



FISCAL YEAR 2022 - 2023

CITY OF SAN CARLOS

ADOPTED BUDGET UPDATE

SAN CARLOS, CALIFORNIA



MAYOR



SARA MCDOWELL

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VICE MAYOR**



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CITY COUNCIL STAFF REPORT

MEETING DATE: March 28, 2022

ITEM TITLE: Consideration of Fiscal Year 2022-23 Mid-Cycle Budget Adjustments and Adopting a Resolution Adopting the Proposed Mid-Cycle Fiscal Year 2022-23 General Fund Appropriation Budget.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the adjustment of Fiscal Year ("FY") 2022-23 General Fund Budget.

FISCAL IMPLICATIONS:

Adoption of the Resolution will amend the General Fund Appropriations (total expenditures) by an amount of \$3,253,100, increasing the total operating appropriation budget to \$55,036,975.

The proposed changes represent a balanced operating budget for FY 2022-23 as shown in the table below. These changes also include a request to transfer an additional \$400,000 from the Facilities and Infrastructure Reserve to the Gas Tax Fund 0016 to offset the costs of street repairs. The Capital Fund projects are discussed in more detail in the Capital Projects Staff report.

General Fund	FY 2022-23 Revised Budget	FY 2022-23 Accounting Adjustments	FY 2022-23 Requests	FY 2022-23 Proposed Adjustments
Operating Revenues	\$ 49,694,400	\$ 1,630,500	\$ 282,200	\$ 51,607,100
Operating Expenses	(51,783,875)	123,000	(3,376,100)	(55,036,975)
Net Transfers and Allocations	3,148,200	295,000	-	3,443,200
Total Change in Operating Fund	\$ 1,058,725	\$ 2,048,500	\$ (3,093,900)	\$ 13,325
Other Sources/Uses of Funds				
Transfer Capital Reserve to Capital Funds	(2,500,000)		(400,000)	(2,900,000)
Total Other Sources/Uses of Funds	(2,500,000)	-	(400,000)	(2,900,000)
Net Change in Fund Balance	\$ (1,441,275)	\$ 2,048,500	\$ (3,493,900)	\$ (2,886,675)

The Revised Budget includes all adjustments previously approved by the City Council. Accounting adjustments represent changes to assumptions in revenues and expenses based on historical trends, projections based on current economic trends and conditions, and information from our third party consultants. The requests will be discussed further below.



On October 13, 2021, an agreement was executed with NBS to provide an overhead cost allocation review and comprehensive fee and rate study. The purpose of this project is to ensure that the City of San Carlos is utilizing comprehensive overhead rates and accurately accounting for the true cost of providing various programs and services within City operations. It is the City's goal to have a well-documented and defensible Cost Allocation Plan that will incorporate appropriate general and administrative cost allocations into the budget, identify overhead rates that can be used in the calculation of billable hourly rates for grants, fees, federal reimbursements, and other billings, and develop charges for user fees that comply with Proposition 218. Several of the requested positions may be subject to cost recovery and will be incorporated into the study which will be finalized in the next two months. Any cost recovery as a result of this study will be incorporated into the Fiscal Year 2023-25 Biennial Budget.

BACKGROUND:

Last June, the City Council adopted the FY 2021-23 Biennial Budget, which was the result of an inclusive and interactive staff budget development process, City Council Budget Study Sessions held on April 26, 2021 and May 1, 2021, as well as Council direction given throughout the year.

Resolution 2021-050 set the appropriation (expense) levels for both FY 2021-22 and FY 2022-23. One of the primary advantages of a two-year budget cycle is the amount of time savings that can be realized by both staff in the preparation of the budget and the governing body, who must review and adopt the budget.

ANALYSIS:

In the second year of the two-year budget, departments were given an opportunity to review their projections and budget and request additional funding, if needed. Any additional funding required to meet the City Council's Strategic Plan objectives have been included in the recommendations. The City Manager, Assistant City Manager, Administrative Services Director and Financial Services Manager met with each department individually to discuss and finalize the Proposed FY 2022-23 Budget.

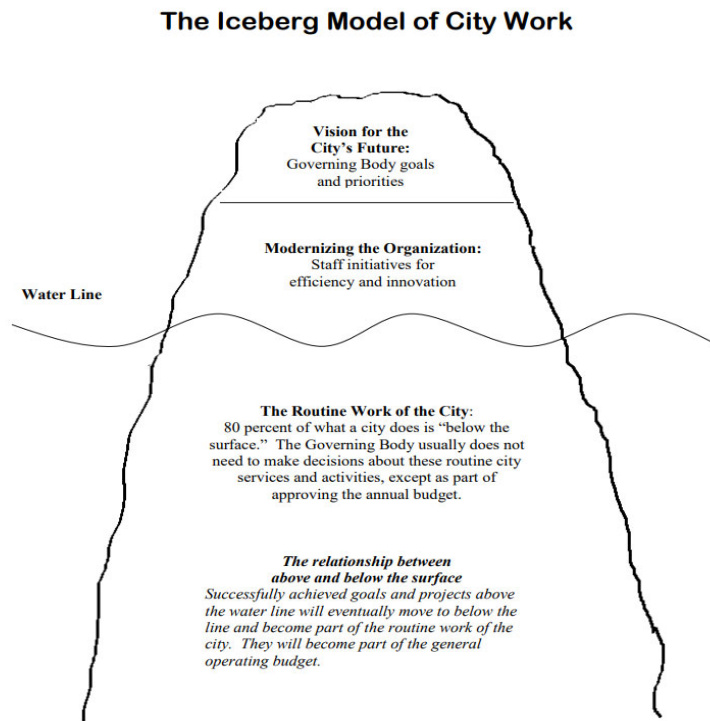
There are a number of staffing changes and program enhancements for the General Fund that have been recommended and incorporated into the proposed budget. These changes are necessary to implement the strategic plan objectives, support the increased level of development activity, manage the increase in infrastructure projects, and advance the increased communication needs.

Implementation of Strategic Planning Objectives:

On March 14, 2022, the City Council adopted the Strategic Plan which includes the following objectives:

- Child Care and Youth Programming
- Climate Change
- Downtown
- Housing
- Mobility, Traffic, and Transportation Infrastructure
- Northeast Area Specific Plan (new)
- Senior Services and Programming (new)

These are items that rest “above the water line” or are in addition to the operational tasks already provided by staff (see diagram below).



In order to maintain the City’s operations and also accomplish its strategic objectives, additional resources across the organization are needed. In particular, this will require additional resources in the Advance Planning Division of Community Development, Parks and Recreation Department, Public Works Department and the City Manager’s office.

Increase in Development Activity

The City is experiencing an unprecedented number of commercial/industrial/life-science applications on the east side. Following decades of long-standing property ownership, numerous large parcels on the east side will be or have been acquired by new owners seeking to renew and or refresh uses and rebuild aging buildings. Review and advisory support of these projects is highly technical in nature and requires in-depth, high-level professional expertise and attention along with internal and external meetings. A number of these projects will require development agreement negotiations for community benefits.

As of now, we anticipate the need to plan for and consider applications for approximately 3.5 million square feet of net new commercial development, as well as significant future residential development on the east side. If economic conditions remain favorable, there will be more commercial, industrial, retail and residential applications beyond this in the next decade. Currently there are 18 commercial, office and industrial projects in various stages of review and approval. Nine projects have been approved and will require significant staff time across all departments as well as management of outside consultant resources to manage the projects to completion. In particular, additional resources will be needed in the Building and Current Planning Divisions in Community Development and Public Works plan check and inspection programs.



In addition, new long-range planning efforts, such as the Downtown Specific Plan, Northeast Area Specific Plan, the recently completed East Side Plan and the General Plan Housing Element Update, will set the stage for renewed development feasibility and economic investment in the community in both the residential and commercial market platforms. The Housing Element Update will also include planning to increase density and heights to spur new residential development.

Increase in Infrastructure Spending and Projects

The five year capital budget included \$25.1 million in funding for streets and sidewalks and \$96.9 million in general infrastructure and other projects. In particular, there is a need to increase funding in the annual street resurfacing budget by \$11.2 million over the next five years. According to the Pavement Management Report, many of the City streets are in need of rehabilitation. The Pavement Management Program's most recent Budget Operations Report indicated that there is a deferred maintenance backlog of \$42 million. The current Pavement Condition Index (PCI) for the entire street network is 57 out of 100, and if funding for street repairs remains at current levels, the current PCI will decrease, which puts the street network into the "very poor" or "failed" conditions. The recommended five-year funding level will increase the PCI to 62 or "fair" condition. To achieve this, approximately 30% of City streets will be under construction per fiscal year.

There is also a large amount of effort required to provide efficient, safe, and effective movement through the city, while also encouraging the use of alternative transportation. The use of traffic calming tools and measures such as roundabouts and speed dips helps to reduce high vehicle speeds through our neighborhoods. Education, enforcement, and engineering measures are employed to minimize traffic impacts on residents, pedestrians, bicyclists, and schools.

This investment need correlates to the most recent community survey which shows that residents are increasingly concerned about traffic and congestion. Traffic calming requests are increasing and a backlog of investigations is developing. In addition to the capital investment, managing this level of construction will require significant staff time, specifically in Public Works and the City Manager's office as it relates to communication related to the construction.

Increased Need for Communication and Outreach

There has been a steadily increasing demand for City communication, both in volume and scope. Every one of the City Council's current strategic goals and objectives contains crucial communication and outreach elements. The increase in development and projects will also require pro-active outreach to the community. One staff member is neither adequate nor sustainable to meet the ever-growing demands for professional and timely communication.

This issue is not unique to San Carlos. Cities and businesses across the Bay Area are challenged with the need to retain sophisticated professional communications staff for both internal and external communications.



Recommended Changes to Operating Budget

In order to meet the needs of the City described above, a summary of recommendations organized by department follows.

In the City Manager's budget:

- Funding in the amount of \$54,750 to reclassify a Management Analyst position to Communications Manager to reflect the need to retain professional level support for the City's communications efforts across all departments.
- Funding in the amount of \$28,350 to reclassify a Management Analyst position to a Senior Sustainability Analyst position to support the City's efforts to implement the Climate Mitigation and Adaptation Plan ("CMAP").
- Funding in the amount of \$96,800 to create a new Communications Coordinator position. This position will support the Communications Manager and will reduce the need to outsource project-specific communications to outside vendors, thereby reducing vendor markup fees and costs, eliminating the staff time required to manage and inform outside vendors, and ensuring the integrity of the City's brand and voice.
- Funding in the amount of \$100,000 for CMAP Incentive Programs. This would establish funding for climate programs to execute strategies in the CMAP and achieve greenhouse gas reduction goals.

In the Community Development budget:

- Funding in the amount of \$305,900 for a new Assistant Community Development Director position to help support the increase in staffing and contractors associated with the large volume of development activity and Advanced Planning projects.
- Funding in the amount of \$27,100 to convert contractor administrative support to a full-time Senior Administrative Clerk in the Current Planning Division to provide much needed clerical assistance.
- Funding in the amount of \$205,700 for a new Associate Planner position in the Advanced Planning Division to assist with the implementation of the Strategic Planning Objectives.
- Funding in the amount of \$191,200 for a new Building Inspector position in the Building Division to support the significant increase in development.
- Funding in the amount of \$140,500 to transition from contractor support to a new Senior Planner position in the Current Planning Division to provide a high degree of technical experience to support the increase in development.
- Funding in the amount of \$147,300 for a new Permit Technician in the Building Division to help manage the intake of permits and maintain turn-around times.
- Funding in the amount of \$179,000 for additional contract planning staff in the Advanced Planning Division to assist with the implementation of the Strategic Planning Objectives.
- Funding in the amount of \$208,000, offset by projected revenues of \$187,200, for a net increase of \$20,800 for arborist services to process protected tree applications, review tree protection plans, review development plans, and conduct site inspections in accordance with a permanent Protected Tree Ordinance.
- Funding in the amount of \$42,500 for additional professional services for the Advanced Planning Division to provide mapping, research, and analysis services.

In the Public Works budget:

- Funding in the amount of \$280,200 for a new Senior Traffic Engineer position to support the increase in street and traffic related infrastructure.
- Funding in the amount of \$185,925 for a Senior Maintenance Worker in the Facilities Division to help manage the maintenance of the two new parking lots at Wheeler Plaza and El Camino/Belmont Avenue.
- Funding in the amount of \$153,400 for a new Administrative Assistant position to provide much needed clerical and administrative assistance.
- Funding in the amount of \$185,925 for a Senior Maintenance Worker in the Parks Division to manage the preventative maintenance program for the City's approximately 180 acres of open space parks.
- Funding in the amount of \$196,800 for a new Public Works Inspector position to support the significant increase in development and infrastructure improvements.
- Funding in the amount of \$233,000 for a new Civil Engineering Associate position to support the requested Senior Traffic Engineer.

In the Parks and Recreation's budget:

- Funding in the amount of \$100,300, offset by projected revenues of \$95,000 for a net increase of \$5,300 to expand the Adult Community Center lunch program and upgrade the part-time Cook position to full-time which will expand the program to four days per week.
- Funding in the amount of \$63,900 to upgrade the Recreation Supervisor position to the position of Recreation Manager to help oversee the increase in programming associated with the strategic objectives.

In the Administrative Services budget:

- Funding in the amount of \$60,000 to restore recruitment services and supplies that were reduced as a result of the pandemic.
- Funding in the amount of \$189,550 for a new Management Analyst position to assist with the management of federal and infrastructure grants as well as contracts and purchasing.

These staff recommended net additions to the General Fund budget total \$3,093,900 in FY 2022-23. Additional detail and a revised organization chart related to each of these department requests can be found in Attachments 3 - 7.

The fully funded recommended budget results in unrestricted fund balance of approximately \$2 million for FY 2022-23. As done in prior years, included in the budget is a recommendation to transfer capital reserves from the General Fund to the Gas Tax Fund (Fund 16) and the General Capital Projects Fund (Fund 25). This transfer is necessary to fund improvements of City infrastructure, facilities and other capital needs.

Attachment 8 summarizes the current year's revised budget, and Attachment 9 shows the projections and the FY 2022-23 proposed budget updates for the General Fund.



ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the adjustment of Fiscal Year ("FY") 2022-23 General Fund Budget; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Rebecca Mendenhall,
Administrative Services Director

Approved for submission by:

Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. New Development Map 3-14-2022
3. City Manager Department Requests
4. Community Development Department Requests
5. Public Works Department Requests
6. Parks and Recreation Department Requests
7. Administrative Services Department Requests
8. General Fund Summary
9. General Fund Long Term Forecast



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RESOLUTION NO. 2022 – 032

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
ADOPTING THE PROPOSED MID-CYCLE FISCAL YEAR 2022-23 GENERAL FUND
APPROPRIATION BUDGET.**

WHEREAS, the City of San Carlos adopted the Fiscal Year (“FY”) 2021-23 Biennial Operating Budget via Resolution 2021-050 on June 14, 2021; and

WHEREAS, in the second year of the two-year budget, the City Manager, Assistant City Manager, Administrative Services Director and Financial Services Manager met with each department to review any additional funding requests needed to implement the strategic plan objectives, support the increased level of development activity, manage the increase in infrastructure projects and advance the increased communication needs; and

WHEREAS, the City desires to increase the FY 2022-23 General Fund Appropriations by \$3,253,100, increasing the total operating appropriations to \$55,036,975; and

WHEREAS, the City desires to transfer an additional \$400,000 from the Facilities and Infrastructure Reserve to the Gas Tax Fund 0016 to offset the costs of street resurfacing projects; and

WHEREAS, the proposed changes represent a balanced operating budget for FY 2022-23.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Carlos hereby approves the budget adjustments, increasing the total FY 2022-23 General Fund appropriations to \$55,036,975 and authorizes the additional transfer of \$400,000 from the Facilities and Infrastructure Reserve to the Gas Tax Fund 0016.


* * * * *

I, Crystal Mui, City Clerk, hereby certify the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a scheduled meeting thereof held on the 28th day of March, 2022, by the following vote:

AYES, COUNCILMEMBERS:	<u>COLLINS, PARMER-LOHAN, RAK, DUGAN, MCDOWELL</u>
NOES, COUNCILMEMBERS:	<u>NONE</u>
ABSENT, COUNCILMEMBERS:	<u>NONE</u>


CITY CLERK of the City of San Carlos

APPROVED:

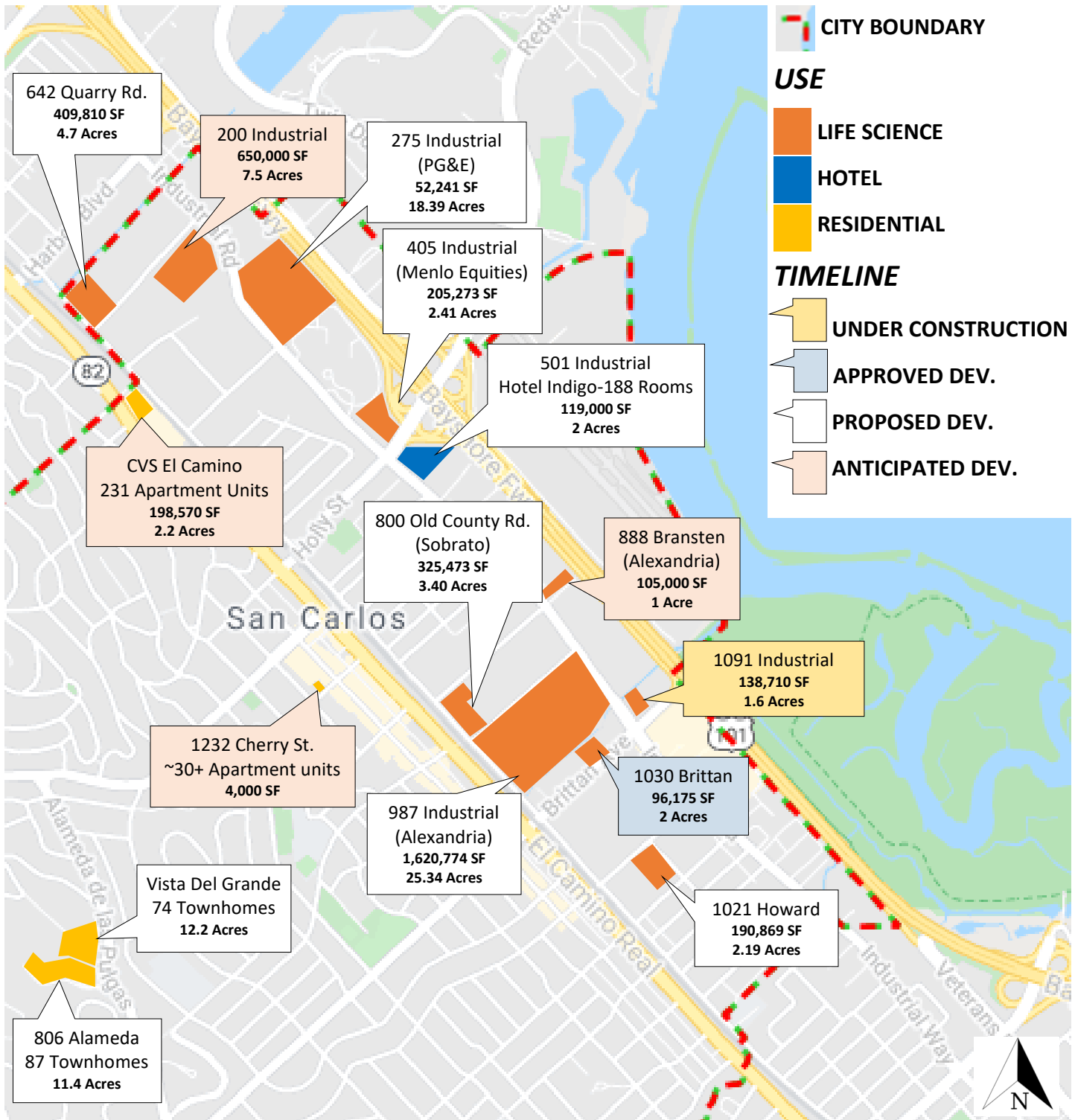

MAYOR of the City of San Carlos



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NEW DEVELOPMENTS CITY OF SAN CARLOS





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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	1
City Manager Approved	Y

PROGRAM: 01111000 City Manager
REQUEST TITLE: Upgrade Management Analyst to Communications Manager

Request Summary

The City Manager’s Office requests \$54,750 to reclassify a Management Analyst position to a newly created Communications Manager Position, which is \$244,300 based upon the Human Resources Department’s salary comparison of a similar positions in nearby cities (San Mateo, Redwood City, and Menlo Park). The Communications Manager position will replace the Management Analyst position which is currently staffed and funded at \$189,550. The requested amount of \$54,750 represents the salary difference between the two positions.

Factors Driving the Request for Change

There has been steadily increasing demand for City communication, both in volume and scope. Every one of the City Council’s current strategic goals and objectives contains crucial communication and outreach elements. One staff member is neither adequate nor sustainable to meet the ever-growing demands for professional and timely communication.

This issue is not unique to San Carlos. Cities and businesses across the Bay Area are challenged with the need to retain sophisticated professional communications staff for both internal and external communications. Increasing the annual salary for this position will enable the City to compete with other cities and organization for experienced communications staff that is well versed in the nuances of local government.

The Communications Manager will:

- Manage and direct the new Communications Coordinator who will be responsible for website content maintenance and updates across all City departments.
- Develop, manage, and execute a City-wide Master Communication Plan.
- Become familiar with the City Council’s goals and objectives and to develop a communications strategy for each.
- Become familiar with each department’s projects and initiatives in order to develop strategic communications for each.
- Continue to serve as the manager of the City’s website, all social media accounts, and service as Editor-in-Chief for both the “Good Living” and “Spotlight” newsletters.
- Employ a cross-department Master Communications Calendar.
- Expand communication offerings to the community via expanded video and multi-media, new social media platforms, and other creative outreach.

Alternatives

- Maintain the status quo.
- Hire a communications consultant on an as-needed or part-time basis.

**Cost Summary**

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Annual Salary/benefits for Communications Mgr Position	01111000	511*-512*	244,300.00
Total Operating Costs			\$ 244,300.00
Current Salary/benefits of Management Analyst position	01111000	511*-512*	(189,550.00)
Net Operating Costs			\$ 54,750.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	2
City Manager Approved	Y

PROGRAM: 01111000 City Manager
REQUEST TITLE: Upgrade Management Analyst to Senior Sustainability Analyst

Request Summary

The City Manager’s Office requests \$28,350 to fund the annual salary for the newly created Senior Sustainability Analyst position, which is \$217,900 based upon San Carlos’ salary scale for a Senior Management Analyst. The Senior Sustainability Analyst position will replace the Management Analyst - Sustainability position which is currently staffed and funded at \$189,550. The requested amount of \$28,350 represents the salary difference between the two positions.

Factors Driving the Request for Change

The Council adopted the Climate Mitigation and Adaptation Plan (“CMAP”) on September 27, 2021. The CMAP includes 45 strategies to reduce greenhouse gas emissions and adapt to changing climate conditions with the goal of reducing emissions. The CMAP includes an implementation program that assigns each strategy to a City department with the City Manager’s Office designated as the lead department overseeing the execution of the CMAP and reporting on progress.

As the urgency and expectations around climate action increase, funding opportunities have been made available at the State and Federal level through grants for projects that support electric vehicle charging, climate adaptation planning, fleet electrification, building decarbonization, and energy resiliency. Pursuing these grant opportunities will be key to maintaining the necessary resources to achieve these climate goals and will require sufficient staffing to apply for, monitor, and report on.

In the latest San Carlos community survey conducted in January 2021 survey, respondents listed “environmental sustainability programming” as the sixth highest funding priority for the City. The San Carlos City Council has acknowledged this community priority by including efforts to “support sustainability and address climate change” as one of its seven strategic goals in both its 2020 and 2021 Strategic Plans.

Given the technical nature and scope of the CMAP, this position should have the subject matter expertise, project management skills, and the ability to delegate and review the work of others to ensure its implementation. The demand for this position is not unique to San Carlos. Increasing the salary for this position to make it competitive with similar positions around the Bay Area is critical for the City and will ensure that the City can meet the expectations of our City Council and community.

Alternatives

- Maintain the status quo.



Cost Summary

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Annual Salary/benefits New Senior Sustainabilty Analyst	01111000	511*-512*	217,900.00
Total Operating Costs			\$ 217,900.00
Current Salary/benefits of Management Analyst position	01111000	511*-512*	(189,550.00)
Net Operating Costs			\$ 28,350.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	3
City Manager Approved	Y

PROGRAM: 01111000 City Manager
REQUEST TITLE: New Communications/Website Coordinator Position

Request Summary

The City Manager's Office (CMO) requests \$96,800 to fund a new Communications Coordinator position. The annual salary and benefit costs of \$146,800 will be offset by a transfer of \$50,000 from the Public Works professional services budget for communications and outreach.

Factors Driving the Request for Change

The CMO is anticipating two significant changes to its Communications Team in FY2022-23. First, the position of Communications Manager will replace the current Management Analyst - Communications Coordinator position. Second, a full time Communications Coordinator position will be added to the team.

The Communications Coordinator position will primarily:

- Enable the Communication Manager to develop a proactive, centralized, strategic communications and outreach plan and schedule.
- Ensure the City's website content is accurate and up-to-date, and that all opportunities for public engagement and feedback are properly noticed.
- Coordinate more closely the Community Development and Public Works departments regarding their communications updates and requirements.
- Provide technical grant writing and support to the Senior Sustainability Analyst position.

The addition of a Communications Coordinator will ensure consistent, timely, and uniform City communications across all departments and to the community. It will reduce the need to outsource project-specific communications to vendors, thereby reducing vendor markup fees and costs, eliminating the staff time required to manage and inform outside vendors, and ensuring the integrity of the City's brand and voice. Furthermore, the Communications Coordinator will help manage the grant procurement process in furtherance of the Climate Mitigation Action Plan's mitigation and adaptation strategies. Without this grant support, staff would either forgo pursuit of opportunities due to time restraints or outsource this function entirely to consultants.

Alternatives

The alternative to this request is to continue as-is and encourage departments to outsource their communications and community outreach functions.

Cost Summary

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Communications Coordinator Salary/Benefits	01111000	511*512*	146,800.00
Total Operating Costs			\$ 146,800.00
Public Works Professional Outreach budget transfer	01511000	520320	(50,000.00)
Net Operating Costs			\$ 96,800.00



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SAN CARLOS FY2022-23 BUDGET MID-CYCLE BUDGET EXPENSE AMENDMENT PROGRAM CHANGE FORM

Priority Tracking	
Department Priority	4
City Manager Approved	Y

PROGRAM: 01111000 – City Manager
REQUEST TITLE: Add Budget for CMAP Climate Incentive Programs

Request Summary

Establish funding for climate programs to execute strategies in the Climate Mitigation and Adaptation Plan (CMAP) and achieve greenhouse gas reduction goals. The climate programs would reduce emissions by encouraging the electrification of building and transportation sectors through financial incentives. Climate incentive programs would cost \$100,000 annually starting in FY 2022-23.

Factors Driving the Request for Change

- The City Council adopted the CMAP in September 2021, which includes the goals of reducing greenhouse emissions 40% by 2030 and 80% by 2050, relative to 1990 levels.
- The City Council included addressing climate change as a strategic goal in the 2021 Strategic Plan.
- Implementation Strategy 2 in the CMAP calls for the City to secure necessary funding including establishing a dedicated funding source to complete the strategies within the plan.
- The City Manager's Office is the lead department for 30 of the 45 strategies contained within the CMAP, many of which involves supporting the work of other regional agencies. This funding request is to establish incentive programs that encourage the electrification of buildings and transportation as referenced in strategy 4 and 18 in the CMAP that have the highest greenhouse gas reduction potential.

Alternatives

Promote existing programming from other regional agencies.

Cost Summary

- Establishing this fund will cost \$100,000 per year.
- Grant funding opportunities exist that can act to support these efforts.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
EV charging and building electrification incentives	01111000	520320	100,000.00
Total Operating Costs			\$ 100,000.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 100,000.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	1
City Manager Approved	Y

PROGRAM: 01640000 Community Development Administration
REQUEST TITLE: New Assistant Community Development Director Position

Request Summary

Staff recommends that the City Council approve the addition of one, new full-time Assistant Community Development Director position to support Community Development Department operations. This request would cost \$305,900 for FY 2022-23. Staff anticipates this new position would help implement at least five to ten years of anticipated work in the Community Development Department.

Factors Driving the Request for Change

- The City is experiencing an unprecedented number of commercial/industrial/life-science applications on the east side. Review and advisory support of these projects is highly technical in nature and requires in-depth, high-level professional expertise and attention, along with internal and external meeting time. A number of these projects will require development agreement negotiations for community benefits.
- Adoption of the East Side Innovation District Vision Plan, pending adoption of the Housing Element Update, upcoming specific plans for the Downtown and the Northeast Area Specific Plan will require highly focused executive oversight and support.
- The Community Development Department has added and is in need of additional staffing to handle the volume, complexity, and implementation of current and advanced planning projects.
- The need for more support at the executive management level of the department has reached a turning point with a need for additional staff resources.
- The Assistant Community Development Director position is critical to ensuring quality control, provision of reasonable customer service levels, day to day work oversight, and on schedule delivery of work product.
- The Assistant Community Development Director would oversee day to day administration and technical support for all three Community Development Department divisions allowing the Director to focus more effectively on organizational leadership and success, staff professional development, strategic planning, development agreement negotiations, and efficient implementation of the Council's strategic objectives and policy.
- This position will also help provide the management expertise and experience necessary to carry out unforeseen strategic Council initiatives, State mandates, and interdepartmental project coordination.

Alternatives

Should this position not be filled, implementation of current and advanced planning efforts are at risk of delay. Stretching executive oversight too thin could lead to the potential for technical errors, impacts on organizational morale, lack of strategic focus, and delays in the achievement of the City Council goals and objectives.

Cost Summary

- This change would cost \$305,900 in FY 2022-23.
- There are no direct off-setting revenues, but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs can be recovered in that manner.



Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary/benefit costs for Asst. Comm. Development Dir.	01640000	511*-512*	305,900.00
Total Operating Costs			\$ 305,900.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 305,900.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	2
City Manager Approved	Y

PROGRAM: 01191000 - CDD Current Planning
REQUEST TITLE: Add Senior Administrative Clerk Position

Request Summary

Staff recommends that the City Council approve the addition of a Senior Administrative Clerk position to the Community Development Department to provide administrative support to the Cuurent Planning Division.

Factors Driving the Request for Change

- This administrative position was previously vacant upon transfer of the previous employee to another position within the organization. The position was removed from the Department as part of a reduction in budget costs in 2020, as a response to COVID-19.
- There is no dedicated administrative support for the Current Planning Division. Administrative tasks are currently being completed by other employees and contract staff. The Department is asking this position be restored.
- There are many administrative tasks that are being completed by planners and administrative support from other divisions that could be transferred this position, such as application intake, meeting scheduling, notification mailings, website updates, Residential Design Review Committee and Planning Commission packets, etc.
- Transfer of these tasks would free up substantial time for city planners to focus on day-to-day operational work and customer service needs.

Alternatives

Do not add the Senior Administrative Clerk position and/or provide staff with alternate direction.

Cost Summary

- The cost for FY22-23 would be \$140,600.
- These costs would be offset by a reduction in the Contractors account of \$113,500.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits for Senior Administrative Clerk Position	01191000	511*-512*	140,600.00
Total Operating Costs			\$ 140,600.00
Contractor savings	01191000	520330	(113,500.00)
Net Operating Costs			\$ 27,100.00



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SAN CARLOS FY2022-23 BUDGET MID-CYCLE BUDGET EXPENSE AMENDMENT PROGRAM CHANGE FORM

Priority Tracking	
Department Priority	3
City Manager Approved	Y

PROGRAM: 01191001 CDD - Advance Planning
REQUEST TITLE: New Associate Planner Position

Request Summary

Staff recommends that the City Council approve the addition of one, new full-time Associate Planner position to support the Advance Planning Division. This request would cost \$205,700 for FY 2022-23. Staff anticipates this new position would help implement at least five to ten years of anticipated work in the Advance Planning Division.

Factors Driving the Request for Change

- With the adoption of the East Side Innovation District Vision Plan, pending adoption of the Housing Element Update, and upcoming specific plans for the downtown and the new strategic goal for a Northeast Area Specific Plan, the newly created Advance Planning Division has reached a turning point for additional staff resources.
- Successful implementation of policy documents is expected not only by the City Council, but is also a state-mandated Housing Element requirement, as well as an expectation of our community.
- Adequate staffing resources is critical to ensuring that quality of work is maintained and projects are completed on schedule.
- With this new position, the Advance Planning Division would be able to effectively lead, manage, and carry out implementation tasks and programs in a timely manner. An additional full-time Associate/Senior Planner would help to free up senior staff and management to carry out other high-level division responsibilities.
- This position will also help provide the bandwidth necessary to carry out unforeseen strategic Council initiatives, State mandates, as well as an anticipated update to the 2030 General Plan.

Alternatives

Should this position not be filled, implementation of current plans such as the Housing Element Update, East Side Innovation District Vision Plan, and the future Downtown and Northeast Area Specific Plans would face significant delays.

Cost Summary

- This cost for a full-time Associate Planner in FY 2022-23 is \$205,700.
- There are no direct off-setting revenues, but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs may be eligible for cost recovery.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salaries/benefits Associate Planner position	01191001	511*-512*	205,700.00
Total Operating Costs			\$ 205,700.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 205,700.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	4
City Manager Approved	Y

PROGRAM: 01181000 CDD – Building Division
REQUEST TITLE: New Building Inspector Position

Request Summary

Staff recommends that the City Council approve the addition of a Building Inspector position to the Community Development Department to assist with ongoing residential projects, minor tenant improvement projects, permit intake, and electronic plan review.

Factors Driving the Request for Change

- This position would allow the Senior Building Inspectors the additional time needed to perform inspections for upcoming, large-scale commercial development.
- This position would perform ongoing permit review and processing of electronic application submittals for minor residential and commercial development projects.
- Creating this position would align with the City’s core values, including the provision of high quality customer service and supporting the well-being of employees, investing in their development, and aligning staffing and resources with the demand for City services.

Alternatives

Do not add the Building Inspector position and/or provide staff with alternate direction.

Cost Summary

- The total costs for FY 2022-23 will be \$191,200.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs can be recovered in that manner.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salaries/benefits Building Inspector II position	01181000	511*-512*	191,200.00
Total Operating Costs			\$ 191,200.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 191,200.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	5
City Manager Approved	Y

PROGRAM: 01191000 CDD - Current Planning Division
REQUEST TITLE: New Senior Planner Position

Request Summary

Staff recommends that the City Council approve the addition of a Senior Planner position to the Community Development Department to provide support to the Current Planning Division.

Factors Driving the Request for Change

- This position was previously vacant upon the promotion of an employee to another position. The Senior Planner Position was removed from the Department as part of a reduction in budget costs in 2020, as a response to COVID-19. The Department is asking that this position be restored.
- There is an increase in the number of complex projects that require review by experienced, senior planning staff. While large projects requiring zoning changes and development agreements have historically been managed by consultants, it is anticipated that there will be numerous housing and commercial projects that comply with the Municipal Code, but are not considered “key development projects.”
- There are several initiatives, not related to specific development projects, that will be managed by Planning, including; SB-9 Ordinance work, State-mandated objective standards, an accessory dwelling unit ordinance, an accessory dwelling unit pre-approval program, TDM Program implementation and municipal code update, zoning code cleanup, child care work, CMAP Implementation (zoning code updates), and the Landscaping Ordinance/WELO update.
- There are also upcoming applications such as annexations, Zoning and General Plan Amendments, and multi-family and mixed-use projects that require a high degree of technical experience and project management experience.
- Additional senior level staff time is needed to work on special projects that are not known at this time, but that may be assigned throughout the year in response to the Council’s strategic objectives, responses to legislation, marketplace dynamics, East Side Innovation District implementation work, and other larger projects.
- The work that is done by this position is highly technical in nature where quality control is critical and technical errors and omissions can be anticipated and corrected before they occur.

Alternatives

Do not add the Senior Planner position and/or provide staff with alternate direction.

Cost Summary

- The total annual cost for a Senior Planner position would be \$227,300.
- These costs would be offset by a reduction in the Contractors account of \$86,800.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs can be recovered in that manner.



Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salaries/benefits Senior Planner position	01191000	511*-512*	227,300.00
Total Operating Costs			\$ 227,300.00
Reduction in Contractors Budget	01191000	520330	(86,800.00)
Net Operating Costs			\$ 140,500.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	6
City Manager Approved	Y

PROGRAM: 01181000 CDD - Building Division
REQUEST TITLE: New Permit Technician Position

Request Summary

Staff recommends that the City Council approve the addition of a Permit Technician position to the Community Development Department's Building Division to assist with ongoing permit application intake, minor tenant improvement projects, electronic plan review of residential solar and fire permit applications, and review of kitchen and bath remodel projects.

Factors Driving the Request for Change

- Net permit applications increased by 500 for a total of 1,900 permits in 2021, compared with 1,414 and 1,361 permits in 2019 and 2020, respectively.
- Electronic review of applications for minor residential and commercial development projects, sprinkler permit applications, and the increased number of solar permit applications demand additional intake time and processing.
- Need to maintain plan review turn-around time of three to five days for kitchen and bath remodel permits and solar permits.
- Allows building inspectors time to perform inspections and review plans by re-assigning administrative and customer service functions to this position.
- Aligns with the City's core values, including the provision of high quality customer service and supporting the well-being of employees, investing in their development, and aligning staffing and resources with the demand for City services.

Alternatives

Do not add the Permit Tech position which will lead to longer turn-around times.

Cost Summary

- The total costs for FY 2022-23 will be \$147,300.
- There are no direct off-setting revenues, but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs can be recovered in that manner.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salaries/benefits Permit Technician position	01181000	511*-512*	147,300.00
Total Operating Costs			\$ 147,300.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 147,300.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	7
City Manager Approved	Y

PROGRAM: 01191001 – CDD Advance Planning
REQUEST TITLE: Add Contract Planning Services

Request Summary

Staff requests a total of \$179,000 for contract planning services to augment staffing resources in the Advance Planning Division.

Factors Driving the Request for Change

- The Advance Planning Division is responsible for carrying out high-priority and complex long-range planning and policy projects, as well as implementation following project completion. Examples of such projects include implementation of the East Side Innovation District Vision Plan, the ongoing Focused General Plan and Housing Element Update, and the upcoming Downtown and Northeast Area Specific Plans. In addition, Advance Planning will assist and coordinate with Current Planning on the SB 9 objective design and development standard project. This work requires strategic management and oversight by experienced planning staff, which on occasion can readily be available to assist the full-time Advance Planning staff on an as-needed basis. In addition, this role could serve to fill in for the Division whenever there may be an absence due to sick, vacation, or unexpected time off of regular full-time employees.
- The Advance Planning Division full time staff currently includes: Planning Manager, Senior Planner (just started February 7, 2022), and Senior Admin Clerk. The Division is currently requesting one more full-time staff (under a separate sheet for this budget cycle).
- A total of five long-range policy development projects are or will soon be underway.
- Additional staff time in the Contractors Budget is needed to assist the Division; these positions would include:
 - Principal Planner at 8 hours per week = \$1,372.80 week; \$5,491.20 month; or \$65,894.40 year
 - Associate Planner at 20 hours per week = \$2,350 week; \$9,400 month; or \$112,800 year
 - Total: \$178,694.40
- Contract Planning Services are essential to augment the weekly workflows of Advance Planning Divisions. With the creation of a new Advance Planning Division, an operating budget is necessary to account for services from highly-qualified and experienced planners.

Alternatives

Should staff not receive this funding, there may be delays in responding to requests for immediate information or research needed. In addition, without Strategic Advisors, ongoing management of the Division could be difficult when staff is out of the office for any period of time. With high level, complex projects kicking off in 2022 and expected over the next two to four years, it is essential to have such assistance to ensure high quality work is maintained.

Cost Summary

- This change would cost \$179,000 in FY 2022-23.



Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Contract Planning Staff Augmentation	01191001	520330	179,000.00
Total Operating Costs			\$ 179,000.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 179,000.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	8
City Manager Approved	Y

PROGRAM: 01191000 CDD – Current Planning Division REQUEST
TITLE: Additional Funding for Professional Arborist Services

Request Summary

Staff recommends that the City Council approve a funding request for \$208,000 for a professional arborist. The requested amount would be offset by estimated revenue from applicants in the amount of \$187,200 for a net cost to the General Fund of \$20,800.

Factors Driving the Request for Change

- Staff is recommending a ¾ to full-time contract arborist to process protected tree applications, review tree protection plans, review development plans, and conduct site inspections in accordance with a permanent Protected Tree Ordinance. This work would be paid for by applicants and developers.
- Review of tree removal permits requires specific expertise to determine the health and safety of a tree. This expertise is also required as part of construction projects to determine if proposed development will damage neighboring trees or trees onsite and what measures can be taken in the field at various stages of development to protect any existing trees.
- Residents have increasingly requested information and advice beyond basic tree removal permits, such as replanting recommendations, tree care, etc., and this could be offered as part of the permit or development process.
- Staff is recommending shifting the responsibility for these tasks to a contract arborist who has the knowledge and expertise to make decisions regarding the health and safety of trees, rather than the ultimate decision residing with staff who does not have the same level of expertise.

Alternatives

The City Council could choose not to fund the item or could provide alternative direction.

Cost Summary

- This change would cost \$208,000 (assuming a full-time arborist). Hours would be based on demand for services.
- Approximately 90% of the arborist fees would be reimbursable by applicants.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Current Planning Professional Services	01191000	520320	208,000.00
Total Operating Costs			\$ 208,000.00
Revenue from Applicants for Arborist Services	01191000	407022	(187,200.00)
Net Operating Costs			\$ 20,800.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	9
City Manager Approved	Y

PROGRAM: 01191001 – CDD Advance Planning
REQUEST TITLE: Add Professional Services

Request Summary

Staff requests \$42,500 to fund foreseeable professional services expenses in FY 2022-23.

Factors Driving the Request for Change

- Six professional services items have been identified as regular, ongoing operating expenses for the Advance Planning Division. The estimated costs for these are:
 - CalCad geographical information systems mapping and analysis - \$7,500
 - Legal services - \$5,000
 - Economic research and analysis - \$10,000
 - Civic engagement and community outreach - \$15,000
 - Graphics - \$5,000

Alternatives

Should staff not receive this funding, the Advance Planning Division could not perform this necessary work.

Cost Summary

- This change would cost \$42,500.
- There are no off-setting revenues.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Advance Planning Professional Services	01191001	520320	42,500.00
Total Operating Costs			\$ 42,500.00
Net Operating Costs			\$ 42,500.00



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**SAN CARLOS FY2022-23 BUDGET
BASE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	1
City Manager Approved	Y

PROGRAM: 01511000 Public Works Engineering
REQUEST TITLE: New Senior Traffic Engineer Position

Request Summary

To better respond to traffic calming requests and to manage mobility and transportation infrastructure projects and initiatives, Public Works requests funding to support a new, full-time Traffic Engineer Position beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

The Council has identified improving mobility, traffic, and transportation infrastructure and street maintenance as 2021 Strategic Plan objectives. In order for staff to complete the various tasks to achieve these objectives, such as implementing the projects under the Bicycle and Pedestrian Master Plan, developing a shared bike or scooter program, responding to traffic calming requests, and conducting school walk audits, additional staff, with a traffic planning emphasis, is needed.

The most recent community survey shows that residents are increasingly concerned about traffic and congestion. Traffic calming requests are increasing and a backlog of investigations is developing. The additional staff will assist in responding to these requests in a timely manner.

Alternatives

An alternative would be to hire the position at a Civil Engineer Associate level or contract the work out to a consultant or staffing agency. Contracting out could be more costly due to the higher billing rates and mark-ups.

Cost Summary

- Total annual salary and benefits would be \$280,200.
- There are no direct off-setting revenues, but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs may be eligible for cost recovery.

Line Item Description	Org Number	Object Code	FY 22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits Senior Traffic Engineer Position	01511000	511*-512*	280,200.00
Total Operating Costs			\$ 280,200.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 280,200.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	2
City Manager Approved	Y

PROGRAM: 01716000 PW - Facilities Maintenance Division
REQUEST TITLE: New Senior Maintenance Worker Position

Request Summary

To continue to provide service in the new City parking lots, the Maintenance Department requests funding to support a full-time Senior Maintenance Worker Position beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

A Senior Maintenance Worker is needed to manage maintenance programs for the 13 existing City parking facilities, including the new Wheeler Plaza Garage and the El Camino Real/Belmont Avenue parking lots. Since the City opened the new Wheeler Plaza Downtown Parking Garage in 2018, the maintenance requirements have significantly increased. The new Senior Maintenance Worker would be responsible for annual preventative maintenance programs for all parking lots, including but not limited to, safety and security, traffic control, landscape maintenance, and sweeping/litter removal.

This position would facilitate the work in the Wheeler Plaza maintenance agreement and supervise specialty contractors. Contracts for the Wheeler Garage include vector control, elevators, fire systems, carbon monoxide monitoring, electric vehicle charging, security systems, parking sensors, backflow certification, electricians, and plumbers. Overseeing all of this contract work requires a senior level maintenance worker.

Alternatives

An alternative would be to contract all parking lot maintenance to private contractors and reduce support from City staff.

Cost Summary

Total Fiscal Year 2022-23 costs, including salary and benefits, would be \$185,925.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits Senior Maintenance Worker	01716000	511*-512*	185,925.00
Total Operating Costs			\$ 185,925.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 185,925.00



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**SAN CARLOS FY2022-23 BUDGET
BASE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	3
City Manager Approved	Y

PROGRAM: 01511000 PW Engineering Division
REQUEST TITLE: New Administrative Assistant Position

Request Summary

To continue to manage and assist with the outreach and activities for on-going construction, as well as administrative services, in a timely manner in the Engineering Division, Public Works requests funding to support a new, full-time Administrative Assistant Position beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

Council has identified developing a citywide construction activities webpage, outreach during construction activities, and an educational newsletter as part of the 2021 Strategic Plan. There is no administrative assistant in the Engineering Division, which puts the burden on current engineering staff to perform all administrative duties in addition to the roles and responsibilities required by their current position.

In addition the managing and completing capital improvement projects, engineers currently update construction activities online, perform outreach, and prepare newsletter updates. Engineers are assigned multiple projects with different levels of required outreach and construction administration. The addition of an administrative assistant would: support the engineers to ensure the processing of agreements and invoices; provide consistent community outreach; update the construction activities webpage; perform construction administration; and, assist with field inquires about current projects.

Alternatives

An alternative would be to maintain status quo and have administrative work continue to be done by a Management Analyst and engineers. This may delay CIP project delivery and strategic plan implementation.

Cost Summary

- Total annual salary and benefits would be \$153,400.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs may be eligible for cost recovery.

Line Item Description	Org Number	Object Code	FY 22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits Administrative Assistant Position	01511000	511*-512*	153,400.00
Total Operating Costs			\$ 153,400.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 153,400.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	4
City Manager Approved	Y

PROGRAM: 01711000 PW - Parks Maintenance Division
REQUEST TITLE: New Senior Maintenance Worker Position

Request Summary

The Maintenance Department requests funding to support a new, full-time Senior Maintenance Worker Position for the City’s open space parks beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

The City completed the Open Space Fire Mitigation Program (“Program”) to clear vegetation up to 100 feet from homes and structures. The Fire Department will continue to educate the public on fire danger, enact a plan to clear vegetation around structures, and create fire roads for access. The Public Works Department is developing an ongoing preventative maintenance program to maintain the vegetation cleared through the Program. All of these efforts are to reduce the threat of wildfire in San Carlos.

The new Senior Maintenance Worker would manage the preventative maintenance program for the City’s approximately 180 acres of open space parks, including Big Canyon, Eaton, Vista, North Crestview, Chilton, Upper Arguello, Heather Dog Run, Lower Highlands, and Crestview. This position would supervise and facilitate the work of City staff, private contractors, CalFire hand work crews, and goats. The Senior Maintenance Worker would monitor the quality and quantity of work performed and recommend ways to streamline overall unit work methods.

In addition to vegetation clearance, this position would be responsible for maintaining storm drains and managing water runoff in the open space parks. The Senior Maintenance Worker would provide maintenance for irrigation systems including repair, modification, and new installation and break out and replacement of pathways and trails using appropriate tools and equipment, including heavy machinery and driving three axle trucks.

Alternatives

An alternative would be to contract all open space maintenance to private contractors and reduce support from City staff.

Cost Summary

Total Fiscal Year 2022-23 costs, including salary and benefits, would be \$185,925.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary/benefit costs Senior Maintenance Worker position	01711000	511*-512*	185,925.00
Total Operating Costs			\$ 185,925.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 185,925.00



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**SAN CARLOS FY2022-23 BUDGET
BASE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	5
City Manager Approved	Y

PROGRAM: 01511000 Public Works Engineering Division
REQUEST TITLE: New Public Works Inspector Position

Request Summary

To continue to manage and deliver Capital Improvement Program projects in a timely manner in the Engineering Division, Public Works requests funding to support a new, full-time Public Works Inspector Position beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

Public Works has been keeping up with its workload and delivering projects in a timely manner with one full-time Public Works Inspector. However, with the expected increase in the number of capital improvement projects, one additional Inspector is needed to provide oversight on all assigned projects.

The Public Works Inspector position oversees all capital improvement projects, private development, and streets, storm drain, sanitary sewer, and sidewalk projects constructed in the City. In addition, the Inspector is responsible for coordinating and providing on-going oversight of the work performed by utility companies.

Several large-scale developments with extensive street and utility improvements are anticipated in the city. An additional inspector is needed to ensure the integrity of the improvements and to hold contractors accountable in order to minimize traffic and other construction impacts to the public. Examples of projects include the public works improvements associated in the eastside life sciences campuses, annual sanitary sewer replacement, annual pavement rehabilitation, and installation of sidewalks city-wide.

Alternatives

An alternative would be to contract the work out to a consultant or staffing agency, which could be more costly due to the higher billing rates and mark-ups.

Cost Summary

- Total annual salary and benefits would be \$196,800.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs can be recovered in that manner.

Line Item Description	Org Number	Object Code	FY 22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits costs for Public Works Inspector position	01511000	511*-512*	196,800.00
Total Operating Costs			\$ 196,800.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 196,800.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	6
City Manager Approved	Y

PROGRAM: 01511000 PW Engineering Division
REQUEST TITLE: New Civil Engineering Associate Position

Request Summary

To continue to manage and deliver Capital Improvement Program projects in a timely manner by the Engineering Division, Public Works requests funding to support a new, full-time Civil Engineering Associate Position beginning in Fiscal Year 2022-23.

Factors Driving the Request for Change

With the planned number of capital improvement projects budgeted in recent years, Public Works has been keeping up with workload and delivering projects in a timely manner with three full-time Civil Engineering Assistants. With the number of projects expected to increase, an additional Civil Engineering Associate is needed to work on the more complex capital improvement projects, assist in public outreach efforts, and provide guidance to the Engineering Assistants.

The number of capital improvement projects in Public Works and Parks and Recreation are increasing so project delivery will continue to be a challenge. A new full-time Civil Engineering Associate position is needed to allow the department to continue to manage and deliver capital improvement projects in a timely manner while also providing a promotional ladder for existing staff.

One of Council’s priorities is to significantly increase the City’s Pavement Condition Index. Therefore, additional engineering staff is needed to design and manage paving of more streets. Also, with the completion of the school walk audits, there will be more traffic calming and Safe Walk to School projects requiring additional staff to complete. Examples of projects include the annual sanitary sewer replacement, sidewalk construction and repair, outreach material preparation, and the annual pavement rehabilitation project.

Alternatives

An alternative would be to contract certain capital improvement projects to on-call engineering consultants to support staff. However, this alternative would not provide the benefits of promoting in-house talent nor retaining valuable institutional knowledge.

Cost Summary

- Total Fiscal Year 2022-23 costs, including salary and benefits, would be \$233,000.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs may be recovered in that manner.



Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary/benefits Civil Engineering Associate position	01151000	511*-512*	233,000.00
Total Operating Costs			\$ 233,000.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 233,000.00



**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	1
City Manager Approved	Y

PROGRAM: 01771013 PR – Adult Community Center (ACC)
REQUEST TITLE: Expand ACC Meal Program to 4 days/week

Request Summary

Staff recommends appropriating additional funding in the amount of \$100,300, offset by \$95,000 in revenue, for the Adult Community Center Meal Program budget to increase the program to four days per week and to cover the overall increase in costs for food and program supplies.

Factors Driving the Request for Change

- Increase in demand for meals has doubled in the past year (19,319 meals were served in 2021).
- The cost of food and compostable to-go containers has increased nearly 10% in the past year.
- Due to the significant increase in meals served and an increase in food costs for the current program, savings from other units were used to supplement the additional funds needed for the meal program during Fiscal Year 2021-22.
- The community would have the opportunity to purchase meals four days per week (increased from three days per week). The Caring Cupboard program runs on Tuesdays so meal purchases are not available on that day.
- Staff will continue to track the number of meals served annually and evaluate the community’s need and demand.
- The City Council recently discussed adding seniors to the annual Strategic Plan goals and objectives.

Alternatives

- An alternative to this request would be to not increase the budget and convert the part-time cook to a full-time position, which would result in maintaining the meal program offered three days per week. This alternative would decrease the need for additional field and program supplies by \$20,000, as well as decrease additional projected revenue by \$25,000.
- An alternative to this request would be to increase only field and program supplies by \$30,000 to accommodate the current shortfall, and increase additional revenue projections by \$28,000, maintaining a three day per week program.

Cost Summary

- Total expense request for Fiscal Year 2022-23 is \$100,300. Future year expenses will need to be increased accordingly.
- Additional projected revenues of \$95,000 will offset impact of requested expenses.
- Net operating cost to the City to approve this program change is \$5,300.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Field and Program supplies	01771013	520205	50,000.00
Salaries and benefits - upgrade PT to FT position	01771013	511010	50,300.00
Total Operating Costs			\$ 100,300.00
Meal Registration/purchases	01771013	408200	\$ (50,000.00)
Friends of the Adult Community Center	01771013	440304	\$ (15,000.00)
Sequoia Healthcare District Grant	01771013	420501-SCH01	\$ (30,000.00)
Net Operating Costs			\$ 5,300.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	2
City Manager Approved	Y

PROGRAM: 01701000 - PR Administration
 REQUEST TITLE: Upgrade Recreation Supervisor to Recreation Manager

Request Summary

Staff recommends that the City Council approve this request to upgrade the Recreation Supervisor position to a Recreation Manager to continue to support the growth of the department and impending staffing transitions. The cost differential between the Supervisor and Manager positions is \$63,900, for salary and benefits, for Fiscal Year 2022-23.

Factors Driving the Request for Change

- Parks and Recreation has added two new full-time positions to the department this past year to manage the increased workload of additional special events now under management of the department. A third new full-time position for senior services is also being proposed during this mid-year budget process.
- Responsibilities of the proposed manager position have increased over the years and include: overall department coverage of the Director when necessary; coverage of Parks, Recreation and Culture Commission meetings and Foundation meetings; supervision of three divisions in Recreation (Youth, Athletics, Classes); serving as liaison to School District staff; demonstration of thorough knowledge and understanding of all units within Recreation; and, providing support to the Recreation team.
- The current Supervisor is relied upon to support and train current staff, both at the Coordinator and Supervisor levels, and responsibilities will increase as new staff is added in future years.

Alternatives

An alternative to this request would be to not approve the position upgrade.

Cost Summary

- Total cost for Fiscal Year 2022-23 is \$63,900.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salary and Benefits - Recreation Supervisor	01721000	511*-512*	(191,900.00)
Salary and Benefits - Recreation Manager	01701000	511*-512*	255,800.00
Total Operating Costs			\$ 63,900.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 63,900.00



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**SAN CARLOS FY2021-23 BUDGET
BASE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	1
City Manager Approved	Y

PROGRAM: 01212000 ASD – Human Resources
REQUEST TITLE: Restore recruitment services funding

Request Summary

As a cost saving measure in Fiscal Year 2020-21, this budget was reduced by \$62,900 to reflect the reductions in head count that resulted from the pandemic. These funds were not restored, but the level of recruitment is expected to increase to support the new positions requested.

Factors Driving the Request for Change

- Increase in recruiting due to staff turnover/retirements
- Anticipated increase in recruitment efforts in Fiscal Year 2022-23
- Increase in cost of job postings via LinkedIn
- Increase in marketing materials and outreach due to low unemployment
- Need for funding to outsource recruitment for specific positions that may be harder to fill

Alternatives

The alternative is to keep funds at their current level.

Cost Summary

Staff recommends that the Council add an additional \$60,000 to the Human Resources Division's Budget.

Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Public Notices	01212000	520602	3,000.00
Office Supplies	01212000	520201	5,000.00
Field/Program Supplies	01212000	520205	2,000.00
Professional Services	01212000	520320	50,000.00
Total Operating Costs			\$ 60,000.00



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**SAN CARLOS FY2022-23 BUDGET
MID-CYCLE BUDGET EXPENSE AMENDMENT
PROGRAM CHANGE FORM**

Priority Tracking	
Department Priority	2
City Manager Approved	Y

PROGRAM: 01210000 Administrative Services
REQUEST TITLE: New Management Analyst Position

Request Summary

Staff recommends that the City Council authorize the appropriation for a full time Management Analyst Position in Administrative Services to support the oversight of federal and state grants, contracts and purchasing processes, and other increasing needs of the department.

Factors Driving the Request for Change

- Additional assistance is needed to manage the reporting associated with the American Rescue Plan Act of 2021 (ARPA). Beginning April 30, 2022, the City will need to report any spending from March 2021 against the funds received.
- Additional assistance is needed to work with the Federal Emergency Management Agency (FEMA) to recover funds for the period of March 2020 to March 2021. The City has processed a reimbursement request through Cal-OES per FEMA’s instructions for expenses related to the COVID-19 pandemic. However, this request has spurred several additional requests for clarification and further paperwork to be submitted. Follow up and monitoring will continue if the City is expected to receive any recovery.
- This position will work with the Senior Accountants to provide additional review of federal grants and assist in the single audit process, as needed.
- In addition to federal grants, this position will assist in the monitoring process for state and local grants that have been received for multiple capital projects in accordance with proper internal controls.
- The position will support the department and other departments in the administration of the contracts and purchasing policies as provided under the Municipal Code.
- The position will assist the department in further implementation of the documentation management system to move paper files into electronic files, with proper cross referencing and in accordance with the retention schedules.
- The position will assist with other departments’ special projects, such as processes improvements and write ups, and potentially backfill for other essential functions.

Alternatives

Do not approve the new position.

Cost Summary

- The full cost for this position is \$189,500 in Fiscal Year 2022-23.
- There are no direct off-setting revenues but the cost for this position will be included in the Comprehensive Overhead Allocation and User Fee Study currently underway and a portion of the costs may be recovered in that manner.



Line Item Description	Org Number	Object Code	FY22-23 Amt
Operating Expense (list detail description below)			
Salaries/benefits Management Analyst position	01210000	511*-512*	189,550.00
Total Operating Costs			\$ 189,550.00
<i>Offsetting revenue if applicable</i>			
Net Operating Costs			\$ 189,550.00



GANN ANNUAL APPROPRIATION LIMIT FISCAL YEAR 2022-23

Appropriations Limitation, imposed by Propositions 4 and 111, establishes a formula to restrict the amount of revenues that can be appropriated in any fiscal year. The Limit is based on actual appropriations for base fiscal year 1978-79 and is increased annually using the growth in population and a price adjustment index, as well as commercial property development within the City during the year. Revenues that are restricted to the limitation are those which are referred to as “proceeds of taxes,” such as sales tax, property tax and business license tax.

The City must adopt an appropriation limit for each fiscal year. Beginning with the fiscal year 1990-1991, the law provides the local agency an option to calculate the adjustment factors by the following:

Price Factor: The percentage change in the California Per Capita Income

Population Factor: Either the City’s own population growth or the population growth of the entire County.

TEN YEAR HISTORY OF PRICE AND POPULATION FACTORS & TAX APPROPRIATIONS LIMIT ⁽¹⁾ FOR FISCAL YEARS 2014 to 2023

Fiscal Year	Price Adjustment	Population Adjustment	Total Adjustment	Appropriations Limit	% of City Appropriations Subject to the GANN Limit
2014	1.1150	x 1.0109	= 1.1272	\$64,647,378	34.00%
2015	1.0117	x 1.0089	= 1.0207	\$65,985,846	37.20%
2016	1.1064	x 1.0100	= 1.1175	\$73,736,808	29.35%
2017	1.0878	x 1.0091	= 1.0977	\$80,940,818	36.85%
2018	1.0369	x 1.0056	= 1.0427	\$84,397,528	30.53%
2019	1.0367	x 1.0073	= 1.0443	\$88,133,630	33.96%
2020	1.0385	x 1.0028	= 1.0414	\$91,783,048	41.13%
2021	1.0373	x 1.0166	= 1.0545	\$96,786,987	42.05%
2022	1.0573	x 0.9925	= 1.0494	\$101,565,385	55.38%
2023	1.0755	x 0.9908	= 1.0656	\$108,228,622	40.52%

(1) In 1980, the State Legislature added Division 9 to Title I of the Government Code to implement Article XIII B. This legislation required the governing body of each local jurisdiction in California to establish a tax appropriations limit on or before June 30 of each year for the following fiscal year, pursuant to which the City of San Carlos has been establishing this limit since 1981.



GANN APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2022-2023

Step 1	Total all appropriations (2022-23 operating and capital from general and special funds)	\$ 97,226,375
Step 2	Deduct:	
	1. Non-Tax Proceeds	\$ (52,917,047)
	2. Debt Service Payments	\$ (457,800)
	Add:	
	1. Excess user fees which exceed actual costs	\$ -
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 43,851,528
Step 4	Compare against 2022-23 Appropriations Limit (from below)	\$ 108,228,623
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 64,377,095
	Percentage of Limit (Step 3/Step 4)	40.52%
Step 5	Fiscal Year 2021-22 Appropriation Limit	\$ 101,565,385
Step 6	Fiscal year 2022-23 Growth Factor based on California Per Capita Income 1.0755 --- and the County Population Change 0.9908 (1.0755*0.9908)	106.56%
Step 7	FY 2022-23 Appropriations Limit (Step 5 x Step 6)	\$ 108,228,623
Step 8	FY 2022-23 Appropriations Subject to Limit (from above)	\$ 43,851,528
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 64,377,095
Step 10	Percentage of Limit (Step 8/Step 7)	40.52%

**CHART OF FUNDS SUBJECT TO APPROPRIATION****2022-23 Appropriation from Operating, Capital Improvement and Other**

General Fund	\$55,036,975
Capital Improvement	20,536,100
Other Programs	3,959,800
Enterprise Sewer System	17,693,500
	\$97,226,375

Non-Tax Proceeds and Debt Services

Licenses & Permits	\$2,490,200
Business Registration	1,063,400
Fines & Forfeitures	306,700
Use of Money & Property	3,592,600
From Other Agencies	4,544,100
Charges for Services	4,816,000
Other Revenue	5,608,147
Sewer Operation & Maint.	22,266,800
NPDES	628,100
Capital Improvement Fund 25	873,900
In-Lieu Park Fund 27	248,400
Parking In-Lieu Fund 28	3,200
Housing In-Lieu Fund 29	5,266,700
LMI Housing Fund 31	141,100
Post-Employment Benefits Fund 35	784,900
Library Rent & Concessions	282,800
	\$52,917,047
Debt Services	\$457,800
	\$53,374,847



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RESOLUTION NO. 2022 - 047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE FISCAL YEAR 2022-23 APPROPRIATIONS LIMIT OF THE CITY OF SAN CARLOS, PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B AND SECTION 7900 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE.

WHEREAS, pursuant to Article XIII B of the California Constitution, and Section 7900 et seq. of the California Government Code, the City of San Carlos is responsible for determination of the appropriations limit for the Fiscal Year 2022-23; and

WHEREAS, pursuant to amendments to Article XIII B enacted in 1990, the City Council is required to elect the population and price adjustment factors used to calculate the appropriations limit; and

WHEREAS, the City Council has considered the matter at a regularly scheduled Council meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Carlos hereby:

SECTION 1. elects the following annual adjustment factors for the calculation of the appropriations limit for Fiscal Year 2022-23: (1) the percentage change in the California per capita income; and (2) the population adjustment factor of San Mateo County’s population growth; and

SECTION 2. determines that the appropriations limit for Fiscal Year 2022-23 for the City of San Carlos is One Hundred and Eight Million, Two Hundred Twenty-Eight Thousand Six Hundred Twenty Three Dollars (\$108,228,623). Appropriations subject to the limit total \$43,851,528, or 40.52%, of the Appropriations Limit. Therefore, the City is substantially below the maximum allowable appropriation limit and in compliance with the state law.

