the shared training room adjacent to the lagoon pump house building; the Parks key room, the Vehicle maintenance shop and small engine shop.

1. The Corporation Yard Buildings are some of the oldest buildings in Foster City. The roofs of these Buildings are over 20 years old. While maintenance and repairs have been conducted as needed, the roofs are due for replacement. Wood sheathing and roof soffits will be replaced, as required. The remaining scope of work from CIP 301-669 Corporation Yard Facility Improvements Project consisting of the roof replacement of the training room and workshop buildings has been added to this project to more efficiently complete the required work. The unused remaining funding from CIP 301-669 will also be transferred to CIP 301-693 as part of this budget process. 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.
2. The Teen Center Roof was installed approximately 11 years ago and is showing signs of wear. Spot repairs will extend the roofs useful life for another 10 years.

3. The remaining scope of work for the Park Infrastructure Improvements Project (CIP 301-692) consisting of the roof repair and dry rot remediation of the Sea Cloud Park Maintenance Substation Roof will be added to this project and the unused remaining budget from CIP 301-692 will be transferred to CIP 301-693 as part of the budget process.

An RFP for professional design services was issued in July 2021 to assist the Engineering Division with the delivery of the numerous CIP projects in the CIP program. Proposals were received in September 2021. An architectural consultant has been selected, and a contract for award is scheduled in spring with design to follow.

*Project Timeline:*

Design: FY 2021-2022

Construction: FY 2022-2023

**(CIP 455-695, Budget \$1,800,000) 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 at 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.

On February 1, 2021, the City Council approved the award of engineering design services to BKF Engineers. Design is 90% complete. Staff is in the process of reviewing proposals for Construction Management services. Construction is anticipated to commence following selection of a CM Firm.

*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, and manholes at three (3) locations within the District. 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 an agreement with HydroScience Engineers, Inc. to prepare construction contract documents and provide construction support services. The construction contract documents are 90% complete. Construction is scheduled for FY 2023-2024 to give priority to more urgent construction projects.

*Project Timeline:*

Design: Ongoing

Construction: FY2023-2024

**(CIP 301-697, Budget \$1,500,000) Street Rehabilitation (2020-2021)**

This project will 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. Design was performed in house by staff and is complete. Bidding is scheduled in March, followed by construction in summer/fall 2022.

*Project Timeline:*

Design: Ongoing

Construction: FY 2022-2023

**(CIP 301-698, Budget \$50,000) Traffic Signal System Upgrades (2020-2021)**

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
2. Traffic Signal Field Hardware
  - a. Vehicle and Pedestrian Signal Heads Replacement - This will require 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.
  - b. Accessible Pedestrian Signals (APS) Replacement - This will require each APS unit (pedestrian push button) to be hardwired individually back to the traffic control cabinet
  - c. Traffic Signal Cabinets Upgrade to NEMA TS-2 - Upgrade will 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 - 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) - 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.

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. Staff is in the process of reviewing proposals for on-call Traffic Engineering services. This analysis is anticipated to commence following selection of a Traffic Engineering Firm.

*Project Timeline:*

Technical Memorandum: FY2023-2024

Design: FY2024-2025

Construction: FY2025-2026

**(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 perform this work following completion of CIP 301-693 Roof Replacements Project as the roofing project includes replacing sheathing of the workshops at the Corporation Yard.

*Project Timeline:*

Completion: FY 2022-2023

**(CIP 301-700, Budget \$250,000) Fuel Systems Improvements (2021-2022)**

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 four existing fuel systems that are at the end of their useful life at the following locations:

1. Two 10,000 gallon underground unleaded fuel storage tanks (UGSTs), at the Corporation Yard entrance.
2. Two 5,000 gallon above ground diesel fuel storage tanks (AGSTs) in a covered, concrete vault immediately adjacent to and west of the lagoon pump station building.
3. One 210-gallon day tank for diesel fuel, located inside the lagoon pump station building.
4. One 1,000 gallon underground diesel fuel storage tank at E. Hillsdale Blvd and Edgewater, which provides power to the emergency generator at Lift Station No. 29 and traffic signal at the intersection.

TAIT Environmental Services was selected on February 11, 2021, to perform an assessment of the City's fuel systems. TAIT completed its assessment of the fuel systems in January 2022 and developed a Technical Memorandum outlining recommendations for improvements including construction cost estimates. Staff is in negotiations with Tait for the design. Award of a design contract is anticipated in spring 2022. Based on the conceptual engineering study, additional funding is required for construction.

*Project Timeline:*

Preliminary Assessment: Complete

Design: FY 2022-2023

Construction: FY 2023-2024

**(CIP 301-701, Budget \$200,000) Sport Court Resurfacing (2021-2022)**

Sport Court surfaces are typically resurfaced every five to seven years to ensure that they are safe to play on and aesthetically pleasing, based on an evaluation of the condition of each court. This project consists of Edgewater and Catamaran Tennis Courts, Catamaran, Teen Center and Edgewater Basketball Courts and the Recreation Center Pickleball Courts. Design was performed in-house by staff and is complete. On February 7, 2022, the City Council authorized the advertisement of Plans and Specifications. Construction is in progress and the project is expected to be closed out in early Fiscal Year 2022-2023

*Project Timeline*

Design: FY 2021-2022

Construction: FY 2021-2022

**(CIP 301-702, Budget \$300,000) Park Pathway Restoration (2021-2022)**

This project will address pathways in Arcturus, Killdeer, Turnstone, Shad, Sunfish, Sea Cloud Park, Pilgrim Walkway, and Constitution Walkway. Improvements 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 and allow more efficient project delivery. This project will be combined with CIP (301-703) Street Rehabilitation Project. Design is anticipated to be completed in November 2022 with construction to follow in Summer 2023.

*Project Timeline:*

Design: In-house and ongoing annually with Street Resurfacing Projects

Construction: FY 2022-2023 and Annually with Street Resurfacing Projects

**(CIP 301-703, Budget \$1,700,000) Street Rehabilitation (2021-2022)**

This project will repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. 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. Construction of the Park Pathway Restoration Project (CIP 301-702) will be performed in conjunction with this project to take advantage of economies of scale and allow more efficient project delivery. Design is anticipated to be completed in November 2022 with construction to follow in Summer 2023.

*Project Timeline:*

Design: In-house and Ongoing

Construction: FY 2022-2023 through FY 2023-2024

**(CIP 405-704, Budget \$250,000) Water Transmission and Distribution Systems Improvements (2021-2022)**

This project is comprised of various smaller 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. The project is comprised of the following smaller projects: (1) Large water meter replacements; (2) Water Valve Improvements; (3) Pipeline extension at East Hillsdale Boulevard; and (4) Water Transmission Main Pipeline Condition Assessment.

An RFP for professional design services was issued in July 2021 to assist the Engineering Division with the delivery of the numerous CIP projects in the CIP program. Proposals were received in September 2021. Master Agreements will be entered into with one or more qualifying firms to provide design services. Design is anticipated to commence in fall 2022.

*Project Timeline:*

Design: FY 2022-2023 through FY 2023-2024

Construction: FY 2022-2023 through FY 2023-2024

**(CIP 455-705, Budget \$2,300,000) Emergency Generator Replacements (2021-2022)**

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 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, lift stations could fill with sewage and possibly overflow. This project addresses replacing the emergency generators and automatic transfer switches at Lift Stations 10, 12, 14, 15, 16, 29, 43 and 59 and the emergency generator only at Lift Stations 22 and 26. Staff is in the process of reviewing proposals for Professional Engineering services. Design is anticipated to commence following selection of a design firm.

*Project Timeline:*

Design: FY 2022-2023

Construction: FY 2023-2024

## **Projects Completed but Not Yet Closed in FY 2021-2022**

### **(CIP 301-692, Budget \$525,000) Park Infrastructure Improvements (2019-2020)**

This project originally consisted of Scope of Work elements 1-4 below, plus re-landscaping at City Hall, and had an 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 and its associated budget will be transferred to CIP 301-693 to be completed with other roof projects.

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 301-694, Budget \$475,000) Dynamic Signage for Traffic Relief Pilot Program (2019-2020)**

To address concerns regarding cut-through traffic on East Hillsdale Boulevard during peak evening commute hours, on December 17, 2018, the City Council 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 at Edgewater and Shell Boulevards during peak evening commute hours from 4:00 PM – 6:00 PM, Monday through Friday (excluding major holidays). The pilot program involved staff manually shutting down the lanes nightly by placing cones to delineate the closed lane; stationing a vehicle in the turn lane; and staffing the lanes to prevent eastbound traffic from making left turns during the restricted period. The personnel costs are not sustainable on a long-term basis.

This next phase of the project includes (1) installing permanent dynamic signage at each of the two intersections that 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 was completed in May 2020. On June 15, 2020, approval of the plans and specifications and a request to call for construction was sought. To minimize construction delays and contractor mark-ups, the dynamic signage and traffic signal poles were to be procured by the City ahead of time. However, it was placed on hold due to reduced traffic due to the COVID-19 pandemic.

On March 29, 2021, the hold was removed during the Special City Council Meeting and authorization was given to procure the dynamic signage equipment and traffic signal poles.

On May 4, 2021, staff had received bids from two vendors for the acquisition of the signage equipment and poles and was approved to order them. An additional \$250,000 was requested using SB1 Funds and accepted by the City Council via Minute Order No. 1765.

On August 16, 2021, the City Council adopted Resolution No. 2021-119, approving the plans and specifications and authorizing the call for bids. Mike Brown Electric was the apparent responsible and responsive low bidder. Construction began in January 2022 and was completed by April/May 2022.

*Project Timeline:*

Design: Complete

Construction: On-going, anticipated to be completed April/May 2022.

## **Projects Completed and Closed Out in FY 2021-2022**

### **(CIP 301-669, Budget \$566,002) Corporation Yard Facility Improvements (2016-2017)**

This project originally included (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 were completed in Fiscal Year 2017-2018. The gates were refurbished in Spring 2021.

Replacing the roof on the training room and workshop buildings has been deleted from the scope of work and the work and associated funding has been transferred to CIP 301-693 Roof Replacements in City Buildings Project to improve efficiencies.



# THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project Program. A Capital Improvement Program consisting of several Capital Improvement Projects (CIP) is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Program so it can anticipate future costs and funding strategies for projects.

## CIP Planning Process

### Identifying CIP Projects

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's infrastructure. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities. Staff makes note of these projects and begins to define the scope, nature and extent of projects as may be required.

In January of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a February study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

### Cost Estimates

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begins to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total costs of the projects. Projects which are 3-5 years out have less detailed cost estimates prepared, but they are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflationary factor for cost estimates that are 2-5 years out. Inflationary factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw materials and labor costs for projects. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecasted for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that can range from 10% to 25% based upon the historical experience of similar projects and the relative uncertainty with respect to the project itself. For

example, a construction project built upon ground that is suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary and contingency factors.

#### Cost Components

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project, as described above.

#### Funding Sources

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Measure A funds for street improvements)
- Park In-lieu fees
- Water and Wastewater revenue rate projections
- Interest earnings
- Existing undesignated funds

#### Development of Five Year Plan

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure, risk management considerations, Council Policy Calendar initiatives, bidding environment, and available funding.

