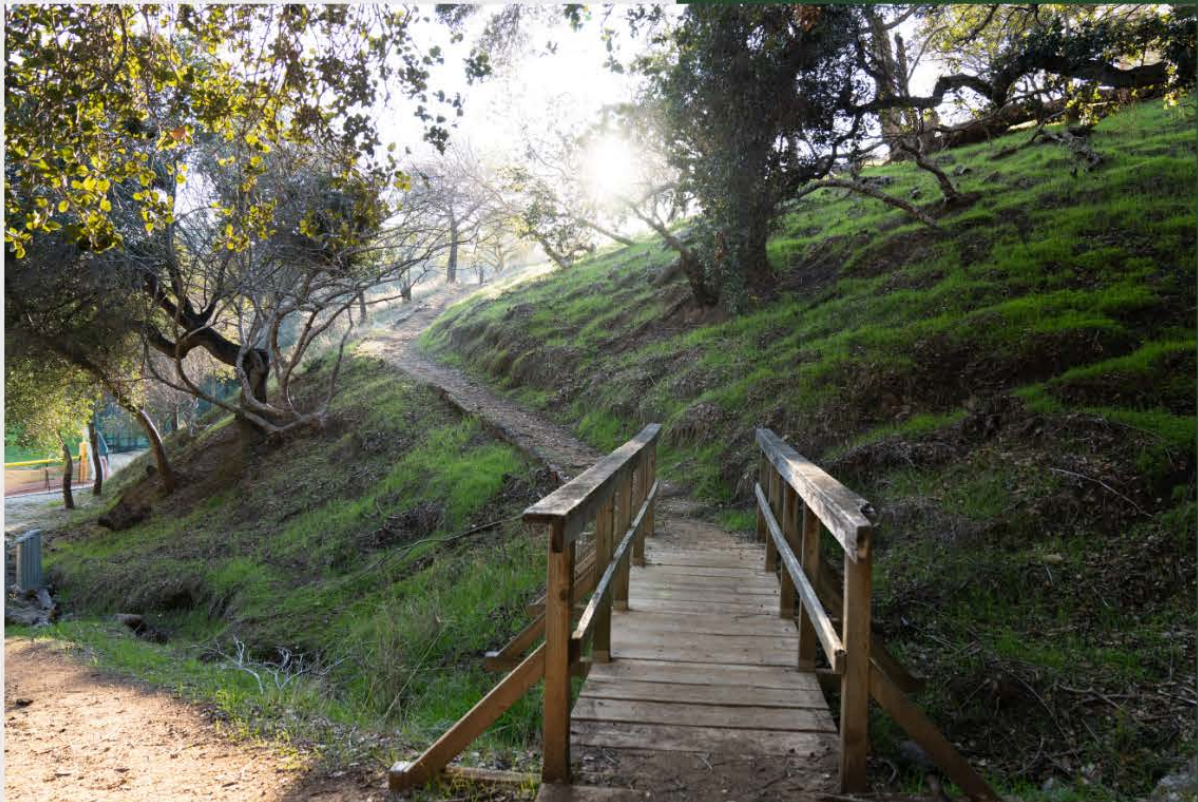




# SAN CARLOS, CALIFORNIA



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**ADOPTED  
BUDGET  
FY 2023 - 2025**

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**MAYOR**



**ADAM RAK**

**MEMBERS OF THE CITY COUNCIL**



**JOHN DUGAN,  
VICE MAYOR**



**RON COLLINS,  
COUNCIL MEMBER**



**SARA MCDOWELL,  
COUNCIL MEMBER**



**PRANITA  
VENKATESH,  
COUNCIL MEMBER**

**CITY TREASURER**

**INGE TIEGEL**

**CITY STAFF**

**JEFF MALTBIE**  
City Manager

**REBECCA MENDENHALL**  
Administrative Services  
Director

## CITY STAFF

**AMY NEWBY**  
Parks & Recreation  
Director

**RAY IVERSON**  
Fire Chief

**CRYSTAL MUI**  
City Clerk/Director of Community  
Relations

**DAVE PUCCI**  
Deputy Fire Chief

**NIL BLACKBURN**  
Assistant City Manager

**MARK MYERS**  
Police Captain

**GREG RUBENS**  
City Attorney

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Community Development Director

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## **ACKNOWLEDGEMENTS**

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June 12, 2023

Honorable Mayor and City Councilmembers  
City of San Carlos  
600 Elm Street  
San Carlos, CA 94070

Honorable Mayor and Members of Council:

On behalf of the entire San Carlos staff, I am pleased to present the City of San Carlos Biennial Budget for Fiscal Years 2023-24 and 2024-25, including the Operating Budget along with the Five-Year Capital Improvement Program Budget. The recommended budget reflects your priorities, the adopted strategic plan, and is consistent with the critical needs identified by our residents over this past year.