I, City Clerk Crystal Mui, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a regular meeting thereof held on the 23rd day of May, 2022, by the following vote:

AYES, COUNCILMEMBERS: DUGAN, COLLINS, PARMER-LOHAN, RAK, MCDOWELL

NOES, COUNCILMEMBERS: NONE

ABSENT, COUNCILMEMBERS: NONE


CITY CLERK of the City of San Carlos

APPROVED:


MAYOR of the City of San Carlos

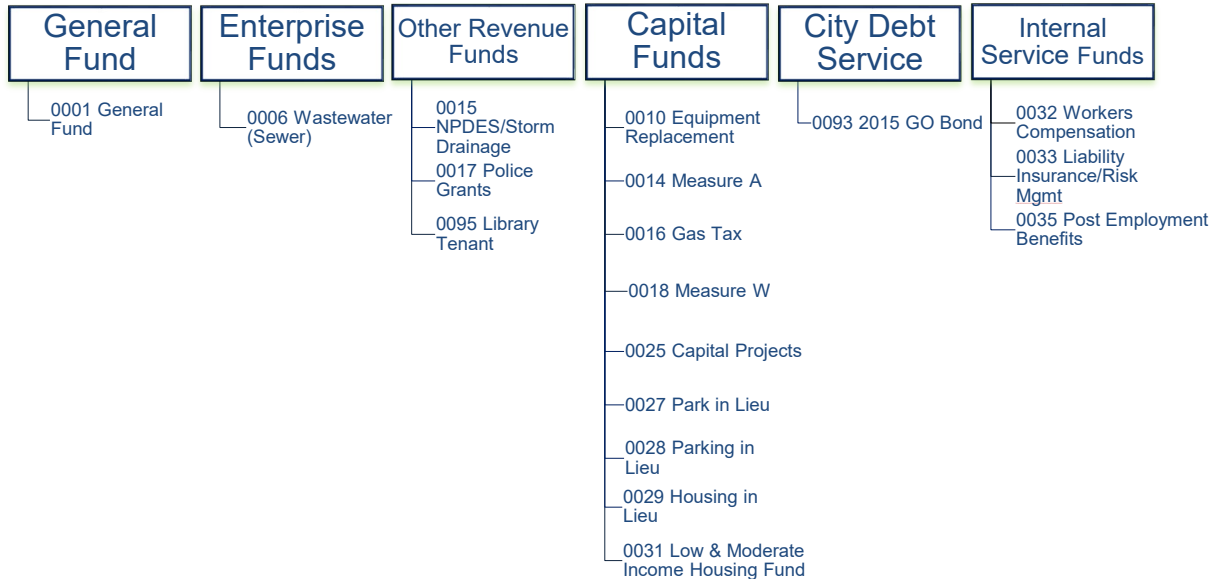


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City of San Carlos Fund Structure

City of San Carlos Budgetary Funds



Fund Descriptions:

0001 ***General Fund*** – The General Fund is the primary operating fund of the City and is used to account for most day-to-day activities. Revenue sources include (but are not limited to) property tax, sales tax, transient occupancy tax, current fees for services and business registration.

0006 ***Enterprise Fund*** – The Enterprise Fund or Wastewater (Sewer) Fund is used to account for City operations that are financed and operated like private business enterprises. The Sewer Fund is used to account for sewage treatment, transmission, major replacements and improvements to the City’s sewer system.

Other (Special) Revenue Funds – Revenue funds are used to account for revenue sources for which expenditures are restricted, by law or administrative action, to specific purposes.



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0015 NPDES/Storm Drainage – This fund is used to account for revenues received from assessments levied by the county on property and disburses funds in compliance with the provisions of the National Pollutant Discharge Elimination System (NPDES).

0017 Police Grants – This fund is used to account for grant activities and services paid for and reimbursed by grant funding. This fund includes grants from the following funding sources:

- Supplemental Law Enforcement Services Funds (SLESF) – Under the SLESF program (commonly referred to as the Community-Oriented Policing Services, or COPS grant), cities and counties receive state funds to augment public safety expenditures.

0095 Library Tenant – This fund is used to track rents and other tenant activities in the San Carlos Library.

Capital Funds – The Capital Funds are used to account for the acquisition or construction of major capital improvements other than those financed by the Wastewater Fund.

0010 Equipment Replacement – This fund is used to account for the anticipated replacement of general equipment and inventory needs. Some of the items included in this fund are vehicles, park equipment and computers and networking equipment. The source of funding for replacement is the General Fund.

0014 Measure A – This fund is used to account for the City’s share of a one-half cent sales tax restricted for transportation purposes. The revenue received is used to augment capital projects in the Gas Tax fund.

0016 Gas Tax – This fund is used to account for revenue received and expended under the State of California, Street and Highways Code Sections 2103, 2015, 2106, 2107 and 2107.5. These revenues must be expended for maintenance or construction of streets.

0018 Measure W – This fund is used to account for the City’s share of half-cent sales tax. The measure W went into effect in July of 2019 for 30 years. The funding is used to improve transit, relieve congestion, repair potholes, maintain streets and improve pedestrian safety.



0025 Capital Projects – This fund is used to account for general capital projects including building construction, technology purchases and other infrastructure needs. The main source of revenue comes from the General Fund.

0027 Park In Lieu – This fund is used to account for development fees collected and used to finance the acquisition and construction of City parks.

0028 Parking in Lieu – This fund is used to account for fees charged to business in lieu of required parking. These revenues are used to pay for parking lot improvements and repairs.

0029 Housing in Lieu – This fund is used to account for development fees and other housing-related resources that must be used to finance affordable housing for City residents.

0031 Low and Moderate Income Housing Fund – This fund is used to account for the housing activities assumed by the City when the former redevelopment agency was dissolved.

0093 *City Debt Service Fund* – The Debt Service Fund is used to account for the accumulation of annual tax levies earmarked for payment of principal and interest on the 2015 General Obligation Bonds that were used to finance the construction of the San Carlos Library.

Internal Service Funds – The Internal Service Funds are used to account for special activities and services performed by a designated department for other departments on a cost reimbursement basis.

0032 Workers Compensation – This fund is used to account for activities related to Workers’ Compensation claims and the premiums for coverage.

0033 Liability Insurance/Risk Management – This fund is used to account for activities related to general liability claims against the City and premiums for coverage above the City’s risk retention level.

0035 Post-Employment Benefits – This fund is used to account for activities related to longevity and healthcare benefits for retired employees.



FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS

AUDITED FISCAL YEAR 2020-21 BALANCES

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2021 Balance
0001	General - Unappropriated	39,020,320	(40,890,997)	3,768,500	(1,245,800)	652,024	3,542,553
0001	General - Restricted	6,105,751	-	-	(5,500,000)	605,751	34,160,521
0001	General -TOTAL	45,126,071	(40,890,997)	3,768,500	(6,745,800)	1,257,775	37,703,074
0006	Wastewater - Unrestricted	19,435,802	(11,655,260)	449,700	(3,707,500)	4,522,742	26,438,991
0006	Wastewater - Inv in SVCW	1,282,387	-	-	-	1,282,387	8,848,015
0006	Wastewater - Inv in Capital Assets	1,759,682	-	-	-	1,759,682	33,829,659
0006	Wastewater TOTAL	22,477,871	(11,655,260)	449,700	(3,707,500)	7,564,811	69,116,665
0017	Grants-Police - Restricted	156,808	(150,000)	-	-	6,808	349,737
0010	Equipment Replacement	-	(277,438)	295,000	-	17,562	3,514,867
0014	Measure A Tax - Restricted	1,228,892	(90,248)	-	(1,438,750)	(300,106)	707,216
0018	Measure W Tax - Restricted	-	-	-	-	-	-
0016	Gas Tax - Restricted	2,028,260	(3,421,319)	6,063,750	(964,800)	3,705,891	4,828,206
0025	General Fund Capital Improvement	7,226,198	(6,460,474)	1,515,000	(125,000)	2,155,724	30,316,158
0027	Park In Lieu - Restricted	367,111	(295,592)	-	-	71,519	2,277,643
0028	Parking In Lieu Fee	79,316	(2,273)	-	-	77,044	402,492
0029	Affordable Housing in Lieu-Restrict.	2,643,043	(438,405)	-	(100,000)	2,104,638	11,516,822
0031	Low-Mod Housing Asset - Restricted	234,163	(30,667)	-	(100,000)	103,496	8,608,761
0093	Library - Bond Service	344,816	(428,905)	-	-	(84,089)	936,862
0095	Library - Tenant Imp.	1,341,101	(291,045)	-	-	1,050,055	2,811,931
	Library Total	1,685,917	(719,950)	-	-	965,966	3,748,793
Operating & Capital Improvement Totals		83,253,650	(64,432,623)	12,091,950	(13,181,850)	17,731,127	173,090,434
0015	NPDES - Storm Drain Maint.	676,838	(94,907)	-	(457,000)	124,931	669,949
0032	Work Comp - Unrestricted	7,856	(153,753)	274,400	(97,500)	31,003	319,722
0033	Liability Insurance	8,265	(1,107,622)	1,505,300	(135,300)	270,643	950,110
0035	Post-employment Benefits	981,800	(913,000)	-	-	68,800	495,219
	Internal Service Funds Total	997,921	(2,174,375)	1,779,700	(232,800)	370,446	1,765,051
Other Funds Total		1,674,759	(2,269,282)	1,779,700	(689,800)	495,377	2,435,000
GRAND TOTAL		84,928,409	(66,701,904)	13,871,650	(13,871,650)	18,226,505	175,525,434



FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS

PROJECTED FISCAL YEAR 2021-22 BALANCES

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2022 Balance
0001	General - Unappropriated	46,190,408	(49,905,011)	3,856,600	(745,400)	(603,403)	2,939,150
0001	General - Restricted	1,056,627	-	-	(1,000,000)	56,627	34,217,148
0001	General -TOTAL	47,247,035	(49,905,011)	3,856,600	(1,745,400)	(546,776)	37,156,298
0006	Wastewater - Unrestricted	21,053,658	(17,759,365)	533,700	(3,794,200)	33,793	26,472,784
0006	Wastewater - Inv in SVCW	-	(222,042)	-	-	(222,042)	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	33,829,659
0006	Wastewater TOTAL	21,053,658	(17,981,407)	533,700	(3,794,200)	(188,249)	68,928,416
0017	Grants-Police - Restricted	168,100	(250,000)	-	-	(81,900)	267,837
0010	Equipment Replacement	-	(2,744,009)	300,900	-	(2,443,109)	1,071,758
0014	Measure A Tax - Restricted	869,600	(91,000)	-	(750,000)	28,600	573,853
0018	Measure W Tax - Restricted	363,650	-	-	(300,000)	63,650	225,613
0016	Gas Tax - Restricted	1,732,360	(5,355,000)	2,175,000	(984,100)	(2,431,740)	2,396,466
0025	General Fund Capital Improvement	8,379,612	(27,390,490)	1,200,000	(1,125,000)	(18,935,878)	11,380,280
0027	Park In Lieu - Restricted	462,300	(826,124)	-	(200,000)	(563,824)	1,713,819
0028	Parking In Lieu Fee	6,900	(64,738)	-	-	(57,838)	344,654
0029	Affordable Housing in Lieu-Restrict.	505,841	(5,620,666)	-	(102,000)	(5,216,825)	6,299,997
0031	Low-Mod Housing Asset - Restricted	126,500	(3,317,078)	-	(102,000)	(3,292,578)	5,316,183
0093	Library - Bond Service	337,900	(442,800)	-	-	(104,900)	831,962
0095	Library - Tenant Imp.	271,400	(1,524,585)	-	-	(1,253,185)	1,558,746
	Library Total	609,300	(1,967,385)	-	-	(1,358,085)	2,390,708
Operating & Capital Improvement Totals		81,524,856	(115,512,907)	8,066,200	(9,102,700)	(35,024,551)	138,065,883
0015	NPDES - Storm Drain Maint.	700,200	(121,000)	-	(541,200)	38,000	707,949
0032	Work Comp - Unrestricted	5,400	(211,800)	279,800	(99,500)	(26,100)	293,622
0033	Liability Insurance	14,900	(1,469,300)	1,535,400	(138,000)	(57,000)	893,110
0035	Post-employment Benefits	693,900	(885,000)	-	-	(191,100)	304,119
	Internal Service Funds Total	714,200	(2,566,100)	1,815,200	(237,500)	(274,200)	1,490,851
Other Funds Total		1,414,400	(2,687,100)	1,815,200	(778,700)	(236,200)	2,198,800
GRAND TOTAL		82,939,256	(118,200,007)	9,881,400	(9,881,400)	(35,260,751)	140,264,683



FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS

REVISED FISCAL YEAR 2021-22 BALANCES

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2022 Est Balance
0001	General - Unappropriated	44,884,180	(49,705,011)	3,856,600	(745,400)	(1,709,631)	1,832,922
0001	General - Restricted	1,131,920	-	-	(1,000,000)	131,920	34,292,441
0001	General -TOTAL	46,016,100	(49,705,011)	3,856,600	(1,745,400)	(1,577,711)	36,125,363
0006	Wastewater - Unrestricted	21,267,200	(17,981,407)	533,700	(3,794,200)	25,293	26,464,284
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,848,015
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	33,829,659
0006	Wastewater TOTAL	21,267,200	(17,981,407)	533,700	(3,794,200)	25,293	69,141,958
0017	Grants-Police - Restricted	168,100	(250,000)	-	-	(81,900)	267,837
0010	Equipment Replacement	-	(1,800,000)	300,900	-	(1,499,100)	2,015,767
0014	Measure A Tax - Restricted	869,600	(91,000)	-	(750,000)	28,600	573,853
0018	Measure W Tax - Restricted	363,650	-	-	(300,000)	63,650	225,613
0016	Gas Tax - Restricted	2,114,000	(5,355,000)	2,175,000	(984,100)	(2,050,100)	2,778,106
0025	General Fund Capital Improvement	4,239,400	(28,440,490)	1,200,000	(1,125,000)	(24,126,090)	6,190,068
0027	Park In Lieu - Restricted	462,300	(826,124)	-	(200,000)	(563,824)	1,713,819
0028	Parking In Lieu Fee	6,900	(64,738)	-	-	(57,838)	344,654
0029	Affordable Housing in Lieu-Restrict.	466,400	(5,600,266)	-	(102,000)	(5,235,866)	6,280,956
0031	Low-Mod Housing Asset - Restricted	126,500	(3,312,976)	-	(102,000)	(3,288,476)	5,320,285
0093	Library - Bond Service	337,900	(442,800)	-	-	(104,900)	831,962
0095	Library - Tenant Imp.	271,400	(1,524,585)	-	-	(1,253,185)	1,558,746
	Library Total	609,300	(1,967,385)	-	-	(1,358,085)	2,390,708
Operating & Capital Improvement Totals		76,709,450	(115,394,396)	8,066,200	(9,102,700)	(39,721,446)	133,368,988
0015	NPDES - Storm Drain Maint.	700,200	(121,000)	-	(541,200)	38,000	707,949
0032	Work Comp - Unrestricted	5,400	(211,800)	279,800	(99,500)	(26,100)	293,622
0033	Liability Insurance	14,900	(1,469,300)	1,535,400	(138,000)	(57,000)	893,110
0035	Post-employment Benefits	693,900	(885,000)	-	-	(191,100)	304,119
	Internal Service Funds Total	714,200	(2,566,100)	1,815,200	(237,500)	(274,200)	1,490,851
Other Funds Total		1,414,400	(2,687,100)	1,815,200	(778,700)	(236,200)	2,198,800
GRAND TOTAL		78,123,850	(118,081,496)	9,881,400	(9,881,400)	(39,957,646)	135,567,788



FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS

REVISED FISCAL YEAR 2022-23 BALANCES

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2023 Est Balance
0001	General - Unappropriated	49,374,994	(51,783,875)	3,978,900	(830,700)	739,319	3,678,469
0001	General - Restricted	319,406	-	-	(2,500,000)	(2,180,594)	32,036,554
0001	General -TOTAL	49,694,400	(51,783,875)	3,978,900	(3,330,700)	(1,441,275)	35,715,023
0006	Wastewater - Unrestricted	22,266,800	(17,676,500)	552,500	(3,914,700)	1,228,100	27,700,884
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	33,829,659
0006	Wastewater TOTAL	22,266,800	(17,676,500)	552,500	(3,914,700)	1,228,100	70,156,516
0017	Grants-Police - Restricted	173,700	(157,600)	-	-	16,100	283,937
0010	Equipment Replacement	-	(563,000)	373,000	-	(190,000)	881,758
0014	Measure A Tax - Restricted	917,700	(93,700)	-	(750,000)	74,000	647,853
0018	Measure W Tax - Restricted	383,350	-	-	(300,000)	83,350	308,963
0016	Gas Tax - Restricted	1,571,200	(5,595,000)	4,175,000	(1,013,600)	(862,400)	1,534,066
0025	General Fund Capital Improvement	4,148,100	(4,075,000)	3,900,000	(3,125,000)	848,100	12,228,380
0027	Park In Lieu - Restricted	297,800	-	-	(1,400,000)	(1,102,200)	611,619
0028	Parking In Lieu Fee	7,500	(65,000)	-	-	(57,500)	287,154
0029	Affordable Housing in Lieu-Restrict.	5,386,300	(498,700)	-	(105,100)	4,782,500	11,082,497
0031	Low-Mod Housing Asset - Restricted	141,100	(144,100)	-	(105,100)	(108,100)	5,208,083
0093	Library - Bond Service	339,900	(457,800)	-	-	(117,900)	714,062
0095	Library - Tenant Imp.	282,800	(303,900)	-	-	(21,100)	1,537,646
	Library Total	622,700	(761,700)	-	-	(139,000)	2,251,708
Operating & Capital Improvement Totals		85,610,650	(81,414,175)	12,979,400	(14,044,200)	3,131,675	141,197,558
0015	NPDES - Storm Drain Maint.	713,400	(124,400)	-	(560,100)	28,900	736,849
0032	Work Comp - Unrestricted	6,200	(271,000)	288,200	(102,500)	(79,100)	214,522
0033	Liability Insurance	17,100	(1,537,100)	1,581,300	(142,100)	(80,800)	812,310
0035	Post-employment Benefits	795,400	(885,000)	-	-	(89,600)	214,519
	Internal Service Funds Total	818,700	(2,693,100)	1,869,500	(244,600)	(249,500)	1,241,351
Other Funds Total		1,532,100	(2,817,500)	1,869,500	(804,700)	(220,600)	1,978,200
GRAND TOTAL		87,142,750	(84,231,675)	14,848,900	(14,848,900)	2,911,075	143,175,758



FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS

ADOPTED UPDATE FISCAL YEAR 2022-23 BALANCES

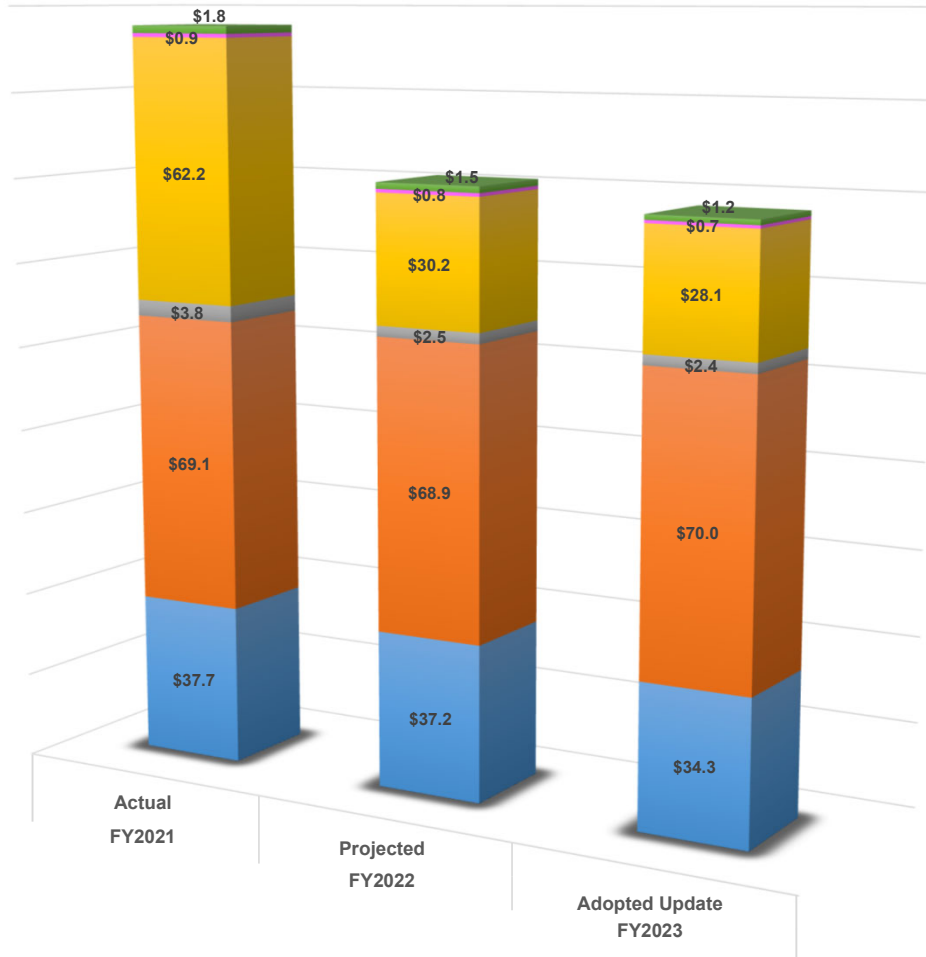
Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2023 Est Balance
0001	General - Unappropriated	50,734,667	(55,036,975)	4,273,900	(830,700)	(859,108)	2,080,042
0001	General - Restricted	872,433	-	-	(2,900,000)	(2,027,567)	32,189,581
0001	General -TOTAL	51,607,100	(55,036,975)	4,273,900	(3,730,700)	(2,886,675)	34,269,623
0006	Wastewater - Unrestricted	22,266,800	(17,693,500)	552,500	(4,014,700)	1,111,100	27,583,884
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	33,829,659
0006	Wastewater TOTAL	22,266,800	(17,693,500)	552,500	(4,014,700)	1,111,100	70,039,516
0017	Grants-Police - Restricted	173,700	(157,600)	-	-	16,100	283,937
0010	Equipment Replacement	-	(599,000)	373,000	-	(226,000)	845,758
0014	Measure A Tax - Restricted	917,700	(93,700)	-	(1,150,000)	(326,000)	247,853
0018	Measure W Tax - Restricted	383,350	-	-	(600,000)	(216,650)	8,963
0016	Gas Tax - Restricted	1,728,700	(8,295,000)	5,275,000	(1,013,600)	(2,304,900)	91,566
0025	General Fund Capital Improvement	7,758,547	(10,815,000)	3,900,000	(3,125,000)	(2,281,453)	9,098,827
0027	Park In Lieu - Restricted	297,800	-	-	(1,400,000)	(1,102,200)	611,619
0028	Parking In Lieu Fee	7,500	(65,000)	-	-	(57,500)	287,154
0029	Affordable Housing in Lieu-Restrict.	5,386,300	(524,300)	-	(305,100)	4,556,900	10,856,897
0031	Low-Mod Housing Asset - Restricted	141,100	(144,100)	-	(100,100)	(103,100)	5,213,083
0093	Library - Bond Service	339,900	(457,800)	-	-	(117,900)	714,062
0095	Library - Tenant Imp.	282,800	(453,900)	-	-	(171,100)	1,387,646
	Library Total	622,700	(911,700)	-	-	(289,000)	2,101,708
Operating & Capital Improvement Totals		91,291,297	(94,335,875)	14,374,400	(15,439,200)	(4,109,378)	133,956,505
0015	NPDES - Storm Drain Maint.	713,400	(124,400)	-	(560,100)	28,900	736,849
0032	Work Comp - Unrestricted	6,200	(271,000)	288,200	(102,500)	(79,100)	214,522
0033	Liability Insurance	17,100	(1,537,100)	1,581,300	(142,100)	(80,800)	812,310
0035	Post-employment Benefits	795,400	(958,000)	-	-	(162,600)	141,519
	Internal Service Funds Total	818,700	(2,766,100)	1,869,500	(244,600)	(322,500)	1,168,351
Other Funds Total		1,532,100	(2,890,500)	1,869,500	(804,700)	(293,600)	1,905,200
GRAND TOTAL		92,823,397	(97,226,375)	16,243,900	(16,243,900)	(4,402,978)	135,861,705



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FUND BALANCE STATUS 3-Year Trend (in Millions)



	FY2021 Actual	FY2022 Projected	FY2023 Adopted Update
■ Internal Service Funds	\$1.8	\$1.5	\$1.2
■ City Debt Service	\$0.9	\$0.8	\$0.7
■ Capital Funds	\$62.2	\$30.2	\$28.1
■ Special Revenue Funds	\$3.8	\$2.5	\$2.4
■ Enterprise Fund	\$69.1	\$68.9	\$70.0
■ General Fund	\$37.7	\$37.2	\$34.3



**SUMMARY OF SOURCES AND USES BY FUND TYPE
FY 2022-23**

REVENUES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
BUSINESS REGISTRATION	1,063,400	-
CHARGES FOR CURRENT SERVICES	4,816,000	-
FINES & FORFEITURES	306,700	-
FROM OTHER AGENCIES	40,800	-
LICENSES & PERMITS	2,490,200	-
OTHER REVENUE	907,800	21,904,000
OTHER TAX	1,949,900	-
PROPERTY TAX	16,524,000	-
SALES TAX	12,038,500	-
TRANSIENT OCCUPANCY TAX	3,800,000	-
PAMF TARGET REVENUE	847,300	-
USE OF MONEY & PROPERTY	3,262,500	362,800
VEHICLE IN LIEU	3,560,000	-
TOTAL REVENUES	51,607,100	22,266,800

EXPENDITURES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
GENERAL GOVERNMENT	9,849,650	-
COMMUNITY DEVELOPMENT	8,362,400	-
PUBLIC SAFETY	23,730,100	-
PUBLIC WORKS	8,499,775	-
PARK & RECREATION	4,595,050	-
SEWER OPERATIONS	-	7,653,000
EQUIPMENT REPLACEMENT	-	-
OPERATING	-	-
CONSTRUCTION	-	6,540,200
DEBT SERVICE	-	3,500,300
TOTAL EXPENDITURES	55,036,975	17,693,500

TRANSFERS	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
ALLOCATIONS IN FOR OVERHEAD	3,588,900	552,500
GENERAL TRANSFERS IN	685,000	-
ALLOCATIONS OUT FOR OVERHEAD	(457,700)	(3,329,700)
GENERAL TRANSFERS OUT	(3,273,000)	(685,000)
TOTAL TRANSFERS AND ALLOCATIONS	543,200	(3,462,200)

NET CHANGES - SOURCES (USES)	(2,886,675)	1,111,100
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EST AVAILABLE BEGINNING BALANCES	37,156,298	68,928,416
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ESTIMATED ENDING FUND BALANCE	\$ 34,269,623	\$ 70,039,516
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SUMMARY OF SOURCES AND USES BY FUND TYPE FY 2022-23

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED UPDATE FY 2023 TOTALS
-	-	-	-	1,063,400
-	-	-	-	4,816,000
-	-	-	-	306,700
-	-	-	-	40,800
-	-	-	-	2,490,200
1,169,900	16,620,997	-	818,700	41,421,397
-	-	-	-	1,949,900
-	-	339,900	-	16,863,900
-	-	-	-	12,038,500
-	-	-	-	3,800,000
-	-	-	-	847,300
-	-	-	-	3,625,300
-	-	-	-	3,560,000
1,169,900	16,620,997	339,900	818,700	92,823,397

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED UPDATE FY 2023 TOTALS
-	-	-	-	9,849,650
-	-	-	-	8,362,400
-	-	-	-	23,730,100
-	-	-	-	8,499,775
-	-	-	-	4,595,050
-	-	-	-	7,653,000
-	599,000	-	-	599,000
735,900	827,100	-	2,766,100	4,329,100
-	19,110,000	-	-	25,650,200
-	-	457,800	-	3,958,100
735,900	20,536,100	457,800	2,766,100	97,226,375

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED UPDATE FY 2023 TOTALS
-	-	-	1,869,500	6,010,900
-	9,548,000	-	-	10,233,000
(560,100)	(1,418,800)	-	(244,600)	(6,010,900)
-	(6,275,000)	-	-	(10,233,000)
(560,100)	1,854,200	-	1,624,900	-

(126,100)	(2,060,903)	(117,900)	(322,500)	(4,402,978)
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2,534,532	29,322,624	831,962	1,490,851	140,264,683
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\$ 2,408,432	\$ 27,261,721	\$ 714,062	\$ 1,168,351	\$ 135,861,705
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**CITY OF SAN CARLOS
GENERAL FUND SUMMARY BUDGET**

	FY 2020 REVISED	FY 2020 AUDITED	FY 2021 REVISED	FY 2021 AUDITED	FY 2022 REVISED	FY 2022 PROJECTED	FY 2023 REVISED	FY 2023 ADOPTED UPDATE
ESTIMATED BEGINNING FUND BAL								
Unrestricted	\$ 2,888,220	\$ 2,888,220	\$ 2,890,529	\$ 2,890,529	\$ 3,542,553	\$ 3,542,553	\$ 2,939,150	\$ 2,939,150
Reserved or restricted	35,549,980	35,549,980	33,554,770	33,554,770	34,160,520	34,160,520	34,217,147	34,217,147
TOTAL BEGINNING FUND BALANCE	\$ 38,438,200	\$ 38,438,200	\$ 36,445,299	\$ 36,445,299	\$ 37,703,073	\$ 37,703,073	\$ 37,156,297	\$ 37,156,297
Business Registration	909,300	999,098	871,200	1,095,665	996,000	1,015,000	1,038,400	1,063,400
Charges for Current Services	4,327,900	3,847,015	3,286,000	4,543,248	4,678,200	4,678,200	4,763,900	4,816,000
Fines & Forfeitures	271,200	266,630	292,100	159,652	297,900	303,200	306,700	306,700
From Other Agencies	15,600	86,871	5,000	310,681	10,600	195,835	10,800	40,800
Licenses & Permits	1,529,900	2,188,089	1,782,700	4,145,368	1,899,400	2,460,800	1,953,000	2,490,200
Other Revenue	628,600	790,004	512,900	678,842	781,800	734,200	892,800	907,800
Other Tax	1,983,900	2,001,977	1,922,800	1,950,922	1,906,200	1,916,200	1,910,900	1,949,900
Property Tax	12,191,000	14,338,470	15,234,400	14,782,747	15,242,000	15,110,500	15,834,300	16,524,000
Sales Tax	11,430,000	11,366,392	9,621,700	11,305,006	11,426,200	11,426,200	12,038,500	12,038,500
Transient Occupancy Tax	3,200,000	2,461,423	625,000	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
Use of Money & Property	2,353,600	4,228,530	2,955,300	1,831,749	3,086,300	3,086,300	3,262,500	3,262,500
PAMF Project	786,700	786,784	806,450	806,453	826,600	826,600	847,300	847,300
Vehicle in Lieu	3,700,000	3,602,983	3,100,000	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000
TOTAL REVENUES	43,327,700	46,964,266	41,015,550	45,126,071	46,016,100	47,247,035	49,694,400	51,607,100
EXPENDITURES								
Salaries & Benefits	14,139,200	12,703,971	13,184,075	11,819,093	14,486,011	14,486,011	15,312,725	18,170,125
Public Safety Legacy Obligations	3,428,700	3,368,810	3,857,600	3,725,897	4,019,000	4,019,000	4,203,300	4,203,300
Operating Expenditures	30,715,300	28,001,704	28,348,590	25,312,217	31,036,700	31,236,700	32,091,750	32,487,450
Capital Outlay	173,900	116,782	159,500	33,790	163,300	163,300	176,100	176,100
TOTAL EXPENDITURES	48,457,100	44,191,267	45,549,765	40,890,997	49,705,011	49,905,011	51,783,875	55,036,975
TRANSFERS								
General Transfers In From Other Funds	609,000	609,000	633,400	633,400	658,700	658,700	685,000	685,000
Allocations In From Other Funds	2,801,700	2,801,700	3,135,100	3,135,100	3,197,900	3,197,900	3,293,900	3,588,900
Allocations Out to Other Funds	(527,300)	(527,300)	(435,800)	(435,800)	(444,500)	(444,500)	(457,700)	(457,700)
General Transfers out	(1,149,300)	(1,149,300)	(810,000)	(810,000)	(300,900)	(300,900)	(373,000)	(373,000)
TOTAL TRANSFERS (NET)	\$ 1,734,100	\$ 1,734,100	\$ 2,522,700	\$ 2,522,700	\$ 3,111,200	\$ 3,111,200	\$ 3,148,200	\$ 3,443,200
USE OF RESERVES			\$ 2,000,000					
TOTAL CHANGE IN OPERATING FUNDS	\$ (3,395,300)	\$ 4,507,099	\$ (11,515)	\$ 6,757,775	\$ (577,711)	\$ 453,224	\$ 1,058,725	\$ 13,325
OTHER SOURCES (USES) OF FUNDS								
Transfer Capital Reserve	(500,000)	(500,000)	(5,500,000)	(5,500,000)	(1,000,000)	(1,000,000)	(2,500,000)	(2,900,000)
One-time paydown of Unfunded	(7,000,000)	(7,000,000)						
One-time use of Reserves			(2,000,000)					
One-time funding PG&E Settlement		1,000,000						
TOTAL OTHER SOURCES (USES) OF FUNDS	(7,500,000)	(6,500,000)	(7,500,000)	(5,500,000)	(1,000,000)	(1,000,000)	(2,500,000)	(2,900,000)
NET CHANGE IN FUND BALANCE	\$ (10,895,300)	\$ (1,992,901)	\$ (7,511,515)	\$ 1,257,775	\$ (1,577,711)	\$ (546,776)	\$ (1,441,275)	\$ (2,886,675)
GENERAL FUND BALANCE								
Unrestricted	\$ 1,492,920	\$ 2,890,529	\$ 2,879,014	\$ 3,542,553	\$ 1,832,922	\$ 2,939,150	\$ 3,678,469	\$ 2,080,042
Non-spendable Fund Balance	398,241	203,543	203,543	309,293	309,293	200,000	200,000	200,000
Economic Uncertainty Reserve	6,618,444	9,317,932	7,317,932	7,317,932	8,449,852	8,483,852	8,803,259	9,356,286
Strategic Property Reserve	7,191,795	7,191,795	7,191,795	7,191,795	7,191,795	7,191,795	7,191,795	7,191,795
Assigned Fund Balance								
Unfunded Liabilities	-	-	-	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Facilities and Infrastructure	11,841,500	16,841,500	11,341,500	17,341,500	16,341,500	16,341,500	13,841,500	13,441,500
Reserved or restricted	26,049,980	33,554,770	26,054,770	34,160,520	34,292,440	34,217,147	32,036,554	32,189,581
TOTAL ENDING FUND BALANCE	\$ 27,542,900	\$ 36,445,299	\$ 28,933,784	\$ 37,703,073	\$ 36,125,362	\$ 37,156,297	\$ 35,715,022	\$ 34,269,622

**CITY OF SAN CARLOS
GENERAL FUND LONG TERM FORECAST (in thousands)**

Note: totals may not add due to rounding

	FY 2023											
	FY 2023	ADOPTED	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
	REVISED	UPDATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
ESTIMATED BEGINNING FUND BALANCE												
Unrestricted	\$ 2,939	\$ 2,939	\$ 2,080	\$ 1,279	\$ 1,485	\$ 2,873	\$ 2,906	\$ 2,773	\$ 2,652	\$ 2,313	\$ 2,241	\$ 1,944
Reserved or restricted	34,217	34,217	32,190	29,434	25,932	21,913	22,298	22,677	23,052	23,456	23,378	23,313
TOTAL BEGINNING FUND BALANCE	\$ 37,156	\$ 37,156	\$ 34,270	\$ 30,713	\$ 27,417	\$ 24,786	\$ 25,204	\$ 25,450	\$ 25,704	\$ 25,769	\$ 25,620	\$ 25,257
Business Registration	1,038	1,063	1,095	1,128	1,162	1,197	1,233	1,270	1,308	1,347	1,387	1,429 (a)
Charges for Current Services	4,764	4,816	4,291	4,419	4,552	4,689	4,829	4,974	5,123	5,277	5,436	5,599 (b)
Fines & Forfeitures	307	307	316	326	335	345	356	366	377	389	400	413 (c)
From Other Agencies	11	41	11	12	12	12	13	13	14	14	14	15 (d)
Licenses & Permits	1,953	2,490	2,565	2,642	2,721	2,803	2,887	2,974	3,063	3,155	3,250	3,347 (e)
Other Revenue	893	908	919	946	974	1,002	1,032	1,062	1,093	1,126	1,159	1,193 (f)
Other Tax	1,911	1,950	1,961	1,980	2,011	2,043	2,076	2,109	2,143	2,178	2,213	2,250 (g)
Property Tax	15,834	16,524	17,342	18,419	19,578	20,788	21,575	22,392	23,241	24,123	25,039	25,991 (h)
Sales Tax	12,039	12,039	12,400	12,772	13,155	13,550	13,956	14,375	14,806	15,250	15,708	16,179 (i)
Transient Occupancy Tax	3,800	3,800	4,500	4,600	4,870	5,016	5,167	5,322	5,481	5,646	5,815	5,990 (j)
Use of Money & Property	3,263	3,263	3,350	3,425	3,502	3,581	3,663	3,812	3,898	3,987	4,079	4,173 (k)
PAMF Project	847	847	869	890	912	935	959	983	1,007	1,032	1,058	1,085 (l)
Vehicle in Lieu	3,035	3,560	3,789	4,032	4,292	4,469	4,603	4,741	4,883	5,030	5,181	5,336 (m)
TOTAL REVENUES	\$ 49,694	\$ 51,607	\$ 53,407	\$ 55,589	\$ 58,076	\$ 60,430	\$ 62,346	\$ 64,392	\$ 66,438	\$ 68,553	\$ 70,739	\$ 72,998
EXPENDITURES												
Salaries & Benefits	15,313	18,170	18,860	19,455	19,933	20,658	21,300	21,948	22,600	23,283	23,956	24,635 (n)
Public Safety Legacy Obligations	4,203	4,203	3,623	3,731	3,799	3,864	3,909	3,834	3,885	3,931	3,982	3,957 (o)
Operating Expenditures	32,092	32,487	32,926	34,266	35,665	37,133	38,666	40,292	41,964	43,711	45,536	47,441 (p)
Capital Outlay	176	176	181	187	193	198	204	210	216	223	229	236 (q)
TOTAL EXPENDITURES	\$ 51,784	\$ 55,037	\$ 55,591	\$ 57,639	\$ 59,589	\$ 61,853	\$ 64,079	\$ 66,284	\$ 68,666	\$ 71,147	\$ 73,703	\$ 76,269
TRANSFERS												
General Transfers In From Other Funds	685	685	712	741	771	801	833	867	901	938	975	1,014
Allocations In From Other Funds	3,294	3,589	3,696	3,807	3,921	4,038	4,159	4,284	4,412	4,544	4,680	4,820
Allocations Out to Other Funds	(458)	(458)	(471)	(485)	(499)	(513)	(529)	(544)	(560)	(577)	(594)	(612)
General Transfers out	(373)	(373)	(460)	(460)	(460)	(485)	(485)	(460)	(460)	(460)	(460)	(460)
TOTAL TRANSFERS (NET)	\$ 3,148	\$ 3,443	\$ 3,478	\$ 3,603	\$ 3,732	\$ 3,841	\$ 3,979	\$ 4,146	\$ 4,293	\$ 4,445	\$ 4,601	\$ 4,762
TOTAL CHANGE IN OPERATING FUNDS	\$ 1,059	\$ 13	\$ 1,293	\$ 1,554	\$ 2,220	\$ 2,418	\$ 2,246	\$ 2,254	\$ 2,065	\$ 1,850	\$ 1,637	\$ 1,491
OTHER SOURCES (USES) OF FUNDS												
Transfer Capital Reserve	(2,500)	(2,900)	(4,850)	(4,850)	(4,850)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
One-time paydown of Unfunded			-	-	-	-	-	-	-	-	-	-
One-time use of Reserves			-	-	-	-	-	-	-	-	-	-
Transfer to Capital			-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES) OF FUNDS	(2,500)	(2,900)	(4,850)	(4,850)	(4,850)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
NET CHANGE IN FUND BALANCE	\$ (1,441)	\$ (2,887)	\$ (3,557)	\$ (3,296)	\$ (2,631)	\$ 418	\$ 246	\$ 254	\$ 65	\$ (150)	\$ (363)	\$ (509)
GENERAL FUND BALANCE												
Unrestricted	\$ 3,678	\$ 2,080	\$ 1,279	\$ 1,485	\$ 2,873	\$ 2,906	\$ 2,773	\$ 2,652	\$ 2,313	\$ 2,241	\$ 1,944	\$ 1,998
Non-spendable Fund Balance	200	200	200	200	200	200	200	200	200	200	200	200
Economic Uncertainty Reserve	8,803	9,356	9,450	9,799	10,130	10,515	10,893	11,268	11,673	12,095	12,529	12,966
Strategic Property Reserve	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192
Assigned Fund Balance												
Unfunded Liabilities	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Facilities and Infrastructure	13,842	13,442	10,592	6,742	2,392	2,392	2,392	2,392	2,392	1,892	1,392	392
Reserved or restricted	\$ 32,037	\$ 32,190	\$ 29,434	\$ 25,932	\$ 21,913	\$ 22,298	\$ 22,677	\$ 23,052	\$ 23,456	\$ 23,378	\$ 23,313	\$ 22,749
TOTAL ENDING FUND BALANCE	\$ 35,715	\$ 34,270	\$ 30,713	\$ 27,417	\$ 24,786	\$ 25,204	\$ 25,450	\$ 25,704	\$ 25,769	\$ 25,620	\$ 25,257	\$ 24,747

- (a) Business Registration revenues assume increases based on the City's Municipal Code.
- (b) Current Charges for Services assume recreation programming returns. This revenue can also fluctuate based on the timing of large development plan check fees expected
- (c) Fines and Forfeiture revenues in FY 23 and beyond reflect annual inflationary increases.
- (d) From Other Agencies is revenue received from grant funding which can vary from year to year.
- (e) Licenses and Permit revenue can fluctuate from year to year based on the timing of large development. Future years assume inflationary increases
- (f) Other Revenues include cost reimbursements, donations and other miscellaneous receipts. Future years include inflationary increases
- (g) Other taxes include franchise taxes from utilities and the forecasts are based on trend data.
- (h) Property tax projections are developed in conjunction with our 3rd party consultants. Revenues can vary from year to year based on completion of large developments
- (i) Sales tax projections assume the recovery from the pandemic and general inflationary increases.
- (j) Transient Occupancy Tax projections assumed large decreases as a result of the pandemic and very low occupancy rates. Future years assume a return to business travel.
- (k) Other Uses of Money and Property include investment income and leases from property and digital billboards. Future years assume general inflationary increases
- (l) Palo Alto Medical Foundation (PAMF) revenues are forecasted based on contracted amounts.
- (m) Vehicle in Lieu revenue projections are forecasted based on information from our third party consultants as well as the County of San Mateo.
- (n) Salaries and benefits assumes restoration positions eliminated in FY 21 and cost increases for pension and health care.
- (o) Public Safety Obligations include costs related to the Belmont San Carlos Fire Department (BCSFD) totaling \$3.25m/yr which CalPERS shows as paid off effective 6/2033
- (p) Operating expenses projections include known increases based on contractual obligations with our Public Safety contracts as well as inflationary assumptions
- (q) Capital outlay projections include normal inflationary increases.



GENERAL FUND SUMMARY

REVENUES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	1,095,665	996,000	1,015,000	1,038,400	1,063,400
CHARGES FOR CURRENT SERVICES	4,543,248	4,678,200	4,678,200	4,763,900	4,816,000
FINES & FORFEITURES	159,652	297,900	303,200	306,700	306,700
FROM OTHER AGENCIES	310,681	10,600	195,835	10,800	40,800
LICENSES & PERMITS	4,145,368	1,899,400	2,460,800	1,953,000	2,490,200
OTHER REVENUE	678,842	781,800	734,200	892,800	907,800
OTHER TAX	1,950,922	1,906,200	1,916,200	1,910,900	1,949,900
PROPERTY TAX	14,782,747	15,242,000	15,110,500	15,834,300	16,524,000
SALES TAX	11,305,006	11,426,200	11,426,200	12,038,500	12,038,500
TRANSIENT OCCUPANCY TAX	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
PAMF TARGET REVENUE	806,453	826,600	826,600	847,300	847,300
USE OF MONEY & PROPERTY	1,831,749	3,086,300	3,086,300	3,262,500	3,262,500
VEHICLE IN LIEU	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000
TOTAL REVENUES	45,126,071	46,016,100	47,247,035	49,694,400	51,607,100
EXPENDITURES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
GENERAL GOVERNMENT	3,429,264	4,728,536	4,728,536	4,424,450	4,746,000
ADMINISTRATIVE SERVICES	3,999,549	4,633,200	4,633,200	4,887,250	5,103,650
COMMUNITY DEVELOPMENT	5,446,892	7,236,400	7,236,400	6,925,600	8,362,400
POLICE DEPARTMENT	9,997,918	11,172,000	11,172,000	12,098,500	12,098,500
FIRE DEPARTMENT	10,531,242	11,138,200	11,338,200	11,630,300	11,631,600
PUBLIC WORKS	5,527,427	7,118,625	7,118,625	7,397,525	8,499,775
PARKS & RECREATION	1,958,703	3,678,050	3,678,050	4,420,250	4,595,050
TOTAL EXPENDITURES	40,890,997	49,705,011	49,905,011	51,783,875	55,036,975
TRANSFER OUT (PRIOR YEAR SAVINGS) TO CAPITAL	5,500,000	1,000,000	1,000,000	2,500,000	2,900,000
TRANSFERS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
ALLOCATIONS IN FOR OVERHEAD	3,135,100	3,197,900	3,197,900	3,293,900	3,588,900
GENERAL TRANSFERS IN	633,400	658,700	658,700	685,000	685,000
ALLOCATIONS OUT FOR OVERHEAD	(435,800)	(444,500)	(444,500)	(457,700)	(457,700)
GENERAL TRANSFERS OUT	(810,000)	(300,900)	(300,900)	(373,000)	(373,000)
TOTAL TRANSFERS AND ALLOCATIONS	2,522,700	3,111,200	3,111,200	3,148,200	3,443,200
NET CHANGES - SOURCES (USES)	1,257,775	(1,577,711)	(546,776)	(1,441,275)	(2,886,675)
BEGINNING FUND BALANCE	36,445,299	37,703,073	37,703,073	37,156,297	37,156,297
ESTIMATED ENDING FUND BALANCE	\$ 37,703,073	\$ 36,125,362	\$ 37,156,297	\$ 35,715,022	\$ 34,269,622

**GENERAL FUND DEPARTMENT SUMMARIES**

CITY COUNCIL	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	-	-	-	-	-
ALLOCATIONS IN	26,700	27,200	27,200	27,900	27,900
SALARIES & BENEFITS	135,280	153,500	153,500	159,500	159,500
OPERATING EXPENSES	116,439	169,700	169,700	171,900	171,900
ALLOCATIONS & TRANSFERS OUT	2,800	2,800	2,800	2,900	2,900
NET GENERAL FUND EXPENSE (REVENUE) ---->	227,819	298,800	298,800	306,400	306,400
CITY MANAGER	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	25,543	120,000	120,000	120,000	120,000
ALLOCATIONS IN	219,400	223,800	223,800	230,500	230,500
SALARIES & BENEFITS	1,384,583	1,496,700	1,496,700	1,564,800	1,776,700
OPERATING EXPENSES	227,595	743,100	743,100	813,700	913,700
CAPITAL OUTLAY	-	4,000	4,000	4,100	4,100
ALLOCATIONS & TRANSFERS OUT	16,600	17,000	17,000	17,500	17,500
NET GENERAL FUND EXPENSE (REVENUE) ---->	1,383,835	1,917,000	1,917,000	2,049,600	2,361,500
CITY ATTORNEY/LEGAL SERVICES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	6,484	-	-	-	-
ALLOCATIONS IN	198,400	202,500	202,500	208,600	208,600
SALARIES & BENEFITS	48,704	44,300	44,300	48,600	48,600
OPERATING EXPENSES	375,651	532,400	532,400	548,400	548,400
ALLOCATIONS & TRANSFERS OUT	500	500	500	500	500
NET GENERAL FUND EXPENSE (REVENUE) ---->	219,971	374,700	374,700	388,900	388,900
CITY CLERK	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	2,810	1,000	1,000	1,000	1,000
ALLOCATIONS IN	98,600	100,400	100,400	103,400	103,400
SALARIES & BENEFITS	350,054	377,850	377,850	394,150	393,950
OPERATING EXPENSES	76,221	197,400	197,400	257,800	267,650
ALLOCATIONS & TRANSFERS OUT	5,500	5,600	5,600	5,700	5,700
NET GENERAL FUND EXPENSE (REVENUE) ---->	330,365	479,450	479,450	553,250	562,900
CITY TREASURER	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	-	-	-	-	-
ALLOCATIONS IN	11,500	11,700	11,700	12,000	12,000
SALARIES & BENEFITS	19,207	30,700	30,700	31,900	31,900
OPERATING EXPENSES	455	1,500	1,500	1,500	1,500
ALLOCATIONS & TRANSFERS OUT	500	500	500	500	500
NET GENERAL FUND EXPENSE (REVENUE) ---->	8,662	21,000	21,000	21,900	21,900
ADMINISTRATIVE SERVICES (includes: Admin, Finance, HR, & IT)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	1,300,648	2,376,800	2,343,700	2,581,200	2,606,200
ALLOCATIONS IN	1,167,100	1,190,700	1,190,700	1,226,500	1,226,500
SALARIES & BENEFITS	2,697,494	2,926,900	2,926,900	3,056,100	3,228,550
OPERATING EXPENSES	1,296,572	1,693,600	1,693,600	1,810,150	1,854,100
CAPITAL OUTLAY	5,483	12,700	12,700	21,000	21,000
ALLOCATIONS & TRANSFERS OUT	67,700	69,000	69,000	70,900	70,900
NET GENERAL FUND EXPENSE (REVENUE) ---->	1,599,501	1,134,700	1,167,800	1,150,450	1,341,850

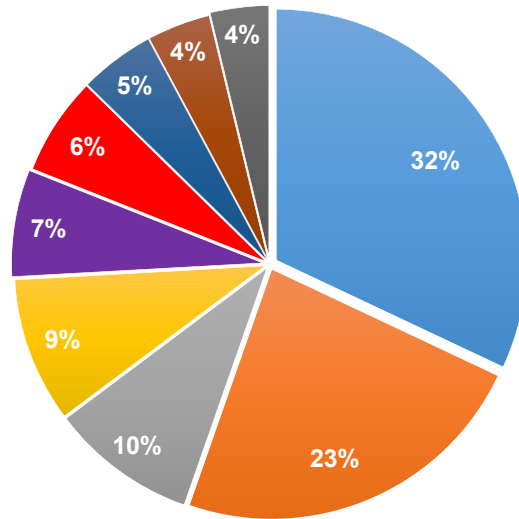


GENERAL FUND DEPARTMENT SUMMARIES

GENERAL FUND (not specific to any Department or Division)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	34,252,710	36,021,100	36,698,935	39,227,400	40,480,800
ALLOCATIONS IN	633,400	658,700	658,700	685,000	685,000
SALARIES & BENEFITS	-	150,586	150,586	-	-
OPERATING EXPENSES	677,078	754,500	754,500	353,600	353,600
CAPITAL OUTLAY	17,999	72,300	72,300	74,500	74,500
ALLOCATIONS & TRANSFERS OUT	6,200,000	1,188,700	1,188,700	2,757,500	3,157,500
NET GENERAL FUND EXPENSE (REVENUE) ---->	(27,991,034)	(34,513,714)	(35,191,549)	(36,726,800)	(37,580,200)
COMMUNITY DEVELOPMENT (includes: Admin, Permit Svcs, Ec Dev, Key Prj Dev)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	6,862,012	4,508,000	5,074,700	3,942,000	4,479,200
ALLOCATIONS IN	200,000	204,000	204,000	210,200	405,200
SALARIES & BENEFITS	2,688,583	3,335,000	3,335,000	3,650,700	4,852,100
OPERATING EXPENSES	2,758,309	3,899,200	3,899,200	3,272,600	3,508,000
CAPITAL OUTLAY	-	2,200	2,200	2,300	2,300
ALLOCATIONS & TRANSFERS OUT	71,500	73,000	73,000	75,200	75,200
NET GENERAL FUND EXPENSE (REVENUE) ---->	(1,543,620)	2,597,400	2,030,700	2,848,600	3,553,200
PARKS & RECREATION (incl: Admin, Recreation)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	893,299	1,450,400	1,469,900	2,230,400	2,327,500
ALLOCATIONS IN	-	-	-	-	-
SALARIES & BENEFITS	1,526,851	2,332,650	2,332,650	2,614,150	2,732,450
OPERATING EXPENSES	431,760	1,327,500	1,327,500	1,787,600	1,844,100
CAPITAL OUTLAY	93	17,900	17,900	18,500	18,500
ALLOCATIONS & TRANSFERS OUT	66,000	67,400	67,400	69,300	69,300
NET GENERAL FUND EXPENSE (REVENUE) ---->	1,131,404	2,295,050	2,275,550	2,259,150	2,336,850
PUBLIC SAFETY (includes: Police Bureau and Fire Department)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	537,218	562,300	562,300	586,700	586,700
ALLOCATIONS IN	-	-	-	-	-
SALARIES & BENEFITS	3,948,454	4,256,100	4,256,100	4,449,400	4,450,700
OPERATING EXPENSES	16,580,706	18,054,100	18,254,100	19,279,400	19,279,400
CAPITAL OUTLAY	-	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	112,100	114,300	114,300	117,700	117,700
NET GENERAL FUND EXPENSE (REVENUE) ---->	20,104,043	21,862,200	22,062,200	23,259,800	23,261,100
PUBLIC WORKS (includes: Admin, Fleet, Streets, Park & Bldg Maint)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
REVENUES	1,245,348	976,500	976,500	1,005,700	1,005,700
ALLOCATIONS IN	1,213,400	1,237,600	1,237,600	1,274,800	1,374,800
SALARIES & BENEFITS	2,745,778	3,400,725	3,400,725	3,546,725	4,698,975
OPERATING EXPENSES	2,771,432	3,663,700	3,663,700	3,795,100	3,745,100
CAPITAL OUTLAY	10,216	54,200	54,200	55,700	55,700
ALLOCATIONS & TRANSFERS OUT	202,600	206,600	206,600	213,000	213,000
NET GENERAL FUND EXPENSE (REVENUE) ---->	3,271,279	5,111,125	5,111,125	5,330,025	6,332,275
TOTAL GENERAL FUND CHANGE (SURPLUS)	(1,257,775)	1,577,711	546,776	1,441,275	2,886,675

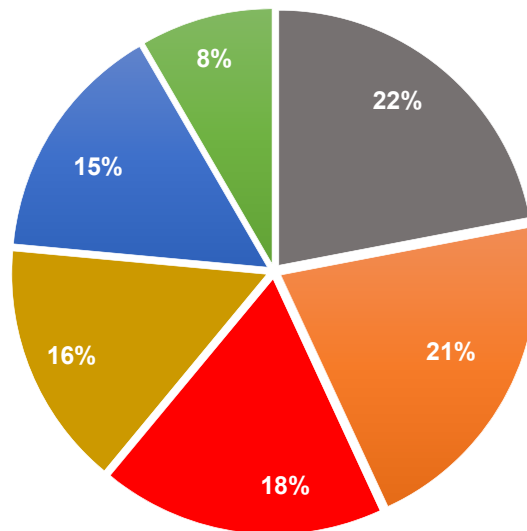


General Fund Operating Budget FY 2022-23 Adopted Update Revenues



- Property Tax
- Sales Tax
- TOT/Business Registration
- Charges for Services
- Vehicle in Lieu
- Uses of Money & Property
- Licenses & Permits
- Other
- Other Tax

FY 2022-23 Adopted Update Expenditures



- Police
- Fire
- General Government
- Public Works
- Community Development
- Parks & Recreation

**ALLOCATION AND TRANSFER SUMMARY**

GENERAL FUND ALLOCATIONS IN (0001) FOR SERVICES PROVIDED	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FROM WASTEWATER (0006)	2,265,800	2,311,100	2,311,100	2,380,500	2,480,500
FROM GAS TAX (0016)	278,100	283,700	283,700	292,200	292,200
FROM STORMWATER (0015)	158,400	161,600	161,600	166,400	166,400
FROM HOUSING (0029)	100,000	102,000	102,000	105,100	305,100
FROM HOUSING COMPLIANCE AND ASSISTANCE (0031)	100,000	102,000	102,000	105,100	100,100
FROM WORKERS COMPENSATION (0032)	97,500	99,500	99,500	102,500	102,500
FROM RISK MANAGEMENT (0033)	135,300	138,000	138,000	142,100	142,100
SUB TOTAL GENERAL FUND---->	3,135,100	3,197,900	3,197,900	3,293,900	3,588,900
WASTEWATER FUND ALLOC IN (0006) FOR SERVICES PROVIDED	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FROM GENERAL FUND (0001)	24,700	25,200	25,200	26,000	26,000
FROM GAS TAX (0016)	225,000	229,500	229,500	236,400	236,400
FROM STORMWATER (0015)	200,000	279,000	279,000	290,100	290,100
SUB TOTAL WASTEWATER ---->	449,700	533,700	533,700	552,500	552,500
WORKERS COMP ALLOC IN (0032) FOR SERVICES PROVIDED	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FROM GENERAL FUND (0001)	187,100	190,800	190,800	196,500	196,500
FROM WASTEWATER (0006)	87,300	89,000	89,000	91,700	91,700
SUB TOTAL WORKERS COMP ---->	274,400	279,800	279,800	288,200	288,200
RISK MANAGEMENT ALLOC IN (0033) FOR SERVICES PROVIDED	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FROM GENERAL FUND (0001)	224,000	228,500	228,500	235,200	235,200
FROM WASTEWATER (0006)	721,000	735,400	735,400	757,500	757,500
FROM STORMWATER (0015)	98,600	100,600	100,600	103,600	103,600
FROM GAS TAX (0016)	461,700	470,900	470,900	485,000	485,000
SUB TOTAL RISK MGMT ---->	1,505,300	1,535,400	1,535,400	1,581,300	1,581,300
TOTAL ALLOCATIONS IN ---->	5,364,500	5,546,800	5,546,800	5,715,900	6,010,900

**ALLOCATION AND TRANSFER SUMMARY**

GENERAL FUND TRANSFERS IN (0001)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
WASTEWATER RIGHT OF WAY (0006) FROM CAPITAL IMPROVEMENTS (0025)	633,400 -	658,700 -	658,700 -	685,000 -	685,000 -
SUB TOTAL ---->	633,400	658,700	658,700	685,000	685,000
EQUIPMENT REPLACEMENT (0010) TRANSFERS IN	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FOR EQUIPMENT REPLACEMENT FOR TECHNOLOGY REPLACEMENT	260,000 35,000	265,200 35,700	265,200 35,700	273,000 100,000	273,000 100,000
SUB TOTAL ---->	295,000	300,900	300,900	373,000	373,000
GAS TAX (0016) TRANSFERS IN	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
FROM GENERAL FUND (0001) FROM MEASURE A FUND (14571000) FROM MEASURE W FUND (14391000 AND 18188000) FROM CAPITAL IMPROVEMENT FUND (0025)	4,500,000 575,000 863,750 125,000	- 750,000 300,000 1,125,000	- 750,000 300,000 1,125,000	- 750,000 300,000 3,125,000	400,000 1,150,000 600,000 3,125,000
SUB TOTAL ---->	6,063,750	2,175,000	2,175,000	4,175,000	5,275,000
CAPITAL IMPROVEMENTS (0025) TRANSFERS IN	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
PRIOR YR SAVINGS FROM GENERAL (0001) FROM PARK IN-LIEU FUND (0027)	1,515,000 -	1,000,000 200,000	1,000,000 200,000	2,500,000 1,400,000	2,500,000 1,400,000
SUB TOTAL ---->	1,515,000	1,200,000	1,200,000	3,900,000	3,900,000
TOTAL TRANSFERS IN ---->	8,507,150	4,334,600	4,334,600	9,133,000	10,233,000



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**REVENUES BY MAJOR CATEGORY AND SOURCE**

GENERAL FUND REVENUES (0001)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	1,095,665	996,000	1,015,000	1,038,400	1,063,400
CHARGES FOR CURRENT SERVICES	4,543,248	4,678,200	4,678,200	4,763,900	4,816,000
FINES & FORFEITURES	159,652	297,900	303,200	306,700	306,700
FROM OTHER AGENCIES	310,681	10,600	195,835	10,800	40,800
LICENSES & PERMITS	4,145,368	1,899,400	2,460,800	1,953,000	2,490,200
OTHER REVENUE	678,842	781,800	734,200	892,800	907,800
OTHER TAX	1,950,922	1,906,200	1,916,200	1,910,900	1,949,900
PROPERTY TAX	14,782,747	15,242,000	15,110,500	15,834,300	16,524,000
SALES TAX	11,305,006	11,426,200	11,426,200	12,038,500	12,038,500
TRANSIENT OCCUPANCY TAX	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
PAMF TARGET REVENUE	806,453	826,600	826,600	847,300	847,300
USE OF MONEY & PROPERTY	1,831,749	3,086,300	3,086,300	3,262,500	3,262,500
VEHICLE IN LIEU	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000
SUB TOTAL ---->	45,126,071	46,016,100	47,247,035	49,694,400	51,607,100
WASTEWATER FUND REVENUE (0006)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
OTHER REVENUE	22,472,186	20,950,000	20,736,458	21,904,000	21,904,000
USE OF MONEY & PROPERTY	5,685	317,200	317,200	362,800	362,800
SUB TOTAL ---->	22,477,871	21,267,200	21,053,658	22,266,800	22,266,800
OTHER REVENUES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
GRANTS - POLICE (0017)	156,808	168,100	168,100	173,700	173,700
LIBRARY TENANT REVENUE (0095)	1,341,101	271,400	271,400	282,800	282,800
NPDES/ STORMWATER FUND (0015)	676,838	700,200	700,200	713,400	713,400
SUB TOTAL ---->	2,174,746	1,139,700	1,139,700	1,169,900	1,169,900
OPERATION SUB TOTAL ---->	69,778,689	68,423,000	69,440,393	73,131,100	75,043,800
CAPITAL FUND REVENUES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
EQUIPMENT REPLACEMENT FUND (0010)	-	-	-	-	-
MEASURE A FUND (14571000)	853,530	869,600	869,600	917,700	917,700
MEASURE W FUND (14391000 and 18188000)	375,362	363,650	363,650	383,350	383,350
GAS TAX (0016)	2,028,260	2,114,000	1,732,360	1,571,200	1,728,700
CAPITAL IMPROVEMENT (0025)	7,226,198	4,239,400	8,379,612	4,148,100	7,758,547
PARK IN LIEU (0027)	367,111	462,300	462,300	297,800	297,800
PARKING IN LIEU (0028)	79,316	6,900	6,900	7,500	7,500
AFFORDABLE HOUSING IN LIEU (0029)	2,643,043	466,400	505,841	5,386,300	5,386,300
LOW-MOD HOUSING ASSET (0031)	234,163	126,500	126,500	141,100	141,100
CAPITAL SUB TOTAL ---->	13,806,984	8,648,750	12,446,763	12,853,050	16,620,997
CITY DEBT SERVICE	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SC LIBRARY - BOND SERVICE (0093)	344,816	337,900	337,900	339,900	339,900
CITY DEBT SERVICE FUND TOTAL ---->	344,816	337,900	337,900	339,900	339,900
INTERNAL SERVICE FUNDS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
WORK COMP - UNRESTRICTED (0032)	7,856	5,400	5,400	6,200	6,200
LIABILITY INSURANCE (0033)	8,265	14,900	14,900	17,100	17,100
POST-EMPLOYMENT BENEFITS (0035)	981,800	693,900	693,900	795,400	795,400
INTERNAL SERVICE FUND TOTAL ---->	997,921	714,200	714,200	818,700	818,700
GRAND TOTAL	84,928,409	78,123,850	82,939,256	87,142,750	92,823,397



REVENUE DETAIL BY FUND

GENERAL FUND (0001)