Once the draft plan is created, it is presented to the City Council at a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. In April, the Planning Commission reviews the proposed Capital Improvement Program for consistency with the General Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally on the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

## FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2022-23 TO 2026-27)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27
<b>BUILDING PROJECTS</b>									
C	BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	CC	\$200,000	\$0	\$200,000	\$0	\$0	\$0
A	BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	BMF/CC	\$1,660,000	\$1,660,000	\$0	\$0	\$0	\$0
A	BD-03	BD-03 (CIP 301-700) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	CC/CW/CWW	\$2,500,000	\$2,500,000	\$0	\$0	\$0	\$0
B	BD-04	BD-04 (NEW CIP) GOVERNMENT CENTER REHABILITATION (FY 2022-2023)	CC	\$700,000	\$200,000	\$500,000	\$0	\$0	\$0
C	BD-05	BD-05 (NEW CIP) INSTALL REAR SECURITY GATES (FY 2022-2023)	CC	\$500,000	\$500,000	\$0	\$0	\$0	\$0
A	BD-06	BD-06 (NEW CIP) RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)	CC	\$800,000	\$800,000	\$0	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>				<b>6</b>	<b>\$6,360,000</b>	<b>\$5,660,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>									
B	PK-01	PK-01 (NEW CIP) SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-2023)	CC/GRANT	\$800,000	\$800,000	\$0	\$0	\$0	\$0
B	PK-02	PK-02 (NEW CIP) EDGEWATER PARK SOFTBALL AND SOCCER SYNTHETIC RESURFACING (FY 2023-2024)	CC	\$800,000	\$0	\$800,000	\$0	\$0	\$0
C	PK-03	PK-03 (NEW CIP) EAST HILLSDALE AND FOSTER CITY BOULEVARDS MEDIAN REFURBISHMENT (FY 2023-2024)	CC	\$500,000	\$0	\$500,000	\$0	\$0	\$0
C	PK-04	PK-04 (NEW CIP) INSTALL NEW AMPHITHEATER SHADE STRUCTURE (FY 2024-2025)	CC	\$900,000	\$0	\$0	\$900,000	\$0	\$0
B	PK-05	PK-05 (NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND AND PICNIC SITE IMPROVEMENTS (FY 2024-2025)	CC/ERF/PIL	\$8,050,000	\$0	\$0	\$1,050,000	\$7,000,000	\$0
B	PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2025-2026)	CC	\$500,000	\$0	\$0	\$0	\$500,000	\$0
B	PK-07	PK-07 (NEW CIP) CATAMARAN AND SEA CLOUD S3 SYNTHETIC RESURFACING (FY 2026-2027)	CC	\$1,248,000	\$0	\$0	\$0	\$0	\$1,248,000
C	PK-08	PK-08 (NEW CIP) AMPHITHEATER SYNTHETIC TURF RESURFACING (FY 2026-2027)	CC	\$120,000	\$0	\$0	\$0	\$0	\$120,000
<b>TOTAL PARKS PROJECTS</b>				<b>8</b>	<b>\$12,918,000</b>	<b>\$800,000</b>	<b>\$1,300,000</b>	<b>\$1,950,000</b>	<b>\$7,500,000</b>
<b>STORMWATER/LAGOON PROJECTS</b>									
A	SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)	CC	\$150,000	\$150,000	\$0	\$0	\$0	\$0
A	SW-02	SW-02 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHAB STUDY (FY 2023-2024)	CC	\$200,000	\$0	\$200,000	\$0	\$0	\$0
A	SW-03	SW-03 (NEW CIP) ADD THIRD LAGOON PUMP AND RELATED INFRASTRUCTURE (FY 2023-2024)	CC	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>				<b>3</b>	<b>\$2,350,000</b>	<b>\$150,000</b>	<b>\$2,200,000</b>	<b>\$0</b>	<b>\$0</b>
<b>STREETS/TRAFFIC PROJECTS</b>									
A	ST-01	ST-01 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	SB1/MM/CC	\$9,400,000	\$475,000	\$100,000	\$1,000,000	\$7,825,000	\$0
A	ST-02	ST-02 (CIP 301-703) STREET REHABILITATION (FY 2021-2022)	MA	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0
B	ST-03	ST-03 (NEW CIP) SUBSTRUCTURE AND SUPERSTRUCTURE BRIDGE IMPROVEMENTS (FY 2023-2024)	SB1	\$850,000	\$0	\$400,000	\$450,000	\$0	\$0
A	ST-04	ST-04 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2023-2024)	MA/CC	\$1,800,000	\$0	\$1,800,000	\$0	\$0	\$0
C	ST-05	ST-05 (NEW CIP) BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT (FY 2024-2025)	MA	\$325,000	\$0	\$0	\$75,000	\$250,000	\$0
A	ST-06	ST-06 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2024-2025)	MA/GT/CC	\$1,800,000	\$0	\$0	\$1,800,000	\$0	\$0
A	ST-07	ST-07 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2025-2026)	MA/GT/MM/SB1/CC	\$1,800,000	\$0	\$0	\$0	\$1,800,000	\$0
A	ST-08	ST-08 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2026-2027)	MA/GT/SB1/CC	\$1,800,000	\$0	\$0	\$0	\$0	\$1,800,000
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>				<b>8</b>	<b>\$19,275,000</b>	<b>\$1,975,000</b>	<b>\$2,300,000</b>	<b>\$3,325,000</b>	<b>\$9,875,000</b>
<b>PARKS PROJECTS</b>									
<b>WATER PROJECTS</b>									
A	WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2019-2020)	CW	\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0
A	WA-02	WA-02 (CIP 405-704) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	CW	\$3,000,000	\$1,000,000	\$1,000,000	\$500,000	\$500,000	\$0
A	WA-03	WA-03 (NEW CIP) CHLORINE ANALYZERS AND AUTOFLUSHERS AT VARIOUS LOCATIONS (FY 2023-2024)	CW	\$650,000	\$0	\$650,000	\$0	\$0	\$0
A	WA-04	WA-04 (NEW CIP) PERMANENT EMERGENCY BYPASS TRANSMISSION MAIN ON EAST THIRD AVENUE (FY 2025-2026)	CW	\$300,000	\$0	\$0	\$0	\$300,000	\$0
B	WA-05	WA-05 (NEW CIP) COATING ON 24-INCH TRANSMISSION MAIN AT SEAL SLOUGH BRIDGE (FY 2026-2027)	WCF	\$920,000	\$0	\$0	\$0	\$0	\$920,000
<b>TOTAL WATER PROJECTS</b>				<b>5</b>	<b>\$6,470,000</b>	<b>\$2,600,000</b>	<b>\$1,650,000</b>	<b>\$500,000</b>	<b>\$800,000</b>
<b>WASTEWATER PROJECTS</b>									
A	WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	CWW/WIFIA/SRF	\$49,641,505	\$39,784,664	\$7,569,253	\$1,670,400	\$467,860	\$149,328
A	WW-02	WW-02 (CIP 455-696) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	CWW	\$400,000	\$0	\$400,000	\$0	\$0	\$0
A	WW-03	WW-03 (NEW CIP) SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)	CWW	\$500,000	\$500,000	\$0	\$0	\$0	\$0
A	WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2023-2024)	CWW	\$7,300,000	\$0	\$600,000	\$6,700,000	\$0	\$0
A	WW-05	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	CWW/WWCF	\$2,100,000	\$0	\$0	\$300,000	\$1,800,000	\$0
B	WW-06	WW-06 (NEW CIP) OVERFLOW, REDUNDANCY, BYPASSING AND BACKUP POWER STUDY (FY 2026-2027)	CWW	\$60,000	\$0	\$0	\$0	\$0	\$60,000
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>				<b>6</b>	<b>\$60,001,505</b>	<b>\$40,284,664</b>	<b>\$8,569,253</b>	<b>\$8,670,400</b>	<b>\$2,267,860</b>
<b>GRAND TOTAL</b>				<b>36</b>	<b>\$107,374,505</b>	<b>\$51,469,664</b>	<b>\$16,719,253</b>	<b>\$14,445,400</b>	<b>\$20,442,860</b>

\*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; ERF=Equipment Replacement Fund; GT=Gas Tax (2103); 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 2022-23 TO 2026-27)**

<b>Project No.</b>	<b>PROJECT DESCRIPTION</b>	<b>TOTAL</b>
<b>CATEGORY A PROJECTS</b>		
BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	\$1,660,000
BD-03	BD-03 (CIP 301-700) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$2,500,000
BD-06	BD-06 (NEW CIP) RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)	\$800,000
ST-01	ST-01 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$9,400,000
ST-02	ST-02 (CIP 301-703) STREET REHABILITATION (FY 2021-2022)	\$1,500,000
ST-04	ST-04 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2023-2024)	\$1,800,000
ST-06	ST-06 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2024-2025)	\$1,800,000
ST-07	ST-07 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2025-2026)	\$1,800,000
ST-08	ST-08 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2026-2027)	\$1,800,000
SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)	\$150,000
SW-02	SW-02 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHAB STUDY (FY 2023-2024)	\$200,000
SW-03	SW-03 (NEW CIP) ADD THIRD LAGOON PUMP AND RELATED INFRASTRUCTURE (FY 2023-2024)	\$2,000,000
WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2019-2020)	\$1,600,000
WA-02	WA-02 (CIP 405-704) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$3,000,000
WA-03	WA-03 (NEW CIP) CHLORINE ANALYZERS AND AUTOFLUSHERS AT VARIOUS LOCATIONS (FY 2023-2024)	\$650,000
WA-04	WA-04 (NEW CIP) PERMANENT EMERGENCY BYPASS TRANSMISSION MAIN ON EAST THIRD AVENUE (FY 2025-2026)	\$300,000
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$49,641,505
WW-02	WW-02 (CIP 455-696) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	\$400,000
WW-03	WW-03 (NEW CIP) SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)	\$500,000
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>\$90,901,505</b>
<b>CATEGORY B PROJECTS</b>		
BD-04	BD-04 (NEW CIP) GOVERNMENT CENTER REHABILITATION (FY 2022-2023)	\$700,000
PK-01	PK-01 (NEW CIP) SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-2023)	\$800,000
PK-02	PK-02 (NEW CIP) EDGEWATER PARK SOFTBALL AND SOCCER SYNTHETIC RESURFACING (FY 2023-2024)	\$800,000
PK-05	PK-05 (NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND AND PICNIC SITE IMPROVEMENTS (FY 2024-2025)	\$8,050,000
PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2025-2026)	\$500,000
PK-07	PK-07 (NEW CIP) CATAMARAN AND SEA CLOUD S3 SYNTHETIC RESURFACING (FY 2026-2027)	\$1,248,000
ST-03	ST-03 (NEW CIP) SUBSTRUCTURE AND SUPERSTRUCTURE BRIDGE IMPROVEMENTS (FY 2023-2024)	\$850,000
WA-05	WA-05 (NEW CIP) COATING ON 24-INCH TRANSMISSION MAIN AT SEAL SLOUGH BRIDGE (FY 2026-2027)	\$920,000
WW-06	WW-06 (NEW CIP) OVERFLOW, REDUNDANCY, BYPASSING AND BACKUP POWER STUDY (FY 2026-2027)	\$60,000
<b>Subtotal for Category B Projects</b>		<b>\$13,928,000</b>
<b>CATEGORY C PROJECTS</b>		
BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	\$200,000
BD-05	BD-05 (NEW CIP) INSTALL REAR SECURITY GATES (FY 2022-2023)	\$500,000
PK-03	PK-03 (NEW CIP) EAST HILLSDALE AND FOSTER CITY BOULEVARDS MEDIAN REFURBISHMENT (FY 2023-2024)	\$500,000
PK-04	PK-04 (NEW CIP) INSTALL NEW AMPHITHEATER SHADE STRUCTURE (FY 2024-2025)	\$900,000
PK-08	PK-08 (NEW CIP) AMPHITHEATER SYNTHETIC TURF RESURFACING (FY 2026-2027)	\$120,000
ST-05	ST-05 (NEW CIP) BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT (FY 2024-2025)	\$325,000
<b>Subtotal for Category C Projects</b>		<b>\$2,545,000</b>
<b>GRAND TOTAL</b>		<b>\$107,374,505</b>