The purpose of the budget process is to identify the fiscally sustainable services that the City may reasonably expect to provide within the context of the City's available financial resources. San Carlos has never been a "tax rich" city, in that only about 10% of property taxes paid by its residents goes toward funding the City. In fact, 100% of the property tax revenue the City receives only pays for about 80% of the cost to provide police and fire/emergency medical services alone. San Carlos also doesn't have any special revenue taxes, such as a local  $\frac{1}{4}$  or  $\frac{1}{2}$  cent sales tax or a utility user tax. This presents many challenges to providing high quality services and improving infrastructure and facilities.

Those of us in City Hall are especially proud of how we manage our limited financial resources each year as we work to find new ways to do more than many cities, with less. Being efficient and effective with our precious tax revenue is a topic planned for and discussed by staff and the Council on a daily basis and features prominently in every decision made by our community representatives. Each year, San Carlos receives multiple awards and is recognized for innovative programs and projects and outstanding financial management and long-range planning.

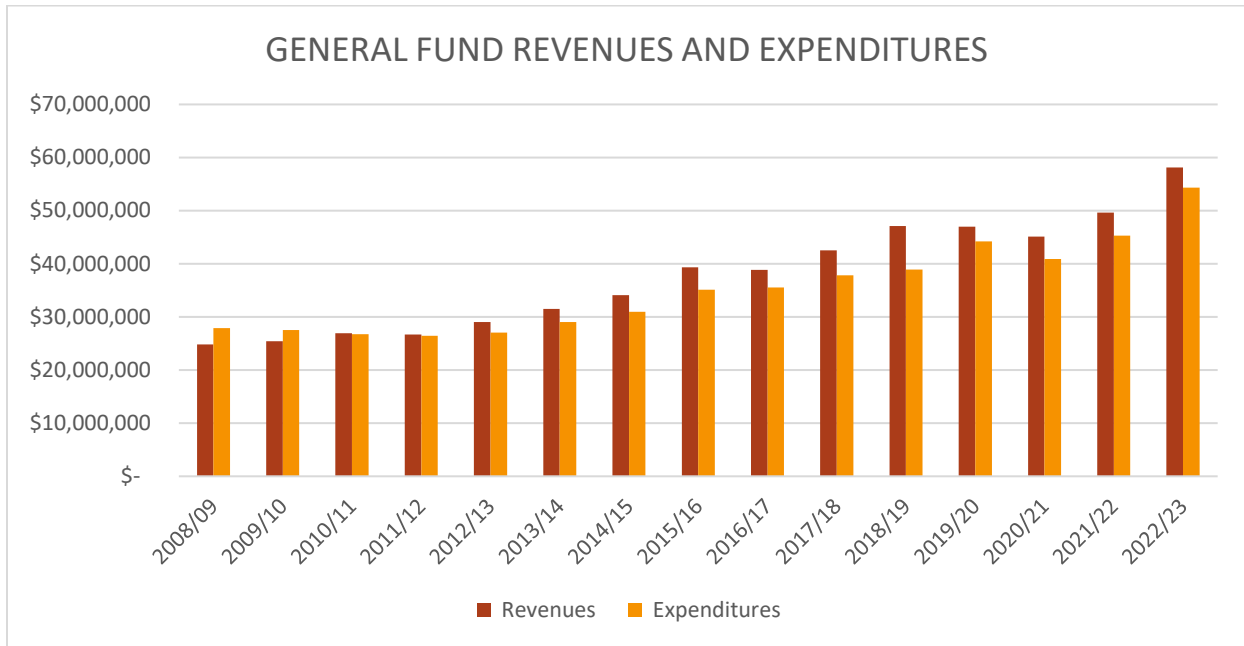
The Biennial Budget for Fiscal Years ("FY") 2023-25, including Operating and Capital Budgets, is the result of an inclusive and interactive staff budget development process, input received from the FY 2022-23 projections, the strategic planning process, the City Council Budget Study Session held on May 5, 2023, as well as Council direction given throughout the year. In particular, the proposed Five-Year Capital Improvement Program Budget includes funding in the amount of \$188 million to fund strategic goals and to invest in our aging infrastructure. This is the largest capital budget we have ever proposed and is an increase of almost \$100 million over the last Five-Year Capital Improvement Program that was included in the FY 2021-23 Adopted Budget.