BUSINESS REGISTRATION	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
406001 BUSINESS REGISTRATION FEE	1,058,293	981,000	1,000,000	1,023,400	1,048,400
406100 BUSINESS REGISTRATION LATE FEE	37,373	15,000	15,000	15,000	15,000
SUB TOTAL ---->	1,095,665	996,000	1,015,000	1,038,400	1,063,400
CHARGES FOR CURRENT SERVICES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
407007 ZONING/VARIANCE/USE PERMIT FEE	765,260	357,600	357,600	366,800	366,800
407009 PLANNING DEPT- KEY DEVELOPMENT	526,139	838,100	838,100	763,800	763,800
407011 PLAN CHECK - ENGINEERING	291,422	315,100	315,100	324,400	324,400
407012 PLAN CHECK - ACCESSIBILITY	6,391	2,000	2,000	2,000	2,000
407013 PLAN CHECK - ENERGY CALCULATION	44,886	26,600	26,600	27,400	27,400
407015 PLAN CHECK - BUILDING	1,886,925	1,675,400	1,675,400	1,128,100	1,128,100
407018 APARTMENT INSPECTION FEES	1,551	31,600	31,600	32,500	32,500
407019 GIS FEES	11,995	9,300	9,300	9,600	9,600
407033 PLAN CHECK FEES	149,957	79,100	79,100	75,100	75,100
407034 INSPECTION FEE	58,149	54,700	54,700	56,300	56,300
407035 MISCELLANEOUS SERVICES	15	-	-	-	-
407036 ADV LIFE SUPPORT/FIRST RESPONSE	72,104	58,900	58,900	60,700	60,700
408101 RECREATION	4,975	64,000	64,000	251,000	251,000
408105 VENDING MACHINE CONTRACT	-	1,000	1,000	1,000	1,000
408200 CLASS SYSTEM	584,436	987,000	987,000	1,427,100	1,479,200
408501 BUILDING RENTAL DEPOSIT/REFUND	11,328	32,000	32,000	35,900	35,900
408502 ADMINISTRATIVE FEE	92,201	60,000	60,000	76,100	76,100
408510 RESERVATIONS	8,401	51,800	51,800	75,000	75,000
408601 GENERAL RECEIPTS	-	2,000	2,000	4,100	4,100
430012 FIRST CHANCE FEE	1,825	2,000	2,000	2,000	2,000
430015 ALARM RESPONSE	25,290	30,000	30,000	45,000	45,000
SUB TOTAL ---->	4,543,248	4,678,200	4,678,200	4,763,900	4,816,000
FINES & FORFEITURES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
410001 VEHICLE CODE FINES	95,829	147,900	147,900	152,300	152,300
410004 BUILDING PERMITS VIOLATIONS	14,900	2,000	7,300	2,000	2,000
410005 NSF CHARGE	125	100	100	100	100
430017 PARKING FINES - TURBO DATA	48,798	147,900	147,900	152,300	152,300
SUB TOTAL ---->	159,652	297,900	303,200	306,700	306,700
FROM OTHER AGENCIES	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
420104 DARE FUNDING	210	-	-	-	-
420501 GRANTS	298,204	-	185,235	-	30,000
480016 SB90 REIMBURSEMENT	6,691	5,000	5,000	5,000	5,000
480201 STATE HIGHWAY MAINTENANCE REIMBURSEMENT	5,576	5,600	5,600	5,800	5,800
SUB TOTAL ---->	310,681	10,600	195,835	10,800	40,800
LICENSES & PERMITS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
407001 BUILDING PERMITS	2,373,785	1,006,000	1,500,000	1,034,100	1,334,100
407002 PLUMBING PERMITS	162,797	106,700	106,700	109,800	109,800
407003 MECHANICAL PERMITS	201,162	131,400	131,400	135,300	135,300
407004 ELECTRICAL PERMITS	308,937	157,600	225,000	162,200	212,200
407005 GRADING PERMITS	245	-	-	-	-
407006 ENCROACHMENT PERMITS	508,569	306,000	306,000	315,000	315,000
407022 TREE REMOVAL PERMITS	71,450	25,500	25,500	26,300	213,500
407027 TREE PLANTING FUND	1,790	-	-	-	-
407028 GENERAL PLAN SURCHARGE FEE	441,431	112,000	112,000	115,100	115,100
407029 DEMOLITION FEE	2,496	2,600	2,600	2,700	2,700
407032 PERMIT FEES	39,880	30,600	30,600	31,500	31,500
407039 C4 INSPECTION	32,826	21,000	21,000	21,000	21,000
407041 PERMIT PARKING	-	-	-	-	-
SUB TOTAL ---->	4,145,368	1,899,400	2,460,800	1,953,000	2,490,200



REVENUE DETAIL BY FUND

OTHER REVENUE	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
408603 COMMUTER SHUTTLE PROGRAM	4,249	-	-	-	-
430016 MISCELLANEOUS	3,189	1,000	1,000	1,000	1,000
440101 COST REIMB-SOUTH BAYSIDE WASTE	-	-	-	-	-
440106 COST REIMB-CCAG	98,152	97,700	97,700	100,600	100,600
440112 COST REIMB-COMMUTE.ORG	82,006	84,000	84,000	86,500	86,500
440206 ELECTRIC CAR REIMB	2,955	-	-	-	-
440311 COST REIMB - PW STAFF PLAN CHECK	-	-	-	-	-
440301 COST REIMBURSEMENT	-	110,000	-	110,000	110,000
440304 COST REIMBURSEMENT	360,586	318,100	376,000	327,100	342,100
440308 COST REIMB COBRA/RETIREE	452	400	400	400	400
440313 SCHOOL SPORTS FIELD MAINTENANCE	78,772	95,000	95,000	95,900	95,900
480505 CLAIM AND SETTLEMENT	-	-	-	-	-
480008 MISCELLANEOUS	2,009	-	-	-	-
480009 DOC RECYCLE ST DEPT CONSERVATION	7,735	-	-	-	-
480100 DONATIONS	4,878	50,000	54,500	145,000	145,000
480203 SALE OF MAPS & SPECIFICATIONS	3,970	2,000	2,000	2,000	2,000
480204 COPY CHARGES	32	-	-	-	-
480206 IMAGING/MICROFILMING	29,857	23,600	23,600	24,300	24,300
480209 SALE OF PERSONAL PROPERTY	-	-	-	-	-
SUB TOTAL ---->	678,842	781,800	734,200	892,800	907,800
OTHER TAX	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
405001 FRANCHISE FEES - RECOLOGY	813,532	804,000	804,000	804,000	833,000
405002 FRANCHISE FEES - PG&E	491,442	467,200	477,200	471,900	481,900
405003 FRANCHISE FEES - COMCAST	405,650	400,000	400,000	400,000	400,000
405004 FRANCHISE FEES - CALIF WATER	196,489	185,000	185,000	185,000	185,000
405006 FRANCHISE FEES - AT&T U-VERSE	43,809	50,000	50,000	50,000	50,000
SUB TOTAL ---->	1,950,922	1,906,200	1,916,200	1,910,900	1,949,900
PROPERTY TAX	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
402001 PROPERTY TAX - CURRENT SECURED	11,765,677	12,250,000	12,671,000	12,789,000	13,595,000
402002 PROPERTY TAX - CURR UNSECURED	424,680	541,000	480,000	565,000	514,000
402004 PROPERTY TAX - AIRCRAFT	169,006	195,000	236,000	195,000	235,000
402005 PROPERTY TAX - UNITARY	113,599	110,000	123,000	112,000	112,000
402007 PROPERTY TAX - SB813 SECURED	448,311	350,000	380,000	355,300	380,000
402010 REAL PROPERTY TRANSFER TAX	765,819	340,000	750,000	340,000	726,000
402011 HOMEOWNERS TAX RELIEF	47,157	50,000	48,500	50,000	50,000
402012 RDA PASS THROUGH TO COUNTY	1,048,498	1,406,000	422,000	1,428,000	912,000
SUB TOTAL ---->	14,782,747	15,242,000	15,110,500	15,834,300	16,524,000
SALES TAX	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
401001 SALES TAX	11,123,334	11,250,000	11,250,000	11,860,000	11,860,000
401002 1/2 CENT SALES TAX PUBLIC SAFE	181,672	176,200	176,200	178,500	178,500
SUB TOTAL ---->	11,305,006	11,426,200	11,426,200	12,038,500	12,038,500
TRANSIENT OCCUPANCY TAX	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
404001 TRANSIENT OCCUPANCY TAX	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
SUB TOTAL ---->	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
PAMF TARGET REVENUE	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
450101 PAMF TARGET REVENUE	806,453	826,600	826,600	847,300	847,300
SUB TOTAL ---->	806,453	826,600	826,600	847,300	847,300



REVENUE DETAIL BY FUND

USE OF MONEY & PROPERTY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409100 INVESTMENT INCOME	982,530	1,837,200	1,837,200	2,101,600	2,101,600
409101 INVESTMENT INC GASB31 FAIR VALUE	(954,872)	-	-	-	-
409102 INVESTMENT INCOME ALLOCATION	(12,094)	(748,700)	(748,700)	(856,500)	(856,500)
409301 RENTS CONCESS - SKYWAY PROP	41,181	38,400	38,400	38,400	38,400
409303 RENTS CONCESS - DOLLAR COMPANY	117,250	114,000	114,000	114,000	114,000
409304 RENTS CONCESS - CINGULAR	152,983	153,000	153,000	154,500	154,500
409305 RENTS CONCESS - INNS OF AMER	295,460	329,100	329,100	330,800	330,800
409323 RENTS & CONC - THREE SISTERS	254,611	255,600	255,600	255,600	255,600
409321 RENTS CONCESS - BAY AREA CELL	3,000	3,000	3,000	3,000	3,000
409324 RENTS CONCESS KIWANIS	40,000	94,600	94,600	106,800	106,800
409328 RENTS CONCESS-BILLBOARDS	911,699	1,010,100	1,010,100	1,014,300	1,014,300
SUB TOTAL ---->	1,831,749	3,086,300	3,086,300	3,262,500	3,262,500

VEHICLE IN LIEU	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
403001 MOTOR VEHICLE IN-LIEU FEE	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000
SUB TOTAL ---->	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000

TOTAL GENERAL FUND (0001)	45,126,071	46,016,100	47,247,035	49,694,400	51,607,100
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WASTEWATER ENTERPRISE FUND (0006)

WASTEWATER (0006)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	5,685	317,200	317,200	362,800	362,800
440304 COST REIMBURSEMENT	1,558	-	8,500	-	-
480302 SEWER CONNECTION - SAN CARLOS	813,351	123,000	123,000	125,000	125,000
480303 SEWER SERVICE ASSESSMENT	20,292,239	20,827,000	20,827,000	21,779,000	21,779,000
480306 SEWER CHRG HARBOR INDUST DISTRICT	82,651	-	-	-	-
480307 SBSA REFUNDABLE CREDIT IRS	-	-	-	-	-
480308 INCREASE/DECREASE IN AUTHORITY	1,282,387	-	(222,042)	-	-
TOTAL ENTERPRISE FUND ---->	22,477,871	21,267,200	21,053,658	22,266,800	22,266,800

OTHER REVENUE FUNDS

STORMWATER FUND (0015)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	136	7,500	7,500	8,600	8,600
480002 NPDES FEES	454,180	455,000	455,000	455,000	455,000
480034 2% TRASH	162,216	163,200	163,200	168,100	168,100
403003 MEASURE M	55,306	69,500	69,500	76,700	76,700
480019 LEVEE DIST	5,000	5,000	5,000	5,000	5,000
STORMWATER SUB TOTAL ---->	676,838	700,200	700,200	713,400	713,400

GRANTS-POLICE (0017)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
420102 SLESF	156,727	163,200	163,200	168,100	168,100
420109 INVESTMENT INCOME ALLOCATION	81	4,900	4,900	5,600	5,600
POLICE GRANTS SUB TOTAL ---->	156,808	168,100	168,100	173,700	173,700

SC LIBRARY TENANT (0095)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	352	28,800	28,800	33,000	33,000
409314 RENTS CONCESS - SBWMA	59,781	58,800	58,800	60,600	60,600
409316 RENTS CONCESS - STAR VISTA	138,487	139,200	139,200	143,400	143,400
409329 RENTS CONCESS - CHAMBER OF COMMERCE	-	-	-	-	-
440206 COST REIMB-CHARGING STATION	-	5,000	5,000	5,000	5,000
440202 COST REIMB-SC LIBRARY UTILITIES	27,854	39,600	39,600	40,800	40,800
440314 LIBRARY EXCESS FUNDS	1,114,626	-	-	-	-
SC LIBRARY TENANT SUB TOTAL ---->	1,341,101	271,400	271,400	282,800	282,800

OTHER REVENUE FUNDS TOTAL	2,174,746	1,139,700	1,139,700	1,169,900	1,169,900
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REVENUE DETAIL BY FUND

CAPITAL FUNDS

MEASURE A TRAFFIC CONGESTION (0014)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
401003 SAN MATEO COUNTY MEASURE A FUND	853,396	859,000	859,000	905,600	905,600
409102 INVESTMENT INCOME ALLOCATION	134	10,600	10,600	12,100	12,100
MEASURE A SUB TOTAL ---->	853,530	869,600	869,600	917,700	917,700
MEASURE W TRAFFIC CONGESTION FUND (0018)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
401004 1/2% SALES TAX MEASURE W	375,362	363,650	363,650	383,350	383,350
MEASURE W SUB TOTAL ---->	375,362	363,650	363,650	383,350	383,350
GAS TAX (0016)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
403003 MEASURE M	55,306	69,500	69,500	76,700	76,700
407025 DIRT HAULING PERMIT	148,027	21,700	21,700	22,400	22,400
407038 MORATORIUM STREET CUT	659	6,300	6,300	6,500	6,500
409102 INVESTMENT INCOME ALLOCATION	1,014	24,600	24,600	28,100	28,100
420201 DEPT OF TRANSPORTATION GRANT	374,278	575,000	150,260	-	-
440304 COST REIMBURSEMENT	226,120	60,000	60,000	40,000	40,000
470001 STATE GAS TAX 2105	153,578	171,900	171,900	177,100	192,100
470002 STATE GAS TAX 2106 CONSTRUCTIO	101,115	112,700	112,700	116,100	137,800
470003 STATE GAS TAX 2107 MAINTENANCE	207,818	218,800	223,800	225,400	243,400
470004 STATE GAS TAX 2107.5 ENGINEER	6,000	6,000	6,000	6,000	6,000
470005 STATE TRAFFIC CONGEST RELIEF	-	-	-	-	-
470006 STATE GAS TAX PROP 1B	-	-	-	-	-
470007 STATE GAS TAX 2103	201,119	263,800	268,600	271,700	296,700
470008 ST CODE 2032 SB1 RD MAIN REHAB	553,227	583,700	617,000	601,200	679,000
GAS TAX SUB TOTAL ---->	2,028,260	2,114,000	1,732,360	1,571,200	1,728,700
CAPITAL IMPROVEMENT PROJECTS (0025)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
401003 SAN MATEO COUNTY MEASURE A FUND	-	-	-	-	-
402009 PROPERTY TAX - ERAF REFUND	2,184,414	800,000	1,500,000	800,000	800,000
405005 FRANCHISE FEE- SBWMA FRANCHISE	2,161,694	2,300,000	2,300,000	2,400,000	2,400,000
407028 G PLAN SURCHARGE FEE	161,858	31,500	31,500	32,400	32,400
407031 TECHNOLOGY FEE	178,257	31,500	31,500	32,400	32,400
407040 TRAFFIC MITIGATION FEE	512,068	52,500	52,500	654,100	654,100
409102 INVESTMENT INCOME ALLOCATION	785	64,900	64,900	74,200	74,200
420501 GRANTS	1,114,429	274,000	3,714,212	-	3,610,447
440304 COST REIMBURSEMENT	-	230,000	230,000	-	-
480005 BIKE PATH PROGRAM FUNDING	-	-	-	-	-
480018 TRAFFIC MITIGATION FEE	-	300,000	300,000	-	-
480019 LEVEE DIST	33,657	30,000	30,000	30,000	30,000
480100 DONATIONS	879,036	125,000	125,000	125,000	125,000
CAPITAL IMPROVEMENT SUB TOTAL ---->	7,226,198	4,239,400	8,379,612	4,148,100	7,758,547
PARK IN-LIEU (0027)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	510	43,200	43,200	49,400	49,400
420303 COST REIMBURSEMENT	-	178,000	178,000	-	-
480401 IN LIEU PARK LAND DEDICATION FEE	152,389	105,100	105,100	108,300	108,300
480402 PARK FACILITY DEV FEE BEDROOM	194,212	136,000	136,000	140,100	140,100
480410 PARK & OPEN SPACE MAINTENANCE	20,000	-	-	-	-
PARK-IN-LIEU SUB TOTAL ---->	367,111	462,300	462,300	297,800	297,800
PARKING IN-LIEU (0028)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
407041 PERMIT PARKING	2,706	3,100	3,100	3,200	3,200
409102 INVESTMENT INCOME ALLOCATION	81	3,800	3,800	4,300	4,300
409308 RENTS CONCESS - SNEAKERS	360	-	-	-	-
480403 PARKING IN-LIEU FEE	76,169	-	-	-	-
PARKING IN-LIEU SUB TOTAL ---->	79,316	6,900	6,900	7,500	7,500



REVENUE DETAIL BY FUND

HOUSING IN-LIEU (0029)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	9,553	104,600	104,600	119,600	119,600
480404 AFFORDABLE HSG I LIEU FEE (BMR)	418,210	161,800	161,800	166,700	166,700
480409 COMMERCIAL LINKAGE FEE	1,943,280	200,000	200,000	5,100,000	5,100,000
420501 GRANTS	272,000	-	39,441	-	-
HOUSING IN-LIEU SUB TOTAL ---->	2,643,043	466,400	505,841	5,386,300	5,386,300

LOW-MOD HOUSING ASSET (0031)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	2,142	94,700	94,700	108,300	108,300
409202 INTEREST INCOME MORTGAGE LOAN	196,401	12,200	12,200	12,600	12,600
409319 RENT & CONCESS - 817 WALNUT	-	-	-	-	-
409330 RENTS CONCESS-633 ELM ST #305	35,620	19,600	19,600	20,200	20,200
480008 MISCELLANEOUS	-	-	-	-	-
482003 PROCEEDS FROM SC RESIDUAL NOTE	-	-	-	-	-
HOUSING IN-LIEU SUB TOTAL ---->	234,163	126,500	126,500	141,100	141,100

CAPITAL FUNDS TOTAL	13,806,984	8,648,750	12,446,763	12,853,050	16,620,997
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CITY DEBT SERVICE

SC LIBRARY BOND SERVICE (0093)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
402001 PROPERTY TAX - CURRENT SECURED	285,807	288,000	288,000	288,000	288,000
402002 PROPERTY TAX - CURR UNSECURED	14,465	10,000	10,000	10,000	10,000
402005 PROPERTY TAX - UNITARY	30,738	15,900	15,900	15,900	15,900
402007 PROPERTY TAX - SB813 SECURED	12,515	8,000	8,000	8,000	8,000
402011 HOMEOWNERS TAX RELIEF	1,104	1,500	1,500	1,500	1,500
409102 INVESTMENT INCOME ALLOCATION	188	14,500	14,500	16,500	16,500
LIBRARY BOND TOTAL ---->	344,816	337,900	337,900	339,900	339,900

INTERNAL SERVICE FUNDS

WORKERS COMP (0032)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	81	5,400	5,400	6,200	6,200
480501 WORKERS COMP REIMBURSEMENT	7,775	-	-	-	-
WORKERS COMP SUB TOTAL ---->	7,856	5,400	5,400	6,200	6,200

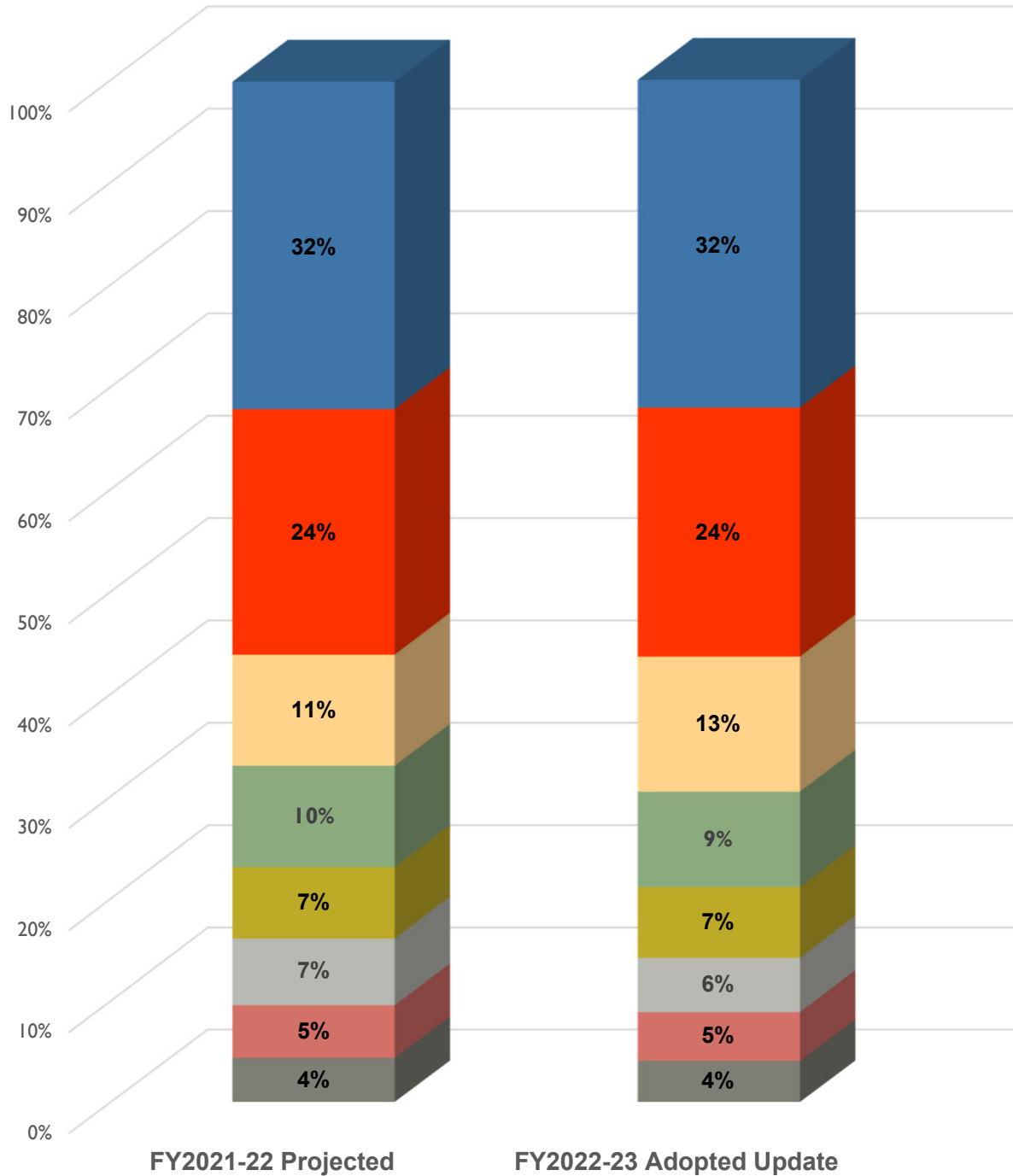
GENERAL LIABILITY (0033)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
420501 GRANTS	-	-	-	-	-
409102 INVESTMENT INCOME ALLOCATION	314	14,900	14,900	17,100	17,100
440306 COST REIMB - LIABILITY	7,951	-	-	-	-
GENERAL LIABILITY SUB TOTAL ---->	8,265	14,900	14,900	17,100	17,100

POST-EMPLOYMENT BENEFITS (0035)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
409102 INVESTMENT INCOME ALLOCATION	100	9,200	9,200	10,500	10,500
480504 CR-POST-EMPLOYMENT BENEFITS	981,700	684,700	684,700	784,900	784,900
POST-EMPLOYMENT BENEFITS SUB TOTAL ---->	981,800	693,900	693,900	795,400	795,400

INTERNAL SERVICE FUNDS TOTAL	997,921	714,200	714,200	818,700	818,700
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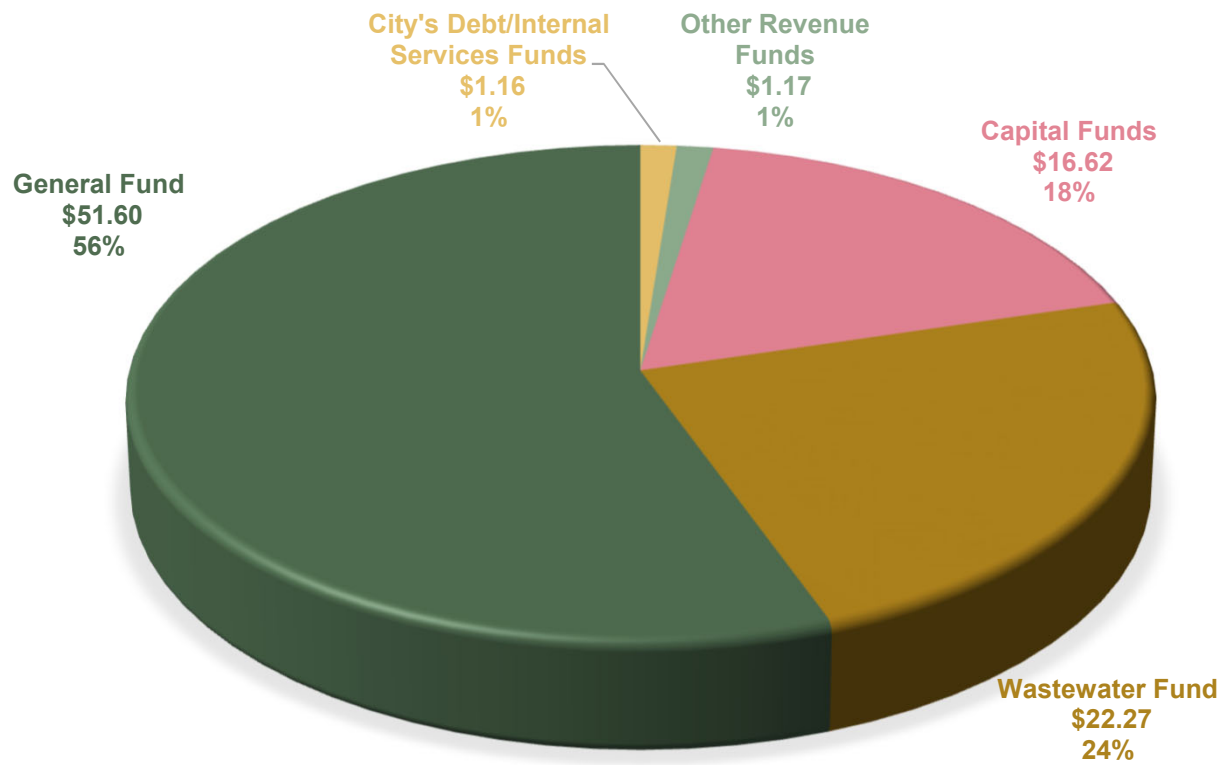
GENERAL FUND OPERATING REVENUES BY TYPE FY 2021-22 AND FY 2022-23



- Other
- Licenses & Permits
- Use of Money & Property
- Vehicle In-Lieu
- Fees for Service
- Other Taxes
- Sales Tax
- Property Tax

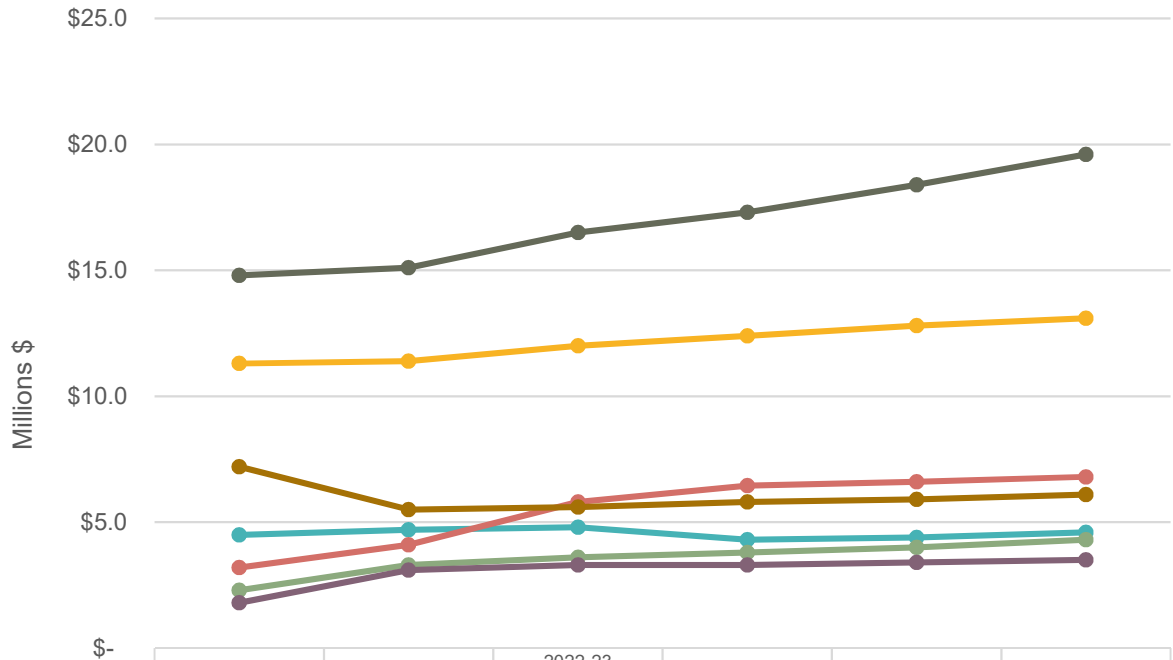


CITYWIDE REVENUES FY 2022-23 ADOPTED UPDATE





GENERAL FUND OPERATING REVENUE Multi-Year Comparison (Funds are Reflected in Millions)



	2020-21 Audited	2021-22 Projected	2022-23 Adopted Updated	2023-24 Forecasted	2024-25 Forecasted	2025-26 Forecasted
— Sales Tax	\$11.3	\$11.4	\$12.0	\$12.4	\$12.8	\$13.1
— Property Tax	\$14.8	\$15.1	\$16.5	\$17.3	\$18.4	\$19.6
— Fees for Service	\$4.5	\$4.7	\$4.8	\$4.3	\$4.4	\$4.6
— Vehicle In-Lieu	\$2.3	\$3.3	\$3.6	\$3.8	\$4.0	\$4.3
— Other Taxes	\$3.2	\$4.1	\$5.8	\$6.5	\$6.6	\$6.8
— Use of Assets	\$1.8	\$3.1	\$3.3	\$3.3	\$3.4	\$3.5
— Other	\$7.2	\$5.5	\$5.6	\$5.8	\$5.9	\$6.1



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**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

GENERAL GOVERNMENT	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
CITY COUNCIL	251,719	323,200	323,200	331,400	331,400
CITY MANAGER	1,612,178	2,243,800	2,243,800	2,382,600	2,694,500
CITY CLERK	426,275	575,250	575,250	651,950	661,600
CITY TREASURER	19,662	32,200	32,200	33,400	33,400
CITY ATTORNEY	424,355	576,700	576,700	597,000	597,000
ADMINISTRATIVE SERVICES	618,835	685,450	685,450	755,100	939,450
FINANCE	1,422,797	1,733,550	1,733,550	1,812,350	1,810,750
HUMAN RESOURCES	533,056	618,750	618,750	643,450	701,850
INFORMATION TECHNOLOGY	1,424,861	1,595,450	1,595,450	1,676,350	1,651,600
GENERAL FUND (NON-DEPARTMENTAL)	695,077	977,386	977,386	428,100	428,100
GENERAL GOVERNMENT SUB TOTAL ---->	7,428,814	9,361,736	9,361,736	9,311,700	9,849,650
COMMUNITY DEVELOPMENT	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
COMMUNITY DEVELOPMENT ADMINISTRATION	710,323	806,550	806,550	840,150	1,138,550
DEVELOPMENT AND PERMITTING	4,101,489	5,443,050	5,443,050	5,062,850	6,200,950
ECONOMIC DEVELOPMENT	635,080	986,800	986,800	1,022,600	1,022,900
COMMUNITY DEVELOPMENT SUB TOTAL ---->	5,446,892	7,236,400	7,236,400	6,925,600	8,362,400
PUBLIC SAFETY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
POLICE DEPARTMENT	9,997,918	11,172,000	11,172,000	12,098,500	12,098,500
FIRE DEPARTMENT	10,531,242	11,138,200	11,338,200	11,630,300	11,631,600
PUBLIC SAFETY SUB TOTAL ---->	20,529,160	22,310,200	22,510,200	23,728,800	23,730,100
PUBLIC WORKS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
PUBLIC WORKS ADMIN/ENGINEERING	1,861,220	2,688,150	2,688,150	2,791,550	3,543,350
FLEET	181,543	241,125	241,125	250,325	248,325
STREET MAINTENANCE	569,187	705,200	705,200	741,200	741,200
PARK MAINTENANCE	1,955,556	2,305,200	2,305,200	2,393,600	2,567,525
BUILDING MAINTENANCE	959,921	1,178,950	1,178,950	1,220,850	1,399,375
PUBLIC WORKS SUB TOTAL ---->	5,527,427	7,118,625	7,118,625	7,397,525	8,499,775
PARK & RECREATION	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
PARKS & RECREATION LEADERSHIP AND MANAGEMENT	491,782	573,350	573,350	639,350	887,750
ADULT SERVICES	477,369	846,350	846,350	990,200	900,800
ATHLETICS	210,495	450,200	450,200	507,100	512,200
PERSONAL AND FAMILY DEVELOPMENT	459,360	636,700	636,700	774,300	779,700
SPECIAL COMMUNITY EVENTS	60,139	644,950	644,950	930,000	936,700
YOUTH DEVELOPMENT	259,559	526,500	526,500	579,300	577,900
PARK & RECREATION SUB TOTAL ---->	1,958,703	3,678,050	3,678,050	4,420,250	4,595,050
GENERAL FUND (0001) TOTAL	40,890,997	49,705,011	49,905,011	51,783,875	55,036,975

**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

ENTERPRISE FUNDS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
WASTEWATER (SEWER) FUND (0006)	11,655,260	17,981,407	17,981,407	17,676,500	17,693,500
WASTEWATER FUND SUB TOTAL ---->	11,655,260	17,981,407	17,981,407	17,676,500	17,693,500

OTHER REVENUE FUNDS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
NPDES - STORMWATER (0015)	94,907	121,000	121,000	124,400	124,400
GRANTS-POLICE (0017)	150,000	250,000	250,000	157,600	157,600
LIBRARY TENANT REVENUE (0095)	291,045	1,524,585	1,524,585	303,900	453,900
OTHER REVENUE FUNDS SUB TOTAL ---->	535,952	1,895,585	1,895,585	585,900	735,900

OPERATION BUDGET TOTAL	53,082,209	69,582,003	69,782,003	70,046,275	73,466,375
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CAPITAL FUNDS:

REPLACEMENT/RESERVE (0010)	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
EQUIPMENT REPLACEMENT/RESERVE	213,719	1,720,000	2,608,881	263,000	263,600
TECHNOLOGY REPLACEMENT/RESERVE	63,719	80,000	135,128	300,000	335,400
REPLACEMENT FUNDS SUB TOTAL ---->	277,438	1,800,000	2,744,009	563,000	599,000

TRAFFIC MANAGEMENT	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
MEASURE A TRAFFIC CONGESTION (0014)	90,248	91,000	91,000	93,700	93,700
MEASURE W TRAFFIC CONGESTION (0018)	-	-	-	-	-
PARKING IN LIEU (0028)	2,273	64,738	64,738	65,000	65,000
TRAFFIC MANAGEMENT SUB TOTAL ---->	92,521	155,738	155,738	158,700	158,700

GAS TAX	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
GAS TAX (0016)	3,421,319	5,355,000	5,355,000	5,595,000	8,295,000
GAS TAX SUB TOTAL ---->	3,421,319	5,355,000	5,355,000	5,595,000	8,295,000

CAPITAL IMPROVEMENT	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
CAPITAL IMPROVEMENT PROJECTS (0025)	6,460,474	28,440,490	27,390,490	4,075,000	10,815,000
GENERAL CAPITAL SUB TOTAL ---->	6,460,474	28,440,490	27,390,490	4,075,000	10,815,000

PARK IN LIEU	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
PARK IN LIEU (0027)	295,592	826,124	826,124	-	-
PARK IN LIEU SUB TOTAL ---->	295,592	826,124	826,124	-	-

**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

AFFORDABLE HOUSING IN LIEU	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
HOUSING IN LIEU (0029)	438,405	5,600,266	5,620,666	498,700	524,300
HOUSING IN LIEU SUB TOTAL ---->	438,405	5,600,266	5,620,666	498,700	524,300

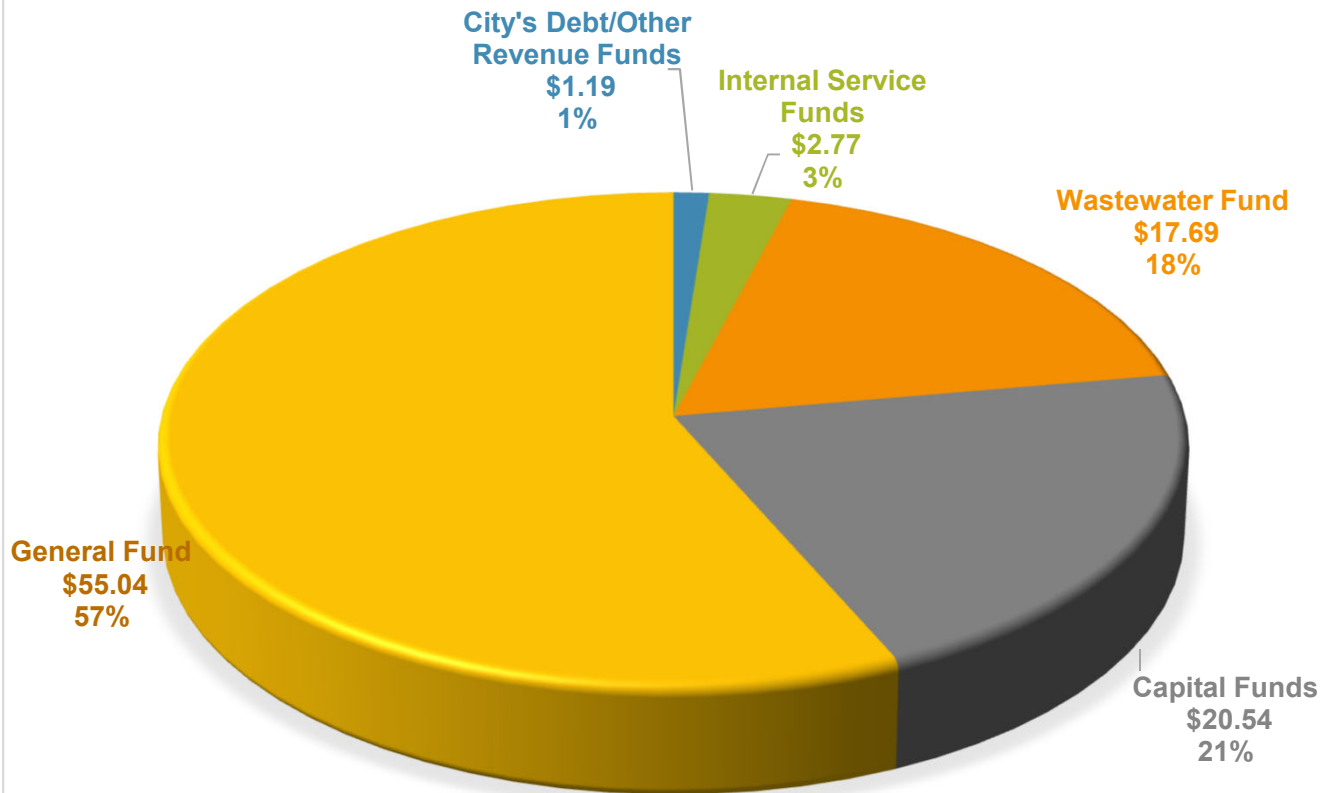
LOW MOD HOUSING ASSET	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
LOW MOD HOUSING ASSET (0031)	30,667	3,312,976	3,317,078	144,100	144,100
LOW MOD HOUSING ASSET SUB TOTAL ---->	30,667	3,312,976	3,317,078	144,100	144,100
CAPITAL FUNDS TOTAL	11,016,416	45,490,593	45,409,104	11,034,500	20,536,100

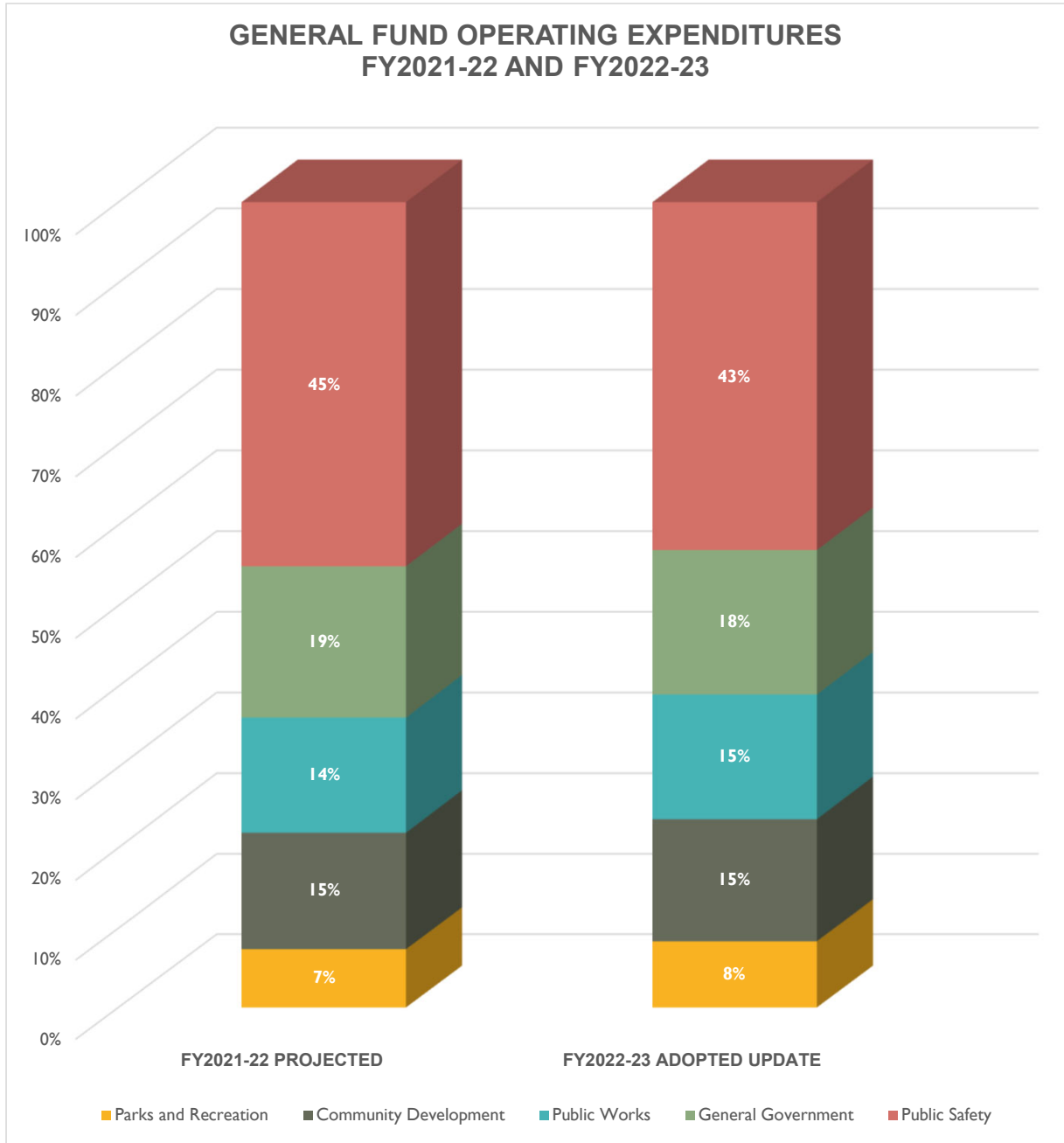
CITY DEBT SERVICE	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SC LIBRARY BOND SERVICE (0093)	428,905	442,800	442,800	457,800	457,800
CITY DEBT SERVICE SUB TOTAL ---->	428,905	442,800	442,800	457,800	457,800

INTERNAL SERVICE FUNDS	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
WORKERS COMPENSATION (0032)	153,753	211,800	211,800	271,000	271,000
GENERAL LIABILITY - RISK MANAGEMENT (0033)	1,107,622	1,469,300	1,469,300	1,537,100	1,537,100
POST-EMPLOYMENT BENEFITS (0035)	913,000	885,000	885,000	885,000	958,000
INTERNAL SERVICE FUND SUB TOTAL ---->	2,174,375	2,566,100	2,566,100	2,693,100	2,766,100



CITYWIDE EXPENDITURES FY 2022-23 ADOPTED UPDATE (FUNDS ARE REFLECTED IN MILLIONS)





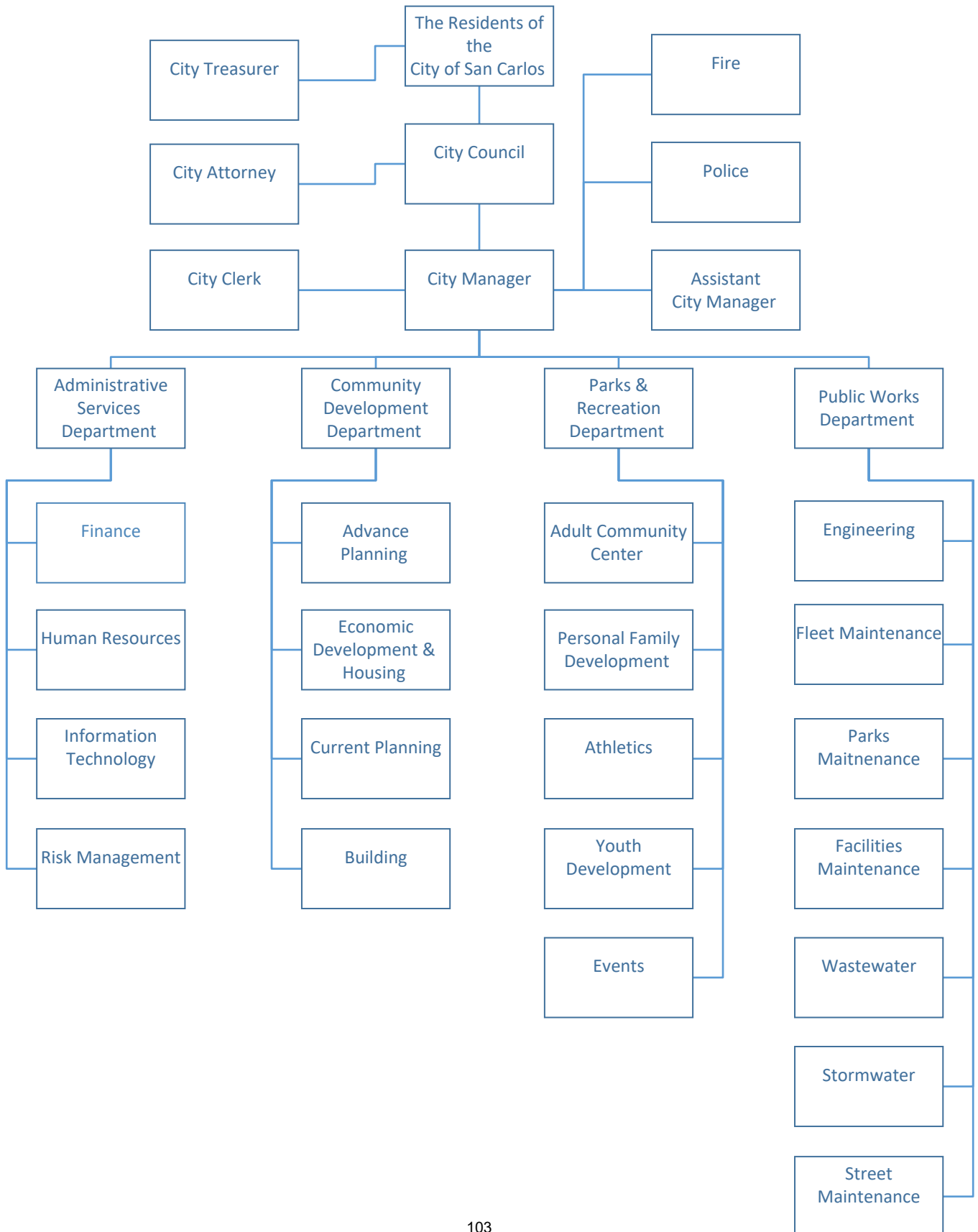


Operating Expenditures Multi-Year Comparison (in Millions)



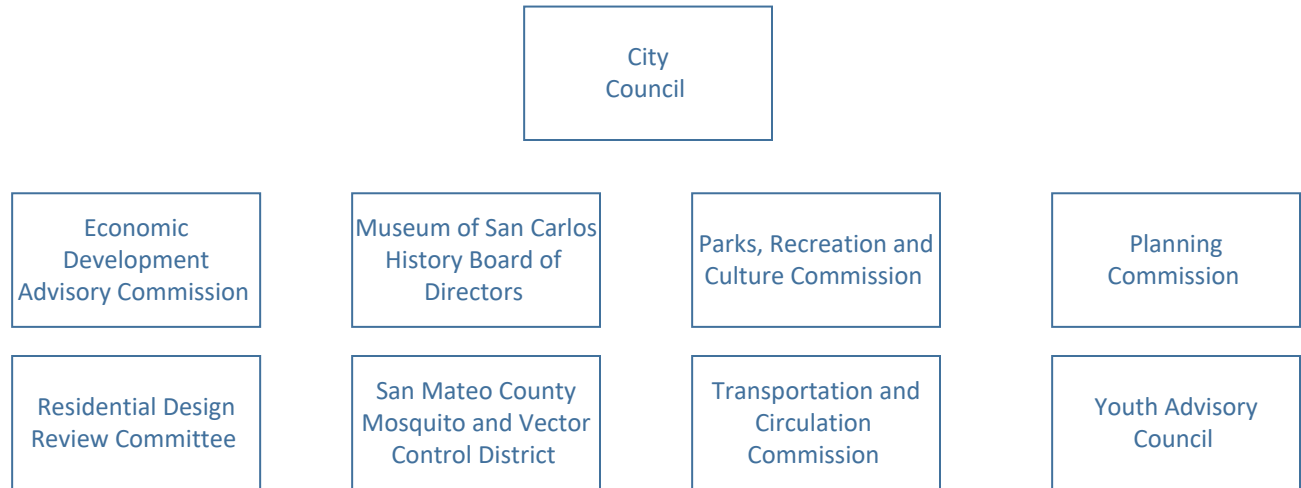
*FY 2019-20 expenditures included one-time costs for the payoff of unfunded liabilities

Organization Chart





City of San Carlos Boards, Commissions and Committees



City Council Regional JPAs, Boards & Committee Assignments

2+2 – City/ School District	Advance Life Support (ALS)	Age-Friendly Initiative Subcommittee	Airport Land Use Committee	Airport Roundtable	Association of Bay Area Governments	Belmont-San Carlos Fire Department
Caltrain Modernization Working Group	Chamber San Mateo County	Childcare Subcommittee	City County Association of Governments	City Selection Committee	Code of Conduct and Ethics Policy Subcommittee	Communication Subcommittee
Downtown Subcommittee	Economic Development Subcommittee	Emergency Services Council	Employee Recruitment and Retention Subcommittee	Four Corners Working Group	Grand Boulevard Initiative	Harbor Industrial Association
Home for All	Housing and Community Development Committee	Housing Committee	Housing Endowment & Regional Trust Board	Industrial Arts Subcommittee	League of California Cities	Library Governing Board JPA
Parks and Recreation Public Art Task Force	Peninsula Clean Energy JPA Board	Peninsula Congestion Relief Alliance	Transportation and Circulation Subcommittee	San Carlos Educational Foundation	San Mateo County Convention and Visitors Bureau	San Mateo County Council of Cities
Silicon Valley Clean Water	South Bayside Waste Management Authority					



MAJOR MUNICIPAL SERVICE LINES AND OPERATING PROGRAMS

The City of San Carlos is a municipal corporation providing a wide range of services and functions to San Carlos. Administrative Support Services are also provided to the City and operating departments. Following is a list of 60 specific services and functions, in the form of operating programs, which the City is currently providing.

ADMINISTRATIVE AND SUPPORT FUNCTIONS

A. CITY COUNCIL

City Leadership

- Legislation, Policy, and Budget

B. CITY MANAGER

Executive Management

- Management of City Operation
- Strategic Plan
- Community Engagement
- Climate Action Plan
- Interdepartmental and Interagency Sustainability Work
- Interdepartmental and Interagency Emergency Management Services Work

C. CITY ATTORNEY

General Legal Services

Litigation and Specialized Services

D. CITY CLERK

Council and City Manager Support

- Agenda Process Management & Meeting Support
- Elections Management
- Records Management

E. CITY TREASURER

- Financial Review and Oversight

F. ADMINISTRATIVE SERVICES

Administration/Risk Management

- Leadership and Management
- Risk Management

Financial Services

Human Resources

Information Technology

PUBLIC SERVICES

G. COMMUNITY DEVELOPMENT SERVICES

Leadership and Management

Development and Permitting Services

- Key Development Project Facilitation
- Code Enforcement

- Long Range Planning

Economic Development

Housing Compliance and Assistance

H. PARKS & RECREATION SERVICES

Leadership and Management

Athletics

Adult Services

Youth Development

Personal and Family Development

Special Community Events

I. POLICE SERVICES

Patrol Services

Investigations

Community Outreach

Traffic and Commerce

Parking Enforcement

Dispatch

J. FIRE SERVICE

Fire Suppression

Emergency Medical Service

Fire Prevention/Inspections

Public Assist Calls for Service

Rescue Response

Community Emergency Response Team (CERT)

Public Education/Community Outreach

K. PUBLIC WORKS SERVICES

Administration/Engineering

- Leadership and Management

- Sidewalks

- Traffic Engineering

- Parking

- Development and Permitting

- Capital Improvement Program

Facilities Maintenance

Fleet Maintenance

Parks Maintenance

Wastewater

Stormwater

Street Maintenance



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City Council

Organization Chart





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CITY COUNCIL DEPARTMENT

Mission

The City of San Carlos provides high-quality services and facilities to its residents in an equitable, sustainable, transparent, responsive, and friendly manner to foster an inclusive, safe, and healthy community now and in the future.

Organization

The Council is composed of five members who are elected at-large on a non-partisan basis for four-year staggered terms. The Mayor is appointed annually from amongst the Council.

Org Code

01101000

Dept #

1010

Description

The City Council is the governing body of the City. It provides community leadership, enacts laws, adopts resolutions, and establishes policies for the City government. The City Council also adopts a budget. The Mayor appoints members of the City Council to working committees.

The Mayor and the City Council represent the City of San Carlos on various local, regional, and state policy committees and commissions. The Council also reviews proposed State of California legislation and provides formal input into the legislative process.

The Council meets the second and fourth Monday of each month in formal, public sessions and occasionally in additional study sessions. All City Council meetings are open to the public and are streamed live on the City's website (www.cityofsancarlos.org). San Carlos residents who subscribe to Comcast cable television may also view the Council meetings on Comcast channel 27 and on AT&T Uverse Channel 99. City Council minutes and archives of the meetings are also posted on the City of San Carlos website for residents to review at www.sancarlosca.iqm2.com.



CITY COUNCIL DEPARTMENT

Program Name	City Leadership
Program Goals	<p>The goal of the Council is to provide leadership to the City organization to: foster a safe, diverse, welcoming, and engaged community that recognizes the importance of social equity; ensure fiscal responsibility and the sustainability of San Carlos' resources, infrastructure, and social/cultural environment; protect our physical environment from the threats of climate change; recognize and respect the needs and challenges of the community; demonstrate high ethical and professional standards, including high quality customer service; lead and manage effectively by engaging the community, thinking strategically, remaining proactive, and planning for the future; and support the well-being of employees, investing in their development, and aligning staffing and resources with the demand for City services</p>
Major Services	<ul style="list-style-type: none"> • Legislative activities to support San Carlos • Policy establishment and direction • Budget establishment and oversight to ensure fiscal sustainability • Serve on various regional boards • Provide leadership during emergency situations, such as COVID-19 • Serve the community through active engagement and leadership • Ensure that San Carlos remains a desirable, vibrant, equitable, inclusive, and business friendly community
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Proactively planned for future changes in land use, transportation, and economic development, including proposed market driven development projects and the assessment of potential impacts and opportunities • Encouraged and supported the creation of housing to provide a safe, inclusive, equitable, and affordable supply by facilitating development of housing for all income levels • Actively pursued plans and strategies for improving mobility, traffic, parking, transportation infrastructure, and street maintenance, while encouraging alternative modes of transportation to improve efficient, safe, and effective movement throughout the city • Encouraged and supported the creation of childcare facilities and promoted access to youth programming • Prepared for public safety emergencies such as wildfire, earthquake, flood, power, outage, school safety, and other potential community emergencies by developing and implementing risk mitigation and reduction strategies • Supported sustainability initiatives to address climate change

**FY 2022-23 Goals**

- Work with residents, property owners, stakeholders, business owners, committees, commissions, the Chamber of Commerce, and all other interested members of the community to develop a Northeast Area Specific Plan in response to continued development interest in the life sciences and biotechnology sectors and develop policies and strategies to incorporate housing as part of this new development.
- Actively encourage and support the creation of housing to provide a safe, inclusive, equitable, and affordable supply by facilitating development of housing for all income levels
- Pursue plans and strategies for improving mobility, traffic, parking, transportation infrastructure, and street maintenance, while encouraging alternative modes of transportation to improve efficient, safe, and effective movement throughout the city
- Encourage and support the creation of childcare facilities and promoted access to youth programming
- Make San Carlos a great place to mature and retire by fostering full participation of seniors in community life and promoting healthy and active aging.
- Work with residents, property owners, business owners, committees, commissions, the Chamber of Commerce, and all other interested members of the community to develop a plan to understand and ensure that the Downtown meets the needs of the community and businesses now and into the future.
- Support sustainability initiatives to address climate change. Continue to prepare for public safety emergencies, such as wildfire, earthquake, flood, power outage, school safety and other potential community emergencies by developing and implementing risk mitigation and reduction strategies

City Leadership Objective

Legislation, policy, and budget.

The City Council values public input into the decision making process, keeping residents informed, and using boards and committees for civic engagement and regional collaboration. Councilmembers participated in 35 regional boards. The City surveyed residents to gauge satisfaction with City services and found that the majority of the community has positive opinions about the City.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of boards and committees with City Council participation	42	36	37	37
% of residents who agree that the City is responsive to them*	80%	79%	80%	81%
% of residents satisfied with the City's efforts to provide municipal services*	83%	82%	83%	84%
% residents who indicate that they trust the City*	77%	78%	N/A	80%

* Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).



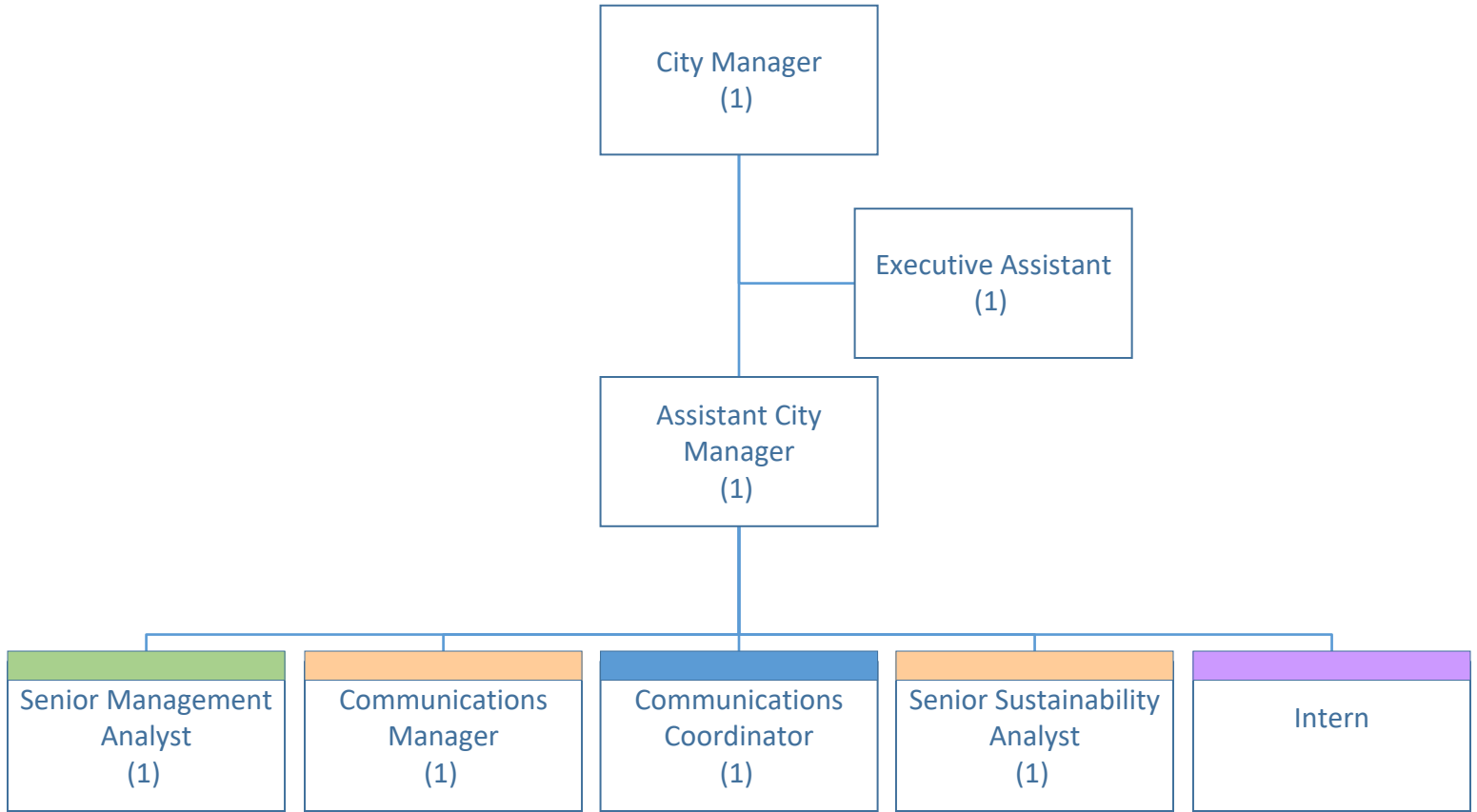
**CITY COUNCIL (01101000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	28,880	33,500	33,500	33,500	33,500
BENEFITS	106,400	120,000	120,000	126,000	126,000
PERSONNEL TOTAL ---->	135,280	153,500	153,500	159,500	159,500
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	1,932	800	800	800	800
PROFESSIONAL SERVICES	7,079	32,600	32,600	33,600	33,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	35,860	41,200	41,200	42,400	42,400
COMMUNITY RELATIONS	40,000	40,000	40,000	40,000	40,000
LOW INCOME SUBSIDY	31,568	55,000	55,000	55,000	55,000
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	100	100	100	100
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	116,439	169,700	169,700	171,900	171,900
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	251,719	323,200	323,200	331,400	331,400
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,100	2,200	2,200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	700	700	700	700	700
TRANSFER OUT TOTAL ---->	2,800	2,800	2,800	2,900	2,900
EXPENDITURES & TRANSFERS TOTAL ---->	254,519	326,000	326,000	334,300	334,300
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	23,600	24,100	24,100	24,800	24,800
ALLOCATIONS IN FROM NPDES	300	300	300	300	300
ALLOCATIONS IN FROM GAS TAX	1,600	1,600	1,600	1,600	1,600
ALLOCATIONS IN FROM WORK COMP	400	400	400	400	400
ALLOCATIONS IN FROM RISK MGT	800	800	800	800	800
TRANSFER AND ALLOCATIONS IN TOTAL ---->	26,700	27,200	27,200	27,900	27,900
REVENUE & TRANSFERS TOTAL ---->	26,700	27,200	27,200	27,900	27,900
GENERAL FUND NET EXPENSE (REVENUE) ---->	227,819	298,800	298,800	306,400	306,400



City Manager Department

Organization Chart



	New FY22-23
	Reclass
	Underfilled
	Seasonal Staff



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CITY MANAGER DEPARTMENT

Mission

Provide overall management of the City, execute Council policy, and insure that San Carlos remains the City of Good Living.

Organization

The Department is comprised of City Manager, Assistant City Manager, Senior Management Analyst, Communications Manager, Communications Coordinator, Senior Sustainability Analyst, and an Executive Assistant.