**TABLE B**  
**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2022-23 TO 2026-27)**

No.	DESCRIPTION	CIP City (Fund 301)	CAA&R (Fund 304)	ISF-ERF (Fund 502)	ISF-BMF (Fund 505)	Developer Deposits ( <sup>(4)</sup> )	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)	Water Capital Investment (Fund 405)	Water Connection Fees (Fund 409)	Wastewater Capital Investment (Fund 455)	WIFIA (Fund 459)	WWCF (Fund 460)	SRF (Fund 461)	TOTAL	No.
	Ext. Funds Available for CIP Projects, June 6/30/2022 (1)	\$17,433,051	\$1,857,469	\$6,316,487	\$6,465,844	\$5,797,450	\$1,858,591	(\$1,431)	\$2,068,831	(\$113,838)	\$40,715	\$497,100	\$2,749,086	\$681,198	\$4,520,282	\$0	\$149,971	\$0	\$50,320,806	
	Long-Term CIP Funding Program (2)	\$17,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,250,000	\$0	\$20,150,000	\$0	\$0	\$0	\$44,900,000	
	Revenue Projections (3)	\$0	\$5,555,000	\$0	\$0	\$0	\$3,902,000	\$1,351,000	\$0	\$569,800	\$3,315,400	\$1,834,600	\$0	\$497,855	\$0	\$0	\$1,200,496	\$0	\$18,228,151	
	Bond/Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Internal Service Funds (5)	\$0	\$0	\$110,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$910,000	
	Transfer In from Wastewater Revenue and Rate Stabilization Fund (6)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,039,479	\$0	\$33,044,400	\$40,083,879	
	<b>Total Available</b>	<b>\$34,933,051</b>	<b>\$7,412,469</b>	<b>\$6,426,487</b>	<b>\$6,265,844</b>	<b>\$5,797,450</b>	<b>\$5,760,591</b>	<b>\$1,349,569</b>	<b>\$2,068,831</b>	<b>\$455,962</b>	<b>\$3,356,115</b>	<b>\$2,331,700</b>	<b>\$9,999,086</b>	<b>\$1,179,053</b>	<b>\$24,670,282</b>	<b>\$7,039,479</b>	<b>\$1,350,467</b>	<b>\$33,044,400</b>	<b>\$154,440,836</b>	
<b>CATEGORY A PROJECTS</b>																				
BD-02	BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	\$860,000	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,660,000	BD-02
BD-03	BD-03 (CIP 301-700) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625,000	\$0	\$625,000	\$0	\$0	\$0	\$2,500,000	BD-03
BD-06	BD-06 (NEW CIP) RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	BD-06
ST-01	ST-01 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	\$6,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,400,000	ST-01
ST-02	ST-02 (CIP 301-703) STREET REHABILITATION (FY 2021-2022)	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	ST-02
ST-04	ST-04 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2023-2024)	\$300,000	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	ST-04
ST-06	ST-06 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2024-2025)	\$300,000	\$0	\$0	\$0	\$1,000,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	ST-06
ST-07	ST-07 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2025-2026)	\$300,000	\$0	\$0	\$0	\$500,000	\$500,000	\$0	\$300,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	ST-07
ST-08	ST-08 (NEW CIP) STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2026-2027)	\$300,000	\$0	\$0	\$0	\$800,000	\$200,000	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	ST-08
SW-01	SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	SW-01
SW-02	SW-02 (NEW CIP) LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHAB STUDY (FY 2023-2024)	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	SW-02
SW-03	SW-03 (NEW CIP) ADD THIRD LAGOON PUMP AND RELATED INFRASTRUCTURE (FY 2023-2024)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	SW-03
WA-01	WA-01 (CIP 405-660) WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2019-2020)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$1,600,000	WA-01
WA-02	WA-02 (CIP 405-704) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$3,000,000	WA-02
WA-03	WA-03 (NEW CIP) CHLORINE ANALYZERS AND AUTOFUSHERS AT VARIOUS LOCATIONS (FY 2023-2024)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$650,000	\$0	\$0	\$0	\$0	\$0	\$650,000	WA-03
WA-04	WA-04 (NEW CIP) PERMANENT EMERGENCY BYPASS TRANSMISSION MAIN ON EAST THIRD AVENUE (FY 2025-2028)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	WA-04
WW-01	WW-01 (CIP 455-652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,557,626	\$7,039,479	\$0	\$33,044,400	\$49,641,505	WW-01
WW-02	WW-02 (CIP 455-696) SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000	WW-02
WW-03	WW-03 (NEW CIP) SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000	WW-03
WW-04	WW-04 (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2023-2024)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,300,000	\$0	\$0	\$0	\$7,300,000	WW-04
WW-05	WW-05 (NEW CIP) SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$1,300,000	\$0	\$2,100,000	WW-05
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$12,460,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$5,300,000</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$2,200,000</b>	<b>\$1,900,000</b>	<b>\$6,175,000</b>	<b>\$0</b>	<b>\$19,182,626</b>	<b>\$7,039,479</b>	<b>\$1,300,000</b>	<b>\$33,044,400</b>	<b>\$90,901,505</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$22,473,051</b>	<b>\$7,412,469</b>	<b>\$6,426,487</b>	<b>\$6,465,844</b>	<b>\$5,797,450</b>	<b>\$460,591</b>	<b>\$149,569</b>	<b>\$2,068,831</b>	<b>\$155,962</b>	<b>\$1,156,115</b>	<b>\$431,700</b>	<b>\$3,824,086</b>	<b>\$1,179,053</b>	<b>\$5,487,656</b>	<b>\$0</b>	<b>\$50,467</b>	<b>\$0</b>	<b>\$63,539,331</b>	
<b>CATEGORY B PROJECTS</b>																				
BD-04	BD-04 (NEW CIP) GOVERNMENT CENTER REHABILITATION (FY 2022-2023)	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000	WA-01
PK-01	PK-01 (NEW CIP) SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-2023)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	SW-03
PK-02	PK-02 (NEW CIP) EDGEWATER PARK SOFTBALL AND SOCCER SYNTHETIC RESURFACING (FY 2023-2024)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	PK-02
PK-05	PK-05 (NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND AND PICNIC SITE IMPROVEMENTS (FY 2024-2025)	\$5,890,000	\$0	\$110,000	\$0	\$0	\$0	\$0	\$2,050,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,050,000	PK-03
PK-06	PK-06 (NEW CIP) DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2025-2026)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	PK-06
PK-07	PK-07 (NEW CIP) CATAMARAN AND SEA CLOUD S3 SYNTHETIC RESURFACING (FY 2026-2027)	\$1,248,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,248,000	PK-07
ST-03	ST-03 (NEW CIP) SUBSTRUCTURE AND SUPERSTRUCTURE BRIDGE IMPROVEMENTS (FY 2023-2024)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	PK-10
WA-05	WA-05 (NEW CIP) COATING ON 24-INCH TRANSMISSION MAIN AT SEAL SLOUGH BRIDGE (FY 2026-2027)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$920,000	\$0	\$0	\$0	\$0	\$0	\$920,000	BD-01
WW-06	WW-06 (NEW CIP) OVERFLOW, REDUNDANCY, BYPASSING AND BACKUP POWER STUDY (FY 2026-2027)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	BD-02
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$9,938,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,050,000</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$0</b>	<b>\$920,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,928,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$12,535,051</b>	<b>\$7,412,469</b>	<b>\$6,316,487</b>	<b>\$6,465,844</b>	<b>\$5,797,450</b>	<b>\$460,591</b>	<b>\$149,569</b>	<b>\$18,831</b>	<b>\$155,962</b>	<b>\$306,115</b>	<b>\$431,700</b>	<b>\$3,824,086</b>	<b>\$259,053</b>	<b>\$5,427,656</b>	<b>\$0</b>	<b>\$50,467</b>	<b>\$0</b>	<b>\$49,611,331</b>	
<b>CATEGORY C PROJECTS</b>																				
BD-01	BD-01 (CIP 301-677) LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	PK-01
BD-05	BD-05 (NEW CIP) INSTALL REAR SECURITY GATES (FY 2022-2023)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	PK-04
PK-03	PK-03 (NEW CIP) EAST HILLSDALE AND FOSTER CITY BOULEVARDS MEDIAN REFURBISHMENT (FY 2023-2024)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	
PK-04	PK-04 (NEW CIP) INSTALL NEW AMPHITHEATER SHADE STRUCTURE (FY 2024-2025)	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	PK-05
PK-08	PK-08 (NEW CIP) AMPHITHEATER SYNTHETIC TURF RESURFACING (FY 2026-2027)	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	PK-08
ST-05	ST-05 (NEW CIP) BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT (FY 2024-2025)	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	PK-09
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$2,220,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,545,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$10,315,051</b>	<b>\$7,412,469</b>	<b>\$6,316,487</b>	<b>\$6,465,844</b>	<b>\$5,797,450</b>	<b>\$135,591</b>	<b>\$149,569</b>	<b>\$18,831</b>	<b>\$155,962</b>	<b>\$306,115</b>	<b>\$431,700</b>	<b>\$3,824,086</b>	<b>\$259,053</b>	<b>\$5,427,656</b>	<b>\$0</b>	<b>\$50,467</b>	<b>\$0</b>	<b>\$47,066,331</b>	

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

**Note:**

- Funds Available are based upon a February 28, 2022 financial review and also include \$2.0M Emergency Reserve for CIP Water and CIP Wastewater.
- 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.
- Revenue projections based on a preliminary projection of revenues in preparation of the 5-Year Financial Plan forecast.
- Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; 15-acre site; Biomed.
- Funds represent transfers in from Internal Service Funds for CIP projects.
- 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 2022-23)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2022-2023 Funding	CIP City (Fund 301)	BMF-Internal Service Fund (Fund 505)	Measure A (Fund 102)	Measure W (Fund 136)	Water Capital Investment (Fund 405)	Wastewater Capital Investment (Fund 455)	WIFIA (Fund 459)	SRF (Fund 461)
<b>BUILDING PROJECTS</b>												
BD-02 (CIP 301-685) HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	BMF/CC	\$2,040,000	\$380,000	\$1,660,000	\$860,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0
BD-03 (CIP 301-700) FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	CC/CW/CWW	\$2,750,000	\$250,000	\$2,500,000	\$1,250,000	\$0	\$0	\$0	\$625,000	\$625,000	\$0	\$0
BD-04 (NEW CIP) GOVERNMENT CENTER REHABILITATION (FY 2022-2023)	CC	\$200,000	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BD-05 (NEW CIP) INSTALL REAR SECURITY GATES (FY 2022-2023)	CC	\$500,000	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BD-06 (NEW CIP) RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)	CC	\$800,000	\$0	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>	<b>5</b>	<b>\$6,290,000</b>	<b>\$630,000</b>	<b>\$5,660,000</b>	<b>\$3,610,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$625,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>												
PK-01 (NEW CIP) SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-2023)	CC/GRANT	\$800,000	\$0	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STORMWATER/LAGOON PROJECTS</b>												
SW-01 (CIP 301-690) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)	CC	\$550,000	\$400,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>1</b>	<b>\$550,000</b>	<b>\$400,000</b>	<b>\$150,000</b>	<b>\$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>STREETS/TRAFFIC PROJECTS</b>												
ST-01 (CIP 301-698) TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	SB1/MM/CC	\$525,000	\$50,000	\$475,000	\$0	\$0	\$0	\$475,000	\$0	\$0	\$0	\$0
ST-02 (CIP 301-703) STREET REHABILITATION (FY 2021-2022)	MA	\$3,200,000	\$1,700,000	\$1,500,000	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>2</b>	<b>\$3,725,000</b>	<b>\$1,750,000</b>	<b>\$1,975,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$475,000</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 2019-2020)	CW	\$5,700,000	\$4,100,000	\$1,600,000	\$0	\$0	\$0	\$0	\$1,600,000	\$0	\$0	\$0
WA-02 (CIP 405-704) WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	CW	\$1,250,000	\$250,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$6,950,000</b>	<b>\$4,350,000</b>	<b>\$2,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,600,000</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/WIFIA/SRF	\$143,164,430	\$103,379,766	\$39,784,664	\$0	\$0	\$0	\$0	\$0	\$2,755,786	\$7,039,479	\$29,989,399
WW-03 (NEW CIP) SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)	CWW	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0
<b>TOTAL WASTEWATER PROJECTS</b>	<b>2</b>	<b>\$143,664,430</b>	<b>\$103,379,766</b>	<b>\$40,284,664</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,255,786</b>	<b>\$7,039,479</b>	<b>\$29,989,399</b>
<b>GRAND TOTAL</b>	<b>13</b>	<b>\$161,979,430</b>	<b>\$110,509,766</b>	<b>\$51,469,664</b>	<b>\$4,560,000</b>	<b>\$800,000</b>	<b>\$1,500,000</b>	<b>\$475,000</b>	<b>\$3,225,000</b>	<b>\$3,880,786</b>	<b>\$7,039,479</b>	<b>\$29,989,399</b>