## **HISTORICAL LOOK AT THE BUDGET**

Even as the City, state, and nation experienced the Great Recession of 2009 and the COVID-19 crisis of 2020, the City has been able to maintain positive fund balances due to cost cutting measures, conservative budgeting, and fiscal controls. This could not have been done without a

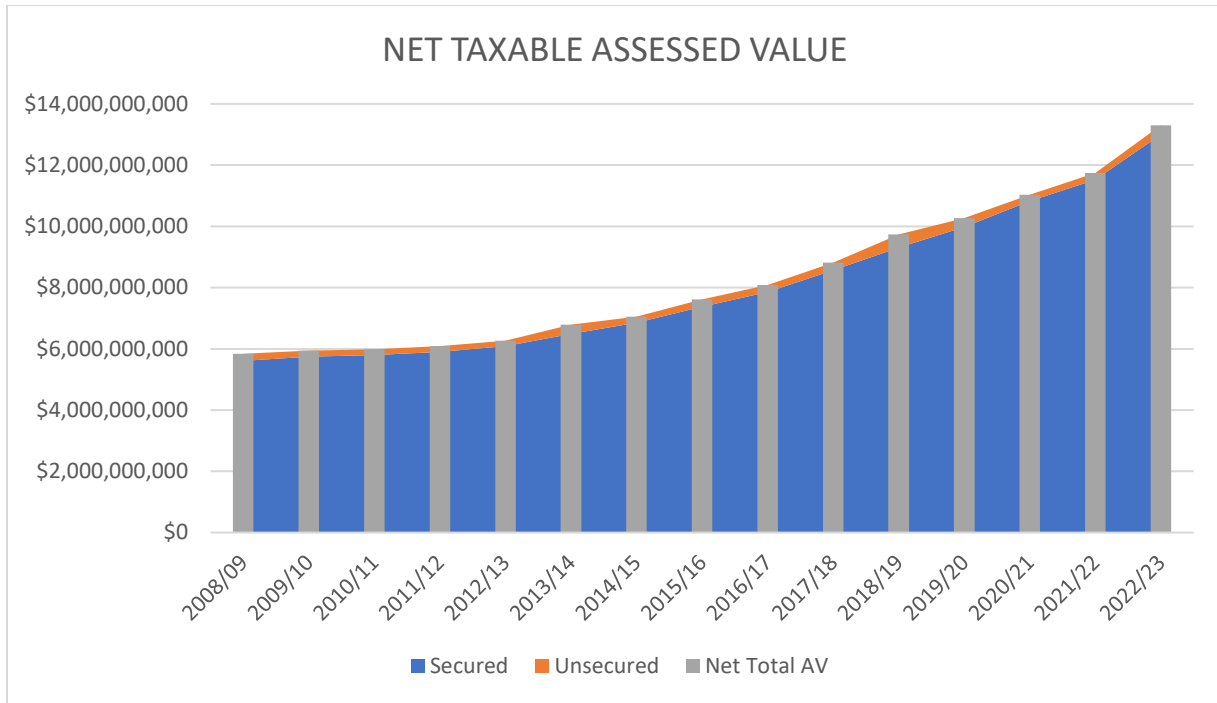


tremendous partnership between executive management staff and the City Council. Maximizing our revenues while keeping annual operating costs under control has given us the ability to weather financial storms.