Org Code

01111000

Dept #

1110

Description

Under the direction of the City Manager, the City Manager Department consists of seven full-time regular employees. The staff in the department also serve in the following capacities:

- Board of Directors of IEDA
- Commute.org Supervisory Committee



CITY MANAGER DEPARTMENT

Program Name	Executive Management
Program Goals	<p>The first goal of the Executive Management program is to provide overall management of City operations, implement Council's strategic and policy directions, and ensure effective, efficient, and responsive services to the community in a financially sustainable manner.</p> <p>The second goal of the Executive Management program is related to Community Engagement. The goal is to reach out to the community on City-related matters that serve the community and to demonstrate transparency and inclusivity in the pursuit of civic governance. Includes managing media relations, the City's website, e-notify, videos, social media, the City newsletters and postcards, the City cable channels, and billboards. Coordinate with community groups and volunteers so the community is well informed and engaged in events, services, proposed developments, projects, and local issues and can provide input to the City.</p> <p>The third goal of the Executive Management program is related to Green Initiatives, Programs & Climate Protection. The goal is to develop and manage plans, projects, and programs that comply with State regulations, address climate change and adaptation and attain the stated environmental goals of the City Council and community.</p> <p>The fourth goal of the Executive Management program is related to Emergency Management Services. The goal is based on the Council's strategic to prepare for public safety emergencies, such as wildfire, earthquake, flood, and other emergencies by developing and implementing risk mitigation and reduction strategies. The Executive Management program oversees the planning of these strategies in partnership with other departments.</p>
Major Services	<ul style="list-style-type: none"> • Manage overall City operations, departments, and programs • Provide Council support • Oversee community relations and engagement, public information, social media, and website • Develop and manage the Council's strategic plan • Manage special projects and initiatives • Oversee the Climate Action Plan and sustainability programs • Direct the activities of staff and consultants to plan and respond to an emergency, such as COVID-19
FY 2021-22 Accomplishments	<p>Diversity & Inclusion. Fostered a safe, diverse, and engaged community and reinforced our values as a Welcoming City for all. In 2021, the City implemented and hosted its first-ever series of Pride Month Conversations and the City Council declared/designated:</p> <ul style="list-style-type: none"> ➤ February as Black History Month. ➤ March 24 as Equal Pay Day, recognizing gender inequity in employee pay. ➤ September 15 through October 15 as Hispanic and Latinx Heritage Month. ➤ November 14 through 20 as United Against Hate week. <p>In addition, the City sponsored a Racial Justice program, a 21-Day Social & Racial Equity Challenge, and a Poetry Slam led by the San Carlos Community Foundation.</p>



	<p>Emergency Planning. Adopted the San Mateo County Multijurisdictional Local Hazard Mitigation Plan and the City of San Carlos Annex, and subsequently obtained Federal Emergency Management Agency (“FEMA”) approval.</p> <p>Sustainability. Adopted the Climate Mitigation and Adaptation Plan (update of the 2009 Climate Action Plan) to include a set of 33 greenhouse gas reduction strategies, 12 climate adaptation strategies, and a planning horizon out to 2050. Adopted a Disposable Food Ware Ordinance limiting the unnecessary distribution of single-use plastic food ware.</p> <p>COVID-19 Pandemic Response. Provided COVID-19 information and outreach to the community related to testing and vaccinations, County Health Orders and CDC guidelines, and support programs for individuals and businesses.</p>
<p>FY 2022-23 Goals</p>	<ul style="list-style-type: none"> • Continue to support the communication of City departments, local partners, and non-profits to benefit the San Carlos community • Find new and creative ways to expand and improve community engagement and involvement through communication, particularly related to Council’s strategic goals • Complete and implement the Climate Mitigation and Adaptation Plan and other climate related activities • Coordinate emergency management services related to wildfire, public safety, planning, and animal services

<p>Management of City Operations Objective 1</p>	<p>Management of City departments, programs, and contracts.</p> <p>Results from the community satisfaction survey conducted in 2021 reported high resident satisfaction with City services. We’ve continued efforts to maintain this high level of satisfaction.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
Community Satisfaction Survey Conducted*	Yes	Yes	No	Yes
% of residents finding City staff professional*	93%	89%	N/A	89%
% of residents satisfied with City services*	83%	82%	N/A	82%

* Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).

<p>Strategic Plan Objective 2</p>	<p>Creation and management of the City Council adopted strategic plan, its objectives, and work plans.</p> <p>The strategic plan tasks are in addition to the day to day operations of the City.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of citywide strategic plan tasks undertaken	6	46	44	46



Community Engagement Objective 3

Community Engagement.

The community survey in 2021 found high resident satisfaction with the City's efforts in keeping residents engaged. The number of social media followers is expected to steadily increase. Staff responded to a large number of requests through the Inform San Carlos portal and expects the number of requests to increase. The performance measures tracked ensure that we continue to focus on engaging the community.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of residents who are satisfied with the City's communications efforts*	82%	82%	N/A	84%
# of Facebook and Twitter Postings				
<i>Facebook</i>	442	667	600	600
<i>Twitter</i>	429	883	800	800
# of Facebook likes and Twitter followers				
<i>Facebook likes</i>	5,286	5,875	5,950	6,025
<i>Twitter followers</i>	7,800	7,918	8,000	8,050
# of City related Nextdoor Postings	157	136	150	175
# of Instagram followers	1,924	2,070	2,150	2,225
# eNotify Subscribers	13,865	13,974	14,050	14,100
# of eNotify subscription topics available	53	51	51	51
# of Shape San Carlos subscribers	1,800	1,875	1,900	1,900
# of Shape San Carlos topics posted	4	5	5	5
# of news releases sent	31	29	30	30
# of requests handled by Inform San Carlos	1,956	2,040	2,000	2,000
Average # of days to resolve requests	21.65	17.2	17.2	17.2

* Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).

Climate Action Plan Objective 4

Climate Action Plan (CAP) – updates and implementation.

Through the department's implementation of the CAP, 21 climate action plan items were monitored and waste disposal rates were below State targets. The new Climate Mitigation and Adaptation Plan ("CMAP") adopted in FY 2022 contains 45 climate mitigation and adaptation strategies.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of climate action items monitored	21	21	45	45
Residential Annual per Capita Disposal below State Target	Yes	Yes	Yes	Yes
Commercial Annual per Employee waste disposal below State targets	Yes	Yes	Yes	Yes



Interdepartmental and Interagency Sustainability Work Objective 5

Interdepartmental and interagency sustainability work: implement measures; report on greenhouse gas inventories (available only for certain years); collaborate with regional agencies; and prepare the Annual CAP Update.

The City Manager's department continued to inform residents on green initiatives and was able to maintain greenhouse gas reductions with the implementation of the CAP.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of postings on green initiatives	161	191	190	190
% reduction in greenhouse gases community wide since 2005	25% as of 2018	25% as of 2018	25% as of 2018	25% as of 2018
% reduction in greenhouse gases by municipal government since 2005	26% as of 2018	26% as of 2018	26% as of 2018	26% as of 2018

Interdepartmental and Interagency Emergency Management Services Work Objective 6

Interdepartmental and interagency emergency management services work: develop plans, oversee training and exercises, and prepare the City Emergency Operations Center, City facilities, and staff for emergencies; collaborate with regional agencies, including the County and partner agencies to prepare regional plans and response and partner to provide improved services; and prepare emergency plans and reports.

The City Manager's department oversaw the City's COVID-19 emergency response under Council leadership; developed a Zero Power Communications Plan; prepared facilities and supplies to support the community; and developed materials mailed out to the community to guide them in an emergency.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of emergency related postings	528	490	450	375
% of residents satisfied with City emergency planning/preparation*	88%	85%	N/A	88%

* Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).

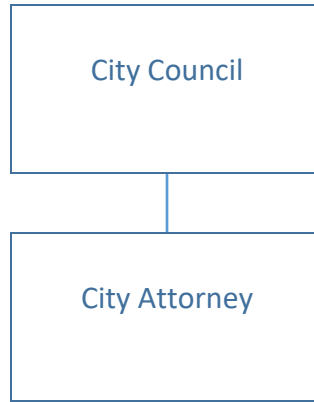
**CITY MANAGER (01111000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	936,911	999,000	999,000	1,032,000	1,174,000
BENEFITS	447,672	497,700	497,700	532,800	602,700
PERSONNEL TOTAL ---->	1,384,583	1,496,700	1,496,700	1,564,800	1,776,700
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	3,722	8,000	8,000	8,200	8,200
PROFESSIONAL SERVICES	211,123	720,300	720,300	749,700	849,700
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	3,530	13,000	13,000	23,400	23,400
COMMUNITY RELATIONS	9,219	1,000	1,000	31,600	31,600
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	300	300	300	300
EQUIPMENT MAINTENANCE	-	500	500	500	500
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	227,595	743,100	743,100	813,700	913,700
CAPITAL OUTLAY	-	4,000	4,000	4,100	4,100
CAPITAL OUTLAY TOTAL ---->	-	4,000	4,000	4,100	4,100
EXPENDITURES TOTAL ---->	1,612,178	2,243,800	2,243,800	2,382,600	2,694,500
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	12,700	13,000	13,000	13,400	13,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,900	4,000	4,000	4,100	4,100
TRANSFER OUT TOTAL ---->	16,600	17,000	17,000	17,500	17,500
EXPENDITURES & TRANSFERS TOTAL ---->	1,628,778	2,260,800	2,260,800	2,400,100	2,712,000
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	25,543	120,000	120,000	120,000	120,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	25,543	120,000	120,000	120,000	120,000
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	201,700	205,700	205,700	211,900	211,900
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,300
ALLOCATIONS IN FROM GAS TAX	7,600	7,800	7,800	8,000	8,000
ALLOCATIONS IN FROM WORK COMP	3,100	3,200	3,200	3,300	3,300
ALLOCATIONS IN FROM RISK MGT	5,700	5,800	5,800	6,000	6,000
TRANSFER AND ALLOCATIONS IN TOTAL ---->	219,400	223,800	223,800	230,500	230,500
REVENUE & TRANSFERS TOTAL ---->	244,943	343,800	343,800	350,500	350,500
GENERAL FUND NET EXPENSE (REVENUE) ---->	1,383,835	1,917,000	1,917,000	2,049,600	2,361,500



City Attorney Department

Organization Chart





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CITY ATTORNEY DEPARTMENT

Mission

Provide the City, the City Council, and City staff with prompt, high quality, and efficient legal services.

Organization

The Department is comprised of a City Attorney under contract with Gregory J. Rubens as the City Council appointed City Attorney, who is employed by Burke, Williams, & Sorensen, LLP (“Burke”). The contract includes legal services and all office costs, including: paralegal; secretarial; clerical; law library; and, contract services.

Org Code

01151000

Dept #

1510

Description

In consultation with the City Manager, the City Attorney Department consists of one full-time regular employee.

Other attorneys with Burke perform duties for the City or serve as the Deputy City Attorney from time to time. Connor Hyland is the Deputy City Attorney appointed by the City Attorney for back up. Other Burke attorneys may handle work related to development, CEQA, the Brown Act, the Public Records Act, elections, and code enforcement, and are supervised by the City Attorney or assigned to Deputy City Attorney Connor Hyland.



CITY ATTORNEY DEPARTMENT

Program Name	General Legal Services, Litigation and Specialized Services
Program Goals	The goal of the Legal Services, Litigation, and Specialized Services Program is to provide leadership, oversight, and support to ensure that the City organization, including City officials, management, and staff, receive high quality legal support. This goal includes litigation and specialized services to evaluate, analyze, and make recommendations to the City Manager and City Council with the goal of reducing litigation costs, claims liabilities, and cost of lawsuits.
Major Services	<ul style="list-style-type: none"> • Advising staff and reviewing contracts • Attending City Council and most Planning Commission meetings • Participating in strategic planning for the City • Participating in negotiation and development projects • Participating in litigation involving the City • Drafting ordinances and resolutions • Overseeing code enforcement • Ensuring Public Records Act and Brown Act compliance • Overseeing election law • Participating in emergency management operations, such as COVID-19
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Participated in preparing and presenting several Urgency Ordinances for Trees, SB-9 projects, and Northeast Planning Area • Drafted or assisted in preparing ordinances related to below market rate housing and accessory dwelling units • Participated in ongoing issues concerning projects in the city including the Meridian 25 project and Alexandria projects • Addressed Sheriff code compliance issues; (code enforcement matters, in park after dark; solicitation complaints, sleeping in vehicles; COVID-19 compliance complaints; dog and animal complaints) • Monitored liability claims with PLAN JPA appointed defense counsel, including significant claims involving wrongful death on San Carlos Avenue, dangerous conditions claims • Supported the City's COVID-19 pandemic response • Supervised outside counsel on eminent domain matter and negotiated with owner on price (1232 Cherry), resulting in a settlement • Advised on legal matters handled through the office (Staff investigations; Redwood City Fire Contract review; Sheriff's Office Contract; County code enforcement contract; Transit Village completion; zoning issues; and code enforcement) • Proactively addressed citizen concerns and issues, including easements, boundaries, development, and tree maintenance • Provided advice and guidance on settlement of the Crestview suit and 525 Skyway Covid-19 claim • Provided advice on PG&E line 147 issues at Appian Way • Addressed Eucalyptus Avenue holiday issues for 2021, including new City authorized program and resident concerns • Participated in downtown planning subcommittee and Council discussions • Negotiated new digital billboard • Advised on sports field lighting project • Managed and monitored outside counsel on a Polychlorinated Biphenyls ("PCB") litigation claim

**FY 2022-23 Goals**

- Implement the Strategic Plan
- Draft new ordinances as mandated by state or federal law or as directed by the City Council
- Advise on the many residential and commercial housing projects being proposed
- Work and advise on establishing process and implementation for the East Side Innovation District Visioning Plan
- Assist in the development of affordable housing projects and units
- Advise the Fire Department concerning disaster preparedness and fire issues
- Monitor legislation, claims, and litigation
- Monitor and advise on response and reopening after COVID-19 emergency ends
- Update the municipal code
- Monitor and negotiate amendments and updates with Redwood City and the Sheriff for fire and police services and code enforcement contracts
- Assist the City Council and staff by providing prompt and effective legal representation with emphasis on cost effective solutions or appropriate defense with proactive advice on issues facing the City
- Assist and provide legal advice for Downtown Laurel
- Advice on major development projects such as Alexandria, 642 Old County Road, and 405 Industrial
- Monitor moratoria and interim ordinances imposed by the City Council

General Legal Services, Litigation and Specialized Services Objective

Prompt and effective legal review related to legal inquiries and official documents, such as contracts, ordinances, resolutions, agreements, etc. Includes legal support to all City departments, litigation review and support, advising City Council, staff and commissioners, and managing unanticipated or specialized legal services.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of legal updates provided	1	3	2	2
\$ of contract counsel services monitored	\$36,092	\$39,639.86	\$55,000	\$60,000
Total \$ spent on code enforcement	\$60,315	\$35,595.08	\$60,000	\$50,000
Total # of code enforcement cases	53	53	50	50
# of cases handled in-house	63	61	60	60
# of cases settled	5	5	8	5
Hours spent on public information requests	136	105	125	125
Total \$ spent on public information requests	\$38,392	\$30,030	\$35,000	\$40,000



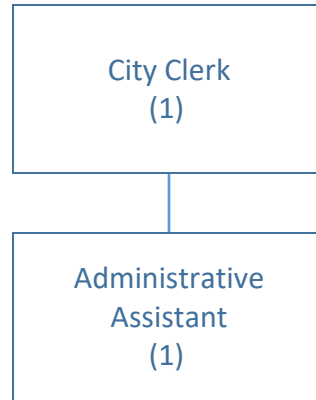
**CITY ATTORNEY/LEGAL SERVICES (01151000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	48,704	44,300	44,300	48,600	48,600
PERSONNEL TOTAL ---->	48,704	44,300	44,300	48,600	48,600
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	375,651	532,400	532,400	548,400	548,400
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	375,651	532,400	532,400	548,400	548,400
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	424,355	576,700	576,700	597,000	597,000
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	500	500	500	500	500
TRANSFER OUT TOTAL ---->	500	500	500	500	500
EXPENDITURES & TRANSFERS TOTAL ---->	424,855	577,200	577,200	597,500	597,500
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	6,484	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	6,484	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	158,900	162,100	162,100	167,000	167,000
ALLOCATIONS IN FROM NPDES	2,500	2,600	2,600	2,700	2,700
ALLOCATIONS IN FROM GAS TAX	14,200	14,500	14,500	14,900	14,900
ALLOCATIONS IN FROM WORK COMP	4,800	4,900	4,900	5,000	5,000
ALLOCATIONS IN FROM RISK MGT	18,000	18,400	18,400	19,000	19,000
TRANSFER AND ALLOCATIONS IN TOTAL ---->	198,400	202,500	202,500	208,600	208,600
REVENUE & TRANSFERS TOTAL ---->	204,884	202,500	202,500	208,600	208,600
GENERAL FUND NET EXPENSE (REVENUE) ---->	219,971	374,700	374,700	388,900	388,900



City Clerk Department

Organization Chart





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CITY CLERK-COMMUNITY RELATIONS DEPARTMENT

Mission

Provide the residents of San Carlos, the City Council, and staff with access to public records and ensure all facets of agenda preparation, public meetings, and municipal elections are conducted according to State law.

Organization

The Department is comprised of the Director of Community Relations/City Clerk and an Administrative Assistant.

Org Code

01121000

Dept #

1210

Description

Under the direction of the Director of Community Relations/City Clerk, the City Clerk Department consists of two full-time employees.



CITY CLERK-COMMUNITY RELATIONS DEPARTMENT

Program Name Council and City Manager Support

Program Goals	<p>The goal of this program is to: facilitate the Council agenda process for the City Manager and support the Council during its meetings; facilitate the legislative process in compliance with legal requirements for timely notifications and open meetings; oversee the contract with the County of San Mateo for municipal elections according to State law and assist and orient local candidates; coordinate and monitor permanent, non-permanent, and historical records; and respond to requests for public information in accordance with the City's records retention schedule and State law.</p>
Major Services	<ul style="list-style-type: none"> • Agenda process management and meeting support • Administration of municipal elections • City Council/Treasurer candidate assistance and orientation • Research and retrieval of records • Maintenance of the City's records retention schedule • Recruitment management for the City's Commissions • New Commissioner orientation • Compliance Officer for the Fair Political Practices Commission • Management of the Citywide volunteer program • Mailroom management for all departments
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Procured a Public Records Act ("PRA") Request system. Implemented the system and trained all users • Processed over 450 PRA Requests • Managed Commission recruitments and oriented three new commissioners • Processed over 100 Resolutions and 8 Ordinances • Processed over 35 Proclamations and Certificates • Worked with vendor to digitize archived Planning Records • Continued to maintain the City's Do Not Knock and Refusal of Consent Registries • Ensured City Officials' compliance with Ethics Training (AB1234) and Fair Political Practices Commission's Statement of Economic Interest Statements • Provided new and refresher trainings on Agenda Management System (MinuteTraq) and Document Management System (OnBase) for employees • Updated the Citywide Records Retention Schedule • Scheduled and coordinated seven Farmers' Market City booths • Secured a new vendor for broadcasting and video production of City Council and Planning Commission Meetings • Secured a five-year contract for postage machine and maintenance • Hosted a Council of Cities Meeting • Secured a vendor for Legal Ad Services through a Request for Proposal ("RFP") Process • Conducted an RFP for an Agenda and Meeting Management System, procured a vendor, and began implementation
FY 2022-23 Goals	<ul style="list-style-type: none"> • Conduct a Municipal Election for three City Council seats and work with County to secure Vote Centers and Ballot Box Drop-offs in the City • Complete the implementation of a new Agenda and Meeting Management System and train all users • Continue to manage and coordinate the digitization of archived Planning Records • Secure a new vendor for broadcasting and video production of City Council and Planning Commission Meetings and special events through an RFP Process



**Agenda Process
Management and
Meeting Support
Objective 1**

Agenda Process Management, Meeting Support, and Management of Commission appointment process.

The City Clerk's Department provides meeting support to the City Council and Oversight Board to the Successor Agency, which includes preparation of agenda packets and post meeting records (i.e., minutes, resolutions, ordinances, contracts) and publishing meeting videos (if applicable). Timely preparation of agendas, post meeting materials, and meeting videos are essential in providing transparency to the public.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of Regular meeting agendas published three days in advance of meeting	100%	100%	100%	100%
% of Council meeting videos posted within 24 hours of meeting	100%	100%	100%	100%
% of minutes approved within three regular meetings	97%	100%	100%	100%
# of agendas prepared	39	34	36	36
# of public meetings supported	35	30	33	33
# of resolutions processed	93	104	100	100
# of ordinances processed	13	10	8	10
# of proclamations and certificates prepared	43	36	40	40
# Board/Commission recruitments	0	5	3	2
# Commissioners oriented	0	8	3	2

**Elections
Management
Objective 2**

Elections management and support.

Elections give our community a voice in government. As the City's Elections Official, the City Clerk is trusted to submit accurate and timely information about candidates and ballot measures for the public to make informed decisions with their votes.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of elections held without error	NA	100%	N/A	100%
% of candidate nominations packets compiled on time	NA	100%	N/A	100%
# of elections coordinated	0	1	0	1
# of interested candidates assisted	0	9	0	3
# of measures on the ballot	0	0	0	0



**Records
Management
Objective 3**

Management of City records and public records requests.

The City Clerk's Department serves as the Records Manager for the City and as such, coordinates all public records requests and assists with research and retrieval of records. Timely response to public records requests is a priority as it is not only legally mandated, but provides high quality public service.

By digitizing long-term and permanent records, staff and the community have easy access to more records and are able to perform their own searches to locate records faster.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of Public Record Act requests responded to within legal time frames	100%	100%	100%	100%
# of public record requests responded to	472	468	450	450
# of long-term and permanent records (from stored boxes) added to City's electronic document management system	70	28	25	50
# of records boxes stored off-site	618	493	450	380

CITY CLERK (01121000)
BUDGET SUMMARY

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	231,444	244,250	244,250	251,450	251,450
BENEFITS	118,610	133,600	133,600	142,700	142,500
PERSONNEL TOTAL ---->	350,054	377,850	377,850	394,150	393,950
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	15,486	91,100	91,100	93,800	93,800
PROFESSIONAL SERVICES	53,779	93,800	93,800	151,300	161,150
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	680	5,100	5,100	5,100	5,100
COMMUNITY RELATIONS	6,275	7,400	7,400	7,600	7,600
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	76,221	197,400	197,400	257,800	267,650
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	426,275	575,250	575,250	651,950	661,600
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,200	4,300	4,300	4,400	4,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,300	1,300	1,300	1,300	1,300
TRANSFER OUT TOTAL ---->	5,500	5,600	5,600	5,700	5,700
EXPENDITURES & TRANSFERS TOTAL ---->	431,775	580,850	580,850	657,650	667,300
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	2,810	1,000	1,000	1,000	1,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	2,810	1,000	1,000	1,000	1,000
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	80,600	82,200	82,200	84,700	84,700
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,300
ALLOCATIONS IN FROM GAS TAX	7,400	7,500	7,500	7,700	7,700
ALLOCATIONS IN FROM WORK COMP	2,400	2,400	2,400	2,500	2,500
ALLOCATIONS IN FROM RISK MGT	6,900	7,000	7,000	7,200	7,200
TRANSFER AND ALLOCATIONS IN TOTAL ---->	98,600	100,400	100,400	103,400	103,400
REVENUE & TRANSFERS TOTAL ---->	101,410	101,400	101,400	104,400	104,400
GENERAL FUND NET EXPENSE (REVENUE) ---->	330,365	479,450	479,450	553,250	562,900



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City Treasurer

Organization Chart

City Treasurer
(Elected)



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CITY TREASURER DEPARTMENT

Mission

Entrusted by the residents to review spending and ensure safe management of monetary funds, monitor and increase investment potential, minimize financial risks, and safeguard the City's fiscal obligations to ensure that residents and businesses continue to prosper.

Organization

The department is staffed by an elected City Treasurer (by the voters of San Carlos.) The Treasurer oversees internal controls and safety of the City's money, as well as that for contracted outside agencies. This department works closely with the Finance Division to meet the shared goals of appropriate internal controls, prudent investments, and cost effective financial services.

Org Code

01141000

Dept #

1410

Description

The City Treasurer provides an accountability of City funds to the public and promotes best practice financial processes and internal controls related to the investment, security, and conservative spending of the City's money in accordance with the City and Agency budgets.



CITY TREASURER DEPARTMENT

Program Name	Financial Review and Oversight
Program Goals	The goal of the Financial Review and Oversight program is to provide advice and counsel on City investments and hiring of an independent auditor who reviews the City's finances and performs other financial consulting services.
Major Services	<ul style="list-style-type: none"> • Review and sign payroll and vendor warrants • Provide investment advice as appropriate • Respond to rating agencies and public inquiries on financial data • Participate in professional development training focused on the City Treasurer's duties, responsibilities, and operational efficiency programs • Research and prepare lien release notices • Participate in special financial projects with the Finance division as needed • Conduct internal control and financial efficiency reviews • Serve as a member of the City's and the City/County Association of Governments' (C/CAG) investment committees
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Updated the City of San Carlos Investment Policy • Investments earned \$982,530 at a weighted average yield of 0.85% for the fiscal year ended June 2021 • Reviewed and approved payroll and accounts payable invoices • Processed lien release requests within 24 to 48 hours of request
FY 2022-23 Goals	<ul style="list-style-type: none"> • Process lien release requests within 24 to 48 hours of request • In collaboration with Finance Division: <ul style="list-style-type: none"> - Maintain and strengthen internal controls - Review, update, and implement the City's Investment Policy - Thorough, timely review and approval of payroll and accounts payable warrants

Financial Review and Oversight **Objective**

Ensure safety of investments and maximize interest income.

The City Treasurer provides independent review and oversight to the management of investments of the City and C/CAG. Through working with the City's Finance division, the following benchmarks show the City's ability to meet the primary objective of the Investment Policy, which is the safety of principal while maintaining liquidity to meet cash flow needs.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of months in compliance with the City's Investment Policy	12	12	12	12
Total investment earnings	\$2,223,264	\$982,530	\$832,000	\$2,101,600



**CITY TREASURER (01141000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	6,276	6,700	6,700	6,700	6,700
BENEFITS	12,931	24,000	24,000	25,200	25,200
PERSONNEL TOTAL ---->	19,207	30,700	30,700	31,900	31,900
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	455	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	1,500	1,500	1,500	1,500
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	455	1,500	1,500	1,500	1,500
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	19,662	32,200	32,200	33,400	33,400
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	400	400	400	400	400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	100	100	100	100	100
TRANSFER OUT TOTAL ---->	500	500	500	500	500
EXPENDITURES & TRANSFERS TOTAL ---->	20,162	32,700	32,700	33,900	33,900

REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	10,300	10,500	10,500	10,800	10,800
ALLOCATIONS IN FROM NPDES	200	200	200	200	200
ALLOCATIONS IN FROM GAS TAX	900	900	900	900	900
ALLOCATIONS IN FROM WORK COMP	100	100	100	100	100
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	11,500	11,700	11,700	12,000	12,000
REVENUE & TRANSFERS TOTAL ---->	11,500	11,700	11,700	12,000	12,000
GENERAL FUND NET EXPENSE (REVENUE) ---->	8,662	21,000	21,000	21,900	21,900

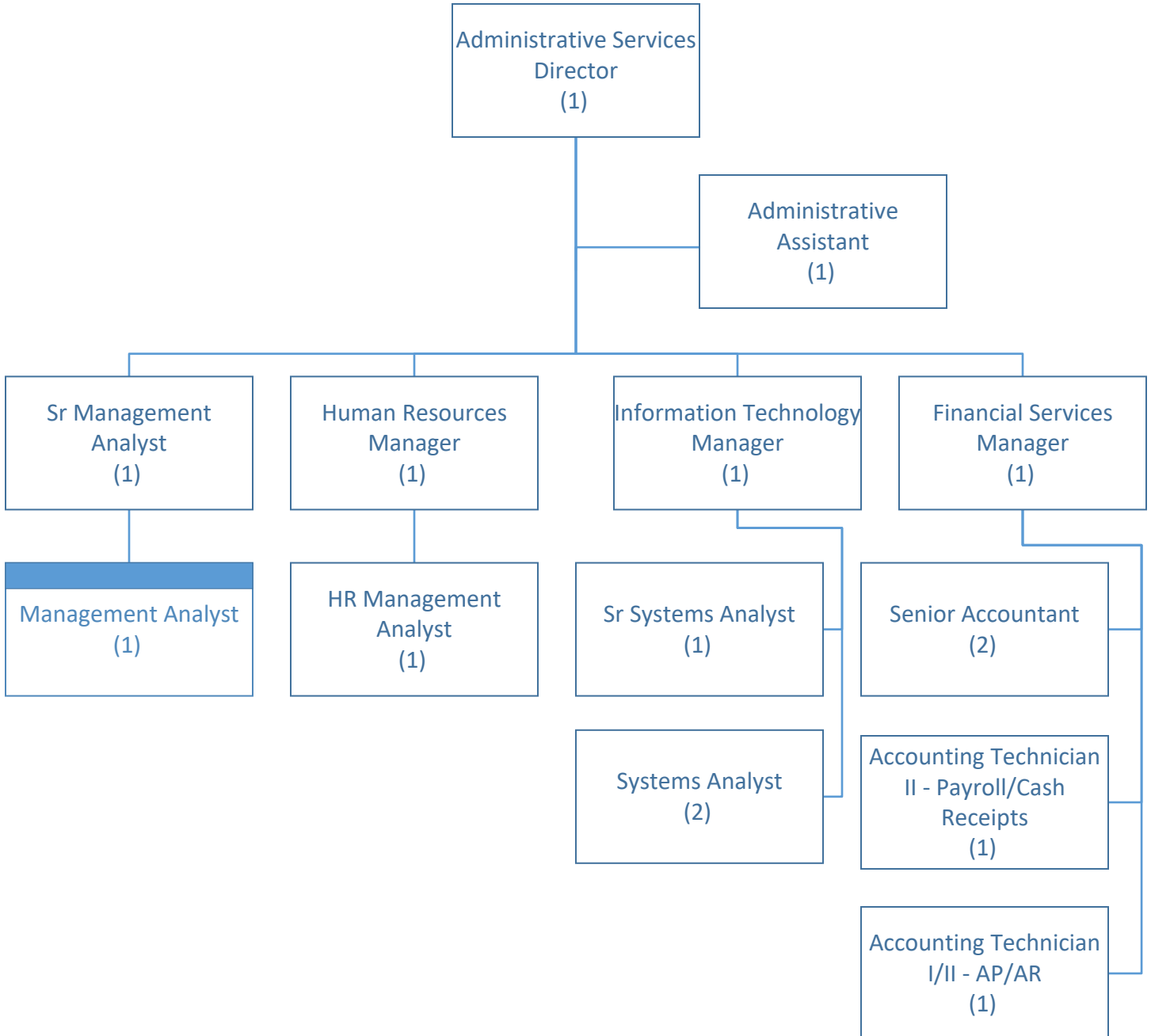


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Administrative Services Department

Organization Chart



New FY 22-23



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ADMINISTRATIVE SERVICES DEPARTMENT

Mission

Provide overall management of the City's administrative services, execute the City's administrative policies, and ensure that the City organization, including officials, management, and staff receive high quality, effective and efficient administrative support.

Organization

The department is comprised of Administration/Risk Management (Workers' Compensation & General Liability), Finance Division, Human Resources Division, and Information Technology Division

Org Code

01000000, 01210000-01213000, 32321000-35351000, 9393100

Dept

2100-2130, 3210-3510, 9310

Description

Under the direction of the Administrative Services Director, the Administrative Services Department consists of 15 full-time regular employees in four programs.

Program	Management
Administration/Risk Management (4 FTEs)	Administrative Services Director/Senior Management Analyst
Finance (5 FTEs)	Financial Services Manager
Human Resources (2 FTEs)	Human Resources Manager
Information Technology (4 FTEs)	Information Technology Manager



**ADMINISTRATIVE SERVICES DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,784,098	1,894,700	1,894,700	1,951,500	2,067,350
BENEFITS	913,396	1,032,200	1,032,200	1,104,600	1,161,200
PERSONNEL TOTAL ---->	2,697,494	2,926,900	2,926,900	3,056,100	3,228,550
UTILITIES	96,605	102,300	102,300	105,400	105,400
OFFICE ADMINISTRATIVE	184,091	208,600	208,600	229,200	236,200
PROFESSIONAL SERVICES	633,864	937,600	937,600	983,900	1,017,850
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	26,192	65,600	65,600	79,900	79,900
COMMUNITY RELATIONS	8,164	7,800	7,800	8,000	11,000
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	600	600	1,550	1,550
EQUIPMENT MAINTENANCE	347,655	371,100	371,100	402,200	402,200
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	1,296,572	1,693,600	1,693,600	1,810,150	1,854,100
CAPITAL OUTLAY	5,483	12,700	12,700	21,000	21,000
CAPITAL OUTLAY TOTAL ---->	5,483	12,700	12,700	21,000	21,000
EXPENDITURES TOTAL ---->	3,999,549	4,633,200	4,633,200	4,887,250	5,103,650
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	31,900	32,500	32,500	33,400	33,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	35,800	36,500	36,500	37,500	37,500
TRANSFER OUT TOTAL ---->	67,700	69,000	69,000	70,900	70,900
EXPENDITURES & TRANSFERS TOTAL ---->	4,067,249	4,702,200	4,702,200	4,958,150	5,174,550

REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	1,095,665	996,000	1,015,000	1,038,400	1,063,400
CHARGES FOR CURRENT SERVICES	627	-	-	-	-
FINES & FORFEITURES	125	100	100	100	100
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	188,666	292,200	240,100	297,600	297,600
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	15,564	1,088,500	1,088,500	1,245,100	1,245,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	1,300,648	2,376,800	2,343,700	2,581,200	2,606,200
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	947,300	966,300	966,300	995,300	995,300
ALLOCATIONS IN FROM NPDES	13,700	14,000	14,000	14,400	14,400
ALLOCATIONS IN FROM GAS TAX	15,500	15,900	15,900	16,500	16,500
ALLOCATIONS IN FROM WORK COMP	86,700	88,500	88,500	91,200	91,200
ALLOCATIONS IN FROM RISK MGT	103,900	106,000	106,000	109,100	109,100
TRANSFER AND ALLOCATIONS IN TOTAL ---->	1,167,100	1,190,700	1,190,700	1,226,500	1,226,500
REVENUE & TRANSFERS TOTAL ---->	2,467,748	3,567,500	3,534,400	3,807,700	3,832,700
GENERAL FUND NET EXPENSE (REVENUE) ---->	1,599,501	1,134,700	1,167,800	1,150,450	1,341,850



ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Administration/Risk Management
Program Goals	<p>The goal of Administration is to provide leadership, oversight, and support to ensure that the City organization, including officials, management, and staff, receive high quality administrative support services.</p> <p>The goal of the Risk Management program is to develop City safety policies and procedures and insure assets to minimize and protect the City's resources against risk or liability.</p>
Organization	4 FTEs: Administrative Services Director, Senior Management Analyst, Management Analyst, Administrative Assistant
Major Services	<ul style="list-style-type: none"> Strategic Planning/Special Projects Oversight Project Management Board of Directors for the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) and Cities Group Liaison for all public safety contracts General Liability Insurance Oversight Workers' Compensation and General Liability Claims Program Administration Citywide Safety and Risk Management Committees Management
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Completed the development of the Hazardous Communication Program Developed and implemented the Title VI Program In collaboration with Finance and IT, implemented and trained employees on the new cashing system and contracts module in the General Ledger System Responded to the COVID-19 pandemic by providing financial and staffing guidance and support
FY 2022-23 Goals	<ul style="list-style-type: none"> Review and update existing safety plans as needed Continue to manage the claims administration process for Workers' Compensation and General Liability claims and incidents Provide support to the City through the post-pandemic transition back to work



Leadership and Management Objective 1

Manage the Administrative Services Department Divisions and serve on the Board of Directors for the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) and Cities Group as the City's representative.

The PLAN JPA is a joint powers insurance authority consisting of 28 member cities under the PLAN JPA and six members under Cities Group. Our participation in PLAN JPA and Cities Group board meetings and special committee meetings has helped make important decisions on the operation of the program and claims administration, accounting and finance, risk control, loss prevention, actuarial services, and training.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of board/committee meetings attended	19	16	18	18

Risk Management Objective 2

Manage the City's General Liability insurance, Workers' Compensation claims and Americans with Disabilities Act (ADA) coordination.

The objective of the Risk Management program is to protect the City's resources against risks or liability. This is achieved through ensuring adequate insurance coverage, providing safety and risk management training, managing safety inspections, and developing safety procedures. It is also important to monitor risk by analyzing safety incidents, injury claims, and third-party claims trends for the expansion of risk reduction programs. By doing so, Risk Management improves employee safety by creating a safer work environment and reduces liability, limiting losses for the City.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of employee safety incidents reported	2	7	4	5
# of safety inspections conducted	1	1	2	2
# of Workers' Compensation claims processed	1	6	4	4
Total injury days lost	41	142	100	100
Total Workers' Compensation premium paid	\$100,648	\$134,198	\$178,930	\$178,060
% of FTE's without any on the job injury	99%	93%	96%	95%
# of liability claims received	19	14	12	12
Total General Liability claims paid				
<i>Claims paid</i>	\$167,828.16	\$229,890	\$300,000	\$400,000
<i>Premium paid</i>	\$730,650	\$876,932.30	\$1,100,000	\$961,000
# of insurance policies handled	9	9	9	9
# of safety and risk management training sessions offered	38	40	80	80



**ADMINISTRATIVE SERVICES LEADERSHIP AND MANAGEMENT (01210000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	415,826	444,450	444,450	457,650	573,500
BENEFITS	200,307	225,900	225,900	242,100	310,600
PERSONNEL TOTAL ---->	616,133	670,350	670,350	699,750	884,100
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	427	6,700	6,700	11,800	11,800
PROFESSIONAL SERVICES	311	3,100	3,100	20,200	20,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,964	4,900	4,900	15,050	15,050
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	100	100	1,000	1,000
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	2,702	14,800	14,800	48,050	48,050
CAPITAL OUTLAY	-	300	300	7,300	7,300
CAPITAL OUTLAY TOTAL ---->	-	300	300	7,300	7,300
EXPENDITURES TOTAL ---->	618,835	685,450	685,450	755,100	939,450
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	6,500	6,600	6,600	6,800	6,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	27,500	28,000	28,000	28,800	28,800
TRANSFER OUT TOTAL ---->	34,000	34,600	34,600	35,600	35,600
EXPENDITURES & TRANSFERS TOTAL ---->	652,835	720,050	720,050	790,700	975,050
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	85,600	87,300	87,300	89,900	89,900
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,300
ALLOCATIONS IN FROM GAS TAX	7,400	7,600	7,600	7,900	7,900
ALLOCATIONS IN FROM WORK COMP	60,000	61,300	61,300	63,200	63,200
ALLOCATIONS IN FROM RISK MGT	70,300	71,700	71,700	73,800	73,800
TRANSFER AND ALLOCATIONS IN TOTAL ---->	224,600	229,200	229,200	236,100	236,100
REVENUE & TRANSFERS TOTAL ---->	224,600	229,200	229,200	236,100	236,100
GENERAL FUND NET EXPENSE (REVENUE) ---->	428,235	490,850	490,850	554,600	738,950



**WORKERS COMPENSATION FUND (32321000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	1,500	1,500	1,500	1,500
PROFESSIONAL SERVICES	8,696	10,700	10,700	11,000	11,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	11,559	20,000	20,000	20,000	20,000
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	133,498	178,500	178,500	237,400	237,400
VEHICLE USAGE	-	100	100	100	100
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	153,753	210,800	210,800	270,000	270,000
CAPITAL OUTLAY	-	1,000	1,000	1,000	1,000
CAPITAL OUTLAY TOTAL ---->	-	1,000	1,000	1,000	1,000
EXPENDITURES TOTAL ---->	153,753	211,800	211,800	271,000	271,000
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	97,500	99,500	99,500	102,500	102,500
TRANSFER OUT TOTAL ---->	97,500	99,500	99,500	102,500	102,500
EXPENDITURES & TRANSFERS TOTAL ---->	251,253	311,300	311,300	373,500	373,500
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	7,775	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	81	5,400	5,400	6,200	6,200
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	7,856	5,400	5,400	6,200	6,200
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	187,100	190,800	190,800	196,500	196,500
ALLOCATIONS IN FROM SEWER	87,300	89,000	89,000	91,700	91,700
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	274,400	279,800	279,800	288,200	288,200
REVENUE & TRANSFERS TOTAL ---->	282,256	285,200	285,200	294,400	294,400
WORKERS COMP FUND NET EXPENSE (REVENUE) ---->	(31,003)	26,100	26,100	79,100	79,100



**GENERAL LIABILITY / RISK MANAGEMENT FUND (33331000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	1,300	1,300	1,300	1,300
PROFESSIONAL SERVICES	-	71,300	71,300	73,400	73,400
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	798	13,200	13,200	13,500	13,500
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	1,106,822	1,383,500	1,383,500	1,448,900	1,448,900
VEHICLE USAGE	2	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	1,107,622	1,469,300	1,469,300	1,537,100	1,537,100
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	1,107,622	1,469,300	1,469,300	1,537,100	1,537,100
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	135,300	138,000	138,000	142,100	142,100
TRANSFER OUT TOTAL ---->	135,300	138,000	138,000	142,100	142,100
EXPENDITURES & TRANSFERS TOTAL ---->	1,242,922	1,607,300	1,607,300	1,679,200	1,679,200
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	7,951	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	314	14,900	14,900	17,100	17,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	8,265	14,900	14,900	17,100	17,100
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	224,000	228,500	228,500	235,200	235,200
ALLOCATIONS IN FROM SEWER	721,000	735,400	735,400	757,500	757,500
ALLOCATIONS IN FROM NPDES	98,600	100,600	100,600	103,600	103,600
ALLOCATIONS IN FROM GAS TAX	461,700	470,900	470,900	485,000	485,000
TRANSFER AND ALLOCATIONS IN TOTAL ---->	1,505,300	1,535,400	1,535,400	1,581,300	1,581,300
REVENUE & TRANSFERS TOTAL ---->	1,513,565	1,550,300	1,550,300	1,598,400	1,598,400
GENERAL LIABILITY NET EXPENSE (REVENUE) ---->	(270,643)	57,000	57,000	80,800	80,800



**POST-EMPLOYMENT BENEFITS FUND (35310000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	913,000	885,000	885,000	885,000	958,000
PERSONNEL TOTAL ---->	913,000	885,000	885,000	885,000	958,000
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	913,000	885,000	885,000	885,000	958,000
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	913,000	885,000	885,000	885,000	958,000
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	981,700	684,700	684,700	784,900	784,900
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	100	9,200	9,200	10,500	10,500
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	981,800	693,900	693,900	795,400	795,400
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	981,800	693,900	693,900	795,400	795,400
POST-EMPLOYMENT BENEFITS NET EXPENSE (REVENUE) ---->	(68,800)	191,100	191,100	89,600	162,600



**GENERAL FUND (NON-DEPARTMENTAL) (01000000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	150,586	150,586	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	150,586	150,586	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	110,000	3,500	3,500	3,600	3,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	151,000	151,000	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	567,078	600,000	600,000	350,000	350,000
LOAN ABATEMENT	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	677,078	754,500	754,500	353,600	353,600
CAPITAL OUTLAY	17,999	72,300	72,300	74,500	74,500
CAPITAL OUTLAY TOTAL ---->	17,999	72,300	72,300	74,500	74,500
EXPENDITURES TOTAL ---->	695,077	977,386	977,386	428,100	428,100
TRANSFERS OUT	6,200,000	1,188,700	1,188,700	2,757,500	3,157,500
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	6,200,000	1,188,700	1,188,700	2,757,500	3,157,500
EXPENDITURES & TRANSFERS TOTAL ---->	6,895,077	2,166,086	2,166,086	3,185,600	3,585,600
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	266,895	5,000	175,235	5,000	5,000
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	1,748	-	-	-	-
OTHER TAX	1,950,922	1,906,200	1,916,200	1,910,900	1,949,900
PROPERTY TAX	14,782,747	15,242,000	15,110,500	15,834,300	16,524,000
SALES TAX	11,305,006	11,426,200	11,426,200	12,038,500	12,038,500
TRANSIENT OCCUPANCY TAX	1,200,905	1,957,900	2,200,000	3,800,000	3,800,000
USE OF MONEY & PROPERTY	1,623,202	1,750,200	1,750,200	1,756,100	1,756,100
PAMF PROJECT	806,453	826,600	826,600	847,300	847,300
VEHICLE IN LIEU	2,314,833	2,907,000	3,294,000	3,035,300	3,560,000
REVENUE TOTAL ---->	34,252,710	36,021,100	36,698,935	39,227,400	40,480,800
GENERAL TRANSFERS IN	633,400	658,700	658,700	685,000	685,000
TRANSFER IN ECONOMIC UNCERTAINTY	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	633,400	658,700	658,700	685,000	685,000
REVENUE & TRANSFERS TOTAL ---->	34,886,110	36,679,800	37,357,635	39,912,400	41,165,800
GENERAL FUND NET EXPENSE (REVENUE) ---->	(27,991,034)	(34,513,714)	(35,191,549)	(36,726,800)	(37,580,200)



**EQUIPMENT REPLACEMENT FUND (10998000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	213,719	1,720,000	2,608,881	263,000	263,600
CAPITAL OUTLAY TOTAL ---->	213,719	1,720,000	2,608,881	263,000	263,600
EXPENDITURES TOTAL ---->	213,719	1,720,000	2,608,881	263,000	263,600
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	213,719	1,720,000	2,608,881	263,000	263,600
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	260,000	265,200	265,200	273,000	273,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	260,000	265,200	265,200	273,000	273,000
REVENUE & TRANSFERS TOTAL ---->	260,000	265,200	265,200	273,000	273,000
EQUIPMENT FUND NET EXPENSE (REVENUE) ---->	(46,281)	1,454,800	2,343,681	(10,000)	(9,400)



**TECHNOLOGY REPLACEMENT FUND (10999000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	63,719	80,000	135,128	300,000	335,400
CAPITAL OUTLAY TOTAL ---->	63,719	80,000	135,128	300,000	335,400
EXPENDITURES TOTAL ---->	63,719	80,000	135,128	300,000	335,400
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	63,719	80,000	135,128	300,000	335,400
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	35,000	35,700	35,700	100,000	100,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	35,000	35,700	35,700	100,000	100,000
REVENUE & TRANSFERS TOTAL ---->	35,000	35,700	35,700	100,000	100,000
TECHNOLOGY FUND NET EXPENSE (REVENUE) ---->	28,719	44,300	99,428	200,000	235,400



**SC LIBRARY BOND SERVICE FUND (93931000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	428,905	442,800	442,800	457,800	457,800
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	428,905	442,800	442,800	457,800	457,800
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	428,905	442,800	442,800	457,800	457,800
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	428,905	442,800	442,800	457,800	457,800
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	344,628	323,400	323,400	323,400	323,400
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	188	14,500	14,500	16,500	16,500
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	344,816	337,900	337,900	339,900	339,900
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	344,816	337,900	337,900	339,900	339,900
SC LIBRARY DEBT FUND NET EXPENSE (REVENUE) ---->	84,089	104,900	104,900	117,900	117,900



ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Financial Services
Program Goals	The goal of the Finance Services program is to provide timely and accurate financial services that effectively protect and maximize the use of City resources for the good of the community.
Organization	5 FTEs: Financial Services Manager, 2 Senior Accountants, 2 Accounting Technicians
Major Services	<ul style="list-style-type: none"> • Financial Planning/Budgeting • Accountability and Financial Reporting • Audit Management • Disbursements • Payroll • Business Registration • Banking/Cashiering/Revenue Management • Investment Management • Financial Services Provider for City/County Association of Governments (C/CAG) and the Peninsula Traffic Congestion Relief Alliance (Commute.org)
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed a major system upgrade to the General Ledger System • Partnered with Risk Management and Information Technology Divisions to implement the Contracts Module in the General Ledger System for better tracking • Successfully outsourced the Business Registration process • Continued to oversee the financial reporting, disbursements, and reimbursement requests related to the COVID-19 pandemic and the American Rescue Plan Act (ARPA) funds
FY 2022-23 Goals	<ul style="list-style-type: none"> • Replace the City cashiering system and provide training • Update the cash-handling procedures and provide training • Implement the requisition routing and review workflow in the General Ledger System • Explore options for a new Fixed Asset and Capital Tracking System



Financial Services Objective 1

Financial planning/budgeting, accountability, and financial reporting and management of the audit, disbursements, payroll, cashiering, investments, and business registration.

Two of the key services of the Finance Division is financial planning and budgeting for the City through the production of a budget for the one-year or two-year cycles and the mid-cycle update. The budget provides the departments an opportunity to review their revenue and expenditure projections, capital projects, and performance measures. Receiving the Government Finance Officers' Association (GFOA) Distinguished Budget Presentation award demonstrates that the City's budget documents are of the highest quality, reflecting both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting. The City has been awarded this prestigious award for a number of years and strives to continue receiving the award.

Accountability, financial reporting, and audit management are also of the utmost importance to the Financial Services division. It is essential to maintain the benchmarks below as they are part of the division's on-going internal control process and the division reviews the transactions before they go into the City's Comprehensive Annual Financial Report. Obtaining the GFOA Certificate of Excellence in Financial Reporting confirms that the City is able to go beyond the minimum requirements of Generally Accepted Accounting Principles (GAAP) to prepare the Comprehensive Annual Financial Report with transparency and full disclosure. The benchmarks are also indications of the division's ability to provide strong customer service to residents, other departments, divisions, businesses, customers, and vendors by meeting transactional demands while maintaining accuracy with general ledger entries.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
GFOA Distinguished Budget Presentation*	Yes	Yes	Yes	N/A
GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
# of journal entries processed	219	187	200	210
AA+ or higher Bond Rating	Yes	Yes	Yes	Yes
# of vendor payments processed	4,358	6,635	6,680	6,700
# of invoices/bills sent	1,203	1,296	1,300	1,300
# of cash receipts processed	5,208	5,881	6,000	6,000
% of outstanding receivables collected within 90 days	85%	76%	80%	85%
# of months in compliance with the City's Investment Policy	12	12	12	12
# of active business registrants	2,608	2,639	2,670	2,700
% of residents perceived that the City manages its finances well**	80%	79%	N/A	80%

*Typically measured biennially. However, Finance applied for the GFOA award for the FY 2020-21 budget.

**Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).



Financial Services Objective 2

Provide quality financial services to the City/County Association of Governments (C/CAG) and Peninsula Traffic Congestion Relief Alliance (Commute.org).

The Finance Division prides itself on providing excellent customer service to the agencies that we serve. The following benchmarks show that we provide timely and accurate transactional support to C/CAG and Commute.org. We also serve as custodians for their investments and strive to meet the primary objectives of safety of principal and liquidity for the agencies.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of journal entries processed	42	31	35	35
# of vendor payments processed	714	1,148	1,150	1,160
# of invoices/bills sent	49	61	62	65
# of cash receipts processed	301	470	480	490
% of outstanding receivables collected within 90 days	96%	99%	100%	100%
# of months in compliance with the C/CAG's Investment Policy	12	12	12	12



**FINANCIAL SERVICES (01211000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	550,136	606,800	606,800	625,100	625,100
BENEFITS	298,261	333,600	333,600	357,600	356,000
PERSONNEL TOTAL ---->	848,397	940,400	940,400	982,700	981,100
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	176,877	188,400	188,400	202,600	202,600
PROFESSIONAL SERVICES	395,594	596,900	596,900	616,000	616,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,930	6,500	6,500	9,650	9,650
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	150	150	200	200
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	574,401	791,950	791,950	828,450	828,450
CAPITAL OUTLAY	-	1,200	1,200	1,200	1,200
CAPITAL OUTLAY TOTAL ---->	-	1,200	1,200	1,200	1,200
EXPENDITURES TOTAL ---->	1,422,797	1,733,550	1,733,550	1,812,350	1,810,750
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	12,700	12,900	12,900	13,200	13,200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,900	4,000	4,000	4,100	4,100
TRANSFER OUT TOTAL ---->	16,600	16,900	16,900	17,300	17,300
EXPENDITURES & TRANSFERS TOTAL ---->	1,439,397	1,750,450	1,750,450	1,829,650	1,828,050
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	1,095,665	996,000	1,015,000	1,038,400	1,063,400
CHARGES FOR CURRENT SERVICES	627	-	-	-	-
FINES & FORFEITURES	125	100	100	100	100
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	188,572	292,100	232,100	297,500	297,500
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	15,564	1,088,500	1,088,500	1,245,100	1,245,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	1,300,553	2,376,700	2,335,700	2,581,100	2,606,100
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	381,500	389,100	389,100	400,800	400,800
ALLOCATIONS IN FROM NPDES	6,700	6,900	6,900	7,100	7,100
ALLOCATIONS IN FROM GAS TAX	3,100	3,200	3,200	3,300	3,300
ALLOCATIONS IN FROM WORK COMP	16,000	16,300	16,300	16,800	16,800
ALLOCATIONS IN FROM RISK MGT	23,300	23,800	23,800	24,500	24,500
TRANSFER AND ALLOCATIONS IN TOTAL ---->	430,600	439,300	439,300	452,500	452,500
REVENUE & TRANSFERS TOTAL ---->	1,731,153	2,816,000	2,775,000	3,033,600	3,058,600
GENERAL FUND NET EXPENSE (REVENUE) ---->	(291,756)	(1,065,550)	(1,024,550)	(1,203,950)	(1,230,550)



ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Human Resources
Program Goals	The goal of the Human Resources program is to provide a quality workforce for the City following best practices and policies consistent with mandatory Federal, State, and local regulations.
Organization	2 FTEs: Human Resources Manager, Human Resources Analyst
Major Services	<ul style="list-style-type: none"> • Labor Relations • Recruitment • Training • Benefit Administration • Employee Relations
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Negotiated and implemented two new Memorandum of Understandings (MOU) • Negotiated and implemented two new Salary and Benefit Resolutions • Restoration of benefits previously eliminated in FY 2020-21 • Rapidly adapted and implemented CAL-OSHA Covid-19 guidelines and regulations.
FY 2022-23 Goals	<ul style="list-style-type: none"> • Introduce additional employee wellness training opportunities • Use recruitment efforts to help the City recruit and maintain a diverse workforce • Continue to respond to the COVID-19 pandemic



Human Resources Objective

Labor relations, recruitment, training, benefit administration, and employee relations.

The effective planning of labor helps keep resources and overhead to a minimum while eliminating waste. Working with individual hiring managers, Human Resources tries to hire the right person for the job the first time to reduce cost and avoid new expenses incurred through the recruitment, rehiring, and retraining process. We measure the number of recruitments we process and the amount of applications we receive to confirm that our recruitments are targeting the right candidate pool.

Training and development is a key component of hiring and retaining good employees. Human Resources offers a variety of different training opportunities for our employees. When employees are well equipped and continue learning, their levels of productivity and morale are increased.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of employees served	75	106	126	140
<i>Full time employees</i>	74	77	89	100
<i>Part time employees</i>	1	29	40	40
# of recruitments processed	14	17	20	25
# of applications processed	434	445	380	580
# of new hires	17	30	40	40
<i>Full time employees</i>	10	3	15	25
<i>Part time employees</i>	7	27	25	15
# of trainings offered	95	85	93	105
employees supported per HR FTE	37.5	53	63	70



**HUMAN RESOURCES (01212000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	282,602	291,250	291,250	299,950	299,950
BENEFITS	167,408	180,600	180,600	192,300	190,700
PERSONNEL TOTAL ---->	450,010	471,850	471,850	492,250	490,650
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	2,388	9,000	9,000	9,300	16,300
PROFESSIONAL SERVICES	54,046	104,300	104,300	107,400	157,400
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	18,447	21,000	21,000	21,600	21,600
COMMUNITY RELATIONS	8,164	7,800	7,800	8,000	11,000
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	100	100	100	100
EQUIPMENT MAINTENANCE	-	4,200	4,200	4,300	4,300
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	83,046	146,400	146,400	150,700	210,700
CAPITAL OUTLAY	-	500	500	500	500
CAPITAL OUTLAY TOTAL ---->	-	500	500	500	500
EXPENDITURES TOTAL ---->	533,056	618,750	618,750	643,450	701,850
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,200	4,300	4,300	4,400	4,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,400	1,400	1,400	1,400	1,400
TRANSFER OUT TOTAL ---->	5,600	5,700	5,700	5,800	5,800
EXPENDITURES & TRANSFERS TOTAL ---->	538,656	624,450	624,450	649,250	707,650

REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	94	100	6,600	100	100
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	94	100	6,600	100	100
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	142,700	145,600	145,600	150,000	150,000
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	142,700	145,600	145,600	150,000	150,000
REVENUE & TRANSFERS TOTAL ---->	142,794	145,700	152,200	150,100	150,100
GENERAL FUND NET EXPENSE (REVENUE) ---->	395,861	478,750	472,250	499,150	557,550



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ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Information Technology
Program Goals	The goal of the Information Technology (IT) program is to provide quality, accessible technology infrastructure and automated systems support to all users for receipt of timely information and to conduct City business efficiently without interruption. The goal of communications is to provide highly reliable telephone and mobile device services for City employees and highly reliable City television channel services for viewers.
Organization	4 FTEs: IT Manager, Senior Systems Analyst, and 2 Systems Analysts
Major Services	<ul style="list-style-type: none"> • Network infrastructure • Help desk • Phone system support • Software integration • Mobile device support • Hardware support • Technology replacement • Customer support • Data management • Stream TV channel • Broadcast Council and Commission meetings • Online services and resources • Television programming
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Upgrade of Internet connection from 100 MB to 200 MB • Upgrade of system fail-over processes to provide consistency and uptime of all programs • Prioritization of Internet traffic to optimize video for Council and remote meetings • Implementation of single sign on for many enterprise applications • Replacement of IT assets in accordance with Technology Replacement Schedule
FY 2022-23 Goals	<ul style="list-style-type: none"> • Replace Server Room Uninterrupted Power Supply (“UPS”) • Continue to build out applications (Office 365, OnBase, DocuSign, etc.) • Replace assets in accordance with the Technology Replacement Schedule



**Information
Technology
Objective**

Project planning, network infrastructure, end user and desktop support, application integration and support, server support, data management, security, TV channel, City Council and Planning Commission meeting broadcasts, mobile devices, telephony services, technology replacement, and website integration and support.

The Information Technology (IT) Division has identified uptime, response time, upgrades, and implementation as key measures because IT needs to maintain an infrastructure that is always available so staff can serve the public daily. We monitor supported devices so we can create accurate technology replacement plans to replace outdated equipment and implement new technologies.

Identifying intrusions is critical in protecting data and uptime of IT infrastructure. We monitor intrusions and uptime to ensure we have the proper tools in place to keep our servers secure.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of mobile devices supported	98	100	100	100
# of computers supported	184	175	175	175
# of telephone users supported	186	186	190	190
Uptime of mobile devices	51	48	50	50
# of upgrades implemented	12	10	15	15
# of support requests received	1,242	1,200	1,250	1,250
Median first reply time to tickets (in hours)	24	12	8	8
Median time to resolve tickets (in hours)	56	48	32	32
% of users who rate helpfulness of desktop services as good	99.8%	99%	99%	99%
Uptime of servers and infrastructure	99.999%	99.999%	99.999%	99.999%
% of intrusions detected	0%	0%	0%	0%
Uptime of critical applications	99.999%	99.999%	99.999%	99.999%



**INFORMATION TECHNOLOGY (01213000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	535,535	552,200	552,200	568,800	568,800
BENEFITS	247,420	292,100	292,100	312,600	303,900
PERSONNEL TOTAL ---->	782,954	844,300	844,300	881,400	872,700
UTILITIES	96,605	102,300	102,300	105,400	105,400
OFFICE ADMINISTRATIVE	4,399	4,500	4,500	5,500	5,500
PROFESSIONAL SERVICES	183,914	233,300	233,300	240,300	224,250
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	3,851	33,200	33,200	33,600	33,600
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	250	250	250	250
EQUIPMENT MAINTENANCE	347,655	366,900	366,900	397,900	397,900
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	636,424	740,450	740,450	782,950	766,900
CAPITAL OUTLAY	5,483	10,700	10,700	12,000	12,000
CAPITAL OUTLAY TOTAL ---->	5,483	10,700	10,700	12,000	12,000
EXPENDITURES TOTAL ---->	1,424,861	1,595,450	1,595,450	1,676,350	1,651,600
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	8,500	8,700	8,700	9,000	9,000
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,000	3,100	3,100	3,200	3,200
TRANSFER OUT TOTAL ---->	11,500	11,800	11,800	12,200	12,200
EXPENDITURES & TRANSFERS TOTAL ---->	1,436,361	1,607,250	1,607,250	1,688,550	1,663,800
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	1,400	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	1,400	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	337,500	344,300	344,300	354,600	354,600
ALLOCATIONS IN FROM NPDES	5,700	5,800	5,800	6,000	6,000
ALLOCATIONS IN FROM GAS TAX	5,000	5,100	5,100	5,300	5,300
ALLOCATIONS IN FROM WORK COMP	10,700	10,900	10,900	11,200	11,200
ALLOCATIONS IN FROM RISK MGT	10,300	10,500	10,500	10,800	10,800
TRANSFER AND ALLOCATIONS IN TOTAL ---->	369,200	376,600	376,600	387,900	387,900
REVENUE & TRANSFERS TOTAL ---->	369,200	376,600	378,000	387,900	387,900
GENERAL FUND NET EXPENSE (REVENUE) ---->	1,067,161	1,230,650	1,229,250	1,300,650	1,275,900

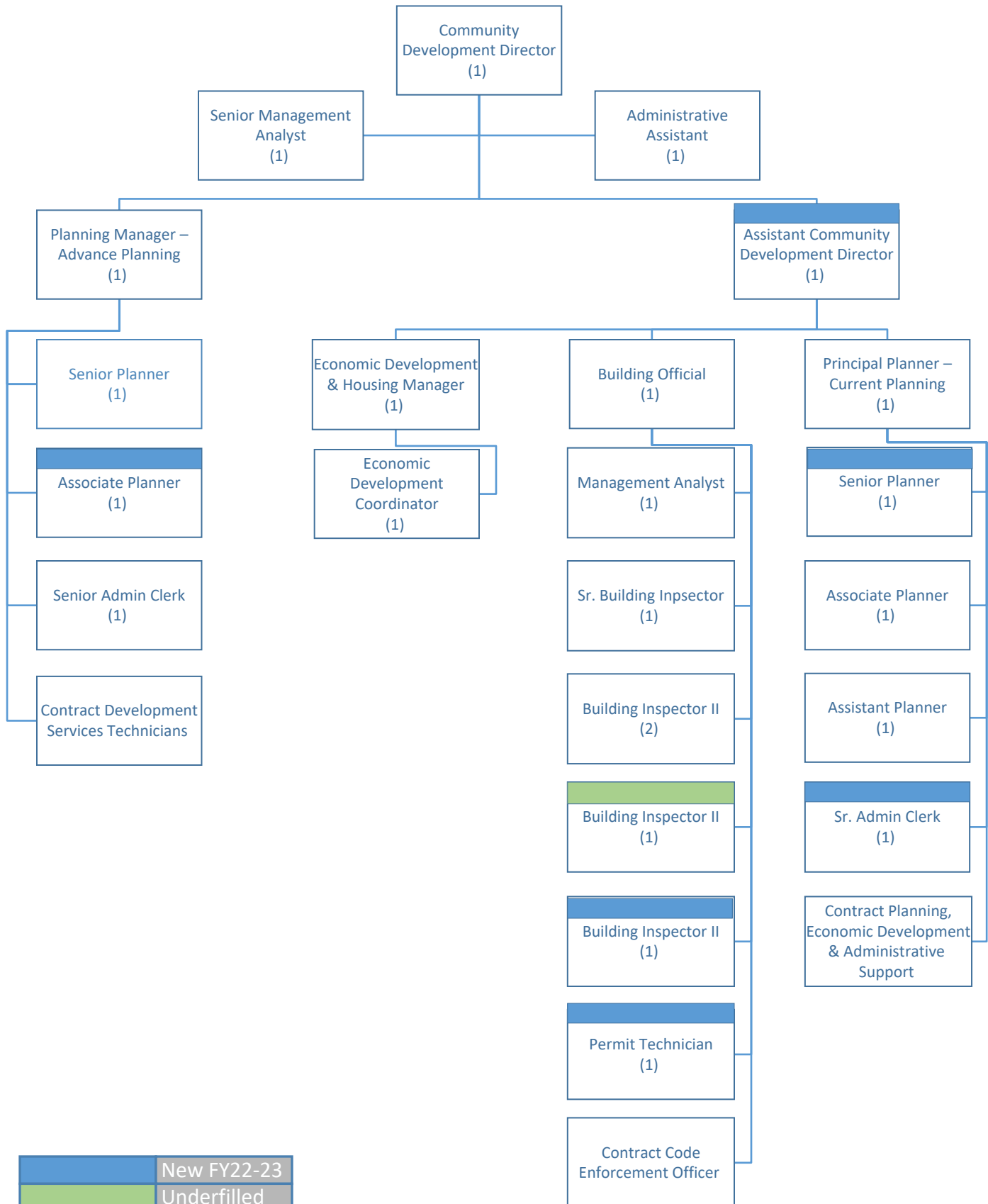


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Community Development Department

Organization Chart



	New FY22-23
	Underfilled



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COMMUNITY DEVELOPMENT DEPARTMENT

Mission

The Department of Community Development manages future development in the city to ensure a high quality of life, safety, and economic viability for the entire community. Through the coordination of current and long-range planning, economic development, housing programs, plan review processes, permit issuance, inspection services, and administration of the appropriate City ordinances, the Department preserves neighborhood character and enhances the community's quality of life within the context of the City's General Plan. Services are provided through five programs: Development and Permitting Services; Key Development Project Facilitation; Code Enforcement and Long Range Planning; Economic Development; and, Housing Compliance and Assistance.

Organization

The department is comprised of Planning and Building, Economic Development, and Housing

Org Code

01181000, 01191000, 01191001, 0164000, 01640033, 29291000, 31313000

Dept #

1810, 1910, 1911, 2910, 3130, 6400

Description

Under the direction of the Community Development Director, the Community Development Department consists of 23 full-time regular employees, 4.2 FTEs equivalent of planning contractors, and 1 FTE Code Enforcement contractor in four divisions.