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

**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2026-27**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YR BUDGET & ADJ (2021-22)	TOTAL APPROVED BUDGET & ADJ	2022-23	2023-24	2024-25	2025-26	2026-27	ESTIMATED TOTAL PROJECT BUDGET
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)	12-13	\$8,075,000	\$0	\$8,075,000	\$0	\$0	\$0	\$0	\$0	\$8,075,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$345,540	\$0	\$345,540	\$0	\$0	\$0	\$0	\$0	\$345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$1,550,000	\$0	\$1,550,000	\$0	\$0	\$0	\$0	\$0	\$1,550,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$1,141,000	\$0	\$1,141,000	\$0	\$0	\$0	\$0	\$0	\$1,141,000
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)	15-16	\$50,820,816	\$52,558,950	\$103,379,76	\$39,784,66	\$7,569,253	\$1,670,400	\$467,860	\$149,328	\$153,021,271
301-655	PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	15-16	\$925,000	\$0	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
327-657	LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)	15-16	\$82,867,795	\$2,132,205	\$85,000,000	\$0	\$0	\$0	\$0	\$0	\$85,000,000
405-660	WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2019-2020)	19-20	\$3,200,000	\$900,000	\$4,100,000	\$1,600,000	\$0	\$0	\$0	\$0	\$5,700,000
301-669	CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$566,002	\$0	\$566,002	\$0	\$0	\$0	\$0	\$0	\$566,002
301-677	LIBRARY EXTERIOR IMPROVEMENTS AND RE-LANDSCAPING (FY 2017-2018)	17-18	\$120,000	\$0	\$120,000	\$0	\$200,000	\$0	\$0	\$0	\$320,000
301-678	NEW RECREATION CENTER MASTER PLAN (2017-2018)	17-18	\$300,000	\$55,000,000	\$55,300,000	\$0	\$0	\$0	\$0	\$0	\$55,300,000
301-681	NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	18-19	\$2,882,500	\$1,000,000	\$3,882,500	\$0	\$0	\$0	\$0	\$0	\$3,882,500
301-682	PARK SYSTEM MASTER PLAN STUDY (2018-2019)	18-19	\$257,500	\$227,000	\$484,500	\$0	\$0	\$0	\$0	\$0	\$484,500
301-685	HVAC IMPROVEMENTS IN CITY BUILDINGS (FY 2018-2019)	18-19	\$380,000	\$0	\$380,000	\$1,660,000	\$0	\$0	\$0	\$0	\$2,040,000
301-690	SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)	22-23	\$400,000	\$0	\$400,000	\$150,000	\$0	\$0	\$0	\$0	\$550,000
301-692	PARK INFRASTRUCTURE PROJECTS (2019-2020)	19-20	\$525,000	\$0	\$525,000	\$0	\$0	\$0	\$0	\$0	\$525,000
301-693	ROOF REPLACEMENT (2019-2020)	19-20	\$635,000	\$600,000	\$1,235,000	\$0	\$0	\$0	\$0	\$0	\$1,235,000
301-694	DYNAMIC SIGNAGE FOR TRAFFIC RELIEF PILOT PROGRAM (2019-2020)	19-20	\$225,000	\$250,000	\$475,000	\$0	\$0	\$0	\$0	\$0	\$475,000
455-695	LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (FY 2020-2021)	20-21	\$150,000	\$1,650,000	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$1,800,000
455-696	SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)	20-21	\$900,000	\$0	\$900,000	\$0	\$400,000	\$0	\$0	\$0	\$1,300,000
301-697	STREET REHABILITATION (FY 2020-2021)	20-21	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000
301-698	TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)	20-21	\$50,000	\$0	\$50,000	\$475,000	\$100,000	\$1,000,000	\$7,825,000	\$0	\$9,450,000
301-699	CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2020-2021)	20-21	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
301-700	FUEL SYSTEMS IMPROVEMENTS (FY 2021-2022)	21-22	\$0	\$250,000	\$250,000	\$2,500,000	\$0	\$0	\$0	\$0	\$2,750,000
301-701	SPORT COURT RESURFACING (2021-2022)	21-22	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
301-702	PARK PATHWAY RESTORATION (2021-2022)	21-22	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
301-703	STREET REHABILITATION (FY 2021-2022)	21-22	\$0	\$1,700,000	\$1,700,000	\$1,500,000	\$0	\$0	\$0	\$0	\$3,200,000
405-704	WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)	21-22	\$0	\$250,000	\$250,000	\$1,000,000	\$1,000,000	\$500,000	\$500,000	\$0	\$3,250,000
455-705	EMERGENCY GENERATOR REPLACEMENTS (2021-2022)	21-22	\$0	\$2,300,000	\$2,300,000	\$0	\$0	\$0	\$0	\$0	\$2,300,000
NEW	GOVERNMENT CENTER REHABILITATION (FY 2022-2023)	22-23	\$0	\$0	\$0	\$200,000	\$500,000	\$0	\$0	\$0	\$700,000
NEW	INSTALL REAR SECURITY GATES (FY 2022-2023)	22-23	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
NEW	RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)	22-23	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$800,000
NEW	SEA CLOUD PARK S4 SYNTHETIC RESURFACING (FY 2022-2023)	22-23	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$800,000
NEW	SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)	22-23	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
NEW	EDGEWATER PARK SOFTBALL AND SOCCER SYNTHETIC RESURFACING (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$800,000
NEW	EAST HILLSDALE AND FOSTER CITY BOULEVARDS MEDIAN REFURBISHMENT (FY 2023-2024)	23-24	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
NEW	LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHAB STUDY (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
NEW	ADD THIRD LAGOON PUMP AND RELATED INFRASTRUCTURE (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
NEW	SUBSTRUCTURE AND SUPERSTRUCTURE BRIDGE IMPROVEMENTS (FY 2023-2024)	23-24	\$0	\$0	\$0	\$400,000	\$450,000	\$0	\$0	\$0	\$850,000
NEW	STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
NEW	CHLORINE ANALYZERS AND AUTOFLUSHERS AT VARIOUS LOCATIONS (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000
NEW	SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (FY 2023-2024)	23-24	\$0	\$0	\$0	\$0	\$600,000	\$6,700,000	\$0	\$0	\$7,300,000
NEW	INSTALL NEW AMPHITHEATER SHADE STRUCTURE (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$900,000
NEW	BOOTHBAY PARK FAMILY PLAYGROUND AND PICNIC SITE IMPROVEMENTS (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$1,050,000	\$7,000,000	\$0	\$8,050,000
NEW	BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$75,000	\$250,000	\$0	\$325,000
NEW	STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$1,800,000
NEW	SANITARY SEWER MANHOLE REPLACEMENTS (FY 2024-2025)	24-25	\$0	\$0	\$0	\$0	\$0	\$300,000	\$1,800,000	\$0	\$2,100,000
NEW	DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2025-2026)	25-26	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
NEW	STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2025-2026)	25-26	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$1,800,000
NEW	PERMANENT EMERGENCY BYPASS TRANSMISSION MAIN ON EAST THIRD AVENUE (FY 2025-2026)	25-26	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
NEW	CATAMARAN AND SEA CLOUD S3 SYNTHETIC RESURFACING (FY 2026-2027)	26-27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,248,000	\$1,248,000
NEW	AMPHITHEATER SYNTHETIC TURF RESURFACING (FY 2026-2027)	26-27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	\$120,000
NEW	STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2026-2027)	26-27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$1,800,000
NEW	COATING ON 24-INCH TRANSMISSION MAIN AT SEAL SLOUGH BRIDGE (FY 2026-2027)	26-27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$920,000	\$920,000
NEW	OVERFLOW, REDUNDANCY, BYPASSING AND BACKUP POWER STUDY (FY 2026-2027)	26-27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
<b>TOTAL</b>			<b>\$158,016,153</b>	<b>\$119,318,155</b>	<b>\$277,334,308</b>	<b>\$51,469,664</b>	<b>\$16,719,253</b>	<b>\$14,445,400</b>	<b>\$20,442,860</b>	<b>\$4,297,328</b>	<b>\$384,708,813</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: C**

**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, and installing wall drain and drainpipes.

Similar work was performed to cure water infiltration issues on the northwest wall of the building and staff re-landscaped the adjacent area into an attractive drought tolerant and water efficient habitat garden to attract pollinators such as butterflies and hummingbirds.

Water intrusion has been significantly addressed by removing soil from around the southwest wall of the building, however, some sealing and additional grading is advised and the area around the building will require re-landscaping. In addition, the roots of the trees adjacent to the north wall of the library have damaged the building which has contributed to the water intrusion. 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. The soil removal and landscaping will be performed in-house by staff. A consultant will develop project plans and specifications to seal the wall and install appropriate drainage from the building and incorporate the hardscape improvements and potential green infrastructure.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	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	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$168,800	\$0	\$0	\$0	\$26,100	\$194,900
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$5,100	\$0	\$0	\$0		\$5,100
<b>Total</b>	<b>\$0</b>	<b>\$173,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,100</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, 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. Approximately half of the 55 variable air vent (VAV's) have been previously replaced. This project will replace the remaining half; and three (3) 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 may continue to be done under a single contract on a regular basis.

\$800,000 in funding is available in the Building Maintenance Fund for this project. (City Hall HVAC (RTU1/2): \$525,000; Fire Station/City Hall HVAC (RTU3): \$275,000).

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$860,000	\$0	\$0	\$0	\$0		\$860,000
Building Maintenance Fund	\$800,000	\$0	\$0	\$0	\$0		\$800,000
<b>Total</b>	<b>\$1,660,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,660,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$1,443,500	\$0	\$0	\$0	\$0	\$216,500	\$1,660,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,443,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$216,500</b>	<b>\$1,660,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-03 (CIP 301-700)

## 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 have the potential to provide fuel to the San Mateo Consolidated Fire Department in emergency situations.

There are four 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 Centre 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.
4. One underground storage tank that holds diesel fuel for the emergency generator at Lift Station 29.

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 unleaded and diesel fuel systems and tanks at the Corporation Yard; (2) replacements of all or part (dispensers, electrical, software) of the unleaded and diesel fuel systems; and (3) replacement of the day tank in the lagoon pump house.

A contract was awarded to Tait Environmental Services, Inc. on February 11, 2021, in the amount of \$44,527 to perform an assessment of the City's fuel systems and provide replacement and rehabilitation alternatives, and address permitting and soil remediation. A technical memorandum has been developed outlining recommendations for improvements including construction cost estimates. Based on the findings, an additional \$2.5 million is requested to fund construction. Design is anticipated to begin in spring, followed by construction in FY 2023-2024.

#### Estimated Project Schedule:

Design: FY 2022-2023

Construction: FY 2023-2024

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>		<b>Total</b>
CIP - City	\$1,250,000	\$0	\$0	\$0	\$0		\$1,250,000
CIP - Water	\$625,000	\$0	\$0	\$0	\$0		\$625,000
CIP - Wastewater	\$625,000	\$0	\$0	\$0	\$0		\$625,000
<b>Total</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,500,000</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>15% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$2,173,900	\$0	\$0	\$0	\$0	\$326,100	\$2,500,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$2,173,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$326,100</b>	<b>\$2,500,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-04 (NEW CIP)

## GOVERNMENT CENTER REHABILITATION (FY 2022-2023)

**Project Category: B**

**Project Description:**

This project will improve the exterior and interior of the City Hall building (610 Foster City Boulevard). The interior renovation consists of office partition modifications, and supplemental HVAC and heating alterations to support the new interior office configurations. The exterior renovation consists of improvements to the building exterior and modifications to the fountains and water features.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$200,000	\$500,000	\$0	\$0	\$0		\$700,000
<b>Total</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$700,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$173,900	\$422,100	\$0	\$0	\$0	\$91,300	\$687,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$12,700	\$0	\$0	\$0		\$12,700
<b>Total</b>	<b>\$173,900</b>	<b>\$434,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,300</b>	<b>\$700,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

**BD-05 (NEW CIP)**

## INSTALL REAR SECURITY GATES (FY 2022-2023)

**Project Category: C**

**Project Description:**

When the Government Center was constructed, signage was placed at the access points to the parking lot behind City Hall, the Police Station and the Fire Station to indicate that access was for authorized vehicles only. At that time, the possibility of future gate installation was considered likely.

This project was originally scheduled for Fiscal Year 2018-2019, but was pushed back as the adjacent 15-acre site was developed and then the project was closed in Fiscal Year 2021-2022 due to revenue impacts of the Covid-19 pandemic. However, consistently over the years and in increasing volumes, staff has observed general public pedestrian and vehicle users accessing the driveway. With the occupancy of the 15-acres, even more throughway access has been observed.

Security of this area is important for a number of reasons. Most significantly, pedestrians and unauthorized vehicles present a hazard to themselves and to public safety vehicles that are quickly departing the stations. In addition, this area is designated for parking for both City vehicles and 24-hour personnel that can be the targets of vandalism or theft of sensitive and expensive equipment.

This project includes purchase and installation of the gates, loop detectors, UL-required safety devices and local controls as well as electrical and concrete work required to facilitate installation, which could include curb modifications, center island construction and trenching/back filling for power and control wiring.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$500,000	\$0	\$0	\$0	\$0	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$434,800	\$0	\$0	\$0	\$0	\$65,200	\$500,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$434,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,200</b>	<b>\$500,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BD-06 (NEW CIP)

### RENOVATE ELEVATORS IN CITY BUILDINGS (FY 2022-2023)

**Project Category: A**

**Project Description:**

This project addresses replacing essential elevator components in elevators in City buildings. The components are beyond their useful life and are experiencing an increasing number of failures. The replacement parts for the existing elevator components are no longer produced; therefore, a more extensive renovation of the elevators is necessary, meaning that the existing components will be replaced with new and updated components.

The City Hall elevator work is scheduled to commence in FY 2021-2022. The other elevators to be addressed by this project are located in the Fire Station, Community Center and Corporation Yard Administration Building.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY2022-2023

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$800,000	\$0	\$0	\$0	\$0	\$800,000
<b>Total</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$695,700	\$0	\$0	\$0	\$0	\$104,300	\$800,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$695,700</b>	<b>\$0</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-01 (NEW CIP)

### SEA CLOUD PARK S4 SYNTHETIC RESURFACING (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 an agreement with the State of California Department of Parks and Recreation to receive \$198,455 in Proposition 68 Per Capita Grant funds for this project. Because this is a reimbursement grant, the full cost of the project is budgeted with CIP-City funds. After the work is completed, grant funds will be reimbursed to the City.

**Estimated Project Schedule:**

Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$800,000	\$0	\$0	\$0	\$0	\$800,000
<b>Total</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$695,650	\$0	\$0	\$0	\$0	\$104,350	\$800,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$695,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,350</b>	<b>\$800,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-02 (NEW CIP)

### EDGEWATER PARK SOFTBALL AND SOCCER SYNTHETIC RESURFACING (FY 2023-2024)

**Project Category: B**

**Project Description:**

The synthetic turf surface at Edgewater Park Softball and Soccer Fields was installed in FY 2013-2014 and is scheduled for replacement in FY 2023-2024. The project consists of replacing the existing field's synthetic turf surface and repairing the base material, as required, to eliminate depressions.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	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	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$675,400	\$0	\$0	\$0	\$104,300	\$779,700
Inflation %	0 %	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-03 (NEW CIP)

### EAST HILLSDALE AND FOSTER CITY BOULEVARDS MEDIAN REFURBISHMENT (FY 2023-2024)

**Project Category: C**

**Project Description:**

Foster City has multiple median islands that are outdated and do not irrigate efficiently. Over time, the approach to grading, planting, and maintaining median islands has changed as the desire to conserve resources has increased. Over that same time, irrigation products and systems have also improved efficiency. In addition, landscape plantings need to be replaced as they age out over time.

This renovation project will refresh the plantings and improve the efficiency in the use of water and labor to maintain the systems on the East Hillsdale Boulevard median between Shell Boulevard and Foster City Boulevard and the Foster City Boulevard median from East Hillsdale Boulevard to Balclutha Drive.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$0	\$500,000	\$0	\$0	\$0	\$500,000
<b>Total</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$441,300	\$0	\$0	\$0	\$45,500	\$486,800
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$13,200	\$0	\$0	\$0		\$13,200
<b>Total</b>	<b>\$0</b>	<b>\$454,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,500</b>	<b>\$500,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-04 (NEW CIP)

## INSTALL NEW AMPHITHEATER SHADE STRUCTURE (FY 2024-2025)

**Project Category:** C

**Project Description:**

Leo J. Ryan Park is a "destination" park that hosts numerous special events and festivals throughout the year. One of the most popular amenities of the park is the amphitheater, which is home to summer concerts, private rentals, special events, and recreational classes. The current configuration leaves park users exposed to direct sunlight in the designated seating area during daytime use. The addition of an attractive shade structure will make the amphitheater space even more appealing by providing users with protection from the elements.

**Estimated Project Schedule:**

Design: FY 2024-2025

Construction: FY 2024-2025

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$0	\$900,000	\$0	\$0		\$900,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$900,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$738,300	\$0	\$0	\$117,400	\$855,700
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$44,300	\$0	\$0		\$44,300
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$782,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,400</b>	<b>\$900,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-05 (NEW CIP)

### BOOTHBAY PARK FAMILY PLAYGROUND AND PICNIC SITE IMPROVEMENTS (FY 2024-2025)

**Project Category: B**

Boothbay Park is a “destination” park that draws users for a wide variety of activities including picnicking, sports and free play. This renovation project includes the installation of a “Family Playground” similar to Palo Alto’s Magical Bridge Playground that is accessible for users of all ages. It also provides for picnic site improvements, including the addition of 2-3 additional reservable picnic areas (to make a total of 3-4) that have covered seating, barbecue space, and open passive space.

This renovation will elevate Boothbay Park as an inclusive, multi-generational, multi-cultural space for all users within the parks system. Partial funding is available from the Park-In-Lieu Fund and the Equipment Replacement Fund as shown in the funding table, with the remainder coming from the General Fund.

**Estimated Project Schedule:**

Design: FY 2024-2025

Construction: FY 2025-2026

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$0	\$1,050,000	\$4,840,000	\$0		\$5,890,000
Equipment Replacement Fund	\$0	\$0	\$0	\$110,000	\$0		\$110,000
Park-In-Lieu	\$0	\$0	\$0	\$2,050,000	\$0		\$2,050,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,050,000</b>	<b>\$7,000,000</b>	<b>\$0</b>		<b>\$8,050,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	20% Contingency	Total
Estimated Project Costs	\$0	\$0	\$825,500	\$5,351,700	\$0	\$1,341,600	\$7,518,800
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$49,500	\$481,700	\$0		\$531,200
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$875,000</b>	<b>\$5,833,400</b>	<b>\$0</b>	<b>\$1,341,600</b>	<b>\$8,050,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-06 (NEW CIP)

### DOG PARK SYNTHETIC TURF REPLACEMENT (FY 2025-2026)

**Project Category:** B

**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 removing and replacing approximately 10,000 square feet of existing synthetic turf. Prior to installation of the new turf, the base material will be repaired, as required, to eliminate depressions and the underlying drainage system will be replaced and upgraded to ensure proper treatment of site run-off.

**Estimated Project Schedule:**

Design: FY 2025-2026

Construction: FY 2025-2026

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$0	\$0	\$500,000	\$0		\$500,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>		<b>\$500,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$417,000	\$0	\$45,500	\$462,500
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$37,500	\$0		\$37,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$454,500</b>	<b>\$0</b>	<b>\$45,500</b>	<b>\$500,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-07 (NEW CIP)

### CATAMARAN AND SEA CLOUD S3 SYNTHETIC RESURFACING (FY 2026-2027)

**Project Category: B**

**Project Description:**

The synthetic turf surfaces at Catamaran and Sea Cloud S3 were installed in FY 2016-2017 and are scheduled for replacement in FY 2026-2027. 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 2026-2027

Construction: FY 2026-2027

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$0	\$0	\$0	\$1,248,000		\$1,248,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,248,000</b>		<b>\$1,248,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$1,013,000	\$113,400	\$1,126,400
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$121,600		\$121,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,134,600</b>	<b>\$113,400</b>	<b>\$1,248,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PK-08 (NEW CIP)

## AMPHITHEATER SYNTHETIC TURF RESURFACING (FY 2026-2027)

**Project Category: C**

**Project Description:**

The synthetic turf surfaces at the amphitheater located at Leo J. Ryan Park were installed in FY 2017-2018 and are scheduled for replacement in FY 2026-2027. 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 2026-2027

Construction: FY 2026-2027

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$0	\$0	\$0	\$0	\$120,000	\$120,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$120,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$97,400	\$10,900	\$108,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$11,700		\$11,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$109,100</b>	<b>\$10,900</b>	<b>\$120,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-01 (CIP 301-698)

## TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2020-2021)

### Project Category: A

#### 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 identified 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 Boulevard, Foster City Boulevard, and Edgewater Boulevard corridors. Upgrade options may include Ethernet over copper upgrade with some cellular improvements, an upgrade to fiber optic cables to maximize broadband capabilities, or a hybrid approach.