Program	Management
Leadership and Management (2.8 FTEs)	Community Development Director
Development and Permitting, Key Development Project Facilitation, Code Enforcement, Advanced Planning, and Code Enforcement (22.75 FTEs/contractors)	Community Development Director Assistant Community Development Director Planning Manager Principal Planner Building Official
Economic Development (1.325 FTE)	Assistant Community Development Director Economic Development & Housing Manager
Housing Compliance and Assistance (1.325 FTE)	Assistant Community Development Director Economic Development & Housing Manager



**COMMUNITY DEVELOPMENT DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,808,433	2,193,700	2,193,700	2,370,600	3,118,000
BENEFITS	880,151	1,141,300	1,141,300	1,280,100	1,734,100
PERSONNEL TOTAL ---->	2,688,583	3,335,000	3,335,000	3,650,700	4,852,100
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	71,536	132,600	132,600	136,700	136,700
PROFESSIONAL SERVICES	2,653,440	3,682,700	3,682,700	3,049,700	3,285,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	27,451	69,400	69,400	71,300	71,300
COMMUNITY RELATIONS	4,675	10,000	10,000	10,300	10,300
INSURANCE	-	-	-	-	-
VEHICLE USAGE	50	800	800	800	800
EQUIPMENT MAINTENANCE	1,156	3,700	3,700	3,800	3,800
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	2,758,309	3,899,200	3,899,200	3,272,600	3,508,000
CAPITAL OUTLAY	-	2,200	2,200	2,300	2,300
CAPITAL PROJECTS	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	2,200	2,200	2,300	2,300
EXPENDITURES TOTAL ---->	5,446,892	7,236,400	7,236,400	6,925,600	8,362,400
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	33,900	34,600	34,600	35,600	35,600
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	37,600	38,400	38,400	39,600	39,600
TRANSFER OUT TOTAL ---->	71,500	73,000	73,000	75,200	75,200
EXPENDITURES & TRANSFERS TOTAL ---->	5,518,392	7,309,400	7,309,400	7,000,800	8,437,600
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	3,243,147	2,940,600	2,940,600	2,330,200	2,330,200
FINES & FORFEITURES	14,900	2,000	7,300	2,000	2,000
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	3,564,093	1,541,800	2,103,200	1,585,500	2,122,700
OTHER REVENUE	39,872	23,600	23,600	24,300	24,300
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	6,862,012	4,508,000	5,074,700	3,942,000	4,479,200
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
ALLOCATIONS IN FROM LMI TO GF	100,000	102,000	102,000	105,100	100,100
ALLOCATIONS IN FROM HOUSING	100,000	102,000	102,000	105,100	305,100
TRANSFER AND ALLOCATIONS IN TOTAL ---->	200,000	204,000	204,000	210,200	405,200
REVENUE & TRANSFERS TOTAL ---->	7,062,012	4,712,000	5,278,700	4,152,200	4,884,400
GENERAL FUND NET EXPENSE (REVENUE) ---->	(1,543,620)	2,597,400	2,030,700	2,848,600	3,553,200



COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Leadership & Management
Program Goals	The goal of the leadership and management team is to provide leadership, oversight, longevity planning, and support to develop and deliver innovative, high quality programs and services that meet the needs and interests of San Carlos residents and to provide professional recommendations and administrative support services to the City Council, the Planning Commission, Residential Design Review Committee (RDRC), Economic Development Advisory Commission (EDAC), Zoning Administrator, Successor Agency, Citywide Safety Committee, Risk Management Committee, and other appointed advisory committees or subcommittees. Another component of this program is to comply with State Law AB 1X 26 regarding the dissolution of the former Redevelopment Agency and liquidation of assets in a manner that maximizes value for the local taxing entity.
Organization	2.8 FTEs: Community Development Director, Senior Management Analyst, Planning Manager, Principal Planner, Economic Development & Housing Manager, Economic Development Coordinator, Building Official, Administrative Assistant
Major Services	<ul style="list-style-type: none"> • Manage development in the city • Enhance and protect the quality of life • Secure and enhance economic vitality and housing stock • Provide staff to numerous committees and the Planning Commission • Manage Divisions <ul style="list-style-type: none"> – Current Planning – Building & Code Enforcement – Economic Development & Housing – Advance Planning Division
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Adopted Protected Tree Urgency Ordinance • Maintained excellent plan review turn-around times, timely inspections, and continued electronic plan review submittal process during COVID • Oversaw completion and approval of the 2021-24 Economic Development Plan • Processed regulatory agreements and ensured compliance with the City's below market rate housing requirements for all residential developments
FY 2022-23 Goals	<ul style="list-style-type: none"> • Complete Objective Design Review Standards • Adopt SB-9 Permanent Ordinance • Complete Protected Tree Guidance Document • Process entitlements for 308 Phelps (8-9 new residences), several multi-family/mixed-use projects, including some requesting housing density bonuses • Negotiate community benefits with developers of large commercial properties to ensure that such benefits reflect those highlighted in the community survey • Complete a development agreement with HIP Housing and Eden Housing for the Cherry Street affordable housing project

**Leadership & Management Objective**

Manage internal administration, master plans, GIS, maps, emergency response, intergovernmental relations, grant applications, staff training, development and supervision, Municipal Code updates, regulatory compliance, City Council Strategic Plan initiatives, consultant contract administration, budgeting, file management, purchasing, and Flood Plain administration. Prepare reports and recommendations and provide presentations to the City Council, Planning Commission, Residential Design Review Committee, Zoning Administrator, Successor Agency, Economic Development Advisory Commission, and other advisory or subcommittees. Prepare agendas and minutes and facilitate meetings. Evaluate and conduct orderly disposition of properties and assets in a manner to maximize value.

The Key Performance Measures below are selected because each of them requires direct oversight, involvement, and attendance by senior management staff. These measures show the broad span of meetings and tasks requiring in-depth preparation and hands-on expertise on a wide range of complex topics throughout the budget cycle.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of regional planning initiatives staffed	7	2	2	2
# of intergovernmental meetings attended	24	12	12	12
# of City Council, Commission, and Subcommittee meetings staffed:				
<i>City Council</i>	18	18	18	18
<i>Planning Commission</i>	14	15	23	24
<i>Residential Design Review Committee (RDRC)</i>	14	21	20	20
<i>Zoning Administrator</i>	3	1	4	4
<i>Economic Development Advisory Commission</i>	6	6	6	6
<i>Transportation and Circulation Commission</i>	2	1	2	2
<i>City Council Subcommittees</i>	8	15	15	15
# of meetings attended to address the community regarding projects, City policy, and to provide education/information	7	9	15	15



**COMMUNITY DEVELOPMENT LEADERSHIP AND MANAGEMENT (01640000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	407,120	439,750	439,750	452,750	651,850
BENEFITS	215,323	224,200	224,200	240,400	339,700
PERSONNEL TOTAL ---->	622,443	663,950	663,950	693,150	991,550
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	42,710	94,900	94,900	97,900	97,900
PROFESSIONAL SERVICES	42,806	34,100	34,100	35,100	35,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	2,364	13,400	13,400	13,800	13,800
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	200	200	200	200
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	87,881	142,600	142,600	147,000	147,000
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	710,323	806,550	806,550	840,150	1,138,550
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	6,400	6,500	6,500	6,700	6,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	28,400	29,000	29,000	29,900	29,900
TRANSFER OUT TOTAL ---->	34,800	35,500	35,500	36,600	36,600
EXPENDITURES & TRANSFERS TOTAL ---->	745,123	842,050	842,050	876,750	1,175,150
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	-	-	-	-	-
GENERAL FUND NET EXPENSE (REVENUE) ---->	745,123	842,050	842,050	876,750	1,175,150



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COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Development and Permitting Services, Key Development Project Facilitation, Code Enforcement and Long Range Planning
Program Goals	The goal of the Development and Permitting Services, Key Development Project Facilitation, Code Enforcement, and Long Range Planning program is to assist customers with the permitting process and procedures, and review applications for compliance with local regulations and policies, federal and state laws and codes to ensure a well-planned and safe community for the residents and businesses of San Carlos. In addition, this program ensures long range plans and policies reflect the goals and vision of the City and satisfy and comply with state law. This includes updates to the General Plan and Zoning Ordinance. Key Development Project Facilitation is also included within the program to ensure high profile projects are of quality design, meet City objectives, are appropriate, are feasible, and are of fiscal and economic benefit for the community.
Organization	22.75 FTEs: Community Development Director, Assistant Community Development Director, Planning Manager, Principal Planner, Senior Planner, Associate Planners, Assistant Planner, Economic Development & Housing Manager, Economic Development Coordinator, Administrative Assistant, Senior Administrative Clerks, Building Official, Senior Building Inspector, Building Inspectors, Permit Technician, Management Analyst, and planning contractors, including a San Mateo County Code Enforcement Officer
Major Services	<ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> – Pre-project technical assistance – Issue permits and collect fees – Conduct project inspections – Coordinate all agency final approvals – Apartment inspection program – Flood plain management • Code Enforcement <ul style="list-style-type: none"> – Respond to complaints/resolve problems – Enforce zoning and municipal codes – Issue stop-work notices/construction without permits • Planning <ul style="list-style-type: none"> – Development project review – Zoning/Land use regulation – General Plan implementation – Environmental compliance – General Plan/Zoning Amendments – Housing Element
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed the East Side Innovation District Vision Plan • Focused General Plan Update: Land Use, Housing, Safety Elements and Zoning Ordinance Amendments and EIR – milestone reach, project is halfway done

**FY 2022-23 Goals**

- Kickstart the Downtown Specific Plan, March 2022
- Kickstart Objective Design and Development Standards, March 2022

Building and Planning Divisions
Development and Permitting Services
Objective 1

Provide customer service by responding to a wide range of inquiries generated by email, telephone, meeting requests, and at the service counter. Review development applications and construction drawings and issue permits. Coordinate and oversee internal and external plan checks. Prepare reports, presentations, and provide recommendations for decision makers.

These Key Performance Measures reflect the range of projects Planning and Building division staff process. Each application below represents staff time and project management from time of application to completion of the planning review phase to building permit issuance and site inspections. The types of applications provide insight into the level of development activity in the community. For example, high volume of business registrations and signs are positive indicators of business activity. Conversely, low volume of Appeals and Variances indicates that the process and regulations are effective in implementing the community's standards. The volume of applications is also an indication of workload volume and directly correlates to staff resource needs.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of development-related inquires received and addressed (email, phone, public counter, face-to-face meetings)	2,000	2,000	2,000	2,000
# of planning applications reviewed	427	587	637	640
<i>Appeals</i>	3	5	3	3
<i>Design Review – Single-Family</i>	98	122	140	140
<i>Design Review - Other</i>	24	39	40	40
<i>Zoning Amendment/Annexation</i>	4	1	2	3
<i>Minor Use Permits</i>	4	0	1	3
<i>Conditional Use Permits - Planning Commission</i>	5	5	8	8
<i>Grading and Dirt Haul</i>	1	0	4	4
<i>Variances</i>	4	0	2	2
<i>Subdivisions</i>	2	4	4	4
<i>Special Events</i>	5	4	4	4
<i>Pre-applications</i>	2	4	4	4
<i>Zoning Affidavits</i>	12	12	15	15
<i>Tree Removal Permits</i>	73	131	120	120
<i>Business Registrations</i>	163	258	250	250
<i>Signs</i>	27	44	40	40
# of building permits issued	1,192	1,839	2,000	2,100
# inspections conducted	4,826	5,685	5,700	5,800
# site visits per inspector per day	12	12	14	14
% of building inspections performed next day when requested	99%	95%	95%	95%
% of building plans reviewed in house	50%	50%	50%	50%
% of building of building plans reviewed by outside plan check consultant	50%	50%	50%	50%

Building Division
Code Enforcement
Objective 2

Receive, monitor, and respond to Code Enforcement cases. Provide coordinated and improved Code Enforcement through shared services with San Mateo County Code Enforcement to efficiently resolve Municipal Code violations in San Carlos.

The Key Performance Measures for the City's Code Enforcement program reflect the range and volume of cases handled by the Code Enforcement officer. Fiscal Year 2021



Actuals show the volume and turn-around time within the current 40-hour Code Enforcement agreement with San Mateo County. The 2021-23 projections reflect adjusted response times that are reflective of a continued high level of service for the community given the volume of cases taken in and resolved.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of enforcement hours provided	1,580	1,580	1,580	1,580
# of cases resolved	99	134	130	140
# of cases opened	94	143	140	150
# of appeals processed	0	0	1	1
# of cases requiring abatement	1	1	1	1
# of days to respond to phone calls and emails	1 to 2	1 to 2	1 to 2	1 to 2
# of days to respond to notice of violation and citation inquiries	1 to 2	1 to 2	1 to 2	1 to 2
# of days available to offer meetings with officer	4	4	4	4

**Building Division
Code Enforcement
Objective 3**

The goal of the Residential Inspection program is to ensure minimum life-safety standards are maintained in the City's rental housing stock. The program addresses deferred maintenance and Building Code violations of common areas and interior areas of rental units throughout the city.

Key Performance Measures for the City's Residential Inspection program reflect the Building division's site inspection and follow-up volume and inspection pass rates to address minimum life-safety standards for our rental housing stock and occupants. Since the program's inception, apartment fires remain at zero, which is a testament to the fire-prevention items addressed with our annual inspections and educational efforts. This program was placed on hold during COVID.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# inspections performed per year	0 (COVID)	0 (COVID)	0 (COVID)	150
% of inspections that require first inspection	0	0	0	15%
% of inspections that require second inspection	0	0	0	30%
% of inspections that require a third inspection	0	0	0	30%
% of inspections that require a fourth inspection	0	0	0	15%
% of inspections that require a fifth inspection	0	0	0	10%
# of apartment-related fires per year	0	0	0	0



Planning Division
**Key Development
 Project Facilitation**
Objective 4

Assist and facilitate key development projects in the city, including meeting with developers and providing direction. Provide project management services to facilitate the review and processing of large scale and/or complex development proposals through the City's regulatory process; prepare reports and presentations; facilitate community informational meetings and community outreach; negotiate agreements and conditions of project approval; provide leadership; and ensure full involvement from department/divisions.

Key development projects include the most complex and significant projects from a citywide perspective. The Key Performance Measures illustrate critical steps in development review and project management, including public hearings and community meetings. Each step requires the highest level of project management expertise, extensive technical analysis, and community outreach.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of projects facilitated	6	9	13	11
# of public hearings	9	2	5	12
# of key projects and initiatives completed	2	2	2	10
# of neighborhood/community meetings staffed	2	0	6	6
Average # hours per project manager spent on key development projects (average project is 40 hours)	160	160	160	160

Planning Division
Long Range Planning
Objective 5

Review, assess, and provide policy updates to ensure current policies are effective and respond to community and Council priorities and comply with state law. Prepare updates to the General Plan and Zoning Ordinance as necessary. Coordinate and respond to long range planning objectives as outlined through the City Council Strategic Plan and General Plan. Conduct studies, perform research, and investigate best practices. Attend meetings of regional or local agencies including City and County Association of Governments, Association of Bay Area Governments, Grand Boulevard Initiative, Metropolitan Transportation Commission, Airport Land Use Committee, Four Corners Working Group, Bay Area Air Quality Management District, Bay Area Planning Directors Association, and others to ensure regional planning efforts are coordinated. Monitor state and regional legislation and provide recommendations to City Council for consideration.

The Key Performance Measures below reflect the number of General Plan actions and updates to long range policies and ordinances. The Planning Division works to implement the General Plan in the course of business. This often requires special studies, such as the recent Bicycle and Pedestrian Master Plan (in collaboration with Public Works). Upcoming budget years will see updates to the Municipal Code and Zoning Ordinance to comply with changes to state law and for general code clean up.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of General Plan actions implemented	42	41	42	41
# of updates to long range policies and ordinances	1	1	1	8



**DEVELOPMENT AND PERMITTING SERVICES, KEY DEVELOPMENT PROJECT FACILITATION,
CODE ENFORCEMENT AND LONG RANGE PLANNING (01181000 & 01191000 & 01191001)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,156,886	1,451,050	1,451,050	1,605,950	2,154,250
BENEFITS	558,115	762,500	762,500	873,900	1,228,300
PERSONNEL TOTAL ---->	1,715,001	2,213,550	2,213,550	2,479,850	3,382,550
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	26,180	32,800	32,800	33,800	33,800
PROFESSIONAL SERVICES	2,345,677	3,159,000	3,159,000	2,510,400	2,745,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	8,751	21,700	21,700	22,300	22,300
COMMUNITY RELATIONS	4,675	10,000	10,000	10,300	10,300
INSURANCE	-	-	-	-	-
VEHICLE USAGE	50	100	100	100	100
EQUIPMENT MAINTENANCE	1,156	3,700	3,700	3,800	3,800
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	2,386,489	3,227,300	3,227,300	2,580,700	2,816,100
CAPITAL OUTLAY	-	2,200	2,200	2,300	2,300
CAPITAL OUTLAY TOTAL ---->	-	2,200	2,200	2,300	2,300
EXPENDITURES TOTAL ---->	4,101,489	5,443,050	5,443,050	5,062,850	6,200,950
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	23,300	23,800	23,800	24,500	24,500
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	7,500	7,700	7,700	7,900	7,900
TRANSFER OUT TOTAL ---->	30,800	31,500	31,500	32,400	32,400
EXPENDITURES & TRANSFERS TOTAL ---->	4,132,289	5,474,550	5,474,550	5,095,250	6,233,350
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	3,243,147	2,940,600	2,940,600	2,330,200	2,330,200
FINES & FORFEITURES	14,900	2,000	7,300	2,000	2,000
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	3,564,093	1,541,800	2,103,200	1,585,500	2,122,700
OTHER REVENUE	39,872	23,600	23,600	24,300	24,300
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	6,862,012	4,508,000	5,074,700	3,942,000	4,479,200
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
ALLOCATIONS IN FROM HOUSING	25,200	25,700	25,700	26,500	46,500
TRANSFER AND ALLOCATIONS IN TOTAL ---->	25,200	25,700	25,700	26,500	46,500
REVENUE & TRANSFERS TOTAL ---->	6,887,212	4,533,700	5,100,400	3,968,500	4,525,700
GENERAL FUND NET EXPENSE (REVENUE) ---->	(2,754,923)	940,850	374,150	1,126,750	1,707,650



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COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Economic Development
Program Goals	The goal of the Economic Development program is to grow the local economy, increase the City's tax revenue base, and create more jobs by facilitating and encouraging business growth, real estate development, and recognition of San Carlos as a great place to live, work, play, and learn.
Organization	1.325 FTEs: Community Development Director, Economic Development & Housing Manager, Economic Development Coordinator, Administrative Assistant, and contractors
Major Services	<ul style="list-style-type: none"> • Expand property and sales tax base to improve fiscal health • Retain, expand, and attract desirable businesses and jobs • Evaluate projects for fiscal and economic benefit • Promote and market the city • Support businesses seeking to expand • Administer and manage City land and building assets • Pursue strategic property acquisitions
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed and received Council approval of the 2021-2024 Economic Development Plan • Entered into new contracts with SamTrans to provide additional parking spaces for the public at the CalTrain Station and employees at the SamTrans Garage • Evaluated digital billboard, cell antenna, and restaurant proposals on city-owned land for fiscal and economic benefits • Released RFP for the Citywide Wayfinding project with construction anticipated to be complete by the end of FY 2021-22 • Coordinated with the Chamber of Commerce and the County of San Mateo on the launch of the Choose Local App to encourage support of local businesses in San Carlos • Amended rent forbearance agreements for City-owned land with local, public-serving entities in light of ongoing challenges from the COVID-19 Pandemic • Analyzed strategies to increase the availability of affordable child care for San Carlos residents and employees

**FY 2022-23 Goals**

- Negotiate with developers of large commercial properties to procure best possible community benefits
- Attract more revenue-producing businesses into the city, particularly on catalyst sites
- Develop urban design strategies to attract more spending activity to strategic locations in the City (building materials outlets, industrial arts, downtown, etc.)
- Identify zoning constraints on various retail uses, such as limits on outdoor food trucks, outdoor seating, pop-up retail, outdoor kiosks, music, and other special events
- Support the development of a Downtown Plan and improvements to the streetscape including sidewalks, crosswalks, planters, trees, and any other items identified during the planning process
- Work with the Industrial Arts Business Association (IABA) to promote the district as a prime destination for artisan, craft, and creative businesses

Economic Development Objective 1

Support existing businesses and commercial property owners by providing accurate, useful and timely information, connecting businesses with resources, identifying and matching sites with potential tenants, liaising with local business groups, and supporting interdepartmental activities and programs benefitting or impacting businesses.

These performance measures track the rate of change from year to year on financial indicators that provide insight into the health of the local real estate market. These indicators assist in budget planning by tracking sales, business registration, and hotel tax revenues. The rental rates for various property types shed light on how competitive the local market is for differing asset classes, which indicates what development pressure might exist for future growth. Additionally, the measures track the division's participation in local interest groups and meetings with property and business owners, which provides insight into how the investment community is connecting with City Hall and vice versa.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% growth of active in-town businesses	10.4%	31%	10%	8%
Sales Tax revenue % growth (4 Qtrs. ending 2Q)	-27.2%	0.34%	8.6%	5.6%
Transient Occupancy Tax revenues (% change)	-21%	-51%	63%	94%
R&D vacancy rate (and average asking rent per sq. ft.)	5.3% (\$3.00)	3.6% (\$4.76)	3.4% (\$4.96)	3.8% (\$5.16)
Industrial vacancy rate (and avg. asking rent per sq. ft.)	3.2% (\$1.97)	2.4% (\$1.84)	2.2% (\$1.82)	2.2% (\$1.80)
Office space vacancy rate (and avg. asking rent per sq. ft.)	5.0% (\$4.56)	20.9% (\$4.97)	19% (\$5.17)	15% (\$5.37)
# of non-meeting inquiries fielded from existing businesses and/or commercial property owners	100	150	100	100
# of meetings with existing businesses and/or commercial property owners	15	23	15	15
# of business group meetings attended (includes Chamber, HIA, EDP and EDAC)	17	15	20	20



**Economic
Development
Objective 2**

Lead efforts to increase awareness of San Carlos businesses and development opportunities by producing marketing collateral and providing electronic resources, supporting events to promote business and the community, attending development community networking events, and liaising with regional advocacy groups.

These Performance Measures provide insight into division interactions with regional entities and how the public is accessing information shared by the division. By tracking these measures year over year, the division can better understand how to improve its promotional efforts.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of email economic development newsletters sent	12	14	12	12
# of regional advocacy group meetings attended (includes SVEDA, ABAG, SPUR, Plan Bay Area, etc.)	13	11	20	20
# of development community networking events attended (includes ULI, ICSC, broker breakfasts, etc.)	6	3	10	10

**Economic
Development
Objective 3**

Encourage new investment by providing accurate, useful, and timely information to prospective businesses and the development community, helping to match companies with available spaces, and identifying opportunity sites. Catalyze development by investing large-scale, City-partnered development projects.

Business retention and expansion is a key part of economic development, which this set of Performance Measures tracks. The number of businesses and employees, including inquiries from prospective businesses, provide insight into the health of the business community within the city.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of new in-town business registrations issued	162	231	190	170
# of employees reported by new in-town businesses	478	1,140	1,500	500
# of inquiries from prospective businesses and/or developers and their brokers	9	7	10	10



**ECONOMIC DEVELOPMENT (01640033)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	244,427	302,900	302,900	311,900	311,900
BENEFITS	106,713	154,600	154,600	165,800	166,100
PERSONNEL TOTAL ---->	351,140	457,500	457,500	477,700	478,000
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	2,646	4,900	4,900	5,000	5,000
PROFESSIONAL SERVICES	264,957	489,600	489,600	504,200	504,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	16,336	34,300	34,300	35,200	35,200
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	500	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	283,939	529,300	529,300	544,900	544,900
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	635,080	986,800	986,800	1,022,600	1,022,900
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,200	4,300	4,300	4,400	4,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,700	1,700	1,700	1,800	1,800
TRANSFER OUT TOTAL ---->	5,900	6,000	6,000	6,200	6,200
EXPENDITURES & TRANSFERS TOTAL ---->	640,980	992,800	992,800	1,028,800	1,029,100
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
ALLOCATIONS IN FROM LMI TO GF	100,000	102,000	102,000	105,100	100,100
ALLOCATIONS IN FROM HOUSING	74,800	76,300	76,300	78,600	258,600
TRANSFER AND ALLOCATIONS IN TOTAL ---->	174,800	178,300	178,300	183,700	358,700
REVENUE & TRANSFERS TOTAL ---->	174,800	178,300	178,300	183,700	358,700
GENERAL FUND NET EXPENSE (REVENUE) ---->	466,180	814,500	814,500	845,100	670,400



COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Housing Compliance and Assistance
Program Goals	The goal of the Housing Compliance and Assistance program is to ensure that safe, healthy, and affordable housing is available in San Carlos regardless of income by encouraging and facilitating new development or rehabilitation of units priced for low to moderate income households.
Organization	1.325 FTE: Assistant Community Development Director, Economic Development & Housing Manager, Economic Development Coordinator, Administrative Assistant, and contractors
Major Services	<ul style="list-style-type: none"> • Support regional affordable housing programs • Monitor affordable housing inventory in town • Collect affordable housing impact and in lieu fees for affordable housing development • Administer affordable housing funds • Review and approve Below Market Rate (BMR) Plans
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Executed a predevelopment loan agreement with affordable housing partners, HIP Housing and Eden Housing, to redevelop a site on Cherry Street into a denser affordable housing development • Reached settlement to acquire 1232 Cherry Street property • Reviewed and proposed revisions to the City's inclusionary housing policies • Monitored construction on the 24-unit, 100% affordable housing development at 817 Walnut Street with completion anticipated by the end of FY 2021-22
FY 2022-23 Goals	<ul style="list-style-type: none"> • Adopt a strategic policy for acquiring market rate units and converting them to below market rate units • Execute a development agreement with HIP Housing and Eden Housing for the Cherry Street affordable housing project • Identify opportunity sites for additional affordable housing projects

Housing Compliance & Assistance Objective

Implement the Below Market Rate ("BMR") Housing Ordinance and Affordable Housing Impact Fee Resolution; monitor existing below market rate units and ensure compliance with regulatory agreements; assist with the production, preservation, and rehabilitation of affordable housing units and projects; assist local and regional housing organizations; and provide housing resource information.

With the City's BMR Program main objective being to provide BMR housing units, it is imperative that the division track the number of existing and new BMR units and to monitor the number of applicants added to the BMR waitlist. The Performance Measures below gauge the number of waitlist applicants and the rate of BMR unit construction. This provides insight into the need for additional affordable units.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of new BMR housing regulatory agreements processed	3	11	26	5
# of existing units monitored	3	4	5	3
# of housing organization assistance contracts processed	7	7	7	7
# of people who live or work in the city added to unit waitlist	206	194	210	210
# of people who do not live or work in the city added to unit waitlist	918	1,022	1,100	1,225
# of affordable units in San Carlos	115	108	142	147
# of affordable units preserved or rehabilitated	2	1	1	0



**HOUSING COMPLIANCE AND ASSISTANCE (31313000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	19,697	71,000	75,102	73,200	73,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	46,800	46,800	48,200	48,200
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	10,969	22,000	22,000	22,700	22,700
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	30,667	139,800	143,902	144,100	144,100
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	-	3,173,176	3,173,176	-	-
CAPITAL OUTLAY TOTAL ---->	-	3,173,176	3,173,176	-	-
EXPENDITURES TOTAL ---->	30,667	3,312,976	3,317,078	144,100	144,100
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	100,000	102,000	102,000	105,100	100,100
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	100,000	102,000	102,000	105,100	100,100
EXPENDITURES & TRANSFERS TOTAL ---->	130,667	3,414,976	3,419,078	249,200	244,200
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	234,163	126,500	126,500	141,100	141,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	234,163	126,500	126,500	141,100	141,100
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	234,163	126,500	126,500	141,100	141,100
LOW MOD HOUSING ASSET FUND NET EXP (REV) ---->	(103,496)	3,288,476	3,292,578	108,100	103,100



**HOUSING IN LIEU (29291000)
BUDGET SUMMARY**

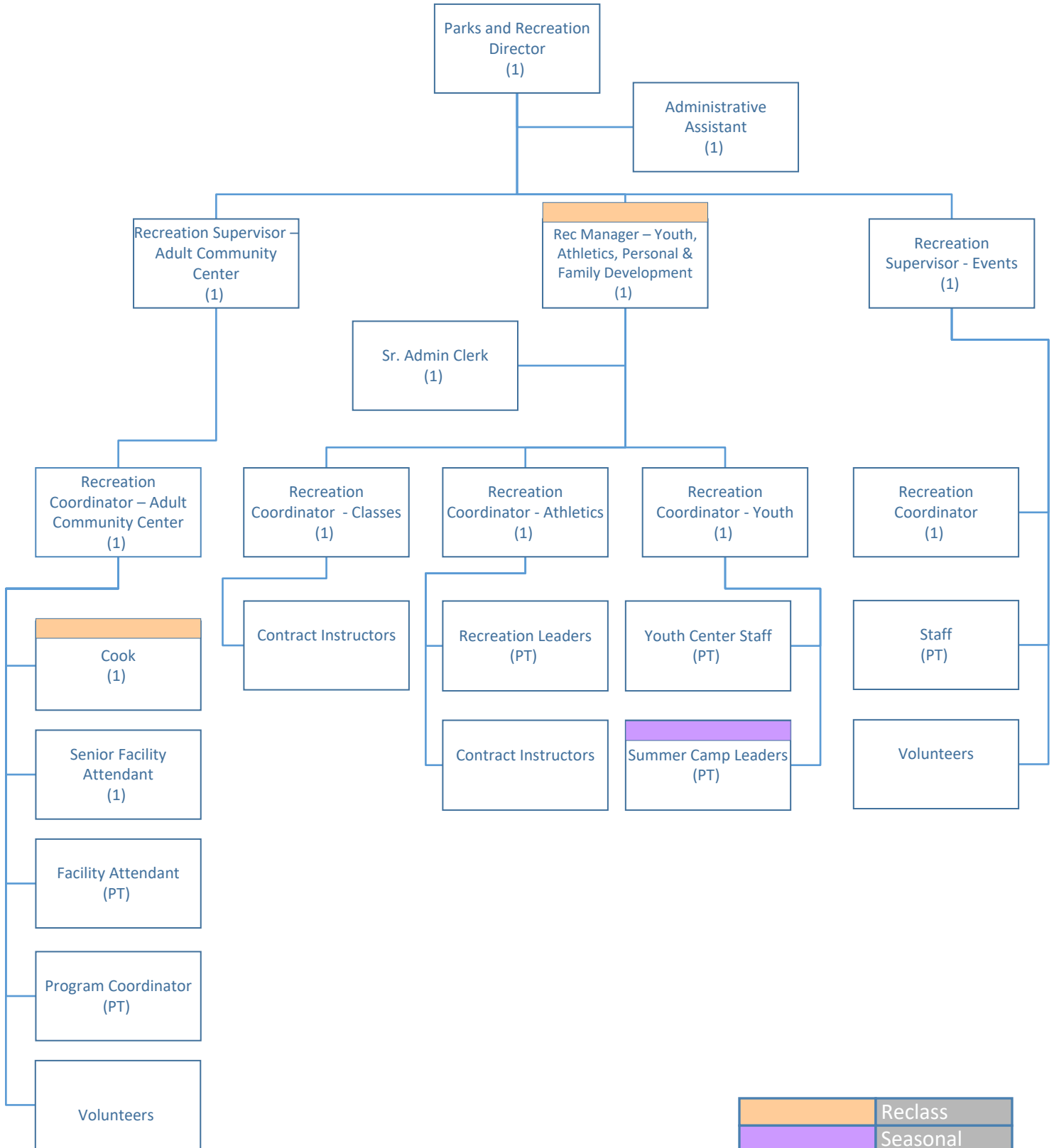
EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	500
OFFICE ADMINISTRATIVE	-	500	500	500	-
PROFESSIONAL SERVICES	12,547	311,300	325,700	320,600	336,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	9,439	14,900	14,900	15,300	15,300
COMMUNITY RELATIONS	154,500	157,600	157,600	162,300	162,300
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	6,000	-	10,000
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	176,486	484,300	504,700	498,700	524,300
CAPITAL OUTLAY	-	540,000	540,000	-	-
CAPITAL PROJECTS	261,919	4,575,966	4,575,966	-	-
CAPITAL OUTLAY TOTAL ---->	261,919	5,115,966	5,115,966	-	-
EXPENDITURES TOTAL ---->	438,405	5,600,266	5,620,666	498,700	524,300
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	100,000	102,000	102,000	105,100	305,100
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	100,000	102,000	102,000	105,100	305,100
EXPENDITURES & TRANSFERS TOTAL ---->	538,405	5,702,266	5,722,666	603,800	829,400
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	272,000	-	39,441	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	2,361,490	361,800	361,800	5,266,700	5,266,700
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	9,553	104,600	104,600	119,600	119,600
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	2,643,043	466,400	505,841	5,386,300	5,386,300
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	2,643,043	466,400	505,841	5,386,300	5,386,300
HOUSING IN LIEU FUND NET EXPENSE (REVENUE) ---->	(2,104,638)	5,235,866	5,216,825	(4,782,500)	(4,556,900)



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Parks & Recreation Department Organization Chart



	Reclass
	Seasonal



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PARKS & RECREATION DEPARTMENT

Mission

The Parks and Recreation Department enhances the quality of life for residents of San Carlos by providing recreational opportunities for all ages, providing safe and well-maintained parks and facilities, and providing community events. The department strives to offer programs and services that support the City Council's goals and core values by offering adult services, tot, youth and teen programs, after school programs, and community events. The department manages use of recreation facilities, oversees the City's park system, supports the Parks, Recreation and Culture Commission, and partners with the Parks and Recreation Foundation of San Carlos.

Organization

The Department is organized into Administration, Recreation Programs and Services, and Community Events Divisions

Org Code

01701000, 01721000-01791034, 27271000

Dept

7010-7910, 2710

Description

Under the direction of the Parks and Recreation Director, the Parks and Recreation Department consists of 13 full-time regular employees. Five programs – Athletics, Adult Services, Youth Development, Personal & Family Development, and Special Community Events – are managed by one Recreation Manager, two Recreation Supervisors, and supported by five Recreation Coordinators.

Program	Management
Leadership & Management (2 FTEs)	Parks & Recreation Director
Athletics (1.3 FTEs)	Recreation Manager
Adult Services (4 FTEs)	Recreation Supervisor
Youth Development (1.3 FTEs)	Recreation Manager
Personal & Family Development (2.4 FTEs)	Recreation Supervisor
Special Community Events (2 FTE)	Recreation Supervisor



**PARKS & RECREATION DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,054,049	1,653,150	1,653,150	1,837,950	1,888,650
BENEFITS	472,802	679,500	679,500	776,200	843,800
PERSONNEL TOTAL ---->	1,526,851	2,332,650	2,332,650	2,614,150	2,732,450
UTILITIES	17,343	40,800	40,800	42,000	42,000
OFFICE ADMINISTRATIVE	184,856	422,000	422,000	581,050	631,050
PROFESSIONAL SERVICES	220,285	771,600	771,600	1,059,650	1,066,150
UNIFORMS & SAFETY EQUIPMENT	962	3,700	3,700	3,800	3,800
PROFESSIONAL DEVELOPMENT	3,648	23,400	23,400	27,900	27,900
COMMUNITY RELATIONS	1,738	11,300	11,300	15,700	15,700
INSURANCE	2,564	38,600	38,600	41,000	41,000
VEHICLE USAGE	-	2,500	2,500	2,500	2,500
EQUIPMENT MAINTENANCE	362	13,600	13,600	14,000	14,000
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	431,760	1,327,500	1,327,500	1,787,600	1,844,100
CAPITAL OUTLAY	93	17,900	17,900	18,500	18,500
CAPITAL PROJECTS	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	93	17,900	17,900	18,500	18,500
EXPENDITURES TOTAL ---->	1,958,703	3,678,050	3,678,050	4,420,250	4,595,050
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	53,100	54,200	54,200	55,800	55,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	12,900	13,200	13,200	13,500	13,500
TRANSFER OUT TOTAL ---->	66,000	67,400	67,400	69,300	69,300
EXPENDITURES & TRANSFERS TOTAL ---->	2,024,703	3,745,450	3,745,450	4,489,550	4,664,350
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	623,231	1,152,800	1,152,800	1,824,100	1,876,200
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	38,000	-	15,000	-	30,000
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	39,086	50,000	54,500	145,000	160,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	192,983	247,600	247,600	261,300	261,300
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	893,299	1,450,400	1,469,900	2,230,400	2,327,500
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	893,299	1,450,400	1,469,900	2,230,400	2,327,500
TOTAL PARKS & RECREATION NET EXP (REV) ---->	1,131,404	2,295,050	2,275,550	2,259,150	2,336,850



PARKS & RECREATION DEPARTMENT

PARKS & RECREATION DEPARTMENT				
Program Name	Leadership & Management			
Program Goals	The goal of Leadership and Management is to provide leadership, oversight, and administrative support to develop and deliver innovative and high-quality programs, services, parks, and facilities that meet the needs and interests of San Carlos residents.			
Organization	2 FTEs: Parks & Recreation Director, Administrative Assistant			
Major Services	<ul style="list-style-type: none"> Meet with Boards and Commissions Provide support to City Manager on matters related to Parks and Recreation Oversee Capital Improvement Program projects for Parks, Recreation, and Facilities Assign and oversee workloads for supervisory staff Collaborate with Parks and Recreation Foundation of San Carlos on program and project funding needs 			
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Completed the Burton Park Batting Cages Completed the Chilton Park Improvements Project Successfully managed department staff through changing program safety guidelines Managed the reopening plan of two recreation facilities Completed Highlands Park synthetic turf replacement 			
FY 2022-23 Goals	<ul style="list-style-type: none"> Complete installation of new ball field lights at Flanagan and Stadium fields Successfully recruit new Recreation Supervisor Continue to work with Parks and Recreation Foundation on funding opportunities Install security cameras at Highlands and Arguello parks 			
Leadership & Management Objective	Leadership and Management provides administrative support for delivery of programs and services that creates a positive impact on community image and sense of place; increases safety and security, provides economic development opportunities; protects environmental resources; enhances cultural understanding; improves health and wellness; fosters human development; assists in community problem solving; and provides a wide range of recreation experiences.			
Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of participants who rate the overall quality of recreation services as good or excellent *	86%	N/A	N/A	87%

* Surveys were conducted 2020-2022; however, this question was not in the 2021 and 2022 survey. The latest community surveys can be found [here](#).



**PARKS & RECREATION LEADERSHIP AND MANAGEMENT (01701000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	309,586	315,650	315,650	324,950	486,950
BENEFITS	138,959	155,300	155,300	166,700	253,100
PERSONNEL TOTAL ---->	448,545	470,950	470,950	491,650	740,050
UTILITIES	-	800	800	800	800
OFFICE ADMINISTRATIVE	39,022	58,000	58,000	63,800	63,800
PROFESSIONAL SERVICES	-	9,600	9,600	39,900	39,900
UNIFORMS & SAFETY EQUIPMENT	100	100	100	100	100
PROFESSIONAL DEVELOPMENT	2,258	13,200	13,200	17,700	17,700
COMMUNITY RELATIONS	1,738	8,100	8,100	12,400	12,400
INSURANCE	119	-	-	-	-
VEHICLE USAGE	-	400	400	400	400
EQUIPMENT MAINTENANCE	-	300	300	300	300
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	43,237	90,500	90,500	135,400	135,400
CAPITAL OUTLAY	-	11,900	11,900	12,300	12,300
CAPITAL OUTLAY TOTAL ---->	-	11,900	11,900	12,300	12,300
EXPENDITURES TOTAL ---->	491,782	573,350	573,350	639,350	887,750
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,400	4,500	4,500	4,600	4,600
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,300	1,300	1,300	1,300	1,300
TRANSFER OUT TOTAL ---->	5,700	5,800	5,800	5,900	5,900
EXPENDITURES & TRANSFERS TOTAL ---->	497,482	579,150	579,150	645,250	893,650
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	1,824	2,100	2,100	5,100	5,100
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	192,983	247,600	247,600	261,300	261,300
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	194,807	249,700	249,700	266,400	266,400
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	194,807	249,700	249,700	266,400	266,400
GENERAL FUND NET EXPENSE (REVENUE) ---->	302,675	329,450	329,450	378,850	627,250



**PARK IN LIEU (27271000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	295,592	826,124	826,124	-	-
CAPITAL OUTLAY TOTAL ---->	295,592	826,124	826,124	-	-
EXPENDITURES TOTAL ---->	295,592	826,124	826,124	-	-
TRANSFERS OUT	-	200,000	200,000	1,400,000	1,400,000
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	200,000	200,000	1,400,000	1,400,000
EXPENDITURES & TRANSFERS TOTAL ---->	295,592	1,026,124	1,026,124	1,400,000	1,400,000
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	366,601	419,100	419,100	248,400	248,400
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	510	43,200	43,200	49,400	49,400
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	367,111	462,300	462,300	297,800	297,800
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	367,111	462,300	462,300	297,800	297,800
PARK IN LIEU FUND NET EXPENSE (REVENUE) ---->	(71,519)	563,824	563,824	1,102,200	1,102,200



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PARKS & RECREATION DEPARTMENT

Program Name	Athletics
Program Goals	The goal of Athletics is to offer sports programs and facilities for City residents that foster sportsmanship and encourage and promote health and wellness.
Organization	1.3 FTEs: Recreation Manager, Recreation Coordinator
Major Services	<ul style="list-style-type: none"> • Develop and promote sports camps and classes for children 2-17 years old • Coordinate adult sports leagues, including softball, basketball, soccer, and bocce • Coordinate rentals for City-owned sports fields facilities • Coordinate and schedule field use for San Carlos youth sports organizations for City and School District owned fields
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Created an adult cornhole league • Organized three adult pickle ball classes • Increased adult bocce league teams by offering a third night of league options • Reached maximum enrollment for youth basketball (400 participants) and football leagues (320 participants) • Developed a new Men's 35+ soccer league • Added an additional tennis provider to due to the high demand from the community following the pandemic
FY 2022-23 Goals	<ul style="list-style-type: none"> • Expand adult drop-in sports (additional pickleball day, return of volleyball) • Organize two adult sport tournaments (pickleball, bocce ball) • Expand youth sport classes and camps offerings

Athletics Objective

Athletics develops and promotes sports classes and camps for youth, fitness classes for adults, youth and adult sports leagues, and coordinates community sports field use scheduling.

The Performance Measures for Athletics provide data to ensure we are meeting our objectives. The data below serves as benchmarks to determine whether or not we are continuing to provide an acceptable number of program opportunities to meet the needs of the community. The number of organized play participants reflects the overall number of individuals using our fields and facilities throughout the year.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of youth sports league teams	70	0	72	72
# of registered adult sports league teams	131	83	180	190
# of registrations in sports classes	855	2,174	1,727	1,790
<i>Youth</i>	820	2,103	1,577	1,600
<i>Adult</i>	35	71	150	190
# of sports classes offered	352	270	370	400
# of organized play participants	4,345	4,456	4,700	4,800
# of organized play hours permitted	12,400	12,500	12,600	12,700
% of department program budget recovered through Athletics services to the community	97%	113%	84%	91%



**ATHLETICS (01741000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted 2022-23
SALARIES	91,601	141,200	141,200	145,500	145,500
BENEFITS	40,096	59,000	59,000	63,100	61,700
PERSONNEL TOTAL ---->	131,696	200,200	200,200	208,600	207,200
UTILITIES	17,343	40,000	40,000	41,200	41,200
OFFICE ADMINISTRATIVE	3,978	44,600	44,600	45,800	45,800
PROFESSIONAL SERVICES	56,987	160,800	160,800	206,900	213,400
UNIFORMS & SAFETY EQUIPMENT	-	700	700	700	700
PROFESSIONAL DEVELOPMENT	490	3,500	3,500	3,500	3,500
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	200	200	200	200
EQUIPMENT MAINTENANCE	-	200	200	200	200
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	78,799	250,000	250,000	298,500	305,000
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	210,495	450,200	450,200	507,100	512,200
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,600	4,700	4,700	4,800	4,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,200	1,200	1,200	1,200	1,200
TRANSFER OUT TOTAL ---->	5,800	5,900	5,900	6,000	6,000
EXPENDITURES & TRANSFERS TOTAL ---->	216,295	456,100	456,100	513,100	518,200
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	238,554	380,000	380,000	464,500	466,600
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	238,554	380,000	380,000	464,500	466,600
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	238,554	380,000	380,000	464,500	466,600
GENERAL FUND NET EXPENSE (REVENUE) ---->	(22,259)	76,100	76,100	48,600	51,600



PARKS & RECREATION DEPARTMENT

Program Name	Adult Services
Program Goals	The goal of Adult Services is to provide a variety of programs and activities that promote health and wellness, foster human development, strengthen community image and sense of place, and increase social interaction and cultural unity.
Organization	4 FTEs: Recreation Supervisor, Recreation Coordinator, Senior Facility Attendant, Cook
Major Services	<ul style="list-style-type: none"> Operate the Meal Program three days per week Organize and promote free and/or low-cost recreation and fitness classes for seniors Develop and implement Special Events for seniors Organize and promote senior trips and tours
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Created a reopening plan for the Adult Community Center Resumed in-person programs, while continuing to offer virtual programs Transitioned more responsibilities of the Caring Cupboard grocery distribution program to Caring Cupboard volunteers Received two grants to support senior programs, totaling \$34,500 (Sequoia Healthcare District- \$30,000 to support meal program – Dignity Health/Sequoia Hospital \$4,500 for wellness classes)
FY 2022-23 Goals	<ul style="list-style-type: none"> Resume Trips and Tours program for seniors Coordinate in-person special events for seniors Continue to increase Meal Program offerings

Adult Services Objective

Adult Services organizes and promotes adult trips and tours, offers a meal program, coordinates recreation activities and special events, provides social gatherings, provides wellness and educational classes, and provides volunteer opportunities for all ages and abilities.

All programs offered at the Adult Community Center meet one of more of the seven dimensions in wellness: social, emotional, spiritual, environmental, occupational, intellectual, and physical. By measuring the following data, staff can ascertain if they are providing enough programs to meet the program goal of promoting health and wellness, social interaction, and fostering a sense of belonging. The information collected is also vital to staff when applying for grants and other outside funding opportunities to support Adult Services programs.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
Average # of Adult Community Center (ACC) visits per day (includes drop-in activities)	220	0	60	175
# of meals served	8,121	16,587	18,050	19,315
# of ACC Facility Rentals	49	0	12	25
Total # of registrations in ACC programs	4,958	1,328	1,400	3,500
<i># of ACC trips registrants</i>	799	0	0	400
<i># of fee-based class participants</i>	2,686	1,301	1,300	1,900
<i># of special event participants</i>	1,473	27	100	1,200
% of program participants who rate opportunity for social interaction as good or excellent	98%	98%	98%	98%



**ADULT SERVICES (01771000, 01771008, 01771011, 01771013, 01771018, 01771019, 01771021 AND 01771024)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	259,104	482,900	482,900	517,400	410,100
BENEFITS	129,471	247,000	247,000	263,200	231,100
PERSONNEL TOTAL ---->	388,575	729,900	729,900	780,600	641,200
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	55,573	58,300	58,300	63,300	113,300
PROFESSIONAL SERVICES	32,607	42,250	42,250	130,000	130,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	426	1,800	1,800	1,800	1,800
COMMUNITY RELATIONS	-	500	500	500	500
INSURANCE	-	4,400	4,400	4,500	4,500
VEHICLE USAGE	-	500	500	500	500
EQUIPMENT MAINTENANCE	96	2,700	2,700	2,800	2,800
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	88,701	110,450	110,450	203,400	253,400
CAPITAL OUTLAY	93	6,000	6,000	6,200	6,200
CAPITAL OUTLAY TOTAL ---->	93	6,000	6,000	6,200	6,200
EXPENDITURES TOTAL ---->	477,369	846,350	846,350	990,200	900,800
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	13,600	13,900	13,900	14,300	14,300
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,200	3,300	3,300	3,400	3,400
TRANSFER OUT TOTAL ---->	16,800	17,200	17,200	17,700	17,700
EXPENDITURES & TRANSFERS TOTAL ---->	494,169	863,550	863,550	1,007,900	918,500
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	65,726	87,000	87,000	207,600	257,600
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	38,000	-	15,000	-	30,000
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	27,685	-	-	-	15,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	131,411	87,000	102,000	207,600	302,600
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	131,411	87,000	102,000	207,600	302,600
GENERAL FUND NET EXPENSE (REVENUE) ---->	362,757	776,550	761,550	800,300	615,900



PARKS & RECREATION DEPARTMENT

Program Name	Youth Development
Program Goals	The goal of Youth Development is to provide a variety of recreational opportunities for youth in a safe and inclusive environment that support leadership development, create positive social experiences, increase cultural unity, facilitate community problem solving, and strengthen community image and sense of place.
Organization	1.3 FTEs: Recreation Manager, Recreation Coordinator
Major Services	<ul style="list-style-type: none"> • Operate the After School Drop-In program for youth ages 10-17 years • Coordinate and promote summer camps for youth ages 4-12 years • Manage private Youth Center rentals and Birthday Party program • Advise and provide leadership to the Youth Advisory Council • Develop and train part-time staff in career development and skill building
FY 2021-2022 Accomplishments	<ul style="list-style-type: none"> • Successfully ran in-house Adventure Camp following all state and county health guidelines • Resumed after-school Drop-in Program as well as other in-person programs and events for youth and families • Hired 15 part-time staff and hosted a variety of trainings on topics such as behavior management, inclusion and youth mental wellness • Hosted 9 blood drives totaling 291 blood donors • Led the Youth Advisory Council virtually and held several community events and donation drives
FY 2022-23 Goals	<ul style="list-style-type: none"> • Increase the number of Adventure Camp participants • Increase the number of Youth Center Drop-In daily participants • Work with community partners to offer mental health programs • Recruit a Tutor to increase the number of participants utilizing the Homework Lab • Resume Tot Time program for tots • Implement Spring Break Adventure Camp • Develop gardening program that can be utilized for healthy after school snacks • Develop a program to promote the arts

Youth Development Objective

Youth Development operates the After School Drop-In program and special events, coordinates the in-house summer camp, enhances recreational and social opportunities for youth in the community by partnering with community organizations, and provides guidance and leadership to the Youth Advisory Council.

The performance measures for the Youth Development program area are indicators of the number of youth we are serving; both daily and annually. The number of daily After School Drop-In participants, Special Event participants, and Summer Camp registrants are strong indicators of the quality of programs and services provided to youth in the community.



Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
Average # of After School Drop-In program daily participants	58	12	65	75
# of Youth Development Special Event participants	850	0	460	1,000
# of Summer Adventure Camp participants	681	218	600	1,100
# of Youth Center members	432	0	475	575
% of department program budget recovered through youth development services to the community	75%	59%	36%	48%
% of participants who rate youth programs as good or excellent	97%	100%	100%	100%
% of residents who are satisfied with recreational opportunities for Youth*	94%	N/A	N/A	90%

* Surveys were conducted 2020-2022; however, this question was not in the 2021 and 2022 survey. The latest community surveys can be found [here](#).



**YOUTH DEVELOPMENT (01731000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	170,471	310,000	310,000	318,800	318,800
BENEFITS	47,114	68,600	68,600	73,000	71,600
PERSONNEL TOTAL ---->	217,585	378,600	378,600	391,800	390,400
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	40,671	84,400	84,400	114,500	114,500
PROFESSIONAL SERVICES	-	48,600	48,600	57,800	57,800
UNIFORMS & SAFETY EQUIPMENT	862	2,600	2,600	2,700	2,700
PROFESSIONAL DEVELOPMENT	175	3,300	3,300	3,300	3,300
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	700	700	700	700
VEHICLE USAGE	-	800	800	800	800
EQUIPMENT MAINTENANCE	266	7,500	7,500	7,700	7,700
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	41,974	147,900	147,900	187,500	187,500
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	259,559	526,500	526,500	579,300	577,900
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	21,700	22,100	22,100	22,800	22,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	4,500	4,600	4,600	4,700	4,700
TRANSFER OUT TOTAL ---->	26,200	26,700	26,700	27,500	27,500
EXPENDITURES & TRANSFERS TOTAL ---->	285,759	553,200	553,200	606,800	605,400
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	142,801	189,900	189,900	274,900	274,900
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	9,181	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	151,982	189,900	189,900	274,900	274,900
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	151,982	189,900	189,900	274,900	274,900
GENERAL FUND NET EXPENSE (REVENUE) ---->	133,777	363,300	363,300	331,900	330,500



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PARKS & RECREATION DEPARTMENT

Program Name	Personal and Family Development
Program Goals	The goal of Personal and Family Development is to provide a variety of fee-based recreation programs and activities for residents of all ages that strengthen community image and sense of place, promote health and wellness, foster human development, and offer a positive recreational and social experience.
Organization	2.4 FTEs: Recreation Supervisor, Recreation Coordinator, Senior Administrative Clerk
Major Services	<ul style="list-style-type: none"> • Develop and promote recreation classes for youth and adults • Coordinate Club Ed summer enrichment camps, partnering with the San Carlos School District for facility space • Produce seasonal Activity Guide three times per year and mail to all households
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Increased program registration numbers from prior year • Increased fee assistance total amount distributed by more than 15% • Successfully began reprinting and mailing of the seasonal activity guide
FY 2022-23 Goals	<ul style="list-style-type: none"> • Increase number of class registrations by 15% • Increase number of picnic rentals by 10% • Expand youth after-school class offerings and opportunities

Personal & Family Development Objective

The Personal & Family Development program develops and promotes fee-based recreation classes for tots, youth, teens, and adults, coordinates the summer Club Ed enrichment camps, and manages picnic rentals.

The performance measures for the Personal & Family Development program areas are designed to measure our total registration numbers, monitor the number of new programs we offer each year, and evaluate the participant's satisfaction level with the programs we are offering. The new programs offered number correlates to our objective of developing recreation offerings for youth and adults. The number of program registrations is used to evaluate the success of promoting class offerings.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of recreation class registrations	3,791	770	2,200	3,200
<i>Youths</i>	1,832	589	1,300	1,700
<i>Adults</i>	2,059	181	900	1,500
# of new class offerings	98	86	45	50
# of class sessions offered annually	1,332	513	600	1,000
% of registrations taken online for entire department	52%	86%	80%	80%
% of department program budget recovered through personal and family development classes to the community	58%	38%	69%	82%
% of participants who rate the social and/or recreational experience as good or excellent				
<i>Youths</i>	97%	100%	100%	100%
<i>Adults</i>	95%	100%	100%	100%
# of picnic rentals	141	93	250	275



**PERSONAL AND FAMILY DEVELOPMENT (01721000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	212,901	201,600	201,600	207,700	207,700
BENEFITS	114,046	103,800	103,800	110,800	116,200
PERSONNEL TOTAL ---->	326,947	305,400	305,400	318,500	323,900
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	3,373	15,000	15,000	15,500	15,500
PROFESSIONAL SERVICES	126,413	302,700	302,700	426,400	426,400
UNIFORMS & SAFETY EQUIPMENT	-	300	300	300	300
PROFESSIONAL DEVELOPMENT	300	1,600	1,600	1,600	1,600
COMMUNITY RELATIONS	-	500	500	500	500
INSURANCE	2,326	8,000	8,000	8,200	8,200
VEHICLE USAGE	-	600	600	600	600
EQUIPMENT MAINTENANCE	-	2,600	2,600	2,700	2,700
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	132,413	331,300	331,300	455,800	455,800
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	459,360	636,700	636,700	774,300	779,700
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	8,600	8,800	8,800	9,100	9,100
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	2,500	2,600	2,600	2,700	2,700
TRANSFER OUT TOTAL ---->	11,100	11,400	11,400	11,800	11,800
EXPENDITURES & TRANSFERS TOTAL ---->	470,460	648,100	648,100	786,100	791,500
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	173,445	437,800	437,800	637,000	637,000
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	173,445	437,800	437,800	637,000	637,000
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	173,445	437,800	437,800	637,000	637,000
GENERAL FUND NET EXPENSE (REVENUE) ---->	297,015	210,300	210,300	149,100	154,500



PARKS & RECREATION DEPARTMENT

Program Name	Special Community Events
Program Goals	The goal of Special Community events is to provide events for residents and visitors that reflect the community's unique character, strengthen community image and sense of place, encourage community-wide involvement, and support local business.
Organization	2 FTEs: Recreation Supervisor, Recreation Coordinators
Major Services	<ul style="list-style-type: none"> Organize and promote City-run Community Events Partner with outside agencies for event sponsorships Facilitate and approve all non-profit Special Event permits, including youth sporting tournaments, school fun runs, community car show and neighborhood block parties
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Took on management and coordination of weekly Farmers' Market, Art & Wine Faire and Hometown Days community events Hired new Recreation Supervisor to lead Special Community Events division Hired new Recreation Coordinator to support Special Community Events Supervisor Rebranded sponsorship opportunities brochure to distribute
FY 2022-23 Goals	<ul style="list-style-type: none"> Successfully coordinate Hometown Days, resuming after a two-year break Resume all community events that were cancelled due to the pandemic Seek out new sponsorships for community events

Special Community Events Objective

Special Community Events provide opportunities for residents and visitors to attend City-sponsored events, including Goblin Walk and Night of Holiday Lights, partner with non-profit community organizations to facilitate Special Event Permits including the Art & Wine Faire, Hometown Days, Farmer's Market and Youth Sports Tournaments, and permit neighborhood block parties.

By measuring the following data, staff can determine if we are on track to meet the City's objective of providing ample opportunities for residents to engage in community building activities, whether it is a small neighborhood event or a large community-wide event, and foster support for our local businesses.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of Special Events sponsored or co-sponsored by Parks & Recreation	20	3	45	45
% of department program budget recovered through special community events	21%	5%	17%	41%
\$ of revenues generated from community sponsors	\$25,000	\$0	\$150,000	\$150,000
# of non-City sponsored special event permits issued	23	6	10	14
# of block party permits issued	27	4	15	20



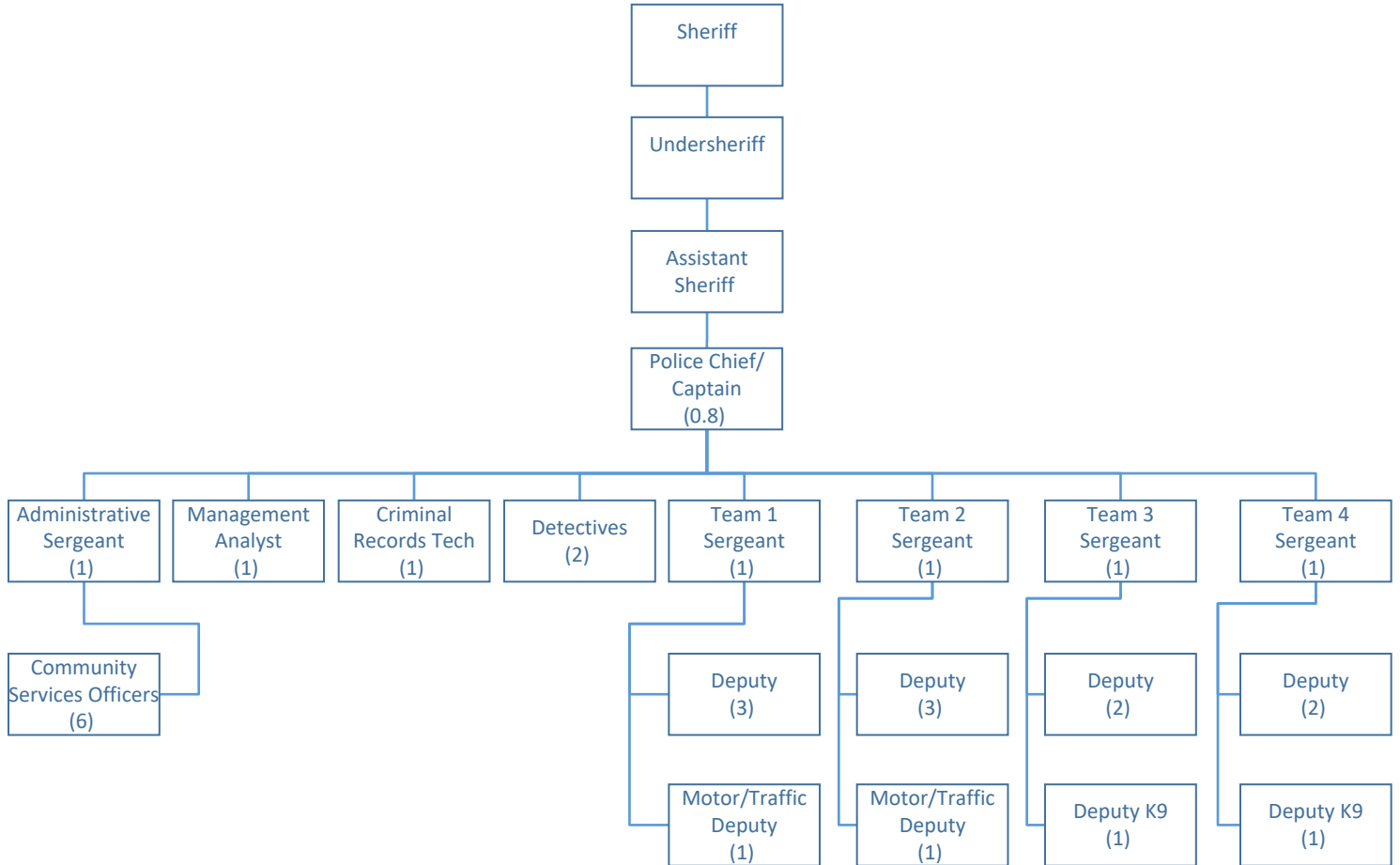
**SPECIAL COMMUNITY EVENTS (01791000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	10,387	201,800	201,800	323,600	319,600
BENEFITS	3,116	45,800	45,800	99,400	110,100
PERSONNEL TOTAL ---->	13,503	247,600	247,600	423,000	429,700
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	42,239	161,700	161,700	278,150	278,150
PROFESSIONAL SERVICES	4,278	207,650	207,650	198,650	198,650
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	2,200	2,200	2,300	2,300
INSURANCE	119	25,500	25,500	27,600	27,600
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	300	300	300	300
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	46,636	397,350	397,350	507,000	507,000
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	60,139	644,950	644,950	930,000	936,700
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	200	200	200	200	200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	200	200	200	200	200
TRANSFER OUT TOTAL ---->	400	400	400	400	400
EXPENDITURES & TRANSFERS TOTAL ---->	60,539	645,350	645,350	930,400	937,100
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	880	56,000	56,000	235,000	235,000
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	2,219	50,000	54,500	145,000	145,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	3,099	106,000	110,500	380,000	380,000
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	3,099	106,000	110,500	380,000	380,000
GENERAL FUND NET EXPENSE (REVENUE) ---->	57,440	539,350	534,850	550,400	557,100



San Mateo County Sheriff's Office San Carlos Police Bureau

Organization Chart





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POLICE SERVICES

Mission

The mission of the San Carlos Police Bureau is to work in partnership with the community and other City departments to improve the quality of life of all our community members and business owners. This is accomplished through: the apprehension of violent criminals; crime prevention strategies; recognition, intervention, and resolution of systematic problems within the community; and involvement with the youth of our community.

Organization

The San Carlos Police Services Bureau is a separate Bureau of the San Mateo County Sheriff's Office

Org Code

01411000-01413000, 01461000, 17000000

Dept #

4110-4130, 4610, 1700

Description

Under the direction of the Chief of Police (Sheriff's Captain), Police Services consists of 26 employees of the San Mateo County Sheriff's Office and 6 Communications Officers from the San Mateo County Office of Public Safety Communications. In addition, the full resources of the San Mateo County Sheriff's Office support all aspects of police operations in San Carlos.



POLICE SERVICES

Program Name	Police Services
Program Goals	The goal of Police Services is to successfully prevent and suppress crime, provide timely and effective services to the community, and coordinate important community outreach activities to enhance safety and security.
Major Services	<ul style="list-style-type: none"> Dedicated Traffic Deputies School Resource Deputies Sheriff's Activities League/Community Engagement Unit Sheriff's Volunteers in Policing (SVIPs) Numerous other Sheriff's Resources Dispatch
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Secured funding and hired a full time equivalent Downtown Services Unit Community Service Officer Secured additional traffic funding specifically for Downtown Held less than a 5-minute response time for priority 1 calls Secured Grant Funding from the state to support Traffic and Alcohol related enforcement
FY 2022-23 Goals	<ul style="list-style-type: none"> Maintain heightened focus on traffic safety enforcement Issue 6,000 parking citations Implement a guided parking enforcement program to replace former system Increase community awareness to help prevent theft

Police Services Objective 1	<p>Respond to emergency and non-emergency calls, initiate activity, and write reports.</p> <p>These level of service measures are tracked to maintain or increase our efficiency, enhance our level of customer service, and achieve our customer service goals.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of calls for service	13,575	13,621	11,866	12,500
<i># of emergency calls</i>	143	122	135	140
<i># of non-emergency calls</i>	13,432	13,499	11,731	12,360
# of crime reports taken	2,013	2,199	2,200	2,200
# of traffic citations issued	3,765	3,338	3,000	3,500
# of arrests made	612	667	700	700
# of directed patrol activities completed	3,046	2,840	2,250	2,500
% of emergency calls responded to under 5 minutes	81.1%	82.0%	82.0%	82.0%
% of customers who are satisfied with police services*	84.3%	80.6%	N/A	82.0%

* Surveys were conducted 2020-2022; however, this question was not in the 2022 survey. The latest community surveys can be found [here](#).

**Police Services
Objective 2**

Conduct interviews, manage crime scenes, collect evidence, and conduct research.

These measures are derived from the thoroughness of information gathering, follow-up investigation, and end results that are also monitored for comparison to other agencies throughout California.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of violent crimes cleared	72.7%	65.0%	66.0%	66.0%
% of property crimes cleared	18.7%	14.6%	14.9%	15.0%

**Police Services
Objective 3**

San Mateo County alerts, Press Releases, School Resource Deputies, special events, Town Hall meetings, open houses, Neighborhood Watch, and satisfaction surveys.