#### 2. Traffic Signal Field Hardware Upgrade

- 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

This component 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 in this project will be provided by a combination of City CIP and Measure W 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 cash reserves from non-General Fund funding sources 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:**

Advance purchase of thermal sensor detection cameras compatible with the new upgraded signal technology for new intersections: FY 2022-2023  
 Technical Memorandum: FY 2023-2024  
 Design: FY 2024-2025  
 Construction: FY 2025-2026

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>		<b>Total</b>
CIP - City	\$0	\$0	\$0	\$6,000,000	\$0		\$6,000,000
SB1	\$0	\$0	\$0	\$1,500,000	\$0		\$1,500,000
Measure W	\$475,000	\$100,000	\$1,000,000	\$325,000	\$0		\$1,900,000
<b>Total</b>	<b>\$475,000</b>	<b>\$100,000</b>	<b>\$1,000,000</b>	<b>\$7,825,000</b>	<b>\$0</b>		<b>\$9,400,000</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>10% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$431,800	\$88,300	\$857,600	\$6,526,300	\$0	\$854,500	\$8,758,500
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$2,600	\$51,500	\$587,400	\$0		\$641,500
<b>Total</b>	<b>\$431,800</b>	<b>\$90,900</b>	<b>\$909,100</b>	<b>\$7,113,700</b>	<b>\$0</b>	<b>\$854,500</b>	<b>\$9,400,000</b>



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-02 (CIP 301-703)

## 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 its 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 83 and maintain it over a five-year period. Based on the 2021 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 (CIP 301-702) 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

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
Measure A	\$1,500,000	\$0	\$0	\$0	\$0		\$1,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,500,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$1,363,600	\$0	\$0	\$0	\$0	\$136,400	\$1,500,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,363,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136,400</b>	<b>\$1,500,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-03 (NEW CIP)

### SUBSTRUCTURE AND SUPERSTRUCTURE BRIDGE IMPROVEMENTS (FY 2023-2024)

**Project Category: B**

**Project Description:**

This project addresses deficiencies in Bicentennial, Foster City Boulevard, Rainbow, and Shell Boulevard Bridges. Caltrans performs inspections of the above water bridge elements every two years and the underwater elements every five years and reports its findings to the City. The project will address deficiencies identified in the Caltrans inspection 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, if needed.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	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	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$353,000	\$385,900	\$0	\$0	\$77,300	\$816,200
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$10,600	\$23,200	\$0	\$0		\$33,800
<b>Total</b>	<b>\$0</b>	<b>\$363,600</b>	<b>\$409,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,300</b>	<b>\$850,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-04 (NEW CIP)

## STREET REHABILITATION AND PARK PATHWAY RESTORATION (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 83 and maintain it over a five-year period. Based on the 2021 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 include up to \$300,000 in park pathway restorations, which address needed repairs to asphalt pathways within various parks. 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. Funding for the pathways portion of the project will be provided from the General Fund.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>		<b>Total</b>
CIP - City	\$0	\$300,000	\$0	\$0	\$0		\$300,000
Measure A	\$0	\$1,500,000	\$0	\$0	\$0		\$1,500,000
<b>Total</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,800,000</b>

<b>Expenditures</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>10%</b>	<b>Total</b>
Estimated Project Costs	\$0	\$1,588,700	\$0	\$0	\$0	\$163,600	\$1,752,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$47,700	\$0	\$0	\$0		\$47,700
<b>Total</b>	<b>\$0</b>	<b>\$1,636,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,600</b>	<b>\$1,800,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-05 (NEW CIP)

## BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT (FY 2024-2025)

**Project Category:** C

**Project Description:**

In January 2018, Fehr & Peers performed a Bicycle, Pedestrian, and Intersection Evaluation Study (CIP 301-664) to help the City evaluate and determine the current traffic and transportation facilities and potential for improvements. As part of the study, Fehr & Peers performed an assessment for the four schools in Foster City to identify improvements to provide more comfortable bicycle and walking routes to school. A report was generated that describes citywide travel behavior trends for school trips and then provides a site assessment for each of the four Foster City schools, including cost estimates for suggested enhancements. Some of the report recommendations have already been implemented.

The Bicycle and Pedestrian Improvements Project analyzes the remaining enhancements identified for each of the four Foster City schools to meet the City's goals for pedestrian safety. The newly constructed Beach Park School would be included in the assessment. Some suggested enhancements include physical changes to the roadway, curb/gutter, or sidewalk, striping, and signage modifications. A consultant would review and analyze the assessment, perform field inspections, and perform additional traffic studies to develop project plans and specifications to implement the enhancements and the potential to implement complementary improvements such as green infrastructure (e.g. stormwater treatment within curb extensions).

An RFP for assessment and design will be issued in 2024. Construction is anticipated in 2025.

**Estimated Project Schedule:**

Design: FY 2024-2025

Construction: FY 2025-2026

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
Measure A	\$0	\$0	\$75,000	\$250,000	\$0	\$325,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$325,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$64,300	\$208,500	\$0	\$29,500	\$302,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$3,900	\$18,800	\$0		\$22,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,200</b>	<b>\$227,300</b>	<b>\$0</b>	<b>\$29,500</b>	<b>\$325,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-06 (NEW CIP)

## STREET REHABILITATION AND PARK PATHWAY RESTORATION (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 83 and maintain it over a five-year period. Based on the 2021 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 include up to \$300,000 in park pathway restorations, which address needed repairs to asphalt pathways within various parks. 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. Funding for the pathways portion of the project will be provided from the General Fund.

**Estimated Project Schedule:**

Design: FY 2024-2025

Construction: FY 2025-2026

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$0	\$300,000	\$0	\$0		\$300,000
Measure A	\$0	\$0	\$1,000,000	\$0	\$0		\$1,000,000
Gas Tax 2103	\$0	\$0	\$500,000	\$0	\$0		\$500,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,800,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$1,543,800	\$0	\$0	\$163,600	\$1,707,400
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$92,600	\$0	\$0		\$92,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,636,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,600</b>	<b>\$1,800,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-07 (NEW CIP))

## STREET REHABILITATION AND PARK PATHWAY RESTORATION (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 83 and maintain it over a five-year period. Based on the 2021 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 include up to \$300,000 in park pathway restorations, which address needed repairs to asphalt pathways within various parks. 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. Funding for the pathways portion of the project will be provided from the General Fund.

**Estimated Project Schedule:**

Design: FY 2025-2026

Construction: FY 2026-2027

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
CIP - City	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Measure A	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Gas Tax 2103	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Measure M	\$0	\$0	\$0	\$300,000	\$0	\$300,000
SB1	\$0	\$0	\$0	\$200,000	\$0	\$200,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$1,800,000</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>10% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$0	\$0	\$1,501,300	\$0	\$163,600	\$1,664,900
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$135,100	\$0		\$135,100
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,636,400</b>	<b>\$0</b>	<b>\$163,600</b>	<b>\$1,800,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ST-08 (NEW CIP)

## STREET REHABILITATION AND PARK PATHWAY RESTORATION (FY 2026-2027)

**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 83 and maintain it over a five-year period. Based on the 2021 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 include up to \$300,000 in park pathway restorations, which address needed repairs to asphalt pathways within various parks. 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. Funding for the pathways portion of the project will be provided from the General Fund.

**Estimated Project Schedule:**

Design: FY 2026-2027

Construction: FY 2027-2028

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - City	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Measure A	\$0	\$0	\$0	\$0	\$800,000	\$800,000
Gas Tax 2103	\$0	\$0	\$0	\$0	\$200,000	\$200,000
SB1	\$0	\$0	\$0	\$0	\$500,000	\$500,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	10% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$1,461,100	\$163,600	\$1,624,700
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$175,300		\$175,300
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,636,400</b>	<b>\$163,600</b>	<b>\$1,800,000</b>

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**SW-01 (CIP 301-690)**

**SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2022-2023)**

**Project Category: A**

**Project Description:**

The lagoon pump station located at the City/District's Corporation Yard, houses two (2) engines/pumps used to pump lagoon water into the bay to control the water level in the interior lagoon. A seismic vulnerability assessment of the building by G&E Engineering systems, Inc. was completed in 2013. The report concluded that the building met the seismic code and recommended various improvements that included: (1) reinforce the door frame, (2) isolate the tidal channel walls from the building to prevent differential settlement, (3) install flexible connections to the underground utilities entering the building to allow movement during earthquake, and (4) secure equipment within the building to minimize damage during a seismic event.

Since the 2013 assessment was conducted, there have been various changes in requirements and standards for evaluating existing structures. On April 20, 2020 Murray Smith, Inc. was retained to update, evaluate, and validate the findings in the G&E report, and make recommendations for options for repair and improvement.

In addition, additional deterioration of the facilities has occurred. The report recommended that additional structural evaluation of the lagoon pump station building and the below water structures be performed based on current building code standards. This includes further structural investigation and analysis of the lagoon walkway, channels, trash rack, and foundation to determine potential structural deficiencies. As this is outside of the scope of this study, a new CIP-Lagoon Intake Structure and Pump Station Building Rehabilitation Project (FY 2022-2023) has been created to address an in depth evaluation of the building.

This project will address the following improvements identified in the G&E report and validated by Murray Smith:

1. Isolate the tidal channel walls from the building to stop and prevent differential settlement.
2. Install flexible connections onto the underground utilities entering the building to allow movement during earthquakes.
3. Secure equipment within the building to minimize damage during a seismic event.

In addition, this project will install a temporary walkway over the existing walkway which was identified by staff and Murray Smith as deteriorating, with spalling concrete and rusting reinforcing steel (re-bar). All or a portion of the walkway that extends over the water on the south side of the building will require permanent replacement which will be studied as part of the new CIP-Lagoon Intake Structure and Pump Station Building Rehabilitation Project (FY 2022-2023).

**Estimated Project Schedule:**

Design: FY 2021-2022

Construction: FY 2022-2023

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
CIP - City	\$150,000	\$0	\$0	\$0	\$0	\$150,000
<b>Total</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</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>15% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$130,400	\$0	\$0	\$0	\$0	\$19,600	\$150,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$130,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,600</b>	<b>\$150,000</b>



# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-02 (NEW CIP)

## LAGOON INTAKE STRUCTURE AND PUMP STATION BUILDING REHAB STUDY (FY 2023-2024)

**Project Category:** A

**Project Description:**

This project will address improvements at two locations supporting the operation of the lagoon system:

1. Replace the intake gates on the lagoon side of the intake structure near Wheel House Lane; and
2. Provide for above and below grade improvements to the lagoon pump station building at the City's Corporation Yard.

Water from the San Francisco Bay flows through the intake structure located near the end of Wheel House Lane into the lagoon. In 2018, as part of CIP 301-629, the three (3) exterior gates on the Belmont Slough side of the lagoon intake structure were replaced. The interior gates were constructed in the early 1960's and are starting to fail along with the concrete wall. 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.

The lagoon pump station located at the City/District's Corporation Yard, houses two (2) engines/pumps used to pump lagoon water into the bay to control the water level in the interior lagoon. It was constructed in the early 1960's and is one of the oldest City-owned buildings. Water flows through the culverts under the lagoon pump station building and is pumped into the Bay from the Lagoon Pump Station Building. 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.

In a report prepared by Murray Smith, Inc. in May 2021, as part of CIP 690-Sesimic Improvements project, recommendations were made to perform a future in-depth evaluation of the building to include additional structural evaluation of the lagoon pump station building and the below water structures based on current building code standards. The recommendation included further structural investigation and analysis of the lagoon walkway, channels, trash rack, and foundation to determine potential structural deficiencies with the intent to replace.