These measures are based on answers to questions posed to individuals who have had varying forms of contact with our staff. The responses to these questions and free form comments received are shared with staff to enhance our overall customer service model.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
% of citizens who agree that they are satisfied with the level of service received from the Sheriff's Office	98.2%	94.8%	95.0%	95.0%
% of citizens who agree that the deputy displayed professionalism during their contact	98.7%	98.9%	99.0%	99.0%
% of citizens who agree that the deputy displayed job knowledge and technical competence	98.7%	97.1%	98.0%	98.0%
% of citizens who agree that the deputy showed care and concern during their interaction	98.2%	97.1%	97.1%	97.1%
% of residents who feel safe during the day*	99.0%	N/A	N/A	82.3%

* Surveys were conducted 2020-2022; however, this question was not in the 2021 and 2022 survey. The latest community surveys can be found [here](#).

**Police Services
Objective 4**

Community Services Officer (CSO), traffic and parking enforcement, enforcement citations, warnings, traffic direction, directed enforcement, and traffic surveys.

Deputies participating in continuous directed traffic enforcement activities make our presence highly visible and is a contributing factor to the reduction in traffic accidents.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of parking citations issued	5,728	3,948	4,000	4,000
# of warnings issued	352	619	620	620
% reduction in accidents reported year over year	11.5%	13.8%	14.0%	14.0%

**Police Services
Objective 5**

Ensure safe traffic flow and assist commerce.

Business and residential communities share many parking enforcement concerns. This is another tool we can use to alleviate these issues.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of abandoned vehicles marked	489	500	520	520
<i># of marked vehicles moved</i>	461	473	490	490
<i># of marked vehicles towed</i>	28	27	30	30
% of abandoned vehicles abated	100%	100%	100%	100%



**POLICE SERVICES
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	1,835,110	2,046,800	2,046,800	2,206,100	2,206,100
PERSONNEL TOTAL ---->	1,835,110	2,046,800	2,046,800	2,206,100	2,206,100
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	8,113,005	9,074,800	9,074,800	9,840,500	9,840,500
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	49,803	50,400	50,400	51,900	51,900
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	8,162,809	9,125,200	9,125,200	9,892,400	9,892,400
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	9,997,918	11,172,000	11,172,000	12,098,500	12,098,500
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	9,997,918	11,172,000	11,172,000	12,098,500	12,098,500
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	27,115	32,000	32,000	47,000	47,000
FINES & FORFEITURES	144,627	295,800	295,800	304,600	304,600
FROM OTHER AGENCIES	210	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	45,161	11,200	11,200	11,500	11,500
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	217,113	339,000	339,000	363,100	363,100
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	217,113	339,000	339,000	363,100	363,100
GENERAL FUND NET EXPENSE (REVENUE) ---->	9,780,805	10,833,000	10,833,000	11,735,400	11,735,400



**POLICE GRANTS (17000000)
BUDGET SUMMARY**

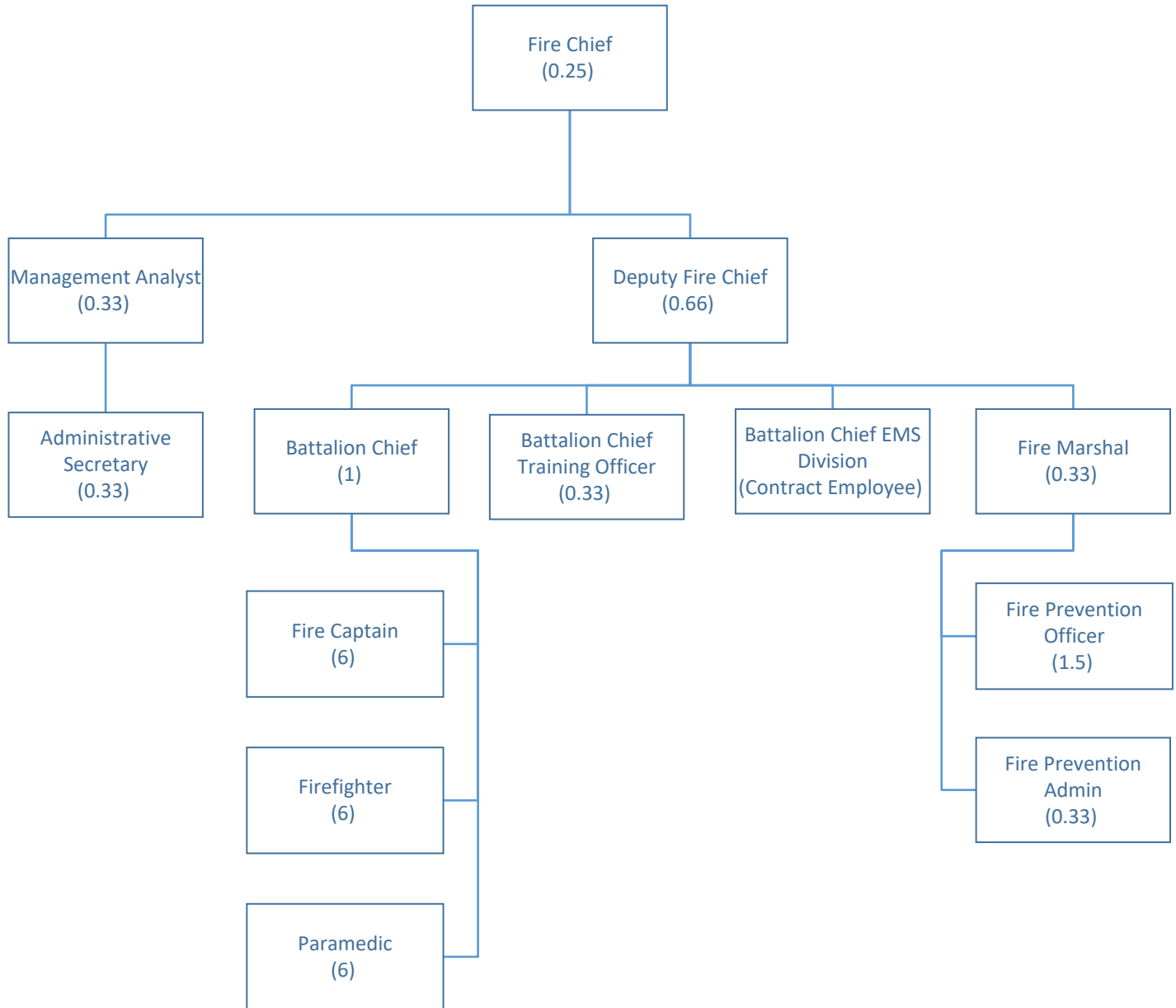
EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	150,000	250,000	250,000	157,600	157,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	150,000	250,000	250,000	157,600	157,600
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	150,000	250,000	250,000	157,600	157,600
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	150,000	250,000	250,000	157,600	157,600
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	156,727	163,200	163,200	168,100	168,100
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	81	4,900	4,900	5,600	5,600
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	156,808	168,100	168,100	173,700	173,700
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	156,808	168,100	168,100	173,700	173,700
PD GRANT FUND NET EXPENSE (REVENUE) ---->	(6,808)	81,900	81,900	(16,100)	(16,100)



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Redwood City/San Carlos Fire Department Organization Chart





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FIRE & EMERGENCY SERVICES

Mission

To protect life, property, and the environment from fire, medical, disaster, and hazardous materials-related incidents through emergency mitigation, public education, and code enforcement.

Organization

San Carlos Fire Services is provided by the City of Redwood City Fire Department, delivering service out of two San Carlos fire stations.

Org Code

01491000, 01491031

Dept #

4910

Description

Under the direction of the City of Redwood City Fire Chief, Fire Services consists of the full firefighting personnel resources of the City of Redwood City Fire Department delivering emergency and non-emergency services to San Carlos. One full-time and one half-time regular Fire Prevention Officer for the City of San Carlos is supervised and managed by the Redwood City Fire Department.



FIRE & EMERGENCY SERVICES

Program Name	Fire Services
Program Goals	The goal of Fire Services is to protect life, property, and the environment from fire, hazards, and other types of emergencies.
Major Services	<ul style="list-style-type: none"> • Fire suppression • Emergency medical services • Fire prevention <ul style="list-style-type: none"> – Fire and life safety inspections – Fire origin and cause investigations – Plan reviews • Public assist calls for service <ul style="list-style-type: none"> – Lock-outs – Smoke investigation – Occupants stuck in elevators – Water leaks/flooding – Assist people with access and functional needs – Trees/wires down – Other non-emergency requests for service • Rescue response • Community Emergency Response Team (CERT) • Public Education/Community Outreach <ul style="list-style-type: none"> – Station tours – School visits – Community vents (i.e., meetings, Public Safety Fair, Hometown Days, etc.) – Junior Fire Academy
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Provided Emergency Services while maintaining CDC Covid-19 requirements • Continued to provide staffing related to San Carlos Emergency Operations Center (EOC) operations related to COVID-19 • Established a Fire Explorer Post program to improve recruitment efforts for the future of our community • Continued to assist mass vaccinations in San Mateo County • Maintained and improved fuels management program by treating City parks and parcels in collaboration with the Parks Department and Public Works • Continued to move forward with the rebuilding of Fire Station 16 • Continued to participate in all aspects of the City of San Carlos strategic goals, objectives, and work plan • Implemented the Zonehaven platform, a system that allows us to conduct actual evacuations as well as community evacuation planning and notification for all hazards (Fire)

**FY 2021-23 Goals**

- Initiate construction of Station 16 (Operational Readiness)
- Focus on diversity, equity and inclusion within hiring and promotional practices via the Recruitment Working Group (Workforce Development)
- Pursue new revenue and cost recovery opportunities (Sustainability)
- Work in collaboration with Redwood City to improve our Emergency Management efforts for both Cities. Continue to provide EOC training to City staff (Operational Readiness)
- Expand the Fire Explorer Program to improve recruitment efforts for the future of our Community (Workforce Development and Community Involvement)
- Complete the Standards of Cover study and begin implementation of the findings (Operational Readiness)

Fire Services Objective 1

Provide professional emergency response services to San Carlos.

The goal in measuring the number of responses by type is to be able to track changes over time. As the city grows, demand grows with it. These statistics allow us to forecast future needs of the community and plan accordingly.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of fire & medical emergency incidents responded to (by type)	2,405	2,497	3,020	3,180
<i>Fire</i>	55	56	60	65
<i>Rupture/Explosion</i>	3	2	8	8
<i>EMS/Rescue</i>	1,360	1,451	1,644	1,780
<i>Hazardous Condition</i>	104	130	130	132
<i>Service Call</i>	383	304	348	355
<i>Good Intent</i>	199	329	592	603
<i>False Call</i>	301	225	278	283

Fire Services Objective 2

Public outreach and citizen training efforts.

Public education has always been a priority in the fire service. Through public engagement and community education, we strive to prevent fires and prevent fire-related injuries. We instruct school-age children on fire escape techniques and train communities on disaster preparedness preparation and procedures.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of public education events conducted	31	0	0	15
# of events participants	930	0	0	465
# of classes conducted	8	0	1	5
# of class participants	155	0	40	97



Fire Services Objective 3

Fire code inspections, permitting, and enforcement.

The goal of code inspections and enforcement is primarily fire prevention. During inspections, we confirm that businesses have proper fire protection in place, all cooking areas are free from grease buildup, and that escape routes are clear for quick escape during a fire. Our plan review process ensures new construction is compliant with State and City codes with regard to fire suppression and alarm systems, proper occupant load, proper exits, etc.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of inspections conducted	753	800	800	800
% of inspections that are completed	100%	100%	100%	100%
# of plans reviewed	182	196	260	310
% of plans reviewed on time	99%	100%	100%	100%
# of investigations conducted	12	14	15	17
% of fire investigations with determined cause	5	4	5	5



**FIRE & EMERGENCY SERVICES
BUDGET SUMMARY (General Fund only)**

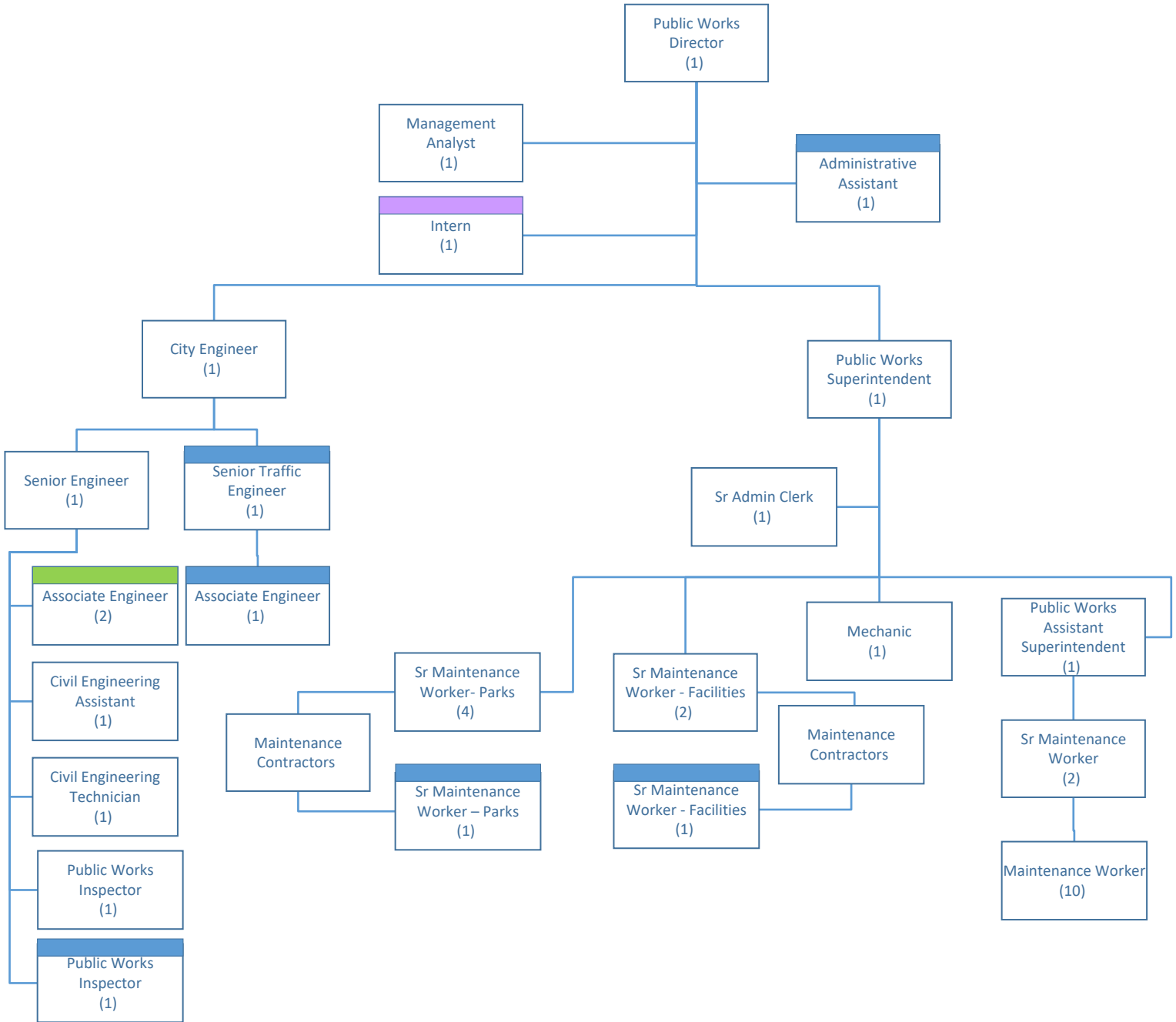
EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	159,232	172,800	172,800	178,000	178,000
BENEFITS	1,954,113	2,036,500	2,036,500	2,065,300	2,066,600
PERSONNEL TOTAL ---->	2,113,345	2,209,300	2,209,300	2,243,300	2,244,600
UTILITIES	31,281	39,800	39,800	41,000	41,000
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	8,292,860	8,775,000	8,975,000	9,228,500	9,228,500
UNIFORMS & SAFETY EQUIPMENT	-	600	600	600	600
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	93,757	113,500	113,500	116,900	116,900
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	8,417,897	8,928,900	9,128,900	9,387,000	9,387,000
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	10,531,242	11,138,200	11,338,200	11,630,300	11,631,600
TRANSFERS OUT	110,000	112,200	112,200	115,500	115,500
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,100	2,200	2,200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	112,100	114,300	114,300	117,700	117,700
EXPENDITURES & TRANSFERS TOTAL ---->	10,643,342	11,252,500	11,452,500	11,748,000	11,749,300
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	280,225	192,700	192,700	192,100	192,100
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	39,880	30,600	30,600	31,500	31,500
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	320,105	223,300	223,300	223,600	223,600
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	320,105	223,300	223,300	223,600	223,600
GENERAL FUND NET EXPENSE (REVENUE) ---->	10,323,238	11,029,200	11,229,200	11,524,400	11,525,700



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Public Works Department Organization Chart



New FY22-23
Underfilled
Seasonal Staff



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PUBLIC WORKS DEPARTMENT

Mission

The Department of Public Works is responsible for the design, construction, contract administration, and overall maintenance and operation of the City's transportation, stormwater, wastewater, parking, buildings, and parks infrastructure.

Organization

The Department is comprised of Administration/Engineering and Maintenance, including Streets, Sewer, Storm, Traffic, Fleet, Parks, and Facilities. Overall, Department funding is allocated to seven operational budgetary units: Admin/Engineering (5110); Fleet (5311); Street Maintenance (5411); Traffic Operations (5611); Wastewater (6311); and Stormwater (5211); and three capital budget units: Gas Tax (1610); Measure A (5711); and Parking (2811). Descriptions are included within each budgetary unit.

Org Code

01511000, 01531000, 01541000, 01561000, 01711000-01719000, 06631000, 14391000, 14571000, 15521000, 16610000, 18188000, 28281000, 95951000

Dept

1880, 2810, 3910, 5110, 5210, 5310, 5410, 5610, 5710, 6100, 6310, 7110-7190, 9510

Description

Under the direction of the Public Works Director, the Public Works Department consists of 37 full-time regular employees and 12.9 contract employees.

Program	Management
Administration/Engineering (12 FTEs)	Public Works Director/City Engineer
Facilities Maintenance (8 FTEs/Contract)	Public Works Superintendent
Fleet Maintenance (1 FTE)	Public Works Superintendent
Park Maintenance (13.9 FTEs/Contract)	Public Works Superintendent
Wastewater (10 FTEs)	Public Works Superintendent
Stormwater (2.5 FTEs)	Public Works Superintendent
Street Maintenance (2.5 FTEs)	Public Works Superintendent



**PUBLIC WORKS DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,816,151	2,260,725	2,260,725	2,327,725	3,072,075
BENEFITS	929,628	1,140,000	1,140,000	1,219,000	1,626,900
PERSONNEL TOTAL ---->	2,745,778	3,400,725	3,400,725	3,546,725	4,698,975
UTILITIES	558,729	712,500	712,500	733,600	733,600
OFFICE ADMINISTRATIVE	140,451	217,800	217,800	224,200	224,200
PROFESSIONAL SERVICES	1,938,011	2,551,900	2,551,900	2,650,700	2,600,700
UNIFORMS & SAFETY EQUIPMENT	5,458	9,800	9,800	10,000	10,000
PROFESSIONAL DEVELOPMENT	4,718	32,600	32,600	33,500	33,500
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	400	400	400	400
EQUIPMENT MAINTENANCE	124,064	138,700	138,700	142,700	142,700
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	2,771,432	3,663,700	3,663,700	3,795,100	3,745,100
CAPITAL OUTLAY	10,216	54,200	54,200	55,700	55,700
CAPITAL OUTLAY TOTAL ---->	10,216	54,200	54,200	55,700	55,700
EXPENDITURES TOTAL ---->	5,527,427	7,118,625	7,118,625	7,397,525	8,499,775
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	24,700	25,200	25,200	26,000	26,000
ALLOCATIONS OUT FOR WORKERS COMP	46,700	47,600	47,600	49,100	49,100
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	131,200	133,800	133,800	137,900	137,900
TRANSFER OUT TOTAL ---->	202,600	206,600	206,600	213,000	213,000
EXPENDITURES & TRANSFERS TOTAL ---->	5,730,027	7,325,225	7,325,225	7,610,525	8,712,775
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	368,904	360,100	360,100	370,500	370,500
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	5,576	5,600	5,600	5,800	5,800
LICENSES & PERMITS	541,395	327,000	327,000	336,000	336,000
OTHER REVENUE	329,473	283,800	283,800	293,400	293,400
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	1,245,348	976,500	976,500	1,005,700	1,005,700
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	843,400	860,200	860,200	886,000	986,000
ALLOCATIONS IN FROM NPDES	139,100	141,900	141,900	146,200	146,200
ALLOCATIONS IN FROM GAS TAX	230,900	235,500	235,500	242,600	242,600
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	1,213,400	1,237,600	1,237,600	1,274,800	1,374,800
REVENUE & TRANSFERS TOTAL ---->	2,458,748	2,214,100	2,214,100	2,280,500	2,380,500
GENERAL FUND NET EXPENSE (REVENUE) ---->	3,271,279	5,111,125	5,111,125	5,330,025	6,332,275



PUBLIC WORKS DEPARTMENT

Program Name	Administration/Engineering
Program Goals	<p>The goal of Administration/Engineering is to provide leadership, oversight, and support to develop and deliver innovative, high-quality programs, and services that meet the needs and interests of San Carlos residents and businesses.</p> <p>The goal of the Sidewalk Maintenance Program is to provide repair and inspection services to ensure that public sidewalks and walkways are well maintained and free of obstructions to enhance pedestrian safety and mobility.</p> <p>The goal of the Traffic/Engineering program is to provide traffic operation analysis and investigation services to provide efficient, safe, and effective movement of people and vehicles throughout the city.</p> <p>The goal of the Parking program is to administer permits for existing City parking lots and on-street parking to provide for resident and business parking needs.</p> <p>The goal of the Capital Improvement Program (CIP) is to systematically undertake and evaluate potential projects to preserve City of San Carlos infrastructure while ensuring efficient use of public funds.</p> <p>The goal of the Development and Permitting program is to process, review, and approve development of public and private plans and applications to ensure conformance with local, state, and federal requirements.</p>
Organization	12 FTEs: Public Works Director, City Engineer, Senior Engineer, Senior Traffic Engineer, 3 Associate Engineers, Civil Engineering Assistant, 2 Public Works Inspectors, Management Analyst, Administrative Assistant
Major Services	<ul style="list-style-type: none"> • Capital Improvement Program/Engineering • Development and Permitting • Traffic Engineering • Traffic operations analysis and investigation services • Safety and effective movement of people and vehicles • Transportation and Circulation Commission • Parking Programs • Sidewalk Maintenance Program
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed the backlog of the Sidewalk Repair Program and identified 150 new properties for repair • Continued to reduce Sanitary Sewer Overflows to a historically low level • Completed the current 5-year paving master plan • Responded to the COVID-19 pandemic by providing support to staff, local businesses and the community, and working with contractors on health order requirements • Planned, implemented, updated, and sustained the Parklet Program and safety improvements for the closure of the 600-700 blocks of Laurel Street • Conducted walk audits for six school sites used to develop improvements

**FY 2022-23 Goals**

- Continue implementing the Sidewalk Repair Program
- Implement the next 5-year paving master plan
- Continue bringing the City's Pavement Condition Index up to the County average
- Complete Phase III of the San Carlos Avenue Pedestrian Safety Improvement Project
- Build consensus on infrastructure and maintenance priorities
- Enhance pedestrian and bicycle accessibility and safety
- Complete major infrastructure and transportation CIP projects
- Implement the Neighborhood Traffic Management Program
- Work with partners on school traffic issues
- Inform and educate the public about traffic options
- Assist other departments with strategic plan goals and objectives
- Identify critical traffic bottlenecks
- Continue to respond to the COVID-19 pandemic by providing supplies and services to staff, businesses, and residents and directing contractors as necessary to ensure adherence to health orders

Leadership and Management Objective 1

The goal of Administration/Engineering is to provide leadership, oversight, and support to develop and deliver innovative, high-quality programs and services that meet the needs and interests of San Carlos residents and businesses.

The performance measures we use are designed to ensure we are meeting this objective. We prioritize the Council's Strategic Plan objectives assigned to our department to ensure their completion. We ensure we expedite our activities, including taking items regularly to Council for direction. We provide a number of programs and services not related to the CIP, which we make an effort to promote to the community. We also receive many requests electronically, which is an efficient way to communicate with the community about our activities.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of staff reports taken to Council	39	41	50	50
# of non-CIP related public information notices created	9	10	10	10
# of Inform San Carlos requests received (Engineering)	115	185	200	200
# of programs managed	15	15	15	15

Sidewalk Program Objective 2

The goal of the Sidewalk Maintenance Program is to provide repair and inspection services to ensure that public sidewalks and walkways are well maintained and free of obstructions to enhance pedestrian safety and mobility.

The performance measures we use are to show in a numeric way our progress with this program. We include the amount of sidewalk, curb and gutter, and driveway approaches repaired. We also track the number of inspections performed, as not all lead to repair during that year. We also track the number of sidewalk permits so we know the amount of sidewalk being repaired in the city outside of our program.

Key Performance Measures

	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
Sq. ft. of sidewalk repaired by City (in CIP)	10,000	4,775	2,500	2,500
Sq. ft. of driveway approaches repaired by City (in CIP)	2,500	525	1,000	1,000
Linear feet of curb/gutter repaired by City (in CIP)	500	250	500	500
# of sidewalk inspections conducted	473	100	150	150
# of sidewalk locations repaired by City program	200	100	150	150
# of private sidewalk permits issued	43	40	45	45

**Traffic Engineering Objective 3**

The goal of the Traffic Engineering program is to provide traffic operations analysis and investigation services to provide efficient, safe, and effective movement of people and vehicles throughout the city.

Traffic requests are among the most common requests we receive and must be investigated. These performance measures help us track how well we are doing. We track how many studies we've completed and how many result in traffic calming measures implemented to determine how often requests result in the need to slow traffic. We measure the number of traffic speed surveys we perform and their timeliness in an effort to resolve safety concerns as soon as practicable. We also track the number of requested investigations and the number completed to ensure we are dealing with traffic issues efficiently.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of traffic and circulation studies conducted	5	3	5	5
# of studies resulting in implementation of a traffic calming measure	3	3	3	3
# of speed zone surveys done	8	10	10	10
# of speed zone surveys done in timely manner according to regulations	8	10	10	10
# of traffic investigations submitted	10	10	15	15
# of traffic investigations completed	10	10	15	15

Parking Program Objective 4

The goal of the Parking program is to administer permits for existing City parking lots and on-street parking to provide for the parking needs of residents and businesses in San Carlos.

The measure we use to track the success of each permit program is by counting the number of permits issued. We also track the number of complaints received to determine how much effort needs to be made to resolve parking issues. We also track how quickly we are responding to and resolving parking complaints to ensure we are efficiently responding to them.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of Residential GESC permits issued	1,580	1,643	1,700	1,700
% of total Residential GESC permits issued	93%	95	98	98
# of Business GESC permits issued	47	35	60	60
# of resident parking complaints received	14	22	25	25
% of parking complaints accepted and planned for action within one business day	86%	87%	90%	90%
% of parking complaints completed within 24 hours	72%	75%	75%	75%



Development and Permitting Objective 5

The goal of the Development and Permitting program is to process, review, and approve public and private plans and applications for development projects to ensure conformance with local, state, and federal requirements.

Permitting is an important function of the City to ensure that work performed in San Carlos meets standards. Our department tracks a number of permits to determine how much of our staff time must be devoted to the efficient processing of permits. It also provides us with information on how much activity is happening in the city to ensure adequate resources are available.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# Encroachment permits issued	284	342	366	350
# Sewer Lateral permits issued	107	157	118	100
# Utility permits issued	302	461	392	300
# of grading permits reviewed	20	30	32	10
# of inspections conducted	2,629	3,157	3,000	2,500
# of projects reviewed during entitlement	50	30	32	50

Capital Improvement Program Objective 6

The goal of the Capital Improvement Program (CIP) is to systematically evaluate and undertake potential projects to improve and preserve City of San Carlos infrastructure while ensuring efficient use of public funds.

Maintaining and improving the City's infrastructure are essential services of the City. We track the number of projects, cost, and how well we are delivering these projects to our community to ensure we are meeting this objective.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of projects	41	42	40	40
\$ Capital invested	\$27,066,229	\$36,300,000	\$30,000,000	\$30,000,000
% of projects finished on time	100%	100%	100%	100%
% of projects completed within budget	100%	100%	100%	100%



**PUBLIC WORKS ADMINISTRATION/ENGINEERING (01511000 and 01551000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	982,366	1,290,950	1,290,950	1,329,150	1,838,650
BENEFITS	447,662	631,200	631,200	675,200	967,500
PERSONNEL TOTAL ---->	1,430,028	1,922,150	1,922,150	2,004,350	2,806,150
UTILITIES	-	100	100	100	100
OFFICE ADMINISTRATIVE	1,787	10,200	10,200	10,500	10,500
PROFESSIONAL SERVICES	426,174	730,900	730,900	751,200	701,200
UNIFORMS & SAFETY EQUIPMENT	-	800	800	800	800
PROFESSIONAL DEVELOPMENT	3,231	20,500	20,500	21,100	21,100
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	300	300	300	300
EQUIPMENT MAINTENANCE	-	1,600	1,600	1,600	1,600
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	431,192	764,400	764,400	785,600	735,600
CAPITAL OUTLAY	-	1,600	1,600	1,600	1,600
CAPITAL OUTLAY TOTAL ---->	-	1,600	1,600	1,600	1,600
EXPENDITURES TOTAL ---->	1,861,220	2,688,150	2,688,150	2,791,550	3,543,350
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR SEWER	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	22,800	23,300	23,300	24,000	24,000
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	55,200	56,300	56,300	58,000	58,000
TRANSFER OUT TOTAL ---->	78,000	79,600	79,600	82,000	82,000
EXPENDITURES & TRANSFERS TOTAL ---->	1,939,220	2,767,750	2,767,750	2,873,550	3,625,350
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	368,904	360,100	360,100	370,500	370,500
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	541,395	327,000	327,000	336,000	336,000
OTHER REVENUE	77,938	62,000	62,000	67,000	67,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	988,237	749,100	749,100	773,500	773,500
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	641,100	653,900	653,900	673,500	773,500
ALLOCATIONS IN FROM NPDES	139,100	141,900	141,900	146,200	146,200
ALLOCATIONS IN FROM GAS TAX	230,900	235,500	235,500	242,600	242,600
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	1,011,100	1,031,300	1,031,300	1,062,300	1,162,300
REVENUE & TRANSFERS TOTAL ---->	1,999,337	1,780,400	1,780,400	1,835,800	1,935,800
GENERAL FUND NET EXPENSE (REVENUE) ---->	(60,117)	987,350	987,350	1,037,750	1,689,550



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PUBLIC WORKS DEPARTMENT

Program Name	Facilities Maintenance
Program Goals	The goal of Facility Maintenance is to ensure that all City buildings are safe, functional, and clean by performing regular maintenance, cleaning, and inspections using a combination of in-house staff and contract services.
Organization	3 FTE: Senior Maintenance Workers 5 FTEs: Contractors
Major Services	<ul style="list-style-type: none"> Manage maintenance for all City buildings Respond to service requests from City staff Respond to service requests from the public
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Installation of drinking fountain/water bottle stations in all city facilities. Create maintenance program for Wheeler Plaza Garage Safety Inspections/repairs for all City facilities. Provide excellent customer service
FY 2022-23 Goals	<ul style="list-style-type: none"> Paint exterior of the library Paint with anti-graffiti coating at the Wheeler Plaza Garage. Create Pest Control Program for facilities and the downtown area.

Facilities Maintenance Objective	<p>Manage maintenance for all City buildings.</p> <p>We track how many buildings and the total square footage of them to ensure we have the resources needed to properly maintain them.</p>			
Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of facilities maintained	9	9	9	9
Square footage of facilities maintained	205,786	205,786	205,786	205,786
% requests completed within one week	85%	85%	85%	85%
% requests addressed within 48 hours	100%	100%	100%	100%



**FACILITIES MAINTENANCE (01712000-01719000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	196,866	229,050	229,050	235,850	353,275
BENEFITS	105,643	121,400	121,400	129,900	191,000
PERSONNEL TOTAL ---->	302,509	350,450	350,450	365,750	544,275
UTILITIES	217,702	295,900	295,900	304,600	304,600
OFFICE ADMINISTRATIVE	578	500	500	500	500
PROFESSIONAL SERVICES	334,062	419,600	419,600	434,300	434,300
UNIFORMS & SAFETY EQUIPMENT	1,751	2,000	2,000	2,000	2,000
PROFESSIONAL DEVELOPMENT	-	500	500	500	500
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	103,319	110,000	110,000	113,200	113,200
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	657,411	828,500	828,500	855,100	855,100
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	959,921	1,178,950	1,178,950	1,220,850	1,399,375
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	5,600	5,700	5,700	5,900	5,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,800	1,800	1,800	1,900	1,900
TRANSFER OUT TOTAL ---->	7,400	7,500	7,500	7,800	7,800
EXPENDITURES & TRANSFERS TOTAL ---->	967,321	1,186,450	1,186,450	1,228,650	1,407,175
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	2,955	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	2,955	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	60,700	61,900	61,900	63,800	63,800
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	60,700	61,900	61,900	63,800	63,800
REVENUE & TRANSFERS TOTAL ---->	63,655	61,900	61,900	63,800	63,800
GENERAL FUND NET EXPENSE (REVENUE) ---->	903,666	1,124,550	1,124,550	1,164,850	1,343,375



**SC LIBRARY TENANT FUND (95951000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	111,153	167,500	167,500	172,500	172,500
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	116,086	119,100	119,100	122,700	122,700
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	522	35,500	35,500	8,700	8,700
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	227,760	322,100	322,100	303,900	303,900
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	63,285	1,202,485	1,202,485	-	150,000
CAPITAL OUTLAY TOTAL ---->	63,285	1,202,485	1,202,485	-	150,000
EXPENDITURES TOTAL ---->	291,045	1,524,585	1,524,585	303,900	453,900
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	291,045	1,524,585	1,524,585	303,900	453,900
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	1,142,481	44,600	44,600	45,800	45,800
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	198,620	226,800	226,800	237,000	237,000
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	1,341,101	271,400	271,400	282,800	282,800
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	1,341,101	271,400	271,400	282,800	282,800
GENERAL FUND NET EXPENSE (REVENUE) ---->	(1,050,055)	1,253,185	1,253,185	21,100	171,100



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PUBLIC WORKS DEPARTMENT

Program Name	Fleet Maintenance
Program Goals	The goal of the Fleet program is to provide vehicle services to manage and maintain the Department of Public Works, Parks, Building, and Pool vehicles in a safe and drivable manner.
Organization	1 FTE: Mechanic
Major Services	<ul style="list-style-type: none"> Manage vehicle equipment maintenance and purchasing Operate the Corp Yard fuel station Dispose of surplus City vehicles and equipment
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> Smog and smoke tested fleet Remained compliant with California Air Resources Board and Electronic Responsible Official Affirmation of Reporting regulations Maintain Hazardous Program Maintain Preventative Maintenance Program for all City vehicles
FY 2022-23 Goals	<ul style="list-style-type: none"> Purchase new bucket truck, class 8 dump truck, and asphalt patch truck Remain compliant with California Air Resources Board and Electronic Responsible Official Affirmation of Reporting regulations Renew Designated Operator Certificate

Fleet Maintenance Objective	<p>Manage vehicle and equipment maintenance and purchasing, operate the fuel station, and dispose of surplus equipment.</p> <p>These metrics help us track the resources needed to purchase and maintain the vehicles and equipment used in service to the community. We also track the value of surplus (retired) vehicles and equipment, which is used toward the purchase of replacements. We also track our fuel station violations to ensure we have successful safety practices in place.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of inventory vehicles, equipment & misc. equipment	207	207	200	200
# of vehicles/equipment pieces maintained (routine and non-routine)	200	200	200	200
% of fleet receiving preventative maintenance inspections each year	75%	85%	85%	85%
\$ value of vehicles and equipment surplus	\$2,800	0	0	0
# of fuel station violations	0	0	0	0



**FLEET MAINTENANCE (01531000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	96,104	114,425	114,425	117,725	117,725
BENEFITS	65,704	60,700	60,700	64,800	62,800
PERSONNEL TOTAL ---->	161,807	175,125	175,125	182,525	180,525
UTILITIES	-	200	200	200	200
OFFICE ADMINISTRATIVE	4,190	4,500	4,500	4,600	4,600
PROFESSIONAL SERVICES	5,739	9,400	9,400	9,700	9,700
UNIFORMS & SAFETY EQUIPMENT	1,554	1,400	1,400	1,400	1,400
PROFESSIONAL DEVELOPMENT	-	1,100	1,100	1,100	1,100
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	2,306	3,100	3,100	3,200	3,200
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	13,788	19,700	19,700	20,200	20,200
CAPITAL OUTLAY	5,948	46,300	46,300	47,600	47,600
CAPITAL OUTLAY TOTAL ---->	5,948	46,300	46,300	47,600	47,600
EXPENDITURES TOTAL ---->	181,543	241,125	241,125	250,325	248,325
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,100	2,200	2,200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	600	600	600	600	600
TRANSFER OUT TOTAL ---->	2,700	2,700	2,700	2,800	2,800
EXPENDITURES & TRANSFERS TOTAL ---->	184,243	243,825	243,825	253,125	251,125
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	2,253	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	2,253	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	141,600	144,400	144,400	148,700	148,700
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	141,600	144,400	144,400	148,700	148,700
REVENUE & TRANSFERS TOTAL ---->	143,853	144,400	144,400	148,700	148,700
GENERAL FUND NET EXPENSE (REVENUE) ---->	40,390	99,425	99,425	104,425	102,425



PUBLIC WORKS DEPARTMENT

Program Name	Parks Maintenance
Program Goals	The goal of Parks Maintenance is to provide safe, attractive, and well-maintained parks, trails, and open space using a combination of in-house staff and contract services while maintaining responsible water use and waste diversion practices.
Organization	6 FTEs: Public Works Superintendent, 5 Senior Maintenance Workers 7.9 FTEs: Contractors
Major Services	<ul style="list-style-type: none"> • Manage maintenance, upkeep, and safety of all City parks, playgrounds, medians, hiking trails, athletic fields and courts • Manage third party contractors who provide maintenance services • Conserve water
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Implemented improvements from the Chilton Park Master Plan • Addressed storm drain issues at Arguello Park • Reinstated infield maintenance program for sports fields.
FY 2022-23 Goals	<ul style="list-style-type: none"> • Continue water conservation for parks and islands • Respond with excellent customer service • Continue to respond to the COVID-19 pandemic

Parks Maintenance Objective

Manage maintenance and upkeep of all City parks, playgrounds, residential and commercial medians, hiking trails, athletic fields, and tennis courts. Manage third party contractors who provide park and median maintenance services.

These metrics allow us to track the amount of park and medians we maintain. It helps us determine the amount of resources needed to properly maintain them. We track them separately, as the level of effort varies depending on the kind of maintenance needed. We also track them to measure our efficiency in responding to requests for service.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of acres of developed parks maintained	62.5	62.5	62.5	62.5
# of work orders completed in-house	560	788	800	800
# acres open space non-developed parks maintained	110	110	110	110
# sports fields maintained	10	10	10	10
% of year sports fields are available for use	88%	88%	88%	88%
# playground inspections conducted (integrity inspection)	96	96	96	96
# of playgrounds	8	8	8	8
% of requests completed within one week	90%	90%	90%	90%
% of requests addressed within 48 hours	80%	80%	80%	80%



**PARK MAINTENANCE (01711000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	540,815	626,300	626,300	645,000	762,425
BENEFITS	310,619	326,700	326,700	349,100	405,600
PERSONNEL TOTAL ---->	851,434	953,000	953,000	994,100	1,168,025
UTILITIES	205,046	221,600	221,600	228,200	228,200
OFFICE ADMINISTRATIVE	96,351	164,200	164,200	169,100	169,100
PROFESSIONAL SERVICES	782,411	935,600	935,600	970,400	970,400
UNIFORMS & SAFETY EQUIPMENT	1,986	3,900	3,900	4,100	4,100
PROFESSIONAL DEVELOPMENT	1,487	6,900	6,900	7,100	7,100
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	100	100	100	100
EQUIPMENT MAINTENANCE	12,573	13,900	13,900	14,300	14,300
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	1,099,854	1,346,200	1,346,200	1,393,300	1,393,300
CAPITAL OUTLAY	4,268	6,000	6,000	6,200	6,200
CAPITAL OUTLAY TOTAL ---->	4,268	6,000	6,000	6,200	6,200
EXPENDITURES TOTAL ---->	1,955,556	2,305,200	2,305,200	2,393,600	2,567,525
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	16,200	16,500	16,500	17,000	17,000
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	73,600	75,100	75,100	77,400	77,400
TRANSFER OUT TOTAL ---->	89,800	91,600	91,600	94,400	94,400
EXPENDITURES & TRANSFERS TOTAL ---->	2,045,356	2,396,800	2,396,800	2,488,000	2,661,925
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	84,263	95,000	95,000	95,900	95,900
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	84,263	95,000	95,000	95,900	95,900
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	84,263	95,000	95,000	95,900	95,900
GENERAL FUND NET EXPENSE (REVENUE) ---->	1,961,093	2,301,800	2,301,800	2,392,100	2,566,025



PUBLIC WORKS DEPARTMENT

Program Name	Wastewater
Program Goals	The goal of the Wastewater program is to manage, maintain, repair, and enhance the City's sewer system for the residents and businesses in conformance with local, state, and federal requirements.
Organization	10 FTEs: Public Works Assistant Superintendent, Civil Engineer Technician, Senior Maintenance Worker, 6 Maintenance Workers, Senior Administrative Clerk
Major Services	<ul style="list-style-type: none"> • Manage maintenance of sanitary sewer mains, laterals, and lift station pumps • Manage capital projects for sewer collection system replacement • Respond to resident requests and emergencies • Respond to Silicon Valley Clean Water funding needs
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Maintained effective sewer maintenance and customer service despite staffing shortages during COVID-19 schedule rotation • Increased number of main line CCTV investigations to repair mainlines and root control treatment to reduce SSOs • Successfully executed in house emergency point repairs and replacement of lower laterals
FY 2022-23 Goals	<ul style="list-style-type: none"> • Reduce number of sanitary sewer overflows • Continue to provide excellent customer service • Increase linear feet of main sewer lines cleaned, treated, and repaired, and rehabilitated • Complete the remaining capacity assurance projects to address deficiencies identified in the Sanitary Sewer Master Plan • Research and implement new sewer technology

Wastewater Objective	<p>Manage maintenance of sanitary sewer mains, laterals, and lift station pumps and manage capital projects for infrastructure replacement.</p> <p>We track these metrics to comply with various regulatory requirements and to understand the resources required to maintain the sewer system.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# sewer line point repairs	23	20	25	25
# linear feet of sewer lines cleaned	230,920	352,075	350,000	350,000
% of sewer system cleaned	42%	64%	63%	63%
# of emergency responses	323	316	300	300
# of citizen requests	97	190	75	75
Number of sanitary sewer overflows per 100 miles of sewer line per year	15.34	10	7	7
Number of sanitary sewer lower lateral spills	8	2	5	5
Number of capacity assurance projects completed (11 mandated per capacity assurance program)	0	0	2	0
# of feet of sewer line rehabilitated	6,300	7,500	7,500	7,500
% of sewer lines replaced per the sewer master plan	1.16%	1.38%	1.38%	1.38%
# of sanitary sewer overflows	16	11	8	8
# of laterals replaced (by City and permitted private work)	178	138	150	150
# of laterals cleaned	652	504	700	700



**WASTEWATER (SEWER) FUND (06631000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	1,154,290	1,494,200	1,494,200	1,539,300	1,539,300
BENEFITS	791,773	845,000	845,000	902,900	879,900
PERSONNEL TOTAL ---->	1,946,062	2,339,200	2,339,200	2,442,200	2,419,200
UTILITIES	20,207	16,700	16,700	17,200	17,200
OFFICE ADMINISTRATIVE	58,361	61,500	61,500	63,400	63,400
PROFESSIONAL SERVICES	4,134,551	4,837,800	4,837,800	5,042,700	5,042,700
UNIFORMS & SAFETY EQUIPMENT	22,604	14,600	14,600	15,000	15,000
PROFESSIONAL DEVELOPMENT	13,115	18,300	18,300	18,800	18,800
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	100	100	100	100
EQUIPMENT MAINTENANCE	73,460	74,400	74,400	76,600	76,600
SERIAL BONDS	3,279,891	3,491,800	3,491,800	3,500,300	3,500,300
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	7,602,189	8,515,200	8,515,200	8,734,100	8,734,100
CAPITAL OUTLAY	1,325,638	43,800	43,800	45,200	45,200
CAPITAL PROJECTS	781,371	7,083,207	7,083,207	6,455,000	6,495,000
CAPITAL OUTLAY TOTAL ---->	2,107,009	7,127,007	7,127,007	6,500,200	6,540,200
EXPENDITURES TOTAL ---->	11,655,260	17,981,407	17,981,407	17,676,500	17,693,500
TRANSFERS OUT	633,400	658,700	658,700	685,000	685,000
ALLOCATIONS OUT TO GENERAL FUND	2,265,800	2,311,100	2,311,100	2,380,500	2,480,500
ALLOCATIONS OUT FOR WORKERS COMP	87,300	89,000	89,000	91,700	91,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	721,000	735,400	735,400	757,500	757,500
TRANSFER OUT TOTAL ---->	3,707,500	3,794,200	3,794,200	3,914,700	4,014,700
EXPENDITURES & TRANSFERS TOTAL ---->	15,362,760	21,775,607	21,775,607	21,591,200	21,708,200
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	22,472,186	20,950,000	20,736,458	21,904,000	21,904,000
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	5,685	317,200	317,200	362,800	362,800
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	22,477,871	21,267,200	21,053,658	22,266,800	22,266,800
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	24,700	25,200	25,200	26,000	26,000
ALLOCATIONS IN FROM NPDES	200,000	279,000	279,000	290,100	290,100
ALLOCATIONS IN FROM GAS TAX	225,000	229,500	229,500	236,400	236,400
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	449,700	533,700	533,700	552,500	552,500
REVENUE & TRANSFERS TOTAL ---->	22,927,571	21,800,900	21,587,358	22,819,300	22,819,300
WASTEWATER FUND NET EXP (REV) ---->	(7,564,811)	(25,293)	188,249	(1,228,100)	(1,111,100)



PUBLIC WORKS DEPARTMENT

Program Name	Stormwater
Program Goals	The goal of the Stormwater program is to manage, maintain, repair, and enhance the City's creeks, levees, drains, pipes, and culverts for the residents and businesses of San Carlos in conformance with local, state, and federal requirements.
Organization	2.5 FTEs: 0.5 Senior Maintenance Worker, 2 Maintenance Workers
Major Services	<ul style="list-style-type: none"> • Monitoring and maintenance of storm drain systems • Levee maintenance and repair • Storm Drain Pipe/Culvert cleaning • Implementation of National Pollution Discharge Elimination System permit requirements • Creek Monitoring
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed storm drain improvements along Upland Avenue, Roland Avenue, El Camino Real, and Arguello Park • Completed all storm preparations • Completed stabilization of hillside below Alameda de las Pulgas
FY 2022-23 Goals	<ul style="list-style-type: none"> • Work with Engineering to repair damaged storm lines • Work with Engineering to build a concrete retaining wall at 3017 Brittan • Clean Trash Captures three times a year • Prepare for the next storm season

Stormwater Objective	<p>Manage maintenance of storm drainage systems, creek monitoring, levee maintenance and repair, pipe/culvert cleaning, and implementation of National Pollution Discharge Elimination System permit requirements.</p> <p>We track these metrics to ensure compliance with regulatory requirements and to provide the necessary resources where needed.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of inspections conducted (storm drain, creek, levee)	939	1,128	1,500	1,500
# of linear feet of culvert cleaned	4,040	5,126	6,000	6,000
# of catch basins cleaned	765	775	1,000	1,000
Linear feet of ditches cleaned (sediment removed)	2,496	2,303	2,500	2,500
Tons of debris removed from inlets and creek guards	17.875	16.5	35	35
Linear feet of storm drain lines installed	130	100	250	250
# of inlets replaced	10	15	15	15
% or # of MRP 2.0 internal deadlines met	100%	100%	100%	100%



**NPDES/ STORMWATER FUND (15521000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	3,287	3,700	3,700	3,800	3,800
OFFICE ADMINISTRATIVE	6,218	6,500	6,500	6,700	6,700
PROFESSIONAL SERVICES	58,551	77,500	77,500	79,800	79,800
UNIFORMS & SAFETY EQUIPMENT	1,046	2,500	2,500	2,500	2,500
PROFESSIONAL DEVELOPMENT	24,781	24,000	24,000	24,600	24,600
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	1,024	3,300	3,300	3,400	3,400
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	94,907	117,500	117,500	120,800	120,800
CAPITAL OUTLAY	-	3,500	3,500	3,600	3,600
CAPITAL OUTLAY TOTAL ---->	-	3,500	3,500	3,600	3,600
EXPENDITURES TOTAL ---->	94,907	121,000	121,000	124,400	124,400
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	158,400	161,600	161,600	166,400	166,400
ALLOCATIONS OUT TO SEWER	200,000	279,000	279,000	290,100	290,100
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	98,600	100,600	100,600	103,600	103,600
TRANSFER OUT TOTAL ---->	457,000	541,200	541,200	560,100	560,100
EXPENDITURES & TRANSFERS TOTAL ---->	551,907	662,200	662,200	684,500	684,500
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	621,396	623,200	623,200	628,100	628,100
OTHER TAX	55,306	69,500	69,500	76,700	76,700
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	136	7,500	7,500	8,600	8,600
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	676,838	700,200	700,200	713,400	713,400
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	676,838	700,200	700,200	713,400	713,400
STORMWATER FUND NET EXP (REV) ---->	(124,931)	(38,000)	(38,000)	(28,900)	(28,900)



PUBLIC WORKS DEPARTMENT

Program Name	Street Maintenance
Program Goals	The goal of the street maintenance program is to maintain a street and highway system for the public that maintains acceptable levels of service and street condition to support a safe and responsive transportation system.
Organization	2.5 FTEs: 0.5 Senior Maintenance Workers, 2 Maintenance Workers
Major Services	<ul style="list-style-type: none"> • Manage bridge and retaining wall inspections • Pavement maintenance and repair • Maintain street lighting system and traffic signals and respond to requests • Maintain traffic signs and markings and respond to requests
FY 2021-22 Accomplishments	<ul style="list-style-type: none"> • Completed the 2020 Pavement Rehabilitation Project • Supported Engineering Division between pavement rehabilitation projects • Completed the first phase of the GIS Sign Inventory Project • Continued the Sidewalk Repair Program and removed sidewalk deviations on over 200 properties from the backlog
FY 2022-23 Goals	<ul style="list-style-type: none"> • Complete annual street paving, traffic striping, and sidewalk repair projects • Replace all mast arm street name and parking enforcement signs to meet new reflectivity standards • Identify opportunities for green infrastructure improvements • Implement the next 5-year Paving Master Plan and improve the Pavement Condition Index near the County average • Implement the Bicycle and Pedestrian Master Plan improvements • Continue the Sidewalk Repair Program and repair tripping hazards

Street Maintenance Objective 1	<p>Manage bridge and retaining wall inspections, pavement maintenance and repair, street lighting and traffic signals, signs, and striping.</p> <p>These metrics are tracked to determine where resources are needed and to measure our efficiency in responding to requests.</p>
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Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of street lights repaired	11	15	20	20
# of traffic signals repaired	33	28	30	30
# of linear feet of curb painted	496	5,126	8,000	8,000
# of street signs replaced	26	30	150	150
# of square feet of potholes repaired by Maintenance	884	530	1,500	1,500
# of Inform San Carlos requests received (PW Maintenance)	145	129	175	175
Average response rate for Inform San Carlos requests	3 days	3 days	3 days	3 days



Street Maintenance Objective 2

Maintain quality and reliability of streets through annual striping, repair, and upgrading projects.

We use these metrics along with the Pavement Condition Index (PCI) to help us track how much work we are accomplishing with the limited resources we have to devote to streets. They also show that we continue to make progress on maintaining our streets.

Key Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY 2023 Adopted
# of miles paved	1.8	2.5	2.5	2.5
% of total system paved since 2010	2.11%	2.91%	2.91%	2.91%
# miles of streets sealed	1.33	1.75	2.5	2.5
% of total system sealed since 2010	2%	2%	3%	3%
Linear feet of striping replaced	22,000	25,000	25,000	25,000
Square feet of markings replaced	12,000	10,000	15,000	15,000
Pavement Condition Index (PCI)	58	58	60	62



**STREET MAINTENANCE (01541000 and 01561000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	135,982	194,700	194,700	200,500	200,500
OFFICE ADMINISTRATIVE	37,545	38,400	38,400	39,500	39,500
PROFESSIONAL SERVICES	389,626	456,400	456,400	485,100	485,100
UNIFORMS & SAFETY EQUIPMENT	168	1,700	1,700	1,700	1,700
PROFESSIONAL DEVELOPMENT	-	3,600	3,600	3,700	3,700
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	5,866	10,100	10,100	10,400	10,400
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	569,187	704,900	704,900	740,900	740,900
CAPITAL OUTLAY	-	300	300	300	300
CAPITAL OUTLAY TOTAL ---->	-	300	300	300	300
EXPENDITURES TOTAL ---->	569,187	705,200	705,200	741,200	741,200
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	24,700	25,200	25,200	26,000	26,000
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	24,700	25,200	25,200	26,000	26,000
EXPENDITURES & TRANSFERS TOTAL ---->	593,887	730,400	730,400	767,200	767,200
REVENUE SUMMARY					
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	5,576	5,600	5,600	5,800	5,800
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	162,063	126,800	126,800	130,500	130,500
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	167,640	132,400	132,400	136,300	136,300
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	167,640	132,400	132,400	136,300	136,300
GENERAL FUND NET EXPENSE (REVENUE) ---->	426,248	598,000	598,000	630,900	630,900



**MEASURE A TRAFFIC CONGESTION FUND (14571000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	90,248	91,000	91,000	93,700	93,700
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	90,248	91,000	91,000	93,700	93,700
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	90,248	91,000	91,000	93,700	93,700
TRANSFERS OUT	863,750	750,000	750,000	750,000	1,150,000
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	863,750	750,000	750,000	750,000	1,150,000
EXPENDITURES & TRANSFERS TOTAL ---->	953,998	841,000	841,000	843,700	1,243,700
REVENUE SUMMARY	Revised 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	853,396	859,000	859,000	905,600	905,600
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	134	10,600	10,600	12,100	12,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	853,530	869,600	869,600	917,700	917,700
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	853,530	869,600	869,600	917,700	917,700
MEASURE A FUND NET EXP (REV) ---->	100,468	(28,600)	(28,600)	(74,000)	326,000



**MEASURE W TRAFFIC CONGESTION FUND (18188000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-	-
EXPENDITURES TOTAL ---->	-	-	-	-	-
TRANSFERS OUT	575,000	300,000	300,000	300,000	600,000
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	575,000	300,000	300,000	300,000	600,000
EXPENDITURES & TRANSFERS TOTAL ---->	575,000	300,000	300,000	300,000	600,000

REVENUE SUMMARY	Revised 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	375,362	363,650	363,650	383,350	383,350
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	375,362	363,650	363,650	383,350	383,350
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	375,362	363,650	363,650	383,350	383,350
MEASURE W FUND NET EXP (REV) ---->	199,638	(63,650)	(63,650)	(83,350)	216,650



**GAS TAX FUND (16610000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	3,421,319	5,355,000	5,355,000	5,595,000	8,295,000
CAPITAL OUTLAY TOTAL ---->	3,421,319	5,355,000	5,355,000	5,595,000	8,295,000
EXPENDITURES TOTAL ---->	3,421,319	5,355,000	5,355,000	5,595,000	8,295,000
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	278,100	283,700	283,700	292,200	292,200
ALLOCATIONS OUT TO SEWER	225,000	229,500	229,500	236,400	236,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	461,700	470,900	470,900	485,000	485,000
TRANSFER OUT TOTAL ---->	964,800	984,100	984,100	1,013,600	1,013,600
EXPENDITURES & TRANSFERS TOTAL ---->	4,386,119	6,339,100	6,339,100	6,608,600	9,308,600
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	374,278	575,000	150,260	-	-
LICENSES & PERMITS	148,686	28,000	28,000	28,900	28,900
OTHER REVENUE	1,448,977	1,416,900	1,460,000	1,437,500	1,595,000
OTHER TAX	55,306	69,500	69,500	76,700	76,700
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	1,014	24,600	24,600	28,100	28,100
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	2,028,260	2,114,000	1,732,360	1,571,200	1,728,700
GENERAL TRANSFERS IN	4,500,000	-	-	-	400,000
TRANSFER IN FROM MEASURE A (14571000)	863,750	750,000	750,000	750,000	1,150,000
TRANSFER IN FROM MEASURE W (14391000 and 18188000)	575,000	300,000	300,000	300,000	600,000
TRANSFER IN FROM CAPITAL IMPROVEMENT FUND (0025)	125,000	1,125,000	1,125,000	3,125,000	3,125,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	6,063,750	2,175,000	2,175,000	4,175,000	5,275,000
REVENUE & TRANSFERS TOTAL ---->	8,092,010	4,289,000	3,907,360	5,746,200	7,003,700
GAS TAX FUND NET EXPENSE (REVENUE) ---->	(3,705,891)	2,050,100	2,431,740	862,400	2,304,900



**PARKING IN LIEU FUND (28281000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	2,273	64,738	64,738	65,000	65,000
CAPITAL OUTLAY TOTAL ---->	2,273	64,738	64,738	65,000	65,000
EXPENDITURES TOTAL ---->	2,273	64,738	64,738	65,000	65,000
TRANSFERS OUT	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	-	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL ---->	2,273	64,738	64,738	65,000	65,000
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	2,706	3,100	3,100	3,200	3,200
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-
OTHER REVENUE	76,169	-	-	-	-
OTHER TAX	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	441	3,800	3,800	4,300	4,300
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	79,316	6,900	6,900	7,500	7,500
GENERAL TRANSFERS IN	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	-	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	79,316	6,900	6,900	7,500	7,500
PARKING IN LIEU FUND NET EXPENSE (REV) ---->	(77,044)	57,838	57,838	57,500	57,500



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SUMMARY OF EMPLOYEE COMPENSATION AND BENEFITS

The Administrative Services Department is responsible for initiating recruitment and providing employment services to all City departments and employees and for implementing Federal, State and court mandates and requirements related to employment. These services include: recruitment and selection of qualified employees; administration of the City’s benefit programs; administration of workers’ compensation programs; maintenance of the City’s classification and salary structure; coordination of Citywide training and development for employees; administration of various Memoranda of Understanding (MOU) between the City and employee unions; and problem solving and employee assistance activities. The Administrative Services Department is also responsible for the labor negotiation process and employee relations. The department arranges legally required training for employees, such as Anti-Harassment Training, and many other training seminars throughout the year. The Human Resources Division maintains all personnel files and records, including the performance evaluation records.

The City of San Carlos has successfully negotiated and implemented five labor contracts with the bargaining units below. Any changes to MOU provisions are done through the negotiations process and are approved by Council separately from the budget process.

Confidential	07/01/21-06/30/23
Management	07/01/21-06/30/23
AFSCME Technical and Professional	07/01/21-06/30/23
Teamsters	09/01/21-08/31/23
Part-Time Employees	1/27/20

The Compensation Plan for authorized positions in the unit consists of job title classifications/job codes with corresponding salary scales spanning five steps with 5% differential between each step. The City of San Carlos participates in the CalPERS program and offers a variety of retirement and health benefit programs and services to employees. Below is a sample of these benefits:

MEDICAL/VISION/DENTAL

Employees have the choice between seven PERS Health Plans offered by the City for employee only; employee plus dependent; and family coverage. The City pays for the employee’s dental and vision insurance. The City pays monthly contributions towards the premium for employee and dependent medical coverage for employees working 130 hours or more per month.

FLOAT TIME

Employees in the Management unit receive 24 hours of float time. All other full time employees are given up to 40 hours of float time per year.

ADMINISTRATIVE LEAVE

Employees in the Management unit receive 80 hours of administrative leave per year. Exempt employees in the following job classifications of Associate Engineer, Associate Planner, Executive Assistant, HR Management Analyst, Assistant Public Works Superintendent, Recreation Supervisor, Senior Systems Analyst and Recreation Coordinator receive 60 hours of administrative leave.

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT

The City of San Carlos pays basic life insurance coverage up to \$200,000 for employees. Accident Death & Dismemberment Insurance is available to all regular employees.

**EMPLOYEE ASSISTANCE PROGRAM**

The City of San Carlos provides an employee assistance program for employees and their dependents.

VACATION/HOLIDAY/SICK LEAVE

Employees accrue 12 to 25 days of vacation per year depending upon length of service, up to 12 days of sick leave and receive 10 (ten) paid holidays per year.

LONG TERM DISABILITY/WORKERS' COMPENSATION INSURANCE

The City of San Carlos provides workers' compensation and long term disability insurance for employees.

RETIREMENT

The City is part of the California Public Employee's Retirement System. The benefit tiers are: PERS 2.7% @ 55 for civilian employees hired before March 16, 2009; 2.5% @ 55 for civilian employees hired on or after March 16, 2009 but before April 22, 2012; 2% @ 55 for civilian employees hired on or after April 22, 2012 but before January 1, 2013 or Classic member as defined by CalPERS; 2% @ 62 for new members as defined by CalPERS hired on or after January 1, 2013; and 2% @ 50 for Public Safety/Fire Department Employees; and 2.7% @ 57 for new Safety/Fire members as defined by CalPERS hired on or after January 1, 2013.

LONGEVITY PAY

The City provides a longevity recognition program for employees who have completed at least 10 years of continuous City service and retired from PERS. This benefit has been eliminated and no employees hired on or after January 1, 2009 is eligible for the longevity benefits.

COMMUTER BENEFIT REIMBURSEMENT

Employees who work a minimum of 20 hours per week may participate in the Commuter Benefit Reimbursement plan on a pre-tax contribution basis up to \$280 per month for transit passes and van pool services and up to \$280 per month for qualified parking expenses in 2022. The City contributes up to \$225 per year per employee toward a commuter benefit program which would also be subject to the IRS allowable maximums, for the Management and Confidential units.

HEALTH CARE & DEPENDENT CARE REIMBURSEMENT ACCOUNTS (FLEXIBLE SPENDING ACCOUNTS)

Employees can contribute an anticipated amount for eligible health care up to \$2,850 per calendar year (for 2022). Money in the reimbursement accounts must be used by the end of the calendar year. Up to \$550 of unused money in a health care reimbursement account can be carried over to the following plan year.

457(b) DEFERRED COMPENSATION

Employees can contribute up to \$20,500 of pre-tax dollars towards a 457(b) deferred compensation plan per year (in 2022). Employees age 50 or older may contribute up to an additional \$6,500 for a total of \$27,000 per year (in 2022).

STATE DISABILITY INSURANCE (SDI)

Employees in the Confidential Group, Management Group, and Teamsters Unit are eligible for partial wage replacement benefits if they are unable to work due to a non-work related illness, injury, or pregnancy. SDI contributions are paid for through employee payroll deductions.



PERSONNEL SUMMARY

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget 2022-23
FULL TIME EQUIVALENT EMPLOYEES					
Accounting Technician I ¹	1.00	1.00	1.00	0.00	0.00
Accounting Technician II	2.00	2.00	2.00	2.00	2.00
Administrative Assistant ²	4.00	4.00	4.00	4.00	5.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Assistant Community Development Director ³	0.00	0.00	0.00	0.00	1.00
Assistant Planner ⁴	1.00	1.00	1.00	1.00	1.00
Associate Engineer ⁵	2.00	2.00	2.00	2.00	3.00
Associate Planner ⁶	1.00	1.00	1.00	1.00	2.00
Building Inspector II ⁷	4.00	4.00	4.00	3.00	4.00
Building Official	1.00	1.00	1.00	1.00	1.00
City Clerk/Community Relations Director	1.00	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant ⁸	0.00	1.00	0.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Communications Coordinator ⁹	1.00	0.00	0.00	0.00	1.00
Communications Manager ¹⁰	0.00	0.00	0.00	0.00	1.00
Community Development Director	1.00	1.00	1.00	1.00	1.00
Cook ¹¹	0.00	0.00	0.00	0.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
Economic Development/Housing Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Facility Attendant ¹²	1.00	0.00	0.00	0.00	0.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Fire Prevention Officer	1.00	1.00	1.00	1.00	1.00
Human Resources Management Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	10.00	10.00	10.00	10.00	10.00
Management Analyst ¹³	2.00	4.00	4.00	4.00	3.00
Mechanic	1.00	1.00	1.00	1.00	1.00
Parks and Recreation Director	1.00	1.00	1.00	1.00	1.00
Permit Technician ¹⁴	0.00	0.00	0.00	0.00	1.00
Planning Manager ¹⁵	1.00	1.00	1.00	1.00	1.00
Principal Planner ¹⁶	0.00	1.00	1.00	1.00	1.00
Public Works Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Inspector ¹⁷	1.00	1.00	1.00	1.00	2.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator ¹⁸	4.00	4.00	4.00	5.00	5.00
Recreation Manager ¹⁹	1.00	1.00	0.00	0.00	1.00
Recreation Supervisor ²⁰	1.00	1.00	3.00	3.00	2.00
Senior Accountant	2.00	2.00	2.00	2.00	2.00
Senior Administrative Clerk ²¹	4.00	4.00	1.00	3.00	4.00
Senior Building Inspector ²²	0.00	0.00	0.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00	1.00
Senior Facility Attendant ²³	0.00	1.00	0.00	1.00	1.00
Senior Maintenance Worker ²⁴	7.00	8.00	8.00	8.00	10.00
Senior Management Analyst ²⁵	3.00	3.00	3.00	3.00	3.00
Senior Planner ²⁶	1.00	2.00	0.00	1.00	2.00
Senior Sustainability Analyst ²⁷	0.00	0.00	0.00	0.00	1.00
Senior Systems Analyst	1.00	1.00	1.00	1.00	1.00
Senior Traffic Engineer ²⁸	0.00	0.00	0.00	0.00	1.00
Systems Analyst	2.00	2.00	2.00	2.00	2.00
TOTAL REGULAR FULL-TIME EMPLOYEES	79.00	84.00	78.00	83.00	98.00



PERSONNEL SUMMARY

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget 2022-23
ELECTED & APPOINTED OFFICIALS					
City Council	5.00	5.00	5.00	5.00	5.00
City Treasurer	1.00	1.00	1.00	1.00	1.00
TOTAL ELECTED AND APPOINTED OFFICIALS	6.00	6.00	6.00	6.00	6.00
PART-TIME FUNDING BY DEPARTMENT					
Recreation Division	467,100	457,100	338,200	445,200	493,300
Sewer Fund	7,000	7,100	7,200	7,300	7,500
TOTAL PART-TIME FUNDING BY DEPARTMENT	\$ 474,100	\$ 464,200	\$ 345,400	\$ 452,500	\$ 500,800

¹ Accounting Technician I position eliminated in FY2021-22

² Administrative Assistant position in the Public Works Department added in FY2022-23

³ Assistant Community Development Director added in FY2022-23

⁴ Assistant Planner position added in FY2018-19

⁵ Associate Engineer position added in FY2022-23

⁶ Associate Planner position added in FY2022-23

⁷ Building Inspector II positions upgraded to Senior Building Inspector in FY2021-22; Building Inspector II position added in FY2022-23

⁸ Civil Engineering Assistant position added in FY2019-20, eliminated in FY2020-21, and restored in FY2021-22

⁹ Communications Coordinator position upgraded to the Management Analyst position in the City Manager's Department in FY2019-20 and added in FY2022-23

¹⁰ Communications Manager position upgraded from the Management Analyst position in the City Manager's Department in FY2022-23

¹¹ Cook position upgraded from Part Time to Full Time in FY2022-23

¹² Facility Attendant position added in FY2016-17; upgraded to the Senior Facility Attendant position on the October 28, 2019 Council Meeting

¹³ Management Analyst position upgraded from the Part Time Sustainability Coordinator position in the City Manager's Department in FY2018-19;

Management Analyst position upgraded from the Communications Coordinator position in the City Manager's Department in FY2019-20;

Management Analyst position upgraded from the Senior Administrative Clerk position in the Building Division in FY2019-20; Management Analyst

positions in the City Manager upgraded to Communications Manager and Senior Sustainability Coordinator in FY2022-23; Management Analyst

position added to the Administrative Services Department in FY2022-23

¹⁴ Permit Technician position in the Public Works Department added in FY2022-23

¹⁵ Planning Manager position upgraded from the Principal Planner position in FY2016-17 and moved from the Planning Division to Advanced Planning Division in FY2019-20

¹⁶ Principal Planner position added in FY2019-20

¹⁷ Public Works Inspector position added in FY2022-23

¹⁸ Recreation Coordinator position added on the January 24th, 2022 Council Meeting

¹⁹ Recreation Manager position upgraded from the Recreation Supervisor position in FY2017-18, downgraded to the Recreation Supervisor

position in FY2020-21, and upgraded from the Recreation Supervisor position in FY2022-23

²⁰ Recreation Supervisor position downgraded from the Recreation Manager position in FY2020-21, added in FY2020-21 on the April 12th, 2021

Council Meeting, and upgraded to the Recreation Manager position in FY2022-23

²¹ Senior Administrative Clerk position in Planning Division added in FY2016-17 but eliminated in FY2020-21; Senior Administrative Clerk position in Advance Planning Division was added in FY 2019-20, eliminated in FY2020-21, and restored in FY2021-22; Senior Administrative Clerk position in Parks & Recreation eliminated in FY2020-21 but restored in FY2021-22; Senior Administrative Clerk position in Current Planning Division added in FY2022-23

²² Senior Building Inspector upgraded from Building Inspector II in FY2021-22

²³ Senior Facility Attendant position upgraded from the Facility Attendant position on the October 28, 2019 Council Meeting and position eliminated in FY2020-21 and reinstated in FY2021-22

²⁴ Senior Maintenance Worker positions added: one added in FY2018-19; one added in FY2019-20; and two added in FY2022-23

²⁵ Senior Management Analyst position in the Community Development Department added in FY2018-19

²⁶ Senior Planner position added in the Advanced Planning Division in FY2019-20, eliminated in FY2020-21, and restored FY2021-22; Senior

Planner position added in the Planning in FY2022-23

²⁷ Senior Sustainability Analyst position in the City Manager's

²⁸ Senior Traffic Engineer added in FY2022-23



PERSONNEL SUMMARY BY DEPARTMENT

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget FY22-23
FULL TIME EQUIVALENT EMPLOYEES BY DEPARTMENT					
CITY MANAGER'S OFFICE					
CITY MANAGER - 01111000					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Communications Coordinator	1.00	0.00	0.00	0.00	1.00
Communications Manager	0.00	0.00	0.00	0.00	1.00
Senior Sustainability Analyst*	0.00	0.00	0.00	0.00	1.00
Management Analyst	1.00	2.00	2.00	2.00	0.00
TOTAL CITY MANAGER'S OFFICE	6.00	6.00	6.00	6.00	7.00
*Position underfilled					
CITY CLERK - 01121000					
City Clerk/Community Relations Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL CITY CLERK	2.00	2.00	2.00	2.00	2.00
COMMUNITY DEVELOPMENT					
COMMUNITY DEVELOPMENT - ADMINISTRATION					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	0.00	0.00	0.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL ADMINISTRATION DIVISION	3.00	3.00	3.00	3.00	4.00
BUILDING DIVISION - 01181000					
Building Official	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	0.00	0.00	0.00	1.00	1.00
Building Inspector II*	4.00	4.00	4.00	3.00	4.00
Permit Technician	0.00	0.00	0.00	0.00	1.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Senior Administrative Clerk	1.00	0.00	0.00	0.00	0.00
TOTAL BUILDING DIVISION	6.00	6.00	6.00	6.00	8.00
*Position underfilled					
ECONOMIC DEVELOPMENT DIVISION - 01640033					
Economic Development & Housing Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
TOTAL ECONOMIC DEVELOPMENT DIVISION	2.00	2.00	2.00	2.00	2.00
PLANNING DIVISION - 01191000					
Planning Manager	1.00	0.00	0.00	0.00	0.00
Principal Planner	0.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	0.00	0.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Senior Administrative Clerk	1.00	1.00	0.00	0.00	1.00
TOTAL PLANNING DIVISION	5.00	5.00	3.00	3.00	5.00
ADVANCED PLANNING DIVISION - 01191001					
Planning Manager	0.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	1.00	0.00	1.00	1.00
Associate Planner	0.00	0.00	0.00	0.00	1.00
Senior Administrative Clerk	0.00	1.00	0.00	1.00	1.00
TOTAL ADVANCED PLANNING DIVISION	0.00	3.00	1.00	3.00	4.00
ADMINISTRATIVE SERVICES					
ADMINISTRATIVE SERVICES - 01210000					
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL ADMINISTRATIVE SERVICES	3.00	3.00	3.00	3.00	4.00



PERSONNEL SUMMARY BY DEPARTMENT

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget FY22-23
FINANCE DIVISION - 01211000					
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Senior Accountant	2.00	2.00	2.00	2.00	2.00
Accounting Technician II	2.00	2.00	2.00	2.00	2.00
Accounting Technician I	1.00	1.00	1.00	0.00	0.00
TOTAL FINANCE DIVISION	6.00	6.00	6.00	5.00	5.00
HUMAN RESOURCES DIVISION - 01212000					
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Management Analyst	1.00	1.00	1.00	1.00	1.00
TOTAL HUMAN RESOURCES DIVISION	2.00	2.00	2.00	2.00	2.00
INFORMATION TECHNOLOGY DIVISION - 01213000					
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Senior Systems Analyst	1.00	1.00	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00	2.00	2.00
TOTAL INFORMATION TECHNOLOGY DIVISION	4.00	4.00	4.00	4.00	4.00
FIRE DEPARTMENT - 01491031					
Fire Prevention Officer	1.00	1.00	1.00	1.00	1.00
TOTAL FIRE	1.00	1.00	1.00	1.00	1.00
PUBLIC WORKS DEPARTMENT					
PUBLIC WORKS ENGINEERING DIVISION - 01511000					
Public Works Director	1.00	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00	1.00
Senior Traffic Engineer	0.00	0.00	0.00	0.00	1.00
Associate Engineer*	2.00	2.00	2.00	2.00	3.00
Public Works Inspector	1.00	1.00	1.00	1.00	2.00
Civil Engineering Assistant	0.00	1.00	0.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	1.00
TOTAL PUBLIC WORKS ENGINEERING	7.00	8.00	7.00	8.00	12.00
*Position underfilled					
FLEET MAINTENANCE DIVISION - 01531000					
Mechanic	1.00	1.00	1.00	1.00	1.00
TOTAL FLEET MAINTENANCE	1.00	1.00	1.00	1.00	1.00
PARKS DEPARTMENT					
PARKS ADMINISTRATION - 01701000					
Parks and Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation Manager	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL PARKS ADMINISTRATION	2.00	2.00	2.00	2.00	3.00
RECREATION DIVISIONS - 01721000 - 01771000					
Recreation Manager	1.00	1.00	0.00	0.00	0.00
Recreation Supervisor	1.00	1.00	3.00	3.00	2.00
Recreation Coordinator	4.00	4.00	4.00	5.00	5.00
Senior Administrative Clerk	1.00	1.00	0.00	1.00	1.00
Facility Attendant	1.00	0.00	0.00	0.00	0.00
Senior Facility Attendant	0.00	1.00	0.00	1.00	1.00
Cook	0.00	0.00	0.00	0.00	1.00
TOTAL RECREATION DIVISIONS	8.00	8.00	7.00	10.00	10.00
PARK MAINTENANCE DIVISION - 01711000					
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	4.00	4.00	4.00	5.00
TOTAL PARK MAINTENANCE	4.00	5.00	5.00	5.00	6.00



PERSONNEL SUMMARY BY DEPARTMENT

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget FY22-23
BUILDING MAINTENANCE DIVISION 01712000 - 01718000					
Senior Maintenance Worker	2.00	2.00	2.00	2.00	3.00
TOTAL BUILDING MAINTENANCE	2.00	2.00	2.00	2.00	3.00
SEWER FUND - 06631000					
Public Works Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Maintenance Worker	10.00	10.00	10.00	10.00	10.00
Senior Administrative Clerk	1.00	1.00	1.00	1.00	1.00
TOTAL SEWER FUND	15.00	15.00	15.00	15.00	15.00
TOTAL REGULAR FULL-TIME EMPLOYEES	79.00	84.00	78.00	83.00	98.00
CONTRACT POSITIONS:					
LEGAL SERVICES					
Burke, Williams, & Sorenson, LLP.					
City Attorney	1.00	1.00	1.00	1.00	1.00
TOTAL LEGAL SERVICES CONTRACT	1.00	1.00	1.00	1.00	1.00
LAW ENFORCEMENT SERVICES					
San Mateo County Sheriff's Office					
Police Chief/Captain	0.80	0.80	0.80	0.80	0.80
Deputy	12.00	12.00	12.00	12.00	12.00
Motorcycle Deputy	2.00	2.00	2.00	2.00	2.00
Detective	2.00	2.00	2.00	2.00	2.00
General Sergeant	4.00	4.00	4.00	4.00	4.00
Administrative Sergeant	1.00	1.00	1.00	1.00	1.00
Community Service Officer	5.00	5.00	5.00	6.00	6.00
Administrative Secretary III	0.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Criminal Records Technician	1.00	1.00	1.00	1.00	1.00
TOTAL POLICE SERVICES CONTRACT	28.80	28.80	28.80	29.80	29.80
FIRE AND EMERGENCY OPERATIONS SERVICES					
City of Redwood City Fire Department					
Fire Chief	0.25	0.25	0.25	0.25	0.25
Deputy Fire Chief	0.66	0.66	0.66	0.66	0.66
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Marshal	0.33	0.33	0.33	0.33	0.33
Fire Prevention Admin	0.33	0.33	0.33	0.33	0.33
Deputy Fire Marshal	0.00	0.00	0.00	0.00	0.00
Fire Prevention Officer	0.50	0.50	0.50	0.50	0.50
Training Battalion Chief	0.33	0.33	0.33	0.33	0.33
Fire Captain	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedics	6.00	6.00	6.00	6.00	6.00
Firefighters	6.00	6.00	6.00	6.00	6.00
Management Analyst	0.33	0.33	0.33	0.33	0.33
Administrative Assistant	0.33	0.33	0.33	0.33	0.33
TOTAL FIRE SERVICES CONTRACT	22.06	22.06	22.06	22.06	22.06
DISPATCH SERVICES**					
City of Menlo Park / SM County Communications Office					
Communications Officer	4.00	4.00	4.00	4.00	4.00
TOTAL DISPATCH SERVICES CONTRACT	4.00	4.00	4.00	4.00	4.00

** Effective November, 2011 Dispatch Communication Services are provided by the San Mateo County Communications Office



PERSONNEL SUMMARY BY DEPARTMENT

Classification	Revised Budget 2018-19	Revised Budget 2019-20	Revised Budget 2020-21	Adopted Budget 2021-22	Adopted Budget FY22-23
PARKS MAINTENANCE					
Landscape Providers					
Maintenance Worker	3.10	3.10	2.10	3.10	3.10
Irrigation Specialist	0.40	0.40	0.40	0.40	0.40
Spray Operator	0.10	0.10	0.10	0.10	0.10
Supervisor	0.40	0.40	0.40	0.40	0.40
TOTAL PARK MAINTENANCE CONTRACT	4.00	4.00	3.00	4.00	4.00
MEDIAN & OPEN SPACE MAINTENANCE					
Median Landscaper					
Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Irrigation Specialist	0.20	0.20	0.20	0.20	0.20
Supervisor	0.20	0.20	0.20	0.20	0.20
Open Space Landscaper					
Maintenance Worker	1.50	1.50	1.50	1.50	1.50
TOTAL MEDIAN & OPEN SPACE CONTRACT	3.90	3.90	3.90	3.90	3.90
BUILDING MAINTENANCE					
Janitorial Services					
Janitor	6.00	6.00	5.00	5.00	5.00
TOTAL BUILDING MAINTENANCE CONTRACT	6.00	6.00	5.00	5.00	5.00
CITY PLANNING SERVICES					
Planning Contractor Services					
Sr. Planner	1.00	1.00	0.40	0.40	0.40
Principal Planner	1.00	1.00	0.60	0.80	0.80
Assistant Planner	0.00	0.00	0.00	2.00	1.00
Associate Planner	0.50	0.50	1.00	0.40	1.00
Planning Technician	0.00	0.00	2.00	1.00	1.00
TOTAL PLANNING CONTRACT	2.50	2.50	4.00	4.60	4.20
BUILDING SERVICES					
San Mateo County Code Enforcement					
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
TOTAL BUILDING SERVICES CONTRACT	1.00	1.00	1.00	1.00	1.00



CITY COUNCIL STAFF REPORT

MEETING DATE: March 28, 2022

ITEM TITLE: Consideration of Fiscal Year 2022-23 Mid-Cycle Budget Adjustments and Adopting a Resolution Adopting the Proposed Mid-Cycle Fiscal Year 2022-23 Capital Fund Budgets.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the adjustment of Fiscal Year (“FY”) 2022-23 Capital Fund Budgets.

FISCAL IMPLICATIONS:

Adoption of the Resolution will impact:

- FY 2022-23 Wastewater Fund 0006 (“Sewer Fund”):
 - Expenses amended by an amount of \$17,000,
 - Transfers out and allocations out amended by an amount of \$100,000; and
- FY 2022-23 Gas Tax Fund 0016 (“Fund 16”):
 - Expenses amended by an amount of \$2,700,000; and
- FY 2022-23 General Capital Fund 0025 (“Fund 25”):
 - Expenses amended by an amount of \$6,740,000; and
- FY 2022-23 Housing Fund 0029 and 0031 (“Fund 29” and “Fund 31”):
 - Expenses amended by an amount of \$25,600,
 - Transfers out and allocations out amended by an amount of \$195,000; and
- FY 2022-23 Library Tenant Fund 0095 (“Library Fund”):
 - Expenses amended by an amount of \$150,000; and

The adoption of the Resolution will not impact the FY 2022-23 Park in Lieu Fund 0027 (“Fund 27”) and Parking in Lieu Fund 0028 (“Fund 28”) appropriations.

For additional financial overview information, please refer to the various summary sections in the attached proposed budget document.

BACKGROUND:

Last June, the City Council adopted the FY 2021-23 Biennial Budget, which was the result of an inclusive and interactive staff budget development process, City Council Budget Study Sessions held on April 26, 2021 and May 1, 2021, as well as Council direction given throughout the year.

Resolution 2021-050 set the appropriation (expense) levels for both FY 2021-22 and FY 2022-23. One of the primary advantages of a two-year budget cycle is the amount of time savings that can be realized by both staff in the preparation of the budget and the governing body, who must review and adopt the budget.

The capital project budgets fund major, one-time and on-going infrastructure improvement needs including: resurfacing and sidewalk projects; traffic safety improvements; park construction and improvements; facility improvements; and, enterprise technology projects. Funds are often accumulated over a period of years and then spent when a sufficient amount of revenue is available to pay for the desired projects. There is sufficient revenue or fund balance to finance the proposed changes to the capital project budgets.

Sections 65400, 65401, and 65403 of the State Planning and Zoning Code require annual Planning Commission review of public works projects planned for the next fiscal year to determine conformity with the adopted General Plan. The Planning Commission will review the Capital Improvement Program Budget at its April 18, 2022 meeting for conformity with the goals, policies, and actions contained within the General Plan.

ANALYSIS:

The proposed Mid-Cycle FY 2022-23 Capital Improvement Program Appropriations Budget is provided in Attachments 2 and 3. Below is a summary highlighting the status of recommended changes since the FY 2021-23 Adopted Budget, and background of newly proposed projects grouped by fund. Detailed descriptions of these projects can be found in the attachments.

Wastewater Fund 06:

The Wastewater Fund is the City's only Enterprise Fund. An Enterprise Fund is used to account for operations that are financed and operated like a private business enterprise. The Wastewater Fund, therefore, has the rates and fees necessary to fund sewage treatment, transmission, and major capital replacements and improvements to the sewer system.

Staff is recommending changes to the following previously approved project:

- **Wastewater Financial Plan and Rate Study Project (C9609).** \$80,000 was previously approved for FY 2022-23. Staff now recommends funding an additional \$40,000 for FY 2022-23 to cover the costs of updating the Sewer Connection fee so that new development will pay its fair share contribution.

**Gas Tax Fund 16:**

The Gas Tax Fund is used to account for revenue received and expended under the State of California, Street and Highways Code Sections 2106, 2107, and 2107.5. Revenues received must be expended for maintenance and construction related to streets.

SB 1. In April 2017, the Governor signed into law the Road Repair and Accountability Act of 2017 (Senate Bill "SB" 1). SB 1 provides \$5.2 billion annually statewide and is a significant investment in California's transportation infrastructure. This revenue has been incorporated into the five-year capital project proposal. However, due to the COVID-19 pandemic causing a reduction in fuel consumption and vehicle sales, Local Streets and Roads (LSR) revenues allocated to cities and counties by the state are lower than originally expected, but are largely being offset by tax rate increases stipulated in SB 1. LSR revenues are projected at \$1.6 million in FY 2022-23.

Measure A. Measure A was passed originally in 1988 and then extended by voters in 2004 (to 2033) to improve transit and relieve traffic congestion. It includes funds for local community shuttle services, railroad/street grade separations, and a major infusion of tax dollars for pedestrian and bicycle projects and some operating funds that can be channeled to Caltrans.

Measure W. Measure W was passed in 2018, and went into effect in July 2019, approving a half cent sales tax to provide the County with additional resources to improve transit and relieve traffic congestion. This tax measure is generating funds for a period of 30 years, from July 2019 to June 30, 2048. Measure W contains the Congestion Relief Plan, which establishes five Investment Categories for these funds: Highway/Interchange; Local Safety/Pothole; Bicycle/Pedestrian; Regional Connections; and Public Transit.

Due to COVID-19, many local agencies, including San Carlos, have seen a decrease in sales tax and thus a decrease in revenue from Measure A and Measure W. Although there was a decrease in revenues, the fund balance was sufficient to recommend an increase in the transfer from Fund 14 (Measure A) and Fund 18 (Measure W) into Fund 16 (Gas Tax Fund) by \$0.7 million or from \$1.05 million to \$1.75 million in FY 2022-23, and then \$1.05 million each year in FY 2023-24 through FY 2025-26.

Staff is recommending changes to the following previously approved projects:

- **Annual Street Resurfacing Project (C9416).** \$10.3 million of total project funding was originally approved, with \$5 million appropriated for FY 2021-22, \$5.3 million for FY 2022-23, and \$13.5 million requested for FY 2023-24 through 2025-26. Staff now recommends funding an additional \$11.2 million, or \$2.2 million for FY 2022-23 and \$3 million per year for FY 2023-24 through 2025-26. The current Pavement Condition Index (PCI) for the entire street network is 57 out of 100 and if funding for street repairs remains at current levels, the current PCI will decrease, which puts the street network into the "very poor" or "failed" conditions. It would cost approximately \$70 million to raise the PCI to 83, or "excellent" level. The recommended five-year funding level will increase the PCI to 62 or "fair" condition. To achieve this, approximately 30% of City streets will be under construction per fiscal year.
- **Annual Traffic Markings and Striping Project (C9417).** \$350,000 of total project funding was originally approved, with \$175,000 appropriated for FY 2021-22 and 2022-23 and \$325,000 requested for FY 2023-24 through 2025-26. Staff now recommends funding an additional \$700,000, or \$125,000 per year for FY 2022-23 through 2023-24 and \$225,000 per year for FY 2024-25 through 2025-26, in alignment with the Strategic Plan to continue to maintain public safety, maximize mobility, minimize liability, and improve pedestrian crossings.

**The following new Gas Tax Fund Project is recommended:**

- **Burton Park Sidewalk Improvements.** The existing aggregate sidewalk and curb surrounding the Burton Park perimeter along Arroyo Avenue and Chestnut Street are failing and are in need of placement. As such, \$375,000 is recommended for funding in FY 2022-23 to remove and replace the existing aggregate concrete sidewalk to match surrounding areas around Burton Park, reconstruct the existing curb ramps and rehabilitate the existing roadway, reconstruct the valley gutter, and add new traffic striping and pavement markings.

General Fund Capital Projects Fund 25:

The General Fund Capital Projects Fund accounts for general capital improvements and replacements, including building construction, technology, and other infrastructure improvements.

The major sources of revenue for this fund are the franchise fee revenue received from the Shoreway Transfer Station, estimated at approximately \$2.4 million in FY 2022-23 with a \$100,000 increase per year in the next three fiscal years and the Educational Revenue Augmentation Fund (ERAF) rebate, which reflects property taxes previously taken from the City by the State, estimated at \$800,000 per year.

Staff proposed a transfer of approximately \$2.5 million from the General Fund “Assigned” Reserve balance in FY 2022-23 and \$2.0 million in FY 2023-24 through FY 2025-26. This transfer will fund infrastructure projects, including pedestrian safety improvements, the downtown planning initiative, and the Fire Station 16 replacement. The transfer is also needed to fund essential maintenance and asset replacement projects.

Staff also proposed a transfer of \$3.125 million in FY 2022-23 from the General Capital Fund to the Gas Tax Fund. This transfer will help offset the increasing street rehabilitation and sidewalk maintenance costs.

Completed projects in FY 2021-22:

- Park Restroom Replacement (C1718)
- Purchase and Implement a New Agenda and Record Management System (C1720)
- Pedestrian Enhancement at Arroyo/Cedar & Hemlock/Orange Pathway (C1743)
- Existing Highlands Parks Synthetic Turf Replacement (C1817)
- Fuels Mitigation at City Parks (C1821)

Previously approved projects moved to the Unfunded Project List per City Council’s recommendation on March 14, 2022:

- San Carlos Quick-Build Pilot Program (C2107)

Staff is recommending changes to the following previously approved projects:

- **Fire Station 16 Replacement (C9823).** \$10.5 million was approved for FY 2021-22. Per Council discussion and direction at the January 10, 2022 meeting, the American Rescue Plan Act (ARPA) funding of \$3,440,212 in FY 2021-22 and \$3,610,447 in FY 2022-23 have been applied to this project.



- **Illuminated Street Name Sign Replacement (C1712).** \$105,000 of total project funding was originally approved. Staff now recommends funding an additional \$100,000 for FY 2022-23 due to the increase in costs, supplies, materials and labor as a result of the pandemic. This will affect 24 signalized intersections or a total of 96 signs.
- **Guardrail Installation at Torino/Winding Way Intersection (C1744).** Installing guardrails on Torino Drive at the intersection of Winding Way is a safety improvement. \$13,500 was originally approved for FY 2021-22. Staff now recommends funding an additional \$30,000 for FY 2022-23 based on current updated construction quotes.
- **Installation of New Sports Field Lighting at Flanagan and Stadium Fields (C1818).** \$200,000 was originally approved for FY 2021-22 and \$1.4 million for FY 2022-23. Staff recommends increasing the funding by \$600,000 in FY 2022-23 to cover the total project costs which includes the addition of lighting to the batting cages as recommended by City Council.
- **Brittan Avenue Sidewalk Improvements (C2106).** Staff recommends transferring the approved funding of \$1.8 million from the Bicycle and Pedestrian Master Plan Implementation Project (C2006) to this project for sidewalk improvements. There is no sidewalk or safe path of travel for pedestrians between Milano Way and Alameda de las Pulgas along Brittan Avenue. The construction of a sidewalk is prioritized and is consistent with the City's Bicycle and Pedestrian Master Plan.

The following new and future General Fund Capital Projects are recommended:

- **2nd Floor Library Remodel (Old Chamber Area Suite 206).** Staff recommends a total of \$1.35 million of funding for FY 2022-23. With the increase in development and capital projects, there is an additional demand for personnel and consulting resources. City Hall has limited space and/or capacity for growth. Therefore, it is necessary to expand into the vacated space in suite 206 at the library. This space will require remodeling as well as furniture, cabling, and electrical to meet the growing needs of the city.
- **477 Hillcrest Wall Replacement.** Staff recommends \$450,000 of funding for FY 2022-23. The existing decorative wall along the properties of 447 Hillcrest Road partially failed due to the heavy rains in early 2020. An evaluation and geotechnical report performed on the wall showed that other areas along the wall were beginning to fail and the wall needs to be secured to prevent complete failure and hillside slough off onto Hillcrest Road.
- **Burton and Harrington Park Maintenance.** \$350,000 has been recommended for funding in FY 2022-23. Burton Park poured-in-place surfacing is nearing 15 years old. Staff has made several repairs to deteriorating surface areas, however, the entire surface has reached its lifespan and is need of overall replacement. Additionally, following repeated years of extreme drought in the region, staff recommends the conversion from grass to synthetic turf within the fenced playground area at Burton Park and the grass area at Harrington Park. This will eliminate the need for annual closures of these grass and play areas, resulting in more availability.



- **City Facility Cameras.** Staff recommends consolidating projects totaling \$450,000 into one new project from three previously approved projects: Wheeler Plaza Garage Camera Design Study (C1902) at \$100,000, Corp Yard Cameras (C2004) at \$100,000 and Surveillance Cameras in Public Park (C2103) at \$250,000. There is no additional funding request required at this time, but consolidation of these three projects will simplify the bidding process. This project involves installing surveillance cameras and related infrastructure at Arguello and Highlands Parks, the Corporation Yard, and Wheeler Garage to monitor activity and access at these facilities for security purposes.
- **East Side Innovation District Parking Strategy.** Staff recommends \$100,000 in funding in FY 2022-23 for consulting fees. The East Side Innovation District Vision Plan was approved by City Council in October 2022. The Plan contains 10 “Big Moves” for transformation in the district. Big Move #10 is to adopt a shared district parking strategy, which includes refining parking requirements and developing a “park-once” and shared parking district strategy. The goal is to develop and define district parking requirements that address the range of existing and future users in the district.
- **East Side Innovation District Master Streetscape Plan.** Staff recommends \$200,000 in funding in FY 2022-23 for consulting fees. The East Side Innovation District Vision Plan was approved by the City Council in October 2022. The Plan contains 10 “Big Moves” for transformation in the district. Big Move #1 is to convert Industrial Road into a functional green boulevard that provides a distinct identity, creates a sense of place, and weaves nature into the district. To implement this vision, the Plan’s streetscape proposals for Industrial Road and other streets in the district will be used to develop street specifications to implement discovery paths, non-vehicular connections, and street standards. Street furniture, directional signage, landscaping, stormwater, street trees and other elements noted in the East Side Innovation District Vision Plan will also be incorporated.
- **East Side Innovation District Pulgas Creek Watershed Study.** Staff recommends \$500,000 of funding in FY 2022-23 for consulting fees. The East Side Innovation District Vision Plan was approved by City Council in October 2022. The Plan contains 10 “Big Moves” for transformation in the District. Big Move #3 is to promote Environmental Stewardship, which includes establishing Pulgas Creek as a vital and accessible community open space and trail with improved stormwater and flood management strategies. To implement this vision, preparation of a watershed management plan is necessary to study the entire watershed in order to develop improvement recommendations in the district, and along Pulgas Creek, specifically.
- **East Side Innovation District Zoning Code: Stream Development and Maintenance Overlay District Amendment.** Staff recommends \$30,000 in funding in FY 2022-23 for consulting fees. The East Side Innovation District Vision Plan was approved by City Council in October 2022. The Plan contains 10 “Big Moves” for transformation in the district. Big Move #3 is to promote environmental stewardship, which includes amending San Carlos’ Stream Development and Maintenance Overlay District to increase the required setbacks and landscaping provisions from the existing creek top of bank to improve stormwater detention capacity and help address flooding issues.



- **East Side Innovation District Zoning Code: Transportation Demand Management Ordinance Amendment.** Staff recommends \$80,000 of funding in FY 2022-23 for consulting fees. The East Side Innovation District Vision Plan was approved by City Council in October 2022. The Plan contains 10 “Big Moves” for transformation in the district. Big Move #9 is to reduce congestion through coordinated transportation strategies, which calls for expanding the San Carlos Municipal Code Chapter 18.25 Transportation Demand Management ordinance to better calibrate City standards to the East Side District's needs and also to meet future regional requirements.
- **Northeast Area Specific Plan.** Staff recommends funding of \$1.5 million in FY 2022-23 for consulting fees. As part of the 2022 Strategic Plan, Council directed staff to prepare a specific plan for the Northeast Area in anticipation of new development proposals. In addition to extensive community outreach, this work would require hiring professional consultants to assist staff. Considerations include land use, urban design, infrastructure (sewer, water, etc.), street functions/operations, building design and massing, public realm, and traffic/circulation including multiple modalities for travel, walkability, housing, and districtwide maintenance.
- **Tree Well Replacement on Industrial Road.** \$400,000 is recommended for funding in FY 2022-23 to expand 17 tree wells, including irrigation systems along Industrial Road from Taylor Way to Holly Street to accommodate new trees. \$300,000 is for the modification of the tree wells and planting trees along Industrial Road, and \$100,000 is for installation of the new irrigation system.
- **Intersection Pedestrian Improvements.** Staff requests total funding of \$1.5 million, \$500,000 each year in FYs 2023-24 through 2025-26 to construct pedestrian improvements such as curb extensions, high visibility crosswalk marking, and curb ramps to high priority intersections listed in the Bicycle Pedestrian Master Plan. Upcoming improvements will be at the intersections of Alameda De Las Pulgas and Howard Avenue, Olive Avenue and Elm Street, and Arroyo Avenue and Woodland Avenue. The budget requests include costs for design and construction.
- **Safe Routes to School Improvements.** Staff requests total funding of \$1.5 million, \$500,000 each year in FYs 2023-24 through 2025-26 to construct improvements to primary routes to schools to improve pedestrian safety and promote alternative modes of transportation according to recommendations from the school walk audits. The budget requests include costs for design and construction.

Park-in-Lieu Fund 27

The Park-in-Lieu Fund accounts for development fees collected and used to finance the acquisition, construction, and major improvement of City parks. There were no new projects or changes requested for FY 2022-23.

Parking-in-Lieu Fund 28

The Parking-in-Lieu Fund accounts for parking fees collected and used to finance improvements related to parking in San Carlos. There were no new projects or changes requested for FY 2022-23.

***Housing Funds 29 and 31:***

The Housing in Lieu Fund (Fund 29) accounts for development fees and the Low and Moderate Income (“LMI”) Housing Fund (Fund 31) accounts for LMI assets transferred from the dissolved San Carlos Redevelopment Agency. Both funds must be used to increase and improve the supply of housing affordable to moderate-, low-, very low-, and extremely low-income households. Monies may also be used to cover reasonable administrative or related expenses associated with the administration of this function.

Completed project in FY 2021-22:

- 1001 Laurel Street #225 Property Acquisition (C2009)

Staff is recommending changes to the following previously approved project:

- **Cherry Street Below Market Rate Housing Acquisition (C9754).** \$3 million was originally approved for FY 2021-22. This project will add severely needed affordable housing downtown, which is accessible to both transit and employment hubs. The redevelopment of this site would increase the number of affordable housing units by at least 25 units. \$250,000 funding is proposed to be moved to the new 1232 Cherry Street Building Demolition project.

The following new and future General Fund Capital Project is recommended:

- **1232 Cherry Street Building Demolition.** Staff recommends to transfer \$250,000 from the existing Cherry Street Below Market Rate Housing Acquisition project (C9754) to this new separate project. This project will demolish the existing City-owned building located at 1232 Cherry Street and relocate underground utilities to make room for a new affordable housing project. The project is adjacent to the Wheeler Plaza Condominiums and will be close to transit and employment hubs downtown.

Library Improvement Fund 95:

The Library Improvement fund accounts for rents and other tenant activities in the San Carlos Library. Revenues are used to offset building improvements and/or large maintenance projects in the library building.

Staff is recommending changes to the following previously approved project:

- **City Library Foundation Study and Stair Repair (C2114).** \$100,000 was approved for FY 2021-22 on August 23, 2021 via Resolution #2021-077. Staff recommends additional funding of \$150,000 in FY 2022-23 to inspect and evaluate the existing foundation surrounding the library and determine whether any repairs or upgrades are needed. The scope of this project would also include an evaluation of the stairs leading from Cherry Street to the main entrance to the library.

Unfunded List:

The unfunded list represents projects that have been requested but have not been recommended for funding at this time. At the end of the fiscal year, if there are savings from FY 2021-22, the City Manager will bring forward a recommendation to possibly fund some of these projects.



ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the adjustment of Fiscal Year ("FY") 2022-23 Capital Fund Budgets; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Rebecca Mendenhall,
Administrative Services Director

Approved for submission by:

Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. FY22-23 CIP Budget Summary
3. FY22-23 CIP Budget Detail
4. FY22-23 CIP Unfunded Project List



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RESOLUTION NO. 2022 – 033

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
ADOPTING THE PROPOSED MID-CYCLE FISCAL YEAR 2022-23 CAPITAL FUND BUDGETS.**

WHEREAS, the City of San Carlos adopted the Fiscal Year (“FY”) 2021-23 Biennial Capital Improvement Program Budget on June 14, 2021; and

WHEREAS, the City desires to amend the FY 2022-23 Wastewater Fund expenses by \$17,000 and transfers out and allocations out by \$100,000; and

WHEREAS, the City desires to amend the FY 2022-23 Gas Tax Fund expenses by \$2,700,000; and

WHEREAS, the City desires to amend the FY 2022-23 Capital Fund expenses by \$6,740,000; and

WHEREAS, the City desires to amend the FY 2022-23 Housing Fund expenses by \$25,600 and transfers out and allocations out by \$195,000; and

WHEREAS, the City desires to amend the FY 2022-23 Library Tenant Fund expenses by \$150,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Carlos hereby approves the budget adjustments, amending the total FY 2022-23 Capital Improvement Program expenses by \$9,632,600 and transfers out and allocations out by \$295,000.

* * * * *

I, Crystal Mui, City Clerk, hereby certify the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a scheduled meeting thereof held on the 28th day of March, 2022, by the following vote:


AYES, COUNCILMEMBERS: DUGAN, COLLINS, PARMER-LOHAN, RAK, MCDOWELL

NOES, COUNCILMEMBERS: NONE

ABSENT, COUNCILMEMBERS: NONE


CITY CLERK of the City of San Carlos

APPROVED:

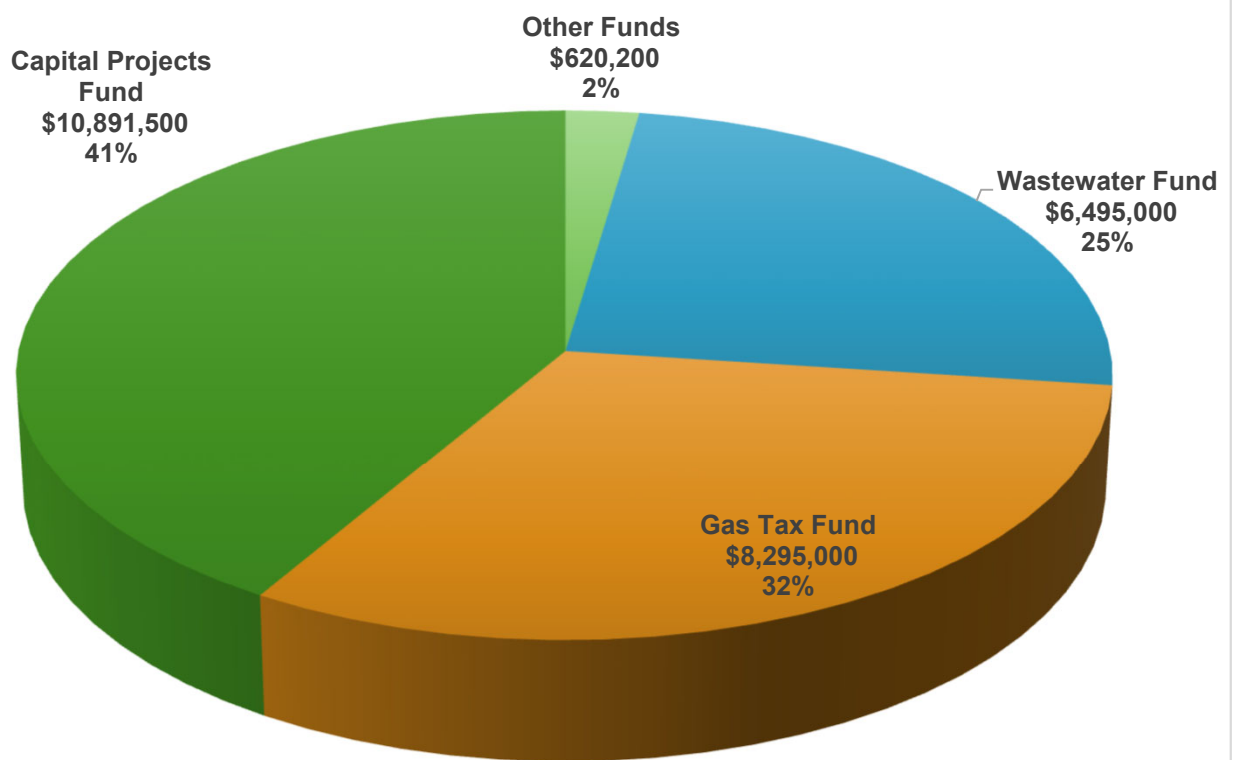

MAYOR of the City of San Carlos



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CAPITAL IMPROVEMENT PROGRAM FY 2022-23 Adopted Update





**CAPITAL IMPROVEMENT FUND (25251000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
SALARIES	-	-	-	-	-
BENEFITS	-	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-	-
UTILITIES	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-
PROFESSIONAL SERVICES	1,145,400	1,241,545	1,241,545	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-
INSURANCE	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-
OPERATING EXPENSE TOTAL ---->	1,145,400	1,241,545	1,241,545	-	-
CAPITAL OUTLAY	-	-	-	-	-
CAPITAL PROJECTS	5,315,074	27,198,945	26,148,945	4,075,000	10,815,000
CAPITAL OUTLAY TOTAL ---->	5,315,074	27,198,945	26,148,945	4,075,000	10,815,000
EXPENDITURES TOTAL ---->	6,460,474	28,440,490	27,390,490	4,075,000	10,815,000
TRANSFERS OUT	125,000	1,125,000	1,125,000	3,125,000	3,125,000
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-
TRANSFER OUT TOTAL ---->	125,000	1,125,000	1,125,000	3,125,000	3,125,000
EXPENDITURES & TRANSFERS TOTAL ---->	6,585,474	29,565,490	28,515,490	7,200,000	13,940,000
REVENUE SUMMARY	Audited 2020-21	Revised 2021-22	Projected 2021-22	Revised 2022-23	Adopted Update 2022-23
BUSINESS REGISTRATION	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	340,116	63,000	63,000	64,800	64,800
FINES & FORFEITURES	-	-	-	-	-
FROM OTHER AGENCIES	1,114,429	274,000	3,714,212	-	3,610,447
LICENSES & PERMITS	512,068	52,500	52,500	654,100	654,100
OTHER REVENUE	912,693	685,000	685,000	155,000	155,000
OTHER TAX	2,161,694	2,300,000	2,300,000	2,400,000	2,400,000
PROPERTY TAX	2,184,414	800,000	1,500,000	800,000	800,000
SALES TAX	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-
USE OF MONEY & PROPERTY	785	64,900	64,900	74,200	74,200
VEHICLE IN LIEU	-	-	-	-	-
REVENUE TOTAL ---->	7,226,198	4,239,400	8,379,612	4,148,100	7,758,547
GENERAL TRANSFERS IN	1,015,000	1,000,000	1,000,000	2,500,000	2,500,000
TRANSFER IN FROM GENERAL FUND - PG&E SETTLEMENT	500,000	-	-	-	-
TRANSFER IN FROM PARK IN-LIEU FUND	-	200,000	200,000	1,400,000	1,400,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-
TRANSFER AND ALLOCATIONS IN TOTAL ---->	1,515,000	1,200,000	1,200,000	3,900,000	3,900,000
REVENUE & TRANSFERS TOTAL ---->	8,741,198	5,439,400	9,579,612	8,048,100	11,658,547
CAPITAL FUND NET EXPENSE (REVENUE) ---->	(2,155,724)	24,126,090	18,935,878	(848,100)	2,281,453



CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY

Table with columns for fiscal years (FY 20-21 Audited, FY 21-22 Revised, FY 21-22 Projected, FY 22-23 Revised, FY 22-23 Adopted Update, FY 23-24 Requested, FY 24-25 Requested, FY 25-26 Requested) and rows for various fund categories including Wastewater Fund, Gas Tax Fund, Capital Projects Fund, Park In Lieu Fund, Parking In Lieu Fund, Housing Fund, and Library Improvements Fund.



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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0006 Wastewater (Sewer) Fund											
<i>Previously Approved/ongoing Projects</i>											
C9609	Core Values	Total Capital	Wastewater Financial Plan & Rate Study	-	-	-	120,000	-	-	-	120,000
C9610	Infrastructure/Public Safety	Total Capital	Shelford Drive Landslide Investigation	273,000	214,793	-	-	-	-	-	273,000
C9617	Core Values	Total Capital	Annual Sewer System Rehabilitation Program	2,678,036	1,019,545	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000
C1702	Core Values	Total Capital	Annual On-Call Sewer Contracts	596,350	158	900,000	900,000	900,000	900,000	900,000	4,500,000
C1736	Core Values	Total Capital	Sewer System CCTV Inspection	582,711	176	400,000	-	400,000	-	400,000	1,200,000
C1737	Core Values	Total Capital	Annual Sewer Lateral Replacement	139,540	123	300,000	300,000	300,000	300,000	300,000	1,500,000
C1752	Core Values	Total Capital	Annual Sewer System Root Foaming	133,224	98,017	175,000	175,000	175,000	175,000	175,000	875,000
C2101	Wildfire, Public Safety and Emergency Planning	Total Capital	Generator Installation for Sewer Pump Stations	-	-	250,000	-	-	-	-	250,000
<i>Total Outside Funding</i>				-	-	-	-	-	-	-	-
<i>Total Capital</i>				4,402,860	1,332,813	7,025,000	6,495,000	6,775,000	6,375,000	6,775,000	33,718,000
<i>Total Transfers (Inter-project)</i>				-	-	-	-	-	-	-	-
Total Wastewater Fund 0006				4,402,860	1,332,813	7,025,000	6,495,000	6,775,000	6,375,000	6,775,000	33,718,000
<i>Ending Fund Balance Wastewater Fund 0006</i>						<i>26,472,784</i>	<i>27,583,884</i>	<i>27,911,584</i>	<i>29,037,084</i>	<i>30,468,884</i>	



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C9609: Wastewater Financial Plan & Rate Study - AMENDED

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	No
Project Manager:	Grace Le	Priorities:	Financial Solvency
Category:	Sewer	Priority Rating:	1

Description

A Financial Plan/Rate Study is used to evaluate the current operating costs, take into account upcoming capital cost impacts, and develop recommendations to ensure long-term financial sustainability. A rate study was performed in 2019 for the four-year rate setting.

The next anticipated need for a rate study is in early 2023. At that time, we will also update the Sewer Connection Fee, which was last updated in 2016.

Justification

The Wastewater Enterprise Fund is facing unprecedented cost increases, including urgently needed rehabilitation of the collection system, capital renewal of Silicon Valley Clean Water's (SVCW) wastewater treatment and conveyance systems, preventive maintenance of the collection system, and additional capacity to relieve flow constraints in the collection system. Accurate cost accounting and recommendations for rate setting are critical to the City's credibility with ratepayers.

The additional funds requested in the amount of \$40,000 will cover the costs of updating the Sewer Connection fee so that new development will pay its fair-share contribution.

Duration

July 2022 to June 2023.

Status

Next anticipated rate study in early 2023.

Programmed Funding

Appropriations	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Expenses	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
New request	-	-	-	40,000	-	-	-	40,000
Total	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	\$ 80,000	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000

Future Impact on Operating Budget

Results of rate study will impact future years' spending.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0016 Gas Tax Fund											
<u>Previously Approved/Ongoing Projects</u>											
C9416	Core Values/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Annual Street Resurfacing	2,736,844	69,184	5,000,000	7,500,000	7,500,000	7,500,000	7,500,000	35,000,000
C9416		Total Transfers (Inter-project)	Facility/Infrastructure Reserve	-	-	-	(400,000)	(2,850,000)	(2,850,000)	(2,850,000)	(8,950,000)
C9416		Total Transfers (Inter-project)	PG&E Settlement	-	-	-	-	-	-	-	-
C9416		Total Outside Funding	Transportation for Livable Communities (TLC) Grant	(374,278)	-	(150,260)	-	-	-	-	(150,260)
C9417	Core Values/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Annual Traffic Markings & Striping	-	-	175,000	300,000	300,000	300,000	300,000	1,375,000
C9465	Core Values/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Annual Sidewalk Repair/Reconstruction	684,476	168,876	180,000	120,000	120,000	120,000	120,000	660,000
C9465		Total Outside Funding	Property Owners Contribution	(226,120)	(100,032)	(60,000)	(40,000)	(40,000)	(40,000)	(40,000)	(220,000)
<u>New Projects</u>											
C2201	Mobility, Traffic and Transportation Infrastructure	Total Capital	Burton Park Sidewalk Improvements	-	-	-	375,000	-	-	-	375,000
<i>Total Outside Funding</i>				(600,398)	(100,032)	(210,260)	(40,000)	(40,000)	(40,000)	(40,000)	(370,260)
<i>Total Capital</i>				3,421,319	238,060	5,355,000	8,295,000	7,920,000	7,920,000	7,920,000	37,410,000
<i>Total Transfers (Inter-project)</i>				-	-	-	(400,000)	(2,850,000)	(2,850,000)	(2,850,000)	(8,950,000)
Total Gas Tax Fund 0016				2,820,922	138,028	5,144,740	7,855,000	5,030,000	5,030,000	5,030,000	28,089,740
Ending Fund Balance Gas Tax Fund 0016						2,396,467	91,567	81,667	92,967	125,667	



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C9416: Annual Street Resurfacing - AMENDED

Fund Number:	Gas Tax Fund - 0016	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Council's Strategic Plan, Safety
Category:	Streets	Priority Rating:	1

Description

Pavement resurfacing and rehabilitation work will be performed to improve the condition of City streets. The work to be performed will be based on the Pavement Management Program decision tree, which includes optional strategies such as: dig out and patch; crack seal; micro surfacing; cape seal; slurry seal; thin grind and overlay; thick grind and overlay; or, reconstruction. Funding from federal grant funds, gas tax funds, and other grant funding sources alone is insufficient to cover the annual funding needs, so General Funds must be used to supplement the project each year. \$70 million would be needed in the next five years to achieve a PCI consistent with the County standard, which is considered to be "excellent" condition if that is the Council's desire. The budget request includes costs for design as well as construction.

Justification

According to the Pavement Management Report, many of the City streets are in need of rehabilitation. The Pavement Management Program's most recent Budget Operations Report indicated that there is a deferred maintenance backlog of \$42 million. The current Pavement Condition Index (PCI) for the entire street network is 57 out of 100 and if funding for street repairs remains at current levels, the current PCI will continue to decrease, which puts the street network into the "very poor" or "failed" conditions. It would cost approximately \$70 million to raise the PCI to 83, or "excellent" level. The recommended five-year funding level will increase the PCI to 62 or "fair" condition. To achieve this, approximately 30% of City streets will be under construction per fiscal year.

Duration

Continuous.

Status

On-going.

Programmed Funding

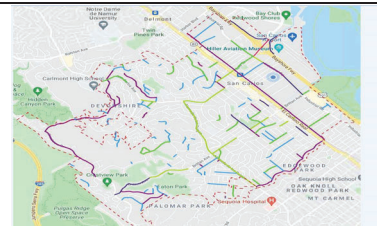
Appropriations	Total Approved		Adopted		Requested	Requested	Requested	Total Project
	Budget*	Total Spent**	2021-22	Update				
Expenses	\$ 10,300,000	\$ 69,184	\$ 5,000,000	\$ 5,300,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 23,800,000
New request	-	-	-	2,200,000	3,000,000	3,000,000	3,000,000	11,200,000
Total	\$ 10,300,000	\$ 69,184	\$ 5,000,000	\$ 7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 35,000,000
Fund Financing Sources								
Facility/Infrastructure Reserve	\$ -	\$ -	\$ -	\$ 400,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000	\$ 8,950,000
PG&E Settlement	-	-	-	-	-	-	-	-
TLC Grant	150,260	-	150,260	-	-	-	-	150,260
Total	\$ 150,260	\$ -	\$ 150,260	\$ 400,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000	\$ 9,100,260
Total Capital Project	\$ 10,149,740	\$ 69,184	\$ 4,849,740	\$ 7,100,000	\$ 4,650,000	\$ 4,650,000	\$ 4,650,000	\$ 25,899,740

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- X** Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change



**C9417: Annual Traffic Markings & Striping - AMENDED**

Fund Number:	Gas Tax Fund - 0016	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety, Legal Requirements
Category:	Traffic & Transportation	Priority Rating:	1

Description

Each year, the City re-paints traffic striping and installs new markings. This work is done in conjunction with the annual resurfacing project and/or as a standalone project. The work scope typically includes striping, signage, and/or marking changes initiated by staff, suggested by the public, or approved by the Transportation and Circulation Commission. Additionally, traffic striping and markings for City-owned parking lots, garages, and facilities also need refreshing.

Justification

The City continues to receive an increase in requests to replace existing painted striping that is faded. Due to cost increases and shortages of high-visibility thermoplastic traffic striping and pavement markings, staff is requesting additional funding to continue to maintain public safety, minimize liability, and improve pedestrian crossings.

Many of the projects in the Bicycle and Pedestrian Master Plan identified the need for traffic marking and striping improvements. Based upon the forgoing, additional funding of \$700,000 is needed over the next 5 years.

Duration

Continuous.

Status

On-going.

Programmed Funding

	Total Approved Budget*	Total Spent**	Adopted					Total Project Funding
			Adopted 2021-22	Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	
Appropriations								
Expenses	\$ 350,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 75,000	\$ 75,000	\$ 675,000
New request	-	-	-	\$ 125,000	\$ 125,000	\$ 225,000	\$ 225,000	700,000
Total	<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,375,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,375,000</u>

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
X	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change



* Total Approved Budget = Total Approved Budget of FY2021-22 and FY2022-23

** Total Spent = Up To Date Total Spent in FY2021-22



C2201: Burton Park Sidewalk Improvements - NEW

Fund Number:	Gas Tax Fund - 0016	Location:	Burton Park; and Chestnut St at Arroyo Ave Mobility, Traffic, and Transportation
Department:	Public Works	Strategic Plan:	Infrastructure
Project Manager:	Vatsal Patel	Priorities:	Council's Strategic Plan; Safety; Master Plan
Category:	Street; Traffic & Transportation	Priority Rating:	1

Description

Remove and replace the existing aggregate concrete sidewalk to match surrounding areas around Burton Park (on Arroyo Avenue between Cedar and Chestnut Streets and on Chestnut Street between Arroyo Avenue and Baytree Road). Reconstruct the existing curb ramps crossing Chestnut Street on Arroyo Avenue. Rehabilitate the existing roadway along Chestnut Street, reconstruct the valley gutter on Chestnut Street, and add new traffic striping and pavement markings. This budget request includes costs for design and construction.

Justification

The existing aggregate sidewalk and curb ramps surrounding the Burton Park perimeter along Arroyo Avenue and Chestnut Street are failing and are in need of replacement.

Duration

July 2022 through June 2023.

Status

Ongoing.

Programmed Funding

	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	375,000	-	-	-	375,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,000</u>
Fund Financing Sources								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,000</u>

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic, and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0025 General Fund Capital Projects Fund											
<u>Completed Projects</u>											
C9812	Infrastructure/Public Safety	Total Capital	Study of City Hall Foundation	75,000	5,000	-	-	-	-	-	75,000
C1729	Parking/Public Safety	Total Capital	Arguello Park Parking Lot Asphalt Repair	200,000	72,173	-	-	-	-	-	200,000
C1907		Total Capital	Eastside Planning Initiative	536,200	507,264	-	-	-	-	-	536,200
C1907		Total Transfers (Inter-project)	PG&E Settlement	(500,000)	(500,000)	-	-	-	-	-	(500,000)
<u>Projects Nearing Completion</u>											
C1721	Infrastructure/Public Safety	Total Capital	Roof Repairs at Various Buildings	250,000	204,154	-	-	-	-	-	250,000
C1745	Mission / Vision / Core Values	Total Capital	Permit Management and Inspection Coordination Application (Trakit) Upgrade	60,000	56,789	-	-	-	-	-	60,000
C1745		Total Transfers (Inter-project)	Technology Fee Reserve	(60,000)	(60,000)	-	-	-	-	-	(60,000)
C1747	Mobility, Traffic and Transportation Infrastructure	Total Capital	Traffic Study -General Plan Environmental Impact Traffic Update	110,100	47,278	-	-	-	-	-	110,100
C1751	Infrastructure/Public Safety	Total Capital	Alameda de las Pulgas Landslide Repair	300,000	295,215	147,925	-	-	-	-	447,925
C1751		Total Outside Funding	FEMA Program	-	-	-	-	-	-	-	-
C1802	Core Values/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Bicycle and Pedestrian Master Plan	200,000	177,472	-	-	-	-	-	200,000
C1802		Total Outside Funding	TDA Article 3 Grant	(100,000)	(100,000)	-	-	-	-	-	(100,000)
C2001	Values/ Wildfire, Public Safety & Emergency	Total Capital	Burton Park Batting Cages	215,000	414,708	254,125	-	-	-	-	469,125
C2001		Total Outside Funding	Parks & Recreation Foundation	(215,000)	-	-	-	-	-	-	(215,000)
<u>Previously Approved/Ongoing Projects</u>											
C9461	Mobility, Traffic and Transportation Infrastructure	Total Capital	Brittan Ave Widening at Industrial Road	846,000	349,083	-	-	-	-	-	846,000
C9461		Total Outside Funding	Traffic Mitigation Fee Reserve	(300,000)	-	-	-	-	-	-	(300,000)
C9531	Mission / Vision / Core Values	Total Capital	Annual Storm Drainage Improvements	500,000	187,055	500,000	500,000	500,000	500,000	500,000	3,000,000
C9806	Infrastructure/Public Safety	Total Capital	Belmont Creek Watershed Improvement	500,000	81,516	-	-	-	-	-	500,000
C9823	Wildfire, Public Safety and Emergency Planning	Total Capital	Fire Station 16 Replacement	1,900,000	706,929	10,500,000	-	-	-	-	12,400,000
C9823		Total Outside Funding	American Rescue Plan Act (ARPA)	-	-	(3,440,212)	(3,610,447)	-	-	-	(7,050,659)
C9828	Mission / Vision / Core Values	Total Capital	Annual Storm Drain Maintenance	570,000	1,018	150,000	150,000	150,000	150,000	150,000	1,320,000
C9838	Infrastructure/Public Safety	Total Capital	Four Corners Traffic Improvements	250,000	56,405	-	-	-	2,000,000	-	2,250,000
C1706	Climate Change	Total Capital	South Laurel Employee Parking Lot on El Camino Real	448,000	441,194	325,000	-	-	-	-	773,000
C1711	Wildfire, Public Safety and Emergency Planning	Total Capital	Fire Stations Repair	130,775	44,278	-	-	-	-	-	130,775
C1711		Total Transfers (Inter-project)	Tsf Fm Facility Infrastructure Improvement Reserve	(158,500)	(158,500)	-	-	-	-	-	(158,500)
C1712	Infrastructure/Public Safety	Total Capital	Illuminated St Name Sign Replacement	105,000	1,596	-	100,000	-	-	-	205,000
C1715	Infrastructure/Public Safety	Total Capital	Network Security and Monitoring	100,000	19,893	-	-	-	-	-	100,000
C1716	Mission / Vision / Core Values	Total Capital	North Crestview Park Improvement	11,305	11,305	-	-	-	350,000	-	361,305
C1719	Mobility, Traffic and Transportation Infrastructure	Total Capital	Citywide Way-finding Program	450,000	67,501	105,000	-	-	-	-	555,000
C1722	Infrastructure/Public Safety	Total Capital	San Carlos Ave Sidewalk Installation & Eucalyptus Tree Removal	1,109,644	782,280	200,000	-	-	-	-	1,309,644
C1725	Infrastructure/Public Safety	Total Capital	Upgrade Pedestrian Signal Heads to Countdown Pedestrian Signals	-	-	200,000	-	-	-	-	200,000
C1727	Mission / Vision / Core Values	Total Capital	GIS Upgrade	100,000	24,625	-	-	-	-	-	100,000
C1728	Infrastructure/Public Safety	Total Capital	5KV Streetlight Conversion	-	-	-	335,000	-	-	-	335,000
C1744	Core Values/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Guardrail Installation at Torino/Winding Way Intersection	80,000	22,288	13,500	30,000	-	-	-	123,500
C1746	Mission / Vision / Core Values	Total Capital	ECR/Rail Corridor Tree Planting and Irrigation Installation	150,000	25,829	110,000	350,000	-	-	-	610,000
C1746		Total Outside Funding	Transit Village	(150,000)	(150,000)	-	-	-	-	-	(150,000)



CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
C1749	Mission / Vision / Core Values	Total Capital	City Hall EOC Furniture & Equipment Updates	90,000	79,481	-	-	-	-	-	90,000
C1749		Total Outside Funding	Sheriff Trust Account	(40,000)	(40,000)	-	-	-	-	-	(40,000)
C1749		Total Outside Funding	SLEF Fund	(50,000)	(50,000)	-	-	-	-	-	(50,000)
C1753	Parking Mobility, Traffic and Transportation Infrastructure	Total Capital	Wheeler Plaza Garage Parking Management System Expansion & Extension	40,478	-	144,250	-	-	-	-	184,728
C1803		Total Capital	Brittan Ave & Alameda de las Pulgas Widening	1,100,000	-	-	-	-	-	-	1,100,000
C1803		Total Transfers (Inter-project)	Traffic Mitigation Fee Reserve	(1,100,000)	(1,100,000)	-	-	-	-	-	(1,100,000)
C1806	Mission/ Vision/ Mobility, Traffic & Transportation Infrastructure	Total Capital	San Carlos Ave Pedestrian Safety Improvements	4,100,000	3,976,786	1,200,000	-	-	-	-	5,300,000
C1806		Total Outside Funding	Developer Donation	(8,000)	(8,000)	-	-	-	-	-	(8,000)
C1806		Total Outside Funding	Measure A Bike/Ped	(1,000,000)	(1,000,000)	-	-	-	-	-	(1,000,000)
C1807	Mobility, Traffic and Transportation Infrastructure	Total Capital	Traffic Calming Improvements	1,600,000	707,355	150,000	-	-	-	-	1,750,000
C1808	Mission / Vision / Core Values	Total Capital	GIS Sign Inventory	125,000	32,500	-	-	-	-	-	125,000
C1810	Infrastructure	Total Capital	Park Water Feature Modifications	225,000	-	-	-	-	-	-	225,000
C1811	Infrastructure/Public Safety	Total Capital	Repave Asphalt Walking Path at Highlands Park	150,000	-	-	-	-	-	-	150,000
C1813	Public Safety	Total Capital	Transfer Switches for Portable Generators	250,000	-	-	-	-	-	-	250,000
C1814	Climate Change	Total Capital	Climate Mitigation and Adaptation Plan	250,000	196,516	-	-	-	-	-	250,000
C1815	Infrastructure/Public Safety	Total Capital	City Tree Consultant	100,000	-	-	-	-	-	-	100,000
C1818	Mission/ Vision/ Core Values/ Children & Youth Programming	Total Capital	Installation of New Sports Field Lighting at Flanagan and Stadium Fields	-	64,377	200,000	2,000,000	-	-	-	2,200,000
C1902	Public Safety	Total Capital	Wheeler Plaza Garage Cameras Design Study	100,000	-	(100,000)	-	-	-	-	-
C1902		Total Capital	Combined with C2004 & C2103 to a new project with same project total	-	-	-	-	-	-	-	-
C2004	Wildfire, Public Safety & Emergency Planning	Total Capital	Corp Yard Cameras	100,000	-	(100,000)	-	-	-	-	-
C2004		Total Capital	Combined with C1902 & C2103 to a new project with same project total	-	-	-	-	-	-	-	-
C2103	Wildfire, Public Safety and Emergency Planning	Total Capital	Surveillance Cameras in Public Parks	-	-	-	-	-	-	-	-
C2103		Total Capital	Combined with C1902 & C2004 to a new project with same project total	-	-	-	-	-	-	-	-
C1903	Mission / Vision / Core Values	Total Capital	Street Tree/Neighborhood Improvement	83,340	1,143	-	-	-	-	-	83,340
C1903		Total Outside Funding	Developer Contributions	(83,340)	(83,340)	-	-	-	-	-	(83,340)
C1904	Public Safety	Total Capital	Wheeler Plaza Garage Extra Lighting, Painting and EV Stations	195,000	74	-	-	-	-	-	195,000
C1908	Infrastructure	Total Capital	1201 San Carlos Ave Property Acquisition	500,000	-	-	-	-	-	-	500,000
C2002	Mission/ Vision/ Core Values/ Wildfire, Public Safety & Emergency Planning	Total Capital	Crestview Track Replacement	125,000	-	-	-	-	-	-	125,000
C2003	Mobility, Traffic & Transportation Infrastructure	Total Capital	Wheeler Plaza Garage Wayfinding Signage Installation	50,000	-	-	-	-	-	-	50,000
C2005	Mission / Vision / Core Values	Total Capital	Integrated Cashiering System	150,000	2,608	-	-	-	-	-	150,000
C2005		Total Transfers (Inter-project)	Technology Fee Reserve	(75,000)	(75,000)	-	-	-	-	-	(75,000)
C2006	Mission/ Vision/ Eastside Planning Initiative/ Mobility, Traffic & Transportation Infrastructure	Total Capital	Bicycle and Pedestrian Master Plan Implementation - TURN INTO SPECIFIC PROJECTS	-	-	800,000	1,000,000	300,000	300,000	300,000	2,700,000
C2006		Total Capital	Transfer to C2106	-	-	(800,000)	(1,000,000)	(300,000)	(300,000)	(300,000)	(2,700,000)
C2007	Mobility, Traffic and Transportation Infrastructure	Total Capital	Traffic Signal System Analysis/Study	-	-	350,000	-	-	-	-	350,000
C2102	Infrastructure	Total Capital	Upgrade of Existing Tennis & Basketball Court Lighting	-	-	50,000	300,000	-	-	-	350,000
C2104	Infrastructure	Total Capital	Replacement of Scoreboards at Burton Park	-	-	65,000	-	-	-	-	65,000
C2104		Total Outside Funding	Youth Sports Orgs	-	-	(15,000)	-	-	-	-	(15,000)
C2104		Total Outside Funding	PR Foundation	-	-	(25,000)	-	-	-	-	(25,000)
C2105	Mission / Vision / Core Values / Downtown	Total Capital	Downtown Planning Initiative	-	-	1,000,000	-	-	-	-	1,000,000
C2106	Mobility, Traffic and Transportation Infrastructure	Total Capital	Brittan Avenue Sidewalk Improvements	-	-	225,000	1,800,000	-	-	-	2,025,000
C2108	Wildfire, Public Safety and Emergency Planning	Total Capital	Storm Water Motor Control Center and Pump Replacements	-	-	500,000	-	-	-	-	500,000
C2109	Wildfire, Public Safety and Emergency Planning	Total Capital	Fire Station 13 Upgrade	-	-	56,200	-	-	-	-	56,200
C2110	Wildfire, Public Safety and Emergency Planning	Total Capital	Standards of Cover Study	-	-	-	40,000	-	-	-	40,000
C2111	Wildfire, Public Safety and Emergency Planning	Total Capital	Drone Unmanned Aerial Vehicle (UAV) Program	-	-	10,000	-	-	-	-	10,000
C2112	Downtown, Climate Change	Total Capital	Installation of Downtown Compost Receptacles	-	-	35,000	-	-	-	-	35,000



CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
C2115	Housing	Total Capital	Objective Design and Development Standards for Single-Family, Multi-Family and Mixed-Use Residential Projects	-	-	305,095	-	-	-	-	305,095
<u>New Projects</u>											
C2202		Total Capital	2nd Floor Library Remodel (Old Chamber Area Suite 206)				1,350,000	-	-	-	1,350,000
C2203	Wildfire, Public Safety and Emergency Planning	Total Capital	447 Hillcrest Wall Replacement				450,000	-	-	-	450,000
C2204	Climate Change	Total Capital	Burton and Harrington Park Maintenance				350,000	-	-	-	350,000
C2205	Transportation Infrastructure, Wildfire, Public Safety and Emergency Planning	Total Capital	City Facility Cameras	-		200,000	250,000	-	-	-	450,000
C2206	Eastside Planning Initiative	Total Capital	East Side Innovation District Parking Strategy				100,000	-	-	-	100,000
C2207	Eastside Planning Initiative	Total Capital	East Side Innovation District Master Streetscape Plan				200,000	-	-	-	200,000
C2208	Eastside Planning Initiative	Total Capital	East Side Innovation District Pulgas Creek Watershed Study				500,000	-	-	-	500,000
C2209	Eastside Planning Initiative	Total Capital	East Side Innovation District Zoning Code: Stream Development and Maintenance Overlay District Amendment				30,000				30,000
C2210	Eastside Planning Initiative	Total Capital	East Side Innovation District Zoning Code: Transportation Demand Management Ordinance Amendment				80,000				80,000
C2211	Northeast Area Specific Plan	Total Capital	Northeast Area Specific Plan				1,500,000	-	-	-	1,500,000
C2212	Climate Change	Total Capital	Tree Well Replacement on Industrial Road				400,000	-	-	-	400,000
C2213	Mobility, Traffic and Transportation Infrastructure, Wildfire, Public Safety and Emergency Planning	Total Capital	Intersection Pedestrian Improvements					500,000	500,000	500,000	1,500,000
C2214	Mobility, Traffic and Transportation Infrastructure, Wildfire, Public Safety and Emergency Planning	Total Capital	Safe Routes to School Improvements					500,000	500,000	500,000	1,500,000
C2215	Downtown	Total Capital	Downtown Renovation Plan Implementation								-
<i>Total Outside Funding</i>				(1,946,340)	(1,431,340)	(3,480,212)	(3,610,447)	-	-	-	(9,036,999)
<i>Total Capital</i>				18,530,841	9,663,688	16,796,095	10,815,000	1,650,000	4,000,000	1,650,000	53,441,936
<i>Total Transfers (Inter-project)</i>				(1,893,500)	(1,893,500)	-	-	-	-	-	(1,893,500)
Total General Capital Fund 0025				14,691,001	6,338,848	13,315,883	7,204,553	1,650,000	4,000,000	1,650,000	42,511,437
Ending Fund Balance General Capital Fund 0025						7,142,691	3,987,338	4,436,838	2,636,338	3,235,838	



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C9823: Fire Station 16 Replacement - AMENDED

Fund Number:	General Fund Capital Project - 0025	Location:	Fire Station 16 1280 Alameda
Department:	Public Works and Fire	Strategic Plan:	Yes
Project Manager:	Vatsal Patel and Dave Pucci	Priorities:	Master Plan, Public Safety Planning
Category:	Facilities	Priority Rating:	1

Description

Fire Station 16 at 1280 Alameda de las Pulgas was built in 1958 and is in need of replacement to meet seismic standards for critical infrastructure. The project includes an initial study, design, and construction. Currently, the only viable site for Station 16 is its current location. The lot size and shape will produce some challenges and the lot slope may need to be leveled to allow for the construction of a modern fire station. The budget request includes costs for design and construction.