This project will provide for a seismic analysis of the building including recommendations for structural improvements required to meet current standards. Based on the analysis, a construction budget will be identified, and any additional funding requests will be brought back to the City Council.

**Estimated Project Schedule:**

Technical Memorandum: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	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	2022-23	2023-24	2024-25	2025-26	2026-27	13% Contingency	Total
Estimated Project Costs	\$0	\$173,900	\$0	\$0	\$0	\$26,100	\$200,000
Inflation %	0 %	0 %	0 %	0 %	0 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$0</b>	<b>\$173,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,100</b>	<b>\$200,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SW-03 (NEW CIP)

## ADD THIRD LAGOON PUMP AND RELATED INFRASTRUCTURE (FY 2023-2024)

**Project Category:** A

**Project Description:**

This project provides for the removal of 2 non-functioning lagoon pump engines, impellers, shafts, and associated plumbing that were abandoned in place when the two current pumps were installed in 2001, so that a third functioning lagoon pump may be installed.

Studies have shown that from 1974 to 2019 storms have become more severe due to climate change effects, resulting in more severe and frequent storms. This project will add a third pump to the existing lagoon pump station which would provide the City with the redundancy to reduce the risk of flooding should a failure occur to one of the two existing pumps during a severe storm and high tide condition.

The two existing lagoon pumps were replaced in 2001 and are 20 years old. Although the useful life is approximately 35 years, if one were to fail, it could take several weeks to repair. Adding a third pump would allow for uninterrupted operation, redundancy, staggered replacement of the lagoon pumps, and provide maximum protection against the potential for flooding and property damage.

**Estimated Project Schedule:**

Technical Memorandum: FY 2022-2023

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - City	\$0	\$2,000,000	\$0	\$0	\$0		\$2,000,000
<b>Total</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,000,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$1,688,500	\$0	\$0	\$0	\$260,800	\$1,949,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$50,700	\$0	\$0	\$0		\$50,700
<b>Total</b>	<b>\$0</b>	<b>\$1,739,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,800</b>	<b>\$2,000,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-01 (CIP 405-660)

## WATER TANKS AND FACILITIES IMPROVEMENTS (FY 2019-2020)

**Project Category:** A

**Project Description:**

Foster City's water storage tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. Three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The fourth tank is reinforced concrete.

On April 4, 2020, the District Board authorized the combining of the Water Tanks Improvements Project (which was comprised of CIPs 405-660, 405-670, and 405-688) with 405-687 Seismic Improvements at Water Booster Pump Station project; and renaming the project CIP (405-660) - Water Tank and Facilities Improvements Project.

The scope of work of the combined project consists of:

1. Remove and Recoat Water Tanks Project (formerly CIP 405-660)  
This project consists of refurbishing the 3 steel tanks by repairing corroded steel and applying new coating to the interior and exterior surfaces.
2. Water Quality Dosing and Tank Improvements Project (formerly CIP 405-670)  
Due to the most recent drought and required State mandated water use reductions, the District's current water use is at 1990 levels. Due to the reduction in water consumption 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 without reducing water storage in the winter months, this project consists of the installation of water mixing devices inside the 3 steel tanks to prolong water quality within the tanks and system wide.
3. Seismic Improvements at Water Tanks 1, 2, and 3 Project (formerly CIP 405-688)  
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.
4. 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.

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, funding in the amount of \$100,000 is

available in the project for CIP 405-670 and \$900,000 was added to the project in FY 2021-2022. The total combined project budget is \$4,100,000.

On August 5, 2019, a contract was awarded to Murray Smith for professional engineering services for design and construction support. A Technical Memorandum summarizing the findings from the preliminary engineering assessment has been completed. The TM includes the recommended improvements for design and construction. The construction documents are 90% complete. The 90% construction cost estimate far exceeded the 50% construction cost estimate and an additional \$1,600,000 is needed. Construction is anticipated in Fall 2022.

**Estimated Project Schedule:**

Design: Ongoing

Construction: FY 2022-2023

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
CIP - Water	\$1,600,000	\$0	\$0	\$0	\$0	\$1,600,000
<b>Total</b>	<b>\$1,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600,000</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>15% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$1,391,300	\$0	\$0	\$0	\$0	\$208,700	\$1,600,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$1,391,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$208,700</b>	<b>\$1,600,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-02 (CIP 405-704)

## WATER TRANSMISSION AND DISTRIBUTION SYSTEMS IMPROVEMENTS (FY 2021-2022)

**Project Category:** A

**Project Description:**

The project is comprised of various smaller 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. Large Water Meter Replacements - The project addresses
  - a. Testing the accuracy of large water meters (4" and larger);
  - b. Replacing meters that are inaccurate and/or at the end of their useful life; and
  - c. 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.
  
2. 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.
  
3. 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.
  
4. 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 provide recommendations for capital improvements projects based on the inspection results. The transmission system consists of pipelines (24" diameter) and large steel distribution system pipelines (16" and 18" diameter pipes).

**Estimated Project Schedule:**

Design: FY 2022-2023 through FY 2023-2024

Construction: FY 2021-2022 through FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - Water	\$1,000,000	\$1,000,000	\$500,000	\$500,000	\$0		\$3,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>		<b>\$3,000,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$869,600	\$844,300	\$410,200	\$398,900	\$0	\$391,200	\$2,914,200
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$25,300	\$24,600	\$35,900	\$0		\$85,800
<b>Total</b>	<b>\$869,600</b>	<b>\$869,600</b>	<b>\$434,800</b>	<b>\$434,800</b>	<b>\$0</b>	<b>\$391,200</b>	<b>\$3,000,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-03 (NEW CIP)

## CHLORINE ANALYZERS AND AUTOFLUSHERS AT VARIOUS LOCATIONS (FY 2023-2024)

**Project Category: A**

**Project Description:**

This project will address water quality issues that Foster City experiences in winter months. This project provides for the design and construction of chlorine analyzers and automatic flushers throughout Foster City. EMID purchases water treated with a disinfectant agent (chloramine) from the SFPUC. Chloramine disinfection is more environmentally friendly but presents operational challenges for distribution system operators. If chloramine is allowed to remain in the distribution system for a lengthy period, the disinfectant can degrade, adversely affecting water quality.

Successful water conservation efforts over the past years have reduced water demand, and as a result, water is subject to “aging” in the distribution system. In the winter months, when water demands are low, and irrigation use is down, staff has observed chlorine residuals falling to actionable levels, forcing staff to flush hydrants to stimulate water circulation to increase the disinfectant levels in the water system,

This project will install automatic flushers and chlorine analyzers at various key locations throughout the City. The chlorine analyzers will measure the level of disinfectant in the water in problem areas. At a specified threshold, the analyzers will trigger the automatic flushers to flush water through the system until the chlorine residuals are back to a safe level. The installation of chlorine analyzers and automatic flushers will save staff time in having to flush water mainlines manually, also saving the City funds in labor costs.

**Estimated Project Schedule:**

Design: FY 2023-2024

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>		<b>Total</b>
CIP - Water	\$0	\$650,000	\$0	\$0	\$0		\$650,000
<b>Total</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$650,000</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>15% Contingency</b>	<b>Total</b>
Estimated Project Costs	\$0	\$548,800	\$0	\$0	\$0	\$84,700	\$633,500
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$16,500	\$0	\$0	\$0		\$16,500
<b>Total</b>	<b>\$0</b>	<b>\$565,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,700</b>	<b>\$650,000</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-04 (NEW CIP)

## PERMANENT EMERGENCY BYPASS TRANSMISSION MAIN ON EAST THIRD AVENUE (FY 2025-2026)

**Project Category: A**

**Project Description:**

This project will improve water supply reliability and redundancy and minimize water service interruptions in a catastrophic seismic event. The District's 24-inch water transmission main pipeline is the sole source of potable water for the City and is attached to the Seal Slough Bridge. Seal Slough Bridge was built in the 1930's and is used as a pedway only. The bridge is aging and could fail in the event of an earthquake and with it, the District would lose its primary water supply.

As part of CIP 636-Water System Improvements and Valve Replacements Project, two 12-inch emergency water bypass connections, with isolation valves and fittings were constructed on the transmission main beyond the ends of the bridge to provide a means of restoring water service quickly in the event of the bridge and pipeline failure. The project includes the purchase of 1,250 feet of 12-inch temporary bypass piping that would be stored at the District's Corporation Yard and assembled by staff quickly (within 1-2 days) in an emergency to restore flow until the transmission main could be repaired.

This project is a continuation of CIP 636, as it provides for the construction of a permanent bypass pipe to be attached to the adjacent bridge on East Third Avenue and joined at the second bypass connection that was constructed as part of CIP 636. The permanent bypass pipe would provide a redundant water supply immediately and increase efficiency and speed of response during an emergency.

**Estimated Project Schedule:**

Technical Memorandum: FY 2025-2026

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - Water	\$0	\$0	\$0	\$300,000	\$0	\$300,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$239,400	\$0	\$39,100	\$278,500
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$21,500	\$0		\$21,500
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,900</b>	<b>\$0</b>	<b>\$39,100</b>	<b>\$300,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WA-05 (NEW CIP)

### COATING ON 24-INCH TRANSMISSION MAIN AT SEAL SLOUGH BRIDGE (FY 2026-2027)

**Project Category:** B

**Project Description:**

The project will address the application of coating on the 24-inch transmission main line attached to the Seal Slough Bridge. An inspection of the pipeline will be performed, followed by preparation of a technical memorandum recommending removal and coating alternatives, and regulatory permitting requirements, including cost estimates for the pipe preparation and coating application. Design and construction will follow.

The Foster City/EMID 24-inch water transmission main is attached to and runs the length of the Seal Slough Bridge. This steel line is exposed to the elements of the bay. Through the years of exposure to sun and saltwater air along the bay shore, the original protective coating is showing signs of age and corrosion and the pipeline requires recoating to prolong its life. This transmission line runs over the San Francisco Bay and will require procurement of regulatory permits for work over the waterway.

**Estimated Project Schedule:**

Assessment and Design: FY 2026-2027

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
Water Connection Fees	\$0	\$0	\$0	\$0	\$920,000		\$920,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$920,000</b>		<b>\$920,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$714,300	\$120,000	\$834,300
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$85,700		\$85,700
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$120,000</b>	<b>\$920,000</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 \$153.02 million dollars. To date, \$103,379,766 has been encumbered for this multi-year project. Approximately, an additional \$49.6 million is anticipated over the next 5 years as shown in the funding table at the end of this Project Description.

Encumbered:

FY 2015-16	\$	5,931,000
FY 2016-17	\$	10,984,000
FY 2017-18	\$	12,345,628
FY 2018-19	\$	8,680,985
FY 2019-20	\$	4,563,622
FY 2020-21	\$	8,315,581
FY 2021-22	\$	<u>52,558,950</u>
	\$	103,379,766

Anticipated:

FY 2022-23 through FY 2026-27		<u>\$49,641,505</u>
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**Total Project Budget:** **\$153,021,271**

In 2021 (year 7), the CWP focused on 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:

WWTP Upgrade & Expansion Project

- Submitted the quarterly reports for Water Infrastructure Finance and Innovation Act (WIFIA) loan compliance.
- Completed an update of the WWTP operating cost forecast for the WIFIA loan period and for use in the City's fiscal year planning and budgeting process.
- Obtained the Phase 2 temporary construction easement (TCE) and permanent utility easement (PUE) from All-American Storage.
- HDR completed the 100% design for Title 22 Recycled Water on April 5.
- City Manager approved noise exception permit on May 28 for stage 2 pile driving.
- Trussell completed the draft Title 22 Disinfected Tertiary Recycled Water Engineering Report to meet regulatory requirements by the Division of Drinking Water.
- Obtained San Mateo City Council approval for Cal Water to construct the 3rd Avenue water main extension to Detroit Drive site.
- PG&E issued letter acknowledging its responsibility for relocating its utilities from Detroit Drive at its own cost pursuant to their Franchise Agreement with the City and completed final design.