Justification

The station does not meet current seismic standards for critical infrastructure and repair costs for the existing facility continue to rise. The truss in the apparatus bay is too low for modern fire equipment and some vehicles will not fit. The facility does not provide proper separation of fire personnel from hazardous contaminants after returning from a fire. The new design will address these shortcomings and incorporate electrification reach codes to reduce greenhouse gas emissions, and the inclusion of solar panels per the Council's direction. Due to the beneficial construction bidding climate, it is now being requested to advance the construction funding to Fiscal Year 2021-22.

It is recommended that the American Rescue Plan Act (ARPA) funding of \$3,440,212 in FY21-22 and \$3,610,447 in FY22-23 be applied to this project.

Duration

July 2018 through June 2024

Status

Existing project

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ 1,900,000	\$ 706,929	\$ 10,500,000	\$ -	\$ -	\$ -	\$ -	\$ 12,400,000
New request	-	-	-	-	-	-	-	-
Total	<u>\$ 1,900,000</u>	<u>\$ 706,929</u>	<u>\$ 10,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,400,000</u>
Fund Financing Sources								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Request - ARPA Funding	-	-	3,440,212	3,610,447	-	-	-	7,050,659
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,440,212</u>	<u>\$ 3,610,447</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,050,659</u>
Total Capital Project	<u>\$ 1,900,000</u>	<u>\$ 706,929</u>	<u>\$ 7,059,788</u>	<u>\$ (3,610,447)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,349,341</u>

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
X	Wildfire, Public Safety, and Emergency Planning
	Climate Change





C1712: Illuminated Street Name Sign Replacement - AMENDED

Fund Number:	General Fund Capital Project - 0025	Location:	24 Signalized Intersections
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Lou Duran / Vatsal Patel	Priorities:	Safety
Category:	Traffic & Transportation	Priority Rating:	2

Description

Replace existing, internally illuminated street name signs mounted on signal mast arms with two-sided retroreflective signs.

Justification

The City currently has 92 internally illuminated street name signs mounted on mast arms attached to the traffic signal poles at 24 signalized intersections in San Carlos. These fixtures have reached the end of their service lives and are becoming maintenance intensive and costly. Some signs do not light or have badly faded or cracked translucent panels and worn mounting hardware. Replacing these illuminated signs with solid two-sided retroreflective signs will improve navigational visibility, eliminate the City's electrical use, and reduce the maintenance costs.

This budget request seeks to address the increase in costs, supplies, materials, and labor as a result of the pandemic. This will effect 24 signalized intersections or a total of 96 signs.

Duration

July 2022 to June 2023.

Status

Construction anticipated late 2022 to early 2023.

Programmed Funding

Appropriations	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Expenses	\$ 105,000	\$ 1,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000
New request	-	-	-	\$ 100,000	-	-	-	100,000
Total	\$ 105,000	\$ 1,596	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 205,000
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project								
	\$ 105,000	\$ 1,596	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 205,000

Future Impact on Operating Budget

Negligible impact. Will be included in annual maintenance costs once replaced.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
X	Mobility, Traffic, and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





C1744: Guardrail Installation at Torino/Winding Way Intersection - AMENDED

Fund Number:	General Fund Capital Project - 0025	Location:	Torino and Winding Way Intersection
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety
Category:	Traffic & Transportation	Priority Rating:	1

Description

Install guardrail on Torino Drive at the intersection of Winding Way as a safety improvement.

Justification

The resident at 7 Winding Way expressed concerns about an accident that occurred at the intersection of Winding Way and Torino Drive involving a large truck that could not stop on the steep downhill grade. Staff investigated the conditions and after evaluating warrants, it is recommended that a guardrail be installed along the edge of the roadway on Torino Drive in San Carlos. The City has informed the County that a guardrail should be installed on Winding Way since that is a County road with a shared right of way.

The additional request of \$30,000 is needed based on current updated construction quotes.

Duration

July 2022 to June 2023.

Status

Design is complete. Construction anticipated be completed in late 2022.

Programmed Funding

Appropriations	Total Approved	Total Spent	Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget		2021-22	Update	2023-24	2024-25	2025-26	
Expenses	\$ 93,500	\$ 22,288	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ 93,500
New request	-	-	-	\$ 30,000	-	-	-	30,000
Total	<u>\$ 93,500</u>	<u>\$ 22,288</u>	<u>\$ 13,500</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,500</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	\$ 93,500	\$ 22,288	\$ 13,500	\$ 30,000	\$ -	\$ -	\$ -	\$ 123,500

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- X** Mobility, Traffic, and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C1818: Installation of New Sports Field Lighting at Flanagan and Stadium Fields - AMENDED

Fund Number:	Fund 0025	Location:	Burton and Highlands Parks
Department:	Parks and Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Parks, Maintenance
Category:	Parks, Maintenance, Sustainability	Priority Rating:	1

Description

This project is currently funded in the Fiscal Year 2022-23 budget and consists of new sports field lighting at Burton Park, Flanagan Field, and Highlands Park, Stadium Field.

Justification

Comments from the City Council at the 65% design review included adding lighting to the batting cages. Additional requested funds of \$600,000 are needed to cover total project costs as determined in the 90% design cost estimate.

Duration

July 1, 2022-June 30, 2023

Status

Existing

Programmed Funding

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2021-22	Update 2022-23	2023-24	2024-25	2025-26	Funding
Appropriations								
Expenses	\$ -	\$ -	\$ 200,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 1,600,000
New request	-	-	-	600,000	-	-	-	600,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,200,000</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,200,000</u>

Future Impact on Operating Budget

None.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic, and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2106: Brittan Avenue Sidewalk Improvements - AMENDED

Fund Number:	General Fund Capital Project - 0025	Location:	Brittan Avenue
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Transportation Infrastructure, Safety
Category:	Traffic & Transportation	Priority Rating:	3

Description

Evaluate the construction of sidewalk, curb, gutter, storm drain, traffic striping, and pavement marking improvements along Brittan Avenue at the roadway median between Milano Way and Alameda de las Pulgas to provide a connection for pedestrians and a safe path of travel.

Justification

There is no sidewalk or safe path of travel for pedestrians between Milano Way and Alameda de las Pulgas along Brittan Avenue. The construction of a sidewalk is prioritized and is consistent with the City's Bicycle and Pedestrian Master Plan.

Funding of \$1,800,000 was previously allocated from the approved Bicycle and Pedestrian Master Plan Implementation (C2006) project and is proposed to be used on this project for the sidewalk improvements.

Duration

On-going

Status

New request

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Approved Expenses	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
New request -								
Transferred from C2006	-	-	-	1,800,000	-	-	-	1,800,000
Total	<u>\$ 225,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,800,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,025,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ 225,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,800,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,025,000</u>

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
X	Mobility, Traffic, and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





C2202: 2nd Floor Library Remodel (Old Chamber Area Suite 206) - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Library 2nd Floor Suite 206
Department:	Public Works/Facilities	Strategic Plan:	No
Project Manager:	Steven Machida / Chris Valley	Priorities:	Infrastructure
Category:	Facilities & Technology	Priority Rating:	1

Description

This project would consist of remodeling and updating Suite 206 on the 2nd floor of the library (where the Chamber of Commerce was previously located) to provide additional office space for City staff. The office space as it is currently configured is not adequate and will need cabling, electrical, and other updates. In addition, this project includes costs for an additional network switch to accommodate the additional connections.

The proposed design would include a conference room, break room, four offices and eight cubicles.

Justification

With the increase in development and capital projects, there is an additional demand for personnel and consulting resources. City Hall has limited space and/or capacity for growth and therefore it has become necessary to expand into this recently vacated space. This space will require remodeling as well as furniture, cabling, and electrical to meet the growing needs of the city. The goal is to maximize the space for future growth and use.

Duration

April 2022 - July 2022

Status

New project

Programmed Funding

Appropriations	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request:								
Design Costs								
Construction Costs	-	-	-	1,000,000	-	-	-	1,000,000
Furniture/Carpeting	-	-	-	250,000	-	-	-	250,000
IT Expenses:								
New Switch				30,000				30,000
Coring/access point				13,000				13,000
Cabling				30,000				30,000
Contingency				27,000				27,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,350,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,350,000</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,350,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,350,000</u>

Future Impact on Operating Budget

Annual facility and technology costs will be absorbed into the existing operating budget.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2203: 447 Hillcrest Wall Replacement - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Hillcrest Road
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety
Category:	Street	Priority Rating:	2

Description

The project will consist of constructing a shotcrete wall with soil nails, installing drainage, and grading.

Justification

The existing decorative wall along the properties of 447 Hillcrest Road partially failed due to heavy rains in early 2020. An evaluation and geotechnical report performed on the wall showed that other areas along the wall were beginning to fail and that the wall needs to be secured in order to prevent complete failure and hillside slough off onto Hillcrest Road.

Duration

July 2022 through June 2023

Status

Design is complete. Construction is anticipated to begin Summer 2022.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	\$ 450,000	-	-	-	\$ 450,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>
Fund Financing Sources								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>

Future Impact on Operating Budget

Negligible impact. Will be added to our annual maintenance program once complete.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- X** Wildfire, Public Safety, and Emergency Planning
- Climate Change





C2204: Burton and Harrington Park Maintenance - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Burton and Harrington Parks
Department:	Parks and Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Parks, Maintenance
Category:	Parks, Maintenance, Sustainability	Priority Rating:	2

Description

This project seeks to replace existing poured-in-place accessible playground surfacing and convert to synthetic turf in the fenced area of the playground at Burton Park and within Harrington Park.

Justification

Burton Park's poured-in-place surfacing is nearing 15 years old. Staff has made several repairs to deteriorating surface areas, however, the entire surface has reached its lifespan and is need of overall replacement. Additionally, following repeated years of extreme drought in the region, staff recommends the conversion from grass to synthetic turf within the fenced playground area at Burton Park and the grass area at Harrington Park. This will eliminate the need for annual closures of these grass and play areas, resulting in more use and availability.

The cost will cover a total of 3,300 square feet of passive grass area at Burton Park and 1,300 square feet of passive grass area at Harrington Park. The benefits include:

- Less downtime to rehabilitate (aerate, reseed, irrigate)
- Reduced closure time from 6 to 8 weeks to approx. 2 to 3 hours per month
- No need to install temporary fencing and reduced potential for liability claims
- No mowing, trimming, and edging which is currently performed once a week
- Reduced carbon footprint associated with less running equipment to maintain
- Reduced annual costs to reseed (\$2k)
- Reduce watering by approximately 75%

Duration

July 1, 2022 - June 30, 2024

Status

New

Programmed Funding

	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	Adopted 2021-22	Update 2022-23				
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	350,000	-	-	-	350,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>
Fund Financing Sources								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>

Future Impact on Operating Budget

Negligible. It is anticipated to be a slight decrease in utilities/water costs and maintenance/repairs to the Burton Park playground surfacing.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety, and Emergency Planning
- X** Climate Change





C2205: City Facility Cameras - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Arguello and Highlands Parks, Corporation Yard, and Wheeler Garage
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Public Safety
Category:	Facilities	Priority Rating:	1 - Previously funded

Description

This project would involve installing surveillance cameras and related infrastructure at Arguello and Highlands Parks, the Corporation Yard, and Wheeler Garage to monitor activity and access at these facilities for security purposes.

Justification

Strategically placing security cameras throughout the named facilities will deter and reduce theft, vandalism, and other criminal activities. Cameras will help to foster a sense of safety for staff and the public and provide video evidence for police investigations. In addition, emergency call stations can be used to alert public safety personnel of a crime in progress, hazards, and medical emergencies.

It is recommended that funding for this new project come from three previously approved projects: C1902 Wheeler Plaza Garage Cameras Design Study - \$100,000; C2004 Corp Yard Cameras - \$100,000; and, C2103 Surveillance Cameras in Public Parks - \$250,000.

Duration

March 2022 through June 2023.

Status

Ongoing.

Programmed Funding

	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Previously approved (C1902)	100,000	-	-	-	-	-	-	100,000
Previously approved (C2004)	100,000	-	-	-	-	-	-	100,000
Previously approved (C2103)	-	-	-	250,000	-	-	-	250,000
New request	-	-	-	-	-	-	-	-
Total	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>

Future Impact on Operating Budget

Should this project be implemented, there will be an ongoing utility cost for monitoring, licensing and support. Expenses are estimated to be \$50,000 annually.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
X	Mobility, Traffic, and Transportation Infrastructure
	Child Care and Youth Programming
X	Wildfire, Public Safety and Emergency Planning
	Climate Change





C2206: East Side Innovation District Parking Strategy - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	East Side Innovation District
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Lisa Porras	Priorities:	East Side Innovation District Implementation
Category:	Community Enhancement	Priority Rating:	6

Description

The East Side Innovation District Vision Plan ("Plan") was approved by the City Council in October, 2022. The Plan contains 10 "Big Moves" for transformation in the district. Big Move #10 is to develop and adopt a shared district parking strategy, which includes refining parking requirements and developing a "park-once" strategy. The goal is to develop and define district parking requirements that address the range of existing and future users in the district.

Justification

Staff is estimating that this project would require at least \$100,000 in consulting fees. The actual costs could go up or down, depending on the results of a future request for proposals and consultant selection. A shared district parking strategy is a key implementation item within the East Side Innovation District Vision Plan.

Duration

TBD

Status

Staff recommends this project commence as soon as the funds are appropriated.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	100,000	-	-	-	100,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
Fund Financing Sources								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

Future Impact on Operating Budget

Negligible.

Current Strategic Plan Objective

	Downtown
X	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change

10. Adopt a Shared District Parking Strategy

GOAL
Develop and define District parking requirements that address the range of existing and future District users.

PRINCIPLES

A. As technology changes, refine define District parking requirements

B. Develop a park-once and shared parking District

1. Enclose number parking in number of key



C2207: East Side Innovation District Master Streetscape Plan - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	East Side Innovation District
Department:	Community Development & Public Works	Strategic Plan:	Yes
Project Manager:	Lisa Porras	Priorities:	East Side Innovation District Implementation
Category:	Community Enhancement	Priority Rating:	2

Description

The East Side Innovation District Vision Plan ("Plan") was approved by City Council in October, 2022. The Plan contains 10 "Big Moves" for transformation in the district. Big Move #1 is to convert Industrial Road into a functional green boulevard that provides a distinct identity, creates a sense of place, and weaves nature into the district. To achieve this, the Plan's streetscape proposals for Industrial Road and other streets in the district will be used to develop street specifications to implement discovery paths, non-vehicular connections, and street standards. Street furniture, directional signage, landscaping, stormwater, street trees and other elements noted in the East Side Innovation District Vision Plan will also be incorporated.

Justification

Staff estimates that this project would require at least \$200,000 in consulting fees to develop. The actual costs could go up or down, depending upon the results of a future request for proposal and consultant selection. This project is a key implementation item within the East Side Innovation District Vision Plan.

Duration

This project could take one year or less, depending on the finalized scope of work.

Status

Staff recommends this project commence as soon as the funds are appropriated.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	200,000	-	-	-	200,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

Future Impact on Operating Budget

Negligible.

Current Strategic Plan Objective

	Downtown
X	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





C2209: Zoning Code: Stream Development and Maintenance Overlay District Amendment - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Pulgas Creek Watershed
Department:	Community Development	Strategic Plan:	Yes East Side Innovation District
Project Manager:	Lisa Porras	Priorities:	Implementation
Category:	Community Enhancement	Priority Rating:	5

Description

The East Side Innovation District Vision Plan ("Plan") was approved by the City Council in October, 2022. The Plan contains 10 "Big Moves" for transformation in the district. The goal of Big Move #3 is to promote environmental stewardship, which includes amending San Carlos' Stream Development and Maintenance Overlay District to increase the required setbacks and landscaping provisions from the existing creek top of bank to improve stormwater detention capacity and help address flooding issues.

Justification

Staff estimates that this project will require at least \$30,000 in consulting fees to develop. The actual costs could go up or down, depending upon the results of a future request for proposals and consultant selection. Big Move #3 is a key implementation item within the East Side Innovation District Vision Plan.

Duration

TBD

Status

Staff recommends this project commence as soon as the funds are appropriated.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	30,000	-	-	-	30,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>
Fund Financing Sources								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

Future Impact on Operating Budget

Negligible.

Current Strategic Plan Objective

	Downtown
X	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





C2210: Zoning Code: Transportation Demand Management Ordinance Amendment - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Community Development	Strategic Plan:	Yes East Side Innovation District
Project Manager:	Lisa Porras	Priorities:	Implementation
Category:	Community Enhancement	Priority Rating:	3

Description

The East Side Innovation District Vision Plan ("Plan") was approved by the City Council in October, 2022. The Plan contains 10 "Big Moves" for transformation in the district. The goal of Big Move #9 is to reduce congestion through coordinated transportation strategies, which calls for expanding SCMC 18.25 TDM ordinance to better calibrate City standards to the East Side District's needs and also to meet future regional requirements (C/CAG recently adopted new TDM requirements).

Justification

Staff estimates that this project would require at least \$80,000 in consulting fees to develop. The actual costs could go up or down, depending upon the results of a future request for proposals and consultant selection. Big Move #9 is key implementation item within the Plan.

Duration

TBD

Status

Staff recommends this project commence as soon as the funds are appropriated.

Programmed Funding

	Total Approved		Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget	Total Spent	2021-22	Update 2022-23				
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	80,000	-	-	-	80,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>
Fund Financing Sources								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>

Future Impact on Operating Budget

Negligible.

Current Strategic Plan Objective

	Downtown
X	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change

9. Reduce Congestion Through Coordinated Transportation Strategies

GOAL
Incorporate holistic transportation strategies at a range of scales to help address long-term District and City-wide transportation objectives.



C2211: Northeast Area Specific Plan - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Northeast Area
Department:	Community Development	Strategic Plan:	No
Project Manager:	Lisa Porras	Priorities:	Strategic Plan
Category:	Community Enhancement	Priority Rating:	1

Description

As part of the 2022 Strategic Plan, Council directed staff to prepare a specific plan for the Northeast Area in anticipation of new development proposals. In addition to extensive community outreach, this work would require hiring professional consultants to assist staff. Considerations include land use, urban design, infrastructure (sewer, water, etc.), street functions/operations, building design and massing, public realm, and traffic/circulation including multiple modalities for travel, walkability, housing, and districtwide maintenance.

Justification

Based on a understanding of the project components outlined above, staff is estimating that this project would require at least \$1,500,000 in consulting costs to develop. The actual costs could go up or down, depending upon the results of a future request for proposals and consultant selection. Staff is requesting appropriation of funds at this time, as the project is expected to commence in the first part of 2023. Any unused funds would go back to the General Capital Fund 25.

Duration

It is expected that this project will take 24 months to complete.

Status

Following consultant selection, project kickoff would commence during the first quarter of 2023 (Jan - March 2023), and be completed in March 2025.

Programmed Funding

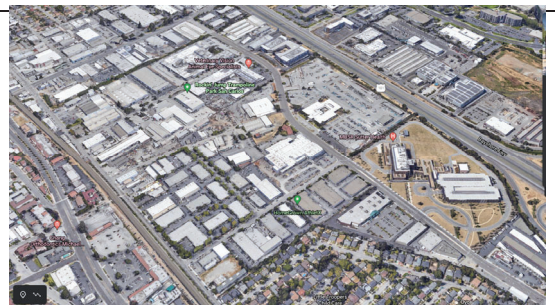
	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	1,500,000	-	-	-	1,500,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>

Future Impact on Operating Budget

Negligible.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2212: Tree Well Replacement on Industrial Road - NEW

Fund Number:	General Find Capital Project - 0025	Location:	Industrial Road, Taylor to Holly
Department:	Public Works	Strategic Plan:	Climate Change
Project Manager:	Grace Le	Priorities:	Clean Air, Beautification
Category:	Streetscape	Priority Rating:	3

Description

Expand 17 tree wells along Industrial Road from Taylor Way to Holly Street to accommodate new trees. The City will also construct a new irrigation system for the trees. \$300,000 is for the modification of the tree wells and planting trees along Industrial Road, and \$100,000 is for installation of the new irrigation system.

Justification

Of the 17 trees planted in 2013, only two survived. Constricted tree wells, poor soil, and lack of a stable water source are likely causes. This project will beautify the corridor with newly planted trees in suitable tree wells as well as contribute to cleaner air.

Duration

July 2022 to July 2023

Status

New Project

Programmed Funding

	Total Approved		Adopted		Requested	Requested	Requested	Total Project
	Budget	Total Spent	2021-22	Update 2022-23	2023-24	2024-25	2025-26	
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	400,000	-	-	-	400,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
Fund Financing Sources								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>

Future Impact on Operating Budget

The operating cost increase will be minimal, estimated to be less than \$500/month.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2213: Intersection Pedestrian Improvements - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Alameda/Howard, Olive/Elm, Arroyo/Woodland
Department:	Public Works	Strategic Plan:	yes
Project Manager:	Grace Le	Priorities:	Pedestrian safety, increased mobility
Category:	Traffic Transportation	Priority Rating:	1

Description

Construct pedestrian improvements such as curb extensions, high visibility crosswalk markings, and curb ramps to high priority intersections listed in the Bicycle Pedestrian Master Plan. Upcoming improvements will be at the intersections of Alameda De Las Pulgas and Howard Avenue, Olive Avenue and Elm Street, and Arroyo Avenue and Woodland Avenue. The budget requests includes costs for design and construction.

Justification

The Bicycle and Pedestrian Plan listed priority intersections for pedestrian improvements. These priority improvements align with the City Council's strategic goal to provide efficient, safe, and effective movement throughout the city.

Duration

July 2023 to July 2026

Status

New Project

Programmed Funding

	Total Approved		Adopted		Requested	Requested	Requested	Total Project
	Budget	Total Spent	2021-22	Update 2022-23				
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	-	500,000	500,000	500,000	1,500,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>

Future Impact on Operating Budget

Future Impact on the Operating Budget is negligible.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- X** Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2214: Safe Routes to School Improvements - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Public Works	Strategic Plan:	yes
Project Manager:	Grace Le	Priorities:	Pedestrian safety, increased mobility
Category:	Traffic Transportation	Priority Rating:	1

Description

Construct improvements to primary routes to schools to improve pedestrian safety and promote alternative modes of transportation according to recommendations from the school walk audits. The budget requests includes costs for design and construction.

Justification

Walk audits were conducted at six school sites, including Arundel, Heather, White Oaks, Arroyo/Central, Brittan Acres, and Tierra Linda/Mariposa/Charter. Recommended improvements and safe-routes-to-school maps were created from walk audit inputs and observations. These priority improvements align with City Council's strategic goal to improve mobility, traffic, parking, transportation infrastructure, and street maintenance while encouraging alternative modes of transportation to provide efficient, safe, and effective movement throughout the city.

Duration

July 2023 to July 2026

Status

New Project

Programmed Funding

	Total Approved		Adopted	Adopted Update	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2021-22	2022-23	2023-24	2024-25	2025-26	Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	-	500,000	500,000	500,000	1,500,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>

Future Impact on Operating Budget

Future Impact on the Operating Budget is negligible.

Current Strategic Plan Objective

- Downtown
- Eastside Planning Initiative
- Housing
- X** Mobility, Traffic and Transportation Infrastructure
- Child Care and Youth Programming
- Wildfire, Public Safety and Emergency Planning
- Climate Change





C2215: Downtown Renovation Plan Implementation - NEW

Fund Number:	General Fund Capital Project - 0025	Location:	Laurel Street and San Carlos Avenue
Department:	Public Works	Strategic Plan:	Downtown
Project Manager:	Vatsal Patel	Priorities:	Beautification
Category:	Streetscape	Priority Rating:	3

Description

This goal of this project is to conduct the conceptual planning, design, and construction of various improvements downtown. Improvements may include decorative street and sidewalk improvements, street and pedestrian scale lighting, upgrade and installation of street landscaping, art features, dedicated parking for ride share and food delivery service, bike share and movable hydraulic street bollard installations.

Justification

This project aligns with City Council's strategic goal Downtown to ensure that the improvements meet the needs of the community and businesses now and into the future.

Duration

On-going

Status

New Project

Programmed Funding

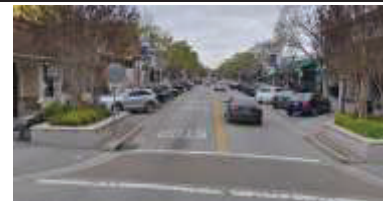
	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Future Impact on Operating Budget

Future Impact on Operating Budget is to be determined once the improvements are authorized by Council.

Current Strategic Plan Objective

X	Downtown
	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0027 Park in Lieu Fund											
<u>Completed Projects</u>											
C1905	Mission / Vision / Core Values	Total Capital	Chilton Park Improvements	500,000	477,408	-	-	-	-	-	500,000
C1905		Total Outside Funding	Prop 68 Per Capita Funds	(178,000)	-	-	-	-	-	-	(178,000)
<u>Previously Approved/Ongoing Projects</u>											
C1732	Infrastructure/Public Safety	Total Capital	Laureola Park Improvements	600,000	-	-	-	-	-	-	600,000
C1732		Total Outside Funding	Park in Lieu Transit Village Project	(600,000)	(600,000)	-	-	-	-	-	(600,000)
C2113	Infrastructure	Total Capital	Highlands Park Tennis Court Resurfacing	-	-	40,000	-	-	-	-	40,000
		Total Outside Funding		(778,000)	(600,000)	-	-	-	-	-	(778,000)
		Total Capital		1,100,000	477,408	40,000	-	-	-	-	1,140,000
		Total Transfers (Inter-project)		-	-	-	-	-	-	-	-
Total Park in Lieu Fund 0027				322,000	(122,592)	40,000	-	-	-	-	362,000
Ending Fund Balance Park in Lieu Fund 0027						1,713,819	611,619	1,503,319	1,819,219	2,144,619	



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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0028 Parking in Lieu Fund											
<i>Previously Approved/Ongoing Projects</i>											
C1750	Mobility, Traffic and Transportation Infrastructure	Total Capital	Reconfiguration Public Parking Plazas	60,000	18,488	-	-	-	-	-	60,000
C1816	Mobility, Traffic and Transportation Infrastructure	Total Capital	Parking Occupancy Study	10,000	-	-	65,000	-	-	-	75,000
<i>Total Outside Funding</i>				-	-	-	-	-	-	-	-
<i>Total Capital</i>				70,000	18,488	-	65,000	-	-	-	135,000
<i>Total Transfers (Inter-project)</i>				-	-	-	-	-	-	-	-
Total Parking in Lieu Fund 0028				70,000	18,488	-	65,000	-	-	-	135,000
Ending Fund Balance Parking in Lieu Fund 0028						344,654	287,154	294,854	302,754	310,854	



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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0029 Housing In Lieu											
<u>Previously Approved/Ongoing Projects</u>											
C9754	Housing	Total Capital	Cherry Street Below Market Rate Housing	3,875,000	3,263,840	3,000,000	(250,000)	-	-	-	6,625,000
C1906	Housing	Total Capital	Study Land Use and Regulatory Options	800,000	340,002	21,276	-	-	-	-	821,276
C1906	Total Outside Funding		SB 2 Planning Grant	(160,000)	(160,000)	-	-	-	-	-	(160,000)
C1906	Total Outside Funding		LEAP Grant	(150,000)	-	-	-	-	-	-	(150,000)
C1906	Total Outside Funding		REAP Grant	-	-	(39,441)	-	-	-	-	(39,441)
<u>New Requests</u>											
C2216	Housing	Total Capital	1232 Cherry Street Building Demolition	-	-	-	250,000	-	-	-	250,000
<i>Total Outside Funding</i>				(310,000)	(160,000)	(39,441)	-	-	-	-	(349,441)
<i>Total Capital</i>				4,675,000	3,603,842	3,021,276	-	-	-	-	7,696,276
<i>Total Transfers (Inter-project)</i>				-	-	-	-	-	-	-	-
Total Housing in Lieu Fund 0029				4,365,000	3,443,842	2,981,835	-	-	-	-	7,346,835
0031 Low and Moderate Income Housing Fund											
<u>Previously Approved/Ongoing Projects</u>											
C1733	Housing	Total Capital	817 Walnut Street Redevelopment	7,300,000	4,126,824	-	-	-	-	-	7,300,000
<i>Total Outside Funding</i>				-	-	-	-	-	-	-	-
<i>Total Capital</i>				7,300,000	4,126,824	-	-	-	-	-	7,300,000
<i>Total Transfers (Inter-project)</i>				-	-	-	-	-	-	-	-
Total LMI Housing Fund 0031				7,300,000	4,126,824	-	-	-	-	-	7,300,000
Total Housing Fund 0029 & 0031				11,665,000	7,570,666	2,981,835	-	-	-	-	14,646,835
Ending Fund Balance Housing Fund						11,616,179	16,069,979	15,610,379	25,277,079	24,789,779	



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C9754: Cherry Street Below Market Rate Housing Acquisition - AMENDED

Fund Number:	Housing-in-Lieu Fund - 0029	Location:	Cherry Street between Walnut and Laurel
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Adam Aronson	Priorities:	Housing, Previously Funded, Own Funding Source
Category:	Housing	Priority Rating:	1

Description

This project will fund the redevelopment of a site on Cherry Street to create a new affordable housing project. The project includes acquisition of the property at 1232 Cherry Street for assemblage with the adjacent property to create a viable site that can be used for a new, higher-density project. Additionally, the project allocates a sum for financial contribution to the project.

Justification

This project will add severely needed affordable housing downtown, which is accessible to both transit and employment hubs. The redevelopment of this site would increase the number of affordable housing units by at least 25 units. \$250,000 is proposed to be moved to the new 1232 Cherry Street building demolition project.

Duration

July 2011 to June 2024.

Status

The City is in the process of acquiring the property at 1232 Cherry Street. The property adjacent to 1232 Cherry Street is owned by affordable housing developer HIP Housing. The City has entered into a partnership with HIP Housing to redevelop the site into a higher density project. The project is in predevelopment stage, where the team is determining the optimal unit mix to be competitive for State tax credits. The project will likely require a financial contribution from the City to make redevelopment financially feasible. The developer is requesting \$1 million in predevelopment funds and an estimated future request of about \$3 million.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Requested 2022-23	Requested 2022-23	Requested 2023-24	Requested 2024-25	Total Project Funding
Appropriations								
Expenses	\$ 3,875,000	\$ 3,263,840	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 6,875,000
New request	-	-	-	(250,000)	-	-	-	(250,000)
Total	<u>\$ 3,875,000</u>	<u>\$ 3,263,840</u>	<u>\$ 3,000,000</u>	<u>\$ (250,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,625,000</u>
Fund Financing Sources								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project	<u>\$ 3,875,000</u>	<u>\$ 3,263,840</u>	<u>\$ 3,000,000</u>	<u>\$ (250,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,625,000</u>

Future Impact on Operating Budget

The City intends to acquire real property to enter into a development agreement with a non-profit affordable housing developer to provide additional affordable housing units. The impact on the operating budget is unknown at this time.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
X	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





C2216: 1232 Cherry Street Building Demolition - NEW

Fund Number:	Housing In Lieu Fund - 0029	Location:	Cherry and Laurel Streets
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Housing
Category:	Housing	Priority Rating:	1

Description

This project will demolish the existing City-owned building located at 1232 Cherry Street and relocate underground utilities to make room for a new affordable housing project. The project is adjacent to the Wheeler Plaza Condominiums and will be close to transit and employment hubs downtown.

Justification

The building will be demolished to make room for a high density housing project. With the building removed, the underground infrastructure and utilities can then be relocated and site work can commence.

Duration

July 2022 through June 2023.

Status

On-site remediations plans are underway. Building demolition to be determined.

Programmed Funding

	Total Approved Budget	Total Spent	Adopted 2021-22	Adopted Update 2022-23	Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
Appropriations								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	250,000	-	-	-	250,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
Fund Financing Sources								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

Future Impact on Operating Budget

Negligible Impact.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
X	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
	Wildfire, Public Safety and Emergency Planning
	Climate Change





CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Strategic Plan Objective	Type	Project Name	Total Approved Budget as of 6/30/2021	Total Project Spent as of 1/31/2022	FY21-22 Revised	FY 22-23 Adopted Update	FY 23-24 Requested	FY 24-25 Requested	FY 25-26 Requested	Total Project Funding
0095 Library Improvements Fund											
<i>Previously Approved/Ongoing Projects</i>											
C1734	Infrastructure Mission/ Vision/ Wildfire, Public Safety & Emergency	Total Capital	Library Maintenance and Repairs	458,568	356,083	-	-	-	-	-	458,568
C2008	Planning	Total Capital	Library Building Emergency Backup Power	-	-	1,000,000	-	-	-	-	1,000,000
C2114	Wildfire, Public Safety & Emergency Planning	Total Capital	City Library Foundation Study and Stair Repair	-	-	100,000	150,000	-	-	-	250,000
<i>Total Outside Funding</i>				-	-	-	-	-	-	-	-
<i>Total Capital</i>				458,568	356,083	1,100,000	150,000	-	-	-	1,708,568
<i>Total Transfers (Inter-project)</i>				-	-	-	-	-	-	-	-
Total Library Improvements Fund 0095				458,568	356,083	1,100,000	150,000	-	-	-	1,708,568
Ending Fund Balance Library Improvements Fund 0095						1,558,746	1,387,646	1,365,946	1,343,746	1,321,146	

* Total Approved Budget amounts include previously approved budget and unspent budget amounts



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C2114: City Library Foundation Study and Stair Repair - AMENDED

Fund Number:	Library Improvement Fund - 0095	Location:	City Library
Department:	Public Works/Facilities	Strategic Plan:	Yes
Project Manager:	Vatsal Patel/Lou Duran	Priorities:	Infrastructure
Category:	Facilities & Technology	Priority Rating:	3

Description

The goal of this project is to inspect and evaluate the existing foundation surrounding the library and determine whether any repairs or upgrades are needed. The scope of this project would also include an evaluation of the stairs leading from Cherry Street to the main entrance to the library.

Justification

Over time, staff has noticed cracking along the exterior walls of the library, as well as separation between the exterior walls and the foundation throughout the perimeter of the library. These areas need further investigation and evaluation to determine the cause and identify potential repairs to prevent structural issues or immediate failures. Cracking and separation has also been noted around the stairs leading from Cherry Street to the main entrance, which has been determined to be caused by the lack of additional structural support and connection to the building foundation that needs to be addressed for a continued safe path of travel.

Duration

April 2022 - July 2023

Status

New project.

Programmed Funding

Appropriations	Total Approved	Total Spent	Adopted		Requested 2023-24	Requested 2024-25	Requested 2025-26	Total Project Funding
	Budget		2021-22	Update 2022-23				
Expenses	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
New request	-	-	-	150,000	-	-	-	150,000
Total	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 250,000
Fund Financing Sources								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Project								
	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 250,000

Future Impact on Operating Budget

Negligible impact.

Current Strategic Plan Objective

	Downtown
	Eastside Planning Initiative
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Child Care and Youth Programming
X	Wildfire, Public Safety and Emergency Planning
	Climate Change





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**CITY OF SAN CARLOS
FISCAL YEAR 2021-23 CAPITAL IMPROVEMENT PROGRAM
UNFUNDED PROJECT LIST**

Fund / Project	Category	Project Description	Est. Project Total
Wastewater Fund 006			
Ongoing	Improve Infrastructure	Annual Sewer System Rehabilitation Program	33,000,000
Total Unfunded Wastewater Fund			33,000,000
Gas Tax Fund 0016			
C9416	Maintenance	Annual Street Resurfacing	53,000,000
C9417	Mandated	Annual Traffic Markings & Striping	1,000,000
C9465	Mandated	Annual Sidewalk Repair/Reconstruction III	18,000,000
Total Unfunded Gas Tax Fund			72,000,000
General Fund Capital Projects Fund 0025			
New	Enhance Public Safety	ADA Facilities	2,500,000
New	Enhance Public Safety	ADA Right of Way Improvements (Intersections)	3,000,000
New	Enhance Public Safety	ADA Right of Way Improvements (Pedestrian Signals)	600,000
New	Community Enhancement	Alameda De Las Pulgas/Howard Ave improvements	35,000
New	Community Enhancement	Alameda De Las Pulgas/San Carlos Ave improvements	700,000
New	Community Enhancement	Alameda De Las Pulgas/San Carlos Ave to Edgewood Road	163,000
C9327	Maintenance	Arguello Park Plan Improvement Phase 2	3,875,000
C9806	Infrastructure/Public Safety	Belmont Creek Watershed Improvement	198,000
C9807	Community Enhancement	Big Canyon Park Trail Enhancements	500,000
New	Community Enhancement	Brittan Ave & Laurel St Improvements	350,000
C9461	Infrastructure/Public Safety	Brittan Ave Widening at Industrial Road	4,500,000
New	Infrastructure	Burton Park Improvements	400,000
C9335	Maintenance	Cedar Park Renovations	3,000,000
New	Maintenance	City Hall - Remove & Replace 2nd Floor Roll Up Windows	126,000
New	Improve Infrastructure	City Hall - Repair Window Frames on 1st & 2nd Floor	175,000
New	Infrastructure/Public Safety	City Hall Emergency Operations Center Structural Upgrade Improvements	900,000
New	Infrastructure/Public Safety	City Hall Emergency Operations Center Structural Upgrade Study	200,000
New	Infrastructure	City Hall Public Art	60,000
C9309	Community Enhancement	Citywide Drainage Improvements	35,000,000
New	Public Safety	Civic Center Cameras	100,000
C9834	Community Enhancement	Community Garden	75,000
New	Community Enhancement	Cordilleras Ave.: San Carlos Ave. to Brittan Improvements	1,000,000
New	Infrastructure	Door Access Control System	150,000
C1901	Community Enhancement	Downtown Plan	800,000
C9341	Community Enhancement	Eaton Park Trail Construction - Phase 2 and 3	150,000
C9819	Community Enhancement	Eaton Park-Expand Trails Phase I	75,000
New	Public Safety	Emergency Notification Alarm System	40,000
New	Improve Infrastructure	Enterprise Resource Planning (ERP) Replacement	250,000
C9782	Community Enhancement	Facade Improvement Program	400,000
New	Downtown	Festoon Lights for South of Laurel & Industrial Arts Conceptual Plan	100,000
New	Public Safety	Graffiti Coating	40,000
New	Community Enhancement	Heather Dog Exercise Area-ADA Ramp	45,000
New	Community Enhancement	Heather Dog Exercise Area-Stairway Replacement	35,000
New	Community Enhancement	Highlands Park-Picnic Area Enhancements	50,000
New	Community Enhancement	Highlands Park-Tennis Court Resurfacing	220,000
C9459	Community Enhancement	Holly St/US 101 Interchange Modification	26,318,237
New	Infrastructure	Information Technology Master Plan	100,000
C1713	Infrastructure	Install Stream and Rain Gauges	40,000
C9318	Maintenance	Kiwanis Bldg. Improvements	650,000
New	Maintenance	Kiwanis Bldg.-HVAC	120,000
New	Maintenance	Kiwanis Bldg.-Interior Lighting - Demolish Multi-Contact Rotary Switch and Install Lighting Switches	80,000
New	Infrastructure/Public Safety	Major Intersections Assessment	200,000
New	Community Enhancement	Museum of San Carlos History ADA Compliance Project	250,000
New	Infrastructure	Parks Master Plan Consultant	200,000
C9803	Improve Infrastructure	Police Gym Expansion Phase II	80,000
C9314	Maintenance	Reconstruct Laureola Park Bldg.	4,000,000
New	Improve Infrastructure	Replace Roof at Corp Yard	175,000
New	Traffic & Transit	San Carlos Ave & Laurel St Construction of Pedestrian Scrambled Phase	100,000
C9315	Community Enhancement	San Carlos Ave Park Renovation	2,000,000
New	Community Enhancement	Shared Micromobility Policy	100,000
C9827	Community Enhancement	Skate Park	625,000
C9302	Reduction in Operation costs	Solar Electric Panels of City Facilities	900,000
New	Infrastructure	Maintenance at Burton and Harrington Parks	350,000
New	Community Enhancement	Trails Plan Implementation	200,000
New	Mobility, Traffic and Transportation Infrastructure	Cedar-Brittan Intersection Improvements	1,250,000
C2107	Transportation Infrastructure	San Carlos Quick-Build Pilot Program	274,000
New	Transportation Infrastructure	Industrial Arts Plan	1,000,000
Total Unfunded General Fund Capital Projects			98,824,237
Total Unfunded list			203,824,237



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GLOSSARY OF TERMS

AB 1234. The California State Assembly bill that requires cities, counties, and special districts in California to provide ethics training to their local officials. Public officials are required to complete the training within one year of taking office and repeat the training every two years.

Accounting System. The methods and records established to identify, assemble, analyze, classify, record, and report a government's transactions and to maintain accountability for the related assets and liabilities.

Accrual Basis. A basis of accounting in which revenues are recognized when earned regardless of when they are received, and expenses are recorded at the time the liability is incurred, regardless of when it is paid.

Adopted Budget. The official budget as approved by the City Council at the start of each fiscal year.

Affordable Housing Impact Fee. Pursuant to City Municipal Code Section 3.34, affordable housing fees fund the construction, acquisition, or financing of new or existing single or multi-family affordable housing projects within the city for low or very low income residents.

Agency Fund. A fund normally used to account for assets held by a government as an agent for individuals, private organizations, or other governments and/or other funds.

Amended Budget. Also known as "Revised Budget", is the official budget as adopted and as amended by the City Council through the course of a fiscal year.

Annual Budget. A budget applicable to a single fiscal year.

Appropriated Budget. The expenditure authority created by appropriations bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes.

Appropriation. A legal authorization granted by a legislative body for a given period to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

Assessed Valuation. The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

Assigned Reserves. As per Government Accounting Standards Board (GASB 54) for Fund Balances, assigned fund balances include amounts that are constrained by the government's intent that they be used for specific purposes.

Audit. Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles.

Authority. A government or public agency created to perform a single function or restricted group of related activities.

Beginning/Ending Fund Balance. Appropriated resources available in a fund from the prior/current years after payment of the prior/current fiscal year's expenses. This is not necessarily cash on hand.



Bond. A written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a special rate.

Bond Covenant. A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution or indenture.

Budget. A plan of financial operation embodying an estimate of the proposed expenditures for a given period and the proposed means of financing them.

Budget Message. Included in the opening section of the Budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

California Public Employees' Pension Reform Act of 2013 (PEPRA). The law that changed the way CalPERS retirement and health benefits are applied, and places compensation limits on members.

Capital Budget. A plan or proposal for capital outlays and the means of financing them.

Capital Improvement Program (CIP). A financial plan for capital improvements with single and multiple-year expenditures to meet capital needs arising from the assessment of long-term needs. It sets forth each project in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Projects Fund. A fund that accounts for the construction, rehabilitation, and acquisition of capital assets, such as buildings, equipment, and roads.

Capitalized Expenditures. Expenditures resulting in the acquisition and/or construction of fixed assets.

Cohort. With respect to COVID-19, a stable group of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Commercial Linkage Fee. Pursuant to Municipal Code Section 8.51, this fee applies to certain commercial development to help pay for construction, acquisition, or financing of new or existing multi-family affordable housing projects.

Committed Fund Balance. Funds that have been committed by Council via resolution for a specific purpose. A resolution is required to amend or rescind committed balances.

Comprehensive Annual Financial Report. A set of financial statements prepared by City staff and audited by an outside accounting firm annually.

Contact Tracing Program. Process of identifying persons who may have come into contact with a person infected with a disease, and subsequent collection of further information about these contacts.

Contracted Services. Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

Contingency. A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost Accounting. The method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.



Cost of Services Fees. Charges for services levied by the City to recover costs associated with providing a service or permitting an activity. They include such fees as recreational fees, plan checking fees, building permit fees, etc. Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated City-wide overhead.

COVID-19. Disease (novel coronavirus disease 2019) caused by the virus SARS-CoV-2. The virus has spread to many countries around the world, including the United States, prompting the World Health Organization to declare a pandemic. A pandemic occurs when the whole world is experiencing the same disease at the same time.

Debt Service Fund. A fund established for the payment of interest and principal on all debt other than those payable exclusively from special assessments.

Department. A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation. (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence; (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

Division. An organizational subgroup of a department.

Employee Services. Salaries plus fringe benefits earned by employees of the organization for work performed.

Encumbrance. The commitment of appropriated funds to purchase goods that have not yet been received, or services that have yet to be rendered.

Enterprise Fund. A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case, the governing body intends that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Entitlement. The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

ERAF. Educational Revenue Augmentation Fund. A shift of property tax revenue from local agencies to the State.

Expenditure. Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

Fiscal Year (FY). A 12-month period (for the City July 1st through June 30th) to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

Fixed Assets. Equipment costing \$5,000 or more, including tax, and not qualifying as a capital improvement project.

Full-Time Equivalent (FTE). The conversion of full-time and part-time employee hours to an equivalent of a full-time position. For example, one person working half-time would count as 0.5 FTE. One full-time equivalent equals 2,080 hours of work per year,

Fund. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and



Fund Balance. The amount of financial resources available for use. Also known as financial position, fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditure and other financing issues.

Gann Limit. An absolute dollar limit on the amount of funds derived from taxes that the City can legally appropriate and expend each fiscal year, as specified by Article 13-B of the State Constitution. Any tax revenues in excess of the Gann Limit must be returned to taxpayers.

GASB 34. The Government Accounting Standards Board (GASB), which defines the criteria that auditors use to judge the adequacy of local and state government financial statements, has changed long-standing practices by requiring that government entities include reporting of their capital assets in their annual balance sheet and income statement. GASB Statement No. 34, adopted in June 1999, for the first time highlights the costs of acquiring, owning, operating, and maintaining public works infrastructure for government-bond holders and the public at large.

GASB 45. GASB Statement No. 45, new accounting standards for Other Post-Employment Benefits (OPEB) addresses how state and local governments account for and report post-employment healthcare and other non-pension benefits. The statement generally requires that the state and local governments account for and report the annual cost of OPEB and the outstanding obligations and commitments related to OPEB in essentially the same manner as they currently do for pensions.

GASB 68. GASB Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27 – improves accounting and financial reporting by state and local governments for pensions. This statement establishes standards for measuring and recognizing liabilities and expenditures and identifies the methods and assumptions that should be used to calculate those liabilities and expenditures.

General Fund. The primary operating fund used to account for most day-to-day activities.

General Obligation Bond. A municipal bond backed solely by the credit and taxing power of the issuing jurisdiction rather than the revenue from a given project. General obligation bonds are issued with the belief that a municipality will be able to repay its debt obligation through taxation or revenue from projects.

Generally Accepted Accounting Principles (GAAP). Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

Governmental Funds. The group of funds that are composed of the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Permanent Funds.

Grants. Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity, or facility.

Housing Authority. Responsible for handling Housing assets and operations of the former Redevelopment Agency (RDA).

Infrastructure. All City-owned facilities supporting the operation of the governmental unit. It includes streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings, and related facilities.



Internal Service Fund. A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Investment. Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Lease Purchase. Contractual agreements which are termed leases, but whose lease amount is applied to the purchase (as with a COP debt).

Line Item. The description of an object of expenditure, i.e., salaries, benefits, professional services, etc.

Long Term Debt. Debt with a maturity of more than one year after the date of the issue.

Major Funds. Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least five percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

Materials & Services. Expenses that are charged directly as a part of the cost of a service.

Maturities. The dates on which the principal or state values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis. The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

Net Allocation. The amount of funding designated to each expenditure line. Rather than reallocating the entire revised amount, a net allocation allocates only amounts that update the previous allocations.

Net Income (Loss). Proprietary fund excess (deficit) of operating revenues and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

Non-Major Funds. Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are smaller or less significant funds.

Non-Operating Expenses. Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

Non-Operating Revenues. Proprietary fund revenues incidental to, or by-products of, the fund's primary activities.

Operating Expenses. Proprietary fund expenses related directly to the fund's primary activities.

Operating Income. The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues. Proprietary funds revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

Operating Transfers. Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to a Special Revenue or Capital Projects Fund.

Ordinance. A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the city.



Other Post Employment Benefits. Benefits that an employee will begin to receive at the start of retirement that does not include pension benefits paid to the retired employees. These benefits vary depending on bargaining groups and employee's date of hire.

Oversight Board. Composed of seven members to direct the staff of the Redevelopment Agency successor agency to perform work in furtherance of the oversight board's duties and responsibilities. The board shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distribution of property tax and other revenues.

Park Facility Development Fee. Pursuant to Municipal Code section 3.34, the Park Facility Development Fee is imposed on all new development since new development in the city generates a need for added facilities and an increased demand on existing facilities.

Park in-Lieu Fee. Pursuant to Municipal Code 17.32.030, the Park in-Lieu fee funds the acquisition, construction, and major improvement of City parks.

Performance Measures. A series of indicators that measures levels of services and results.

Permanent Fund. A fund that accounts for resources that cannot be expended, but must be held in perpetuity. Generally, these resources are invested and a government may spend the earnings, often for a purpose specified by the provider of the resources.

Preliminary Budget. A budget in its preliminary preparation stage prior to review and formulation by the City Council. In the preliminary stage, a budget forecasts current costs into the future and new or modified spending proposals for the future.

Program. Group activities, operations, or organization units directed to attaining specific purposes or objectives.

Program Purpose. A general statement explaining the reason a particular program or division exists.

Property Tax. An ad valorem tax imposed on real property, based upon the value of the property.

Proprietary Fund. The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds.

Public Safety Power Shutoff (PSPS). Action determined to be necessary by PG&E to turn off electricity in the interest of public safety when severe weather threatens a portion of the electricity system. High temperatures, extreme dryness, and record-high winds could create conditions in our state where any spark at the wrong time and place can lead to a major wildfire.

Recognized Obligation Payment Schedule. A permanent schedule of obligations that replaces the Existing Obligation Payment schedule once it is approved by the Oversight Board to the Successor Agency to the Former Redevelopment Agency.

Reserved Fund Balance. Those portions of fund balance that have not been appropriated for expenditure or that are legally segregated for a specific future use.

Resolution. A special or temporary order of the City Council requiring less formality than an ordinance.

Restricted Fund Balance. Non-spendable or restricted fund balances are amounts restricted by external parties or contracts.

Restrictive Covenant. A document recorded against a property that describes any land use limitations or conditions associated with that property.

Revenues. (1) Increases in net current assets of a governmental fund type from other than expenditure refunds and residual equity transfer. (2) Increases in the net total assets of a proprietary fund type from sources other than expense refunds, capital contributions, and residual equity transfers.

Revised Budget. Also known as “Amended Budget”, this is the official budget as adopted and as amended by the City Council through the course of a fiscal year.

Risk Management. All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Sales Tax. A tax on sales or on the receipts from sales.

Self-Insurance. A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

Service Level Measure. A statement describing an activity conducted or performed by the program/division. A program will usually have many Service Level Measures. Service Level Measures provide quantifiable and qualifiable information as to the level of service to be provided in relation to the level of fund indicated in the budget.

Service Reimbursements. Transactions that constitute reimbursements to a department/division for expenditures or expenses initially made from it but that properly apply to another department/division.

Sewer Capacity Charges. Pursuant to Municipal Code section 13.04.025, the sewer capacity charge is imposed on all new development. The charge is to recover costs for the City’s sewer system infrastructure and assets that provide benefit to: a) new connections to the sanitary sewer system; and b) existing sanitary sewer connections that increase wastewater discharge.

Social Distancing. Also called “physical distancing”, a practice in which a safe space is maintained between two or more people not from the same household. Stay at least 6 feet (about 2 arms' length) from other people not from the same household in both indoor and outdoor spaces.

Special Revenue Fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Specific Program Objectives. An “action” statement indicating the new or special activities proposed for a program.

State Revolving Fund Loan. A loan administered by a U.S. state for the purpose of providing low-interest loans for investments in water and sanitation infrastructure.

Strategic Plan. Document established and used by the City Council that identifies current issues, needs, and interests that are of strategic importance to the quality of life of the community.

Successor Agency. Agency established to comply with State law AB1X26 regarding the dissolution of the former RDA and liquidation of assets in a manner that maximizes value for local taxing entities.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.



Traffic Impact Fee. Per Municipal Code section 8.50, the Traffic Impact Fee is assessed based upon evidence that a new development generates additional residents, employees, and structures, which in turn place an additional cumulative burden upon the local transportation system.

Transfers. Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.

Transient Occupancy Tax (TOT). Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure.

Trust Fund. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or funds.

Unassigned Fund Balance. The portion of fund balance that is immediately available for use.

Unfunded Liability. Money owed that do not have funds set aside. This is typically referring to the obligations under the pension system.

Water Infrastructure and Innovation Act. The Water Infrastructure Finance and Innovation Act of 2014 (WIFIA) established the WIFIA program, a federal credit program administered by the Environmental Protection Agency (EPA) for eligible water and wastewater infrastructure projects.

Way-Finding. Refers to information systems that guide people through a physical environment and enhance their understanding and experience of the space.

Wildfire Mitigation Plan (WMP). Provides details on PG&E's comprehensive Community Wildfire Safety Program (CWSP) and, incorporating lessons learned from the 2019 wildfire season, outlines the additional programs planned from 2020 to 2022 to prevent catastrophic wildfires. On February 7, 2020, PG&E submitted its 2020 plan in compliance with California SB 901, AB 1054, and with direction from the California Public Utilities Commission's (CPUC) Wildfire Safety Division.

Yield. The rate earned on an investment based on the price paid.



Commonly Used Acronyms in the City of San Carlos

AB	Assembly Bill
ABAG	Association of Bay Area Governments
ACC	Adult Community Center
ADA	Americans with Disabilities Act
ADU	Accessory Dwelling Unit
AED	Automatic External Defibrillator
AFSCME	American Federation of State, County, and Municipal Employees
ALPR	Automated License Plate Reader
ALUC	Airport Land Use Commission
ARP	American Rescue Plan (Act)
ARC	Annual Required Contribution
ASAC	Athletic Sites Advisory Committee
ATP	Active Transportation Program
AV	Audio Visual
AYSO	American Youth Soccer Organization
BAAQMD	Bay Area Air Quality Management District
BMPs	Best Management Practices
BMR	Below Market Rate
BSCFD	Belmont San Carlos Fire Department
C/CAG	City/County Association of Governments of San Mateo County
CAD	Computer-Aided Dispatch System (Police)
CALOES	California Office of Emergency Services
CalPERS	California Public Employees' Retirement System
CAP	Climate Action Plan
CARES	Coronavirus Aid, Relief, and Economic Security (Act)
CCTV	Closed Circuit Television
CDAA	California Disaster Assistance Act
CDC	Centers for Disease Control and Prevention
CDF	California Department of Forestry
CDIAC	California Debt and Investment Advisory Commission
CDPH	California Department of Public Health
CDTFA	California Department of Tax and Fee Administration
CEQA	California Environmental Quality Act
CERBT	California Employers' Retiree Benefit Trust
CERT	Community Emergency Response Team
CIP	Capital Improvement Program



CMAP	Climate Mitigation and Adaptation Plan
CMAQ	Congestion Management & Air Quality (subcommittee of C/CAG)
CMMS	Computerized Maintenance Management System
CMO	City Manager's Office
CMTA	California Municipal Treasurers Association
COOP	Continuity of Operations Plan
COVID-19	Coronavirus Disease 2019
CPI	Consumer Price Index
CPS	Countdown Pedestrian Signal
CPUC	California Public Utilities Commission
CPR	Cardiopulmonary Resuscitation
CSAC	California State Association of Counties
CSC	City of San Carlos
CSMFO	California Society of Municipal Finance Officers
CSO	Community Services Officer
CWSP	Community Wildfire Safety Program
CYSA	California Youth Soccer Association
DARE	Drug & Alcohol Resistance Education
DBE	Disadvantaged Business Enterprise Program or Goal
DEIR	Draft Environmental Impact Statement
EAP	Employee Assistance Program
ECMS	Electronic Content Management System
EDAC	Economic Development Advisory Commission
EDD	(California) Employment Development Department
EDP	Economic Development Partnership
EIR	Environmental Impact Statement
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERAF	Education Revenue Augmentation Fund
ERP	Enterprise Resource Planning
EV	Electric Vehicle
FAQ	Frequently Asked Questions
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FPPC	Fair Political Practices Commission
FSA	Flexible Spending Account
FTE	Full Time Equivalent
FY	Fiscal Year(s)



GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GCI	General Commercial Industrial
GDP	Gross Domestic Product
GESC	Greater East San Carlos
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GO	General Obligation
HEART	Housing Endowment and Regional Trust of San Mateo County JPA
HHS	Department of Health and Human Services
HIA	Harbor Industrial Association
HIP	(or HIP Housing) – Human Investment Project
HLC	Housing Leadership Council
HSC	Health and Safety Code
HVAC	Heating Ventilation and Air Conditioning
IAP	Incident Action Plan
ICSC	International Council of Shopping Centers
IEDA	Industrial Employers Distributors Association
ILP	Intelligence Lead Policing
IPM	Integrated Pest Management
JPA	Joint Powers Authority or Joint Powers Agreement
LEAP	Local Early Action Planning
LHJ	Local Health Jurisdiction
LTD	Long-Term Disability
MFA	Multi-Factor Authentication
MOU	Memorandum of Understanding
MRP	Municipal Regional Stormwater Permit
MTC	Metropolitan Transportation Commission
N2N	Neighbor to Neighbor Campaign
NAR	National Association of Realtors
NPDES	National Pollutant Discharge Elimination System
NSF	Non-Sufficient Funds
NWS	National Weather Service
OES	Office of Emergency Services
OIG	Office of Inspector General
OPEB	Other Post-Employment Benefits
PAL	Police Activities League
PAMF	Palo Alto Medical Foundation
PARS	Public Agency Retirement Services



PC	Planning Commission
PCI	Pavement Condition Index
PCJPB	Peninsula Corridor Joint Powers Board or Caltrain Board
PD	Planned Development
PEMHCA	Public Employees' Medical and Hospital Care Act
PenTV	Peninsula Television, Inc.
PEPRA	California's Public Employees' Pension Reform Act of 2013
PERS	(aka CalPERS) Public Employees' Retirement System
PGE	Pacific Gas and Electric Company
PIO	Public Information Officer
PLAN	Pooled Liability Assurance Network
PPE	Personal Protective Equipment
PRA	Public Records Application
PSPS	Public Safety Power Shutoff
PTA	Parent Teacher Association
PTCRA	Peninsula Traffic Congestion Relief Agency or Commute.org
RDA	Redevelopment Agency
RDRC	Residential Design Review Committee
RFP	Request for Proposals
RFQ	Request for Qualifications
RHNA	Regional Housing Needs Allocation
RMS	Records Management System
ROPS	Recognized Obligation Payment Schedule
RPA	Request for Public Assistance
RPTTF	Redevelopment Property Tax Fund
RWQCB	Regional Water Quality Control Board
SA	Successor Agency
SAL	Sheriff's Activity League
SAMCAT	San Mateo County Telecommunications Authority
SAMTRANS	San Mateo County Transit District
SAN	Storage Area Network
SB	Senate Bill
SBWMA	South Bayside Waste Management Authority
SCBA	Self-Contained Breathing Apparatus
SCDC	San Carlos Development Corporation
SCLL	San Carlos Little League
SCMC	San Carlos Municipal Code
SCU	San Carlos United
SCYC	San Carlos Youth Center



SCYSA	San Carlos Youth Softball Association
SDI	State Disability Insurance
SEC	Securities and Exchange Commission
SLEF	Supplemental Law Enforcement
SMC	San Mateo County
SOP	Standard Operating Procedure
SPUR	San Francisco Planning and Urban Research
SRF	State Revolving Fund
SSO	Sanitary Sewer Overflow / Single Sign-On
SST	Sustainable Solution Turnkey
STOPP	Stormwater Pollution Prevention Program
SUI	State Unemployment Insurance
SVCW	Silicon Valley Clean Water
SVEDA	Silicon Valley Economic Development Alliance
SVIP	Sheriff's Volunteers in Policing
T & C	Transportation & Circulation Commission
TA	Transportation Authority or San Mateo County Transportation Authority
TDM	Transportation Demand Management
TI	Tax Increment
TLC	Transportation for Livable Communities
TOT	Transient Occupancy Tax
UAL	Unfunded Accrued Liability
UBC	Uniform Building Code
ULI	Urban Land Institute
VMT	Vehicle Miles Travelled
VLF	Vehicle License Fee
VSP	Vision Service Plan
WHO	World Health Organization
WIFIA	Water Infrastructure and Innovation Act
WMP	Wildfire Mitigation Plan
YAC	Youth Advisory Commission
YC	Youth Center
ZEV	Zero-Emission Vehicle



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