- Prepared the Authority to Construct (ATC) revised application for Tier 4 Compliant engines and submitted to the Bay Area Air Quality Management District (BAAQMD). Public comment closed on Oct 18, 2021.
- Public Works approved the WWTP Final Parcel Map.
- The program has been put on the fundable list for an up to \$137M loan from SRF.
  - Interest rate will depend on when it closes (planning for the end of 2022)

#### GMP-1 (Site Preparation, Electrical and Storm Drain System Improvements for GMP3)

- Installed SEMS (Service Entrance Meter Switchgear) platform, batteries, and gear.
- Completed and tested the new Eductor Facility sewer manhole.
- Completed the installation of new precast Southwest stormwater pump station.

#### GMP-2 (Foundations for GMP3)

- Completed pile dowels installation and repairs on Phase 1 piles.
- Completed the installation of approximately 561 piles completing the entire pile installation for the new treatment facilities (approximately 1960 piles). Last pile driven on Sept 9, 2021.

#### GMP-3 (Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion)

- Began operation of two tower cranes.
- Completed backfill of elevator pit, of Area 51(Influent and Headworks) behind the walls and Area 80 (Administration Building).
- Continued formwork, rebar installation and concrete pours for the Membrane Bioreactor (MBR) equipment and electrical building walls, influent & headworks columns/blower room/laboratory deck, primary treatment slab and walls, BioActiflo slab and wall, and BNR slab.
- Installed under-slab process drain piping and electrical in-slab embeds for Area 53/55 (BioActiFlo/Biological Nutrient Removal (BNR)); Area 80 (Administration Building); and Area 51 (Influent and Headworks).
- Completed the Staging Area 2 for Contractors employees to park (Anchor Road Open Passive Space).
- Placed approximately 12,000 cubic yards of the 32,000 cubic yards concrete.
- Excavated for underground plumbing at Area 80 (Administration Building) and began installing underground plumbing.
- Continued maintaining groundwater drawdown, with minimal discharge to storm water system under NPDES permit being observed.
- Performed work associated with the West pipe corridor (yard piping).
  - Demolished and/or removed and separated HDPE and PVC piping from soil within the boundary of the planned West pipe corridor trench excavation
  - Continued excavating the North and South tie-in locations for the long-term temporary Mariner's Island and Foster City force main piping.
  - Excavated the corridor and installed large bore pipe including sections of the two new 36" HDPE pipe.
- Potholing was continued in the East corridor to support upcoming yard piping activities in the area.

#### Immediate Action Project Package 2

- Completed startup of Sludge Cake Pump 2.
- Completed Digester Piping Scope of Work and related As Built.
- Completed Centrifuge Control Panel and Sludge Hopper Control Panel source testing.
- Completed installation of Sludge Cake Pump No. 1 and initiated startup.
- Completed negotiation with contractor for construction time extension / delay claim.

#### Immediate Action Project Package 3

- HDR submitted and Program team reviewed the 90% design documents.
- Received a preliminary estimate for 90% Design of \$9.4 million. Project Management is reviewing this estimate and reconciling cost to try to get closer to original budget of \$6.7M.

#### Annual Major Components 6 + 23

- The project was awarded to Express Plumbing which began work on October 11, 2021.

#### Annual Major Components 20

- Task 1, related to the compressed natural gas to boiler tie-in, was cancelled after San Mateo City Council approved to decommission compressed natural gas at the WWTP.
- It was decided that the scope of work for Task 2 (Sludge Heating Recirculation Piping Replacement) will be incorporated into the design for IAP3.

In 2022 (Year 8), the CWP will continue to focus on full project delivery and execution of major improvement projects. Key Year 8 program activities 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.

Start-up and commissioning of new treatment facilities is targeted to be complete by August 2023, followed by the retrofit of existing facilities and commissioning of the integrated WWTP by June 2024.

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 2024-2025

<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
CIP - Wastewater	\$2,755,786	\$4,514,252	\$1,670,400	\$467,860	\$149,328	\$9,557,626
Wastewater Notes & WIFIA Loan	\$7,039,479	\$0	\$0	\$0	\$0	\$7,039,479
State Revolving Fund	\$29,989,399	\$3,055,001	\$0	\$0	\$0	\$33,044,400
<b>Total</b>	<b>\$39,784,664</b>	<b>\$7,569,253</b>	<b>\$1,670,400</b>	<b>\$467,860</b>	<b>\$149,328</b>	<b>\$49,641,505</b>

<b>Expenditures Categories</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
Estimated Project Costs	\$39,784,664	\$7,569,253	\$1,670,400	\$467,860	\$149,328	\$49,641,505
Inflation %	0 %	0 %	0 %	0 %	0 %	
Inflation Escalation	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$39,784,664</b>	<b>\$7,569,253</b>	<b>\$1,670,400</b>	<b>\$467,860</b>	<b>\$149,328</b>	<b>\$49,641,505</b>

# CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-02 (CIP 455-696))

## SANITARY SEWER SYSTEM IMPROVEMENTS (FY 2020-2021)

**Project Category:** A

**Project Description:**

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance staff.

The scope of the project includes the replacement, rehabilitation, reconstruction, and new installation of sanitary sewer pipelines, and manholes at three (3) locations within the District.

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 an agreement with HydroScience Engineers, Inc. to prepare construction contract documents and provide construction support services. . Design is 90% complete, and the 90% construction cost estimate exceeds the current budget requiring an additional \$400,000. Construction is anticipated in summer 2023.

**Estimated Project Schedule:**

Design: 2020-2021

Construction: FY 2023-2024

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - Wastewater	\$0	\$400,000	\$0	\$0	\$0	\$400,000
<b>Total</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

Expenditures Categories	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	15% Contingency	Total
Estimated Project Costs	\$0	\$337,700	\$0	\$0	\$0	\$52,200	\$389,900
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$10,100	\$0	\$0	\$0		\$10,100
<b>Total</b>	<b>\$0</b>	<b>\$347,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,200</b>	<b>\$400,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-03 (NEW CIP)

### SHELL BRIDGE SANITARY SEWER FORCE MAIN REHABILITATION (FY 2022-2023)

**Project Category:** A

**Project Description:**

During a routine maintenance inspection, a leak was discovered on the 16" steel force main attached to the Shell Boulevard Bridge. A small crack was identified on the top side of the pipe. Express Plumbing, Inc. (EPS) was hired to perform a temporary emergency repair. While prepping the pipe to install a full circle repair clamp to stop the leak, the crack deteriorated further creating a 12-inch diameter hole on the top side of the pipe. The repairs were completed in February 2021 and included the in-house replacement of the air release valve located on the force main at the high point on the bridge.

This force main was originally constructed in the 60's. It is a critical facility which delivers over 500,000 gallons of sewage (approximately one quarter of the wastewater generated in the District) daily to the San Mateo Wastewater Treatment Plant. The localized failure of the pipe and air release valve is due to the corrosive environment of wastewater and repeated exposure to hydrogen sulfide gas. Other portions of this main may have similarly deteriorated and be vulnerable to failure.

This project provides for an assessment, design, and replacement/rehabilitation of the force main on Shell between Catamaran and Bounty Drive.

**Estimated Project Schedule:**

Assessment and Project Design: FY 2022-2023

Construction: FY 2022-2023

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - Wastewater	\$500,000	\$0	\$0	\$0	\$0		\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$500,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$434,800	\$0	\$0	\$0	\$0	\$65,200	\$500,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$0		\$0
<b>Total</b>	<b>\$434,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,200</b>	<b>\$500,000</b>

# 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 11, 13, 29, and 42. 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. This project includes 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.

Eight additional "hot spot" manhole replacement projects have been included for replacement. These manholes operate as force main collectors, receiving sewage flow from various lift stations and require replacement. During the condition assessment performed as part of the Wastewater Master Plan, Manholes 29-07, 18-01, 16-17, 14-02, 22-18, 22-19, 37-11, and 29-31 were witnessed to operate under turbulent conditions during force main discharge cycles. Replacement of these manholes and the intercepting piping will enhance station reliability and public safety.

**Estimated Project Schedule:**

Design: FY 2023-2024

Construction: FY 2024-2025

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - Wastewater	\$0	\$600,000	\$6,700,000	\$0	\$0		\$7,300,000
<b>Total</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$6,700,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$7,300,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$506,500	\$5,496,300	\$0	\$0	\$952,200	\$6,955,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$15,200	\$329,800	\$0	\$0		\$345,000
<b>Total</b>	<b>\$0</b>	<b>\$521,700</b>	<b>\$5,826,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$952,200</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 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	2022-23	2023-24	2024-25	2025-26	2026-27	Total
CIP - Wastewater	\$0	\$0	\$300,000	\$500,000	\$0	\$800,000
Wastewater Connection Fees	\$0	\$0	\$0	\$1,300,000	\$0	\$1,300,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$2,100,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$246,100	\$1,436,000	\$0	\$273,900	\$1,956,000
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$14,800	\$129,200	\$0		\$144,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,900</b>	<b>\$1,565,200</b>	<b>\$0</b>	<b>\$273,900</b>	<b>\$2,100,000</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WW-06 (NEW CIP)

### OVERFLOW, REDUNDANCY, BYPASSING AND BACKUP POWER STUDY (FY 2026-2027)

**Project Category:** B

**Project Description:**

Most EMID lift stations were constructed between the mid-1960's and the mid-1970's. The criticality of each existing lift station varies depending upon its relative position within the network, the expected flow rate of influent sewage, and the station's existing structural and mechanical capacities. Various lift stations throughout the City are equipped with gravity overflow facilities or emergency generators to establish collection system redundancy and to prevent sanitary sewer overflows.

This project will provide for a complete system analysis to determine areas within the District's collection system that are currently unprotected or minimally protected by existing overflow, redundancy, bypassing, and backup power features as identified in the Wastewater Collection Master Plan completed in 2020. This analysis will take into consideration existing gravity overflow piping systems; permanent and portable emergency generators and connections and whether generator fuel capacity meets the minimum 12-hour run time requirement; and bypassing connections to identify collection system vulnerabilities in the event of a power outage and under wet-weather conditions.

This analysis will drive the prioritization of further redundancy measures and develop a cost/benefit analysis of those improvements. Based on the analysis, a construction budget will be identified and additional funding requests for construction will be brought back to the District Board.

**Estimated Project Schedule:**

Study: FY 2026-2027

Design/Construction: TBD (not part of this project)

Funding Sources	2022-23	2023-24	2024-25	2025-26	2026-27		Total
CIP - Wastewater	\$0	\$0	\$0	\$0	\$60,000		\$60,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>		<b>\$60,000</b>

Expenditures Categories	2022-23	2023-24	2024-25	2025-26	2026-27	15% Contingency	Total
Estimated Project Costs	\$0	\$0	\$0	\$0	\$46,600	\$7,800	\$54,400
Inflation %	0 %	3 %	6 %	9 %	12 %		
Inflation Escalation	\$0	\$0	\$0	\$0	\$5,600		\$5,600
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,200</b>	<b>\$7,800</b>	<b>\$60,000</b>