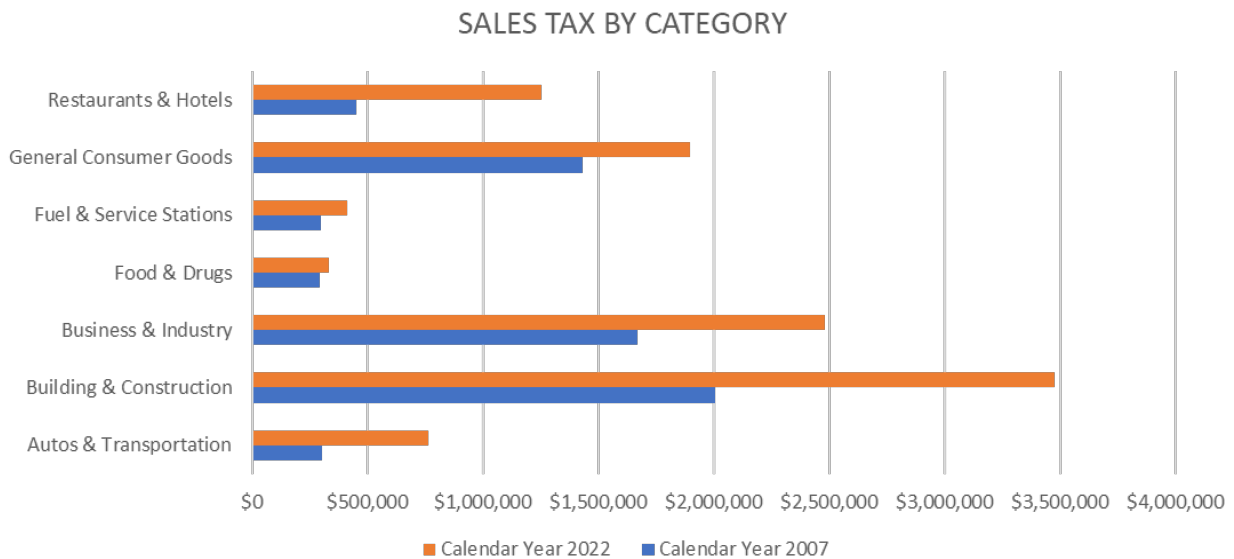


From 2008 to 2023, the City’s operating revenue has grown on average 5.7% per year. At the same time, the City’s operating expenses have grown, on average, by 4.4% per year. This has generated an annual average operating surplus (before any one-time expenses) of \$5 million per year. This gives us the opportunity to take these savings and invest in our capital spending as well as pay down long-term pension obligations.

Our largest revenue source comes from property tax. As shown in the table below, the tax assessment rolls have grown 128%, or \$7.4 billion, over the last fifteen years. This creates a stable revenue stream as values are locked in under Proposition 13 and grow at a rate of up to 2% per year.



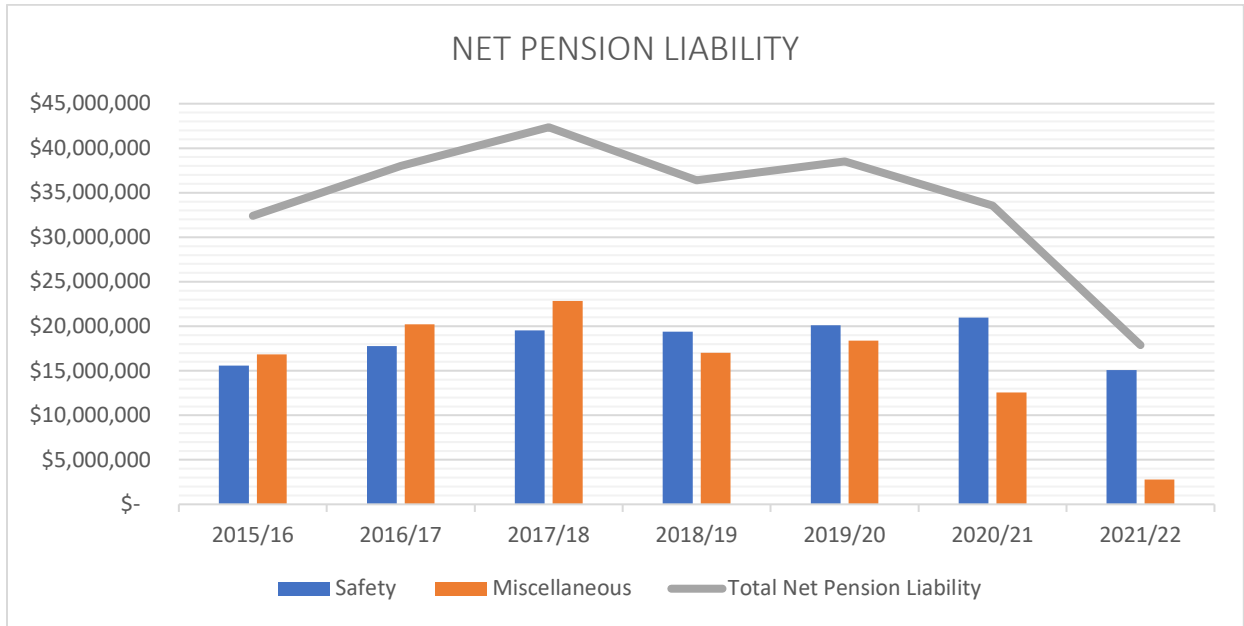
Our second largest revenue source is sales tax and it has grown 85% over the past fifteen years. The City’s sales tax base is diverse. As such, we don’t rely on just one category. For example, if our sales tax base relied heavily on autos and transportation (car dealerships), we would have seen our revenue drop with each economic downturn. Our building and construction category continues to grow as residential and commercial development continues to grow.



In addition to the growth in revenues, the City used \$12 million of prior years’ savings/surpluses to pay down our unfunded pension liabilities. This has resulted in annual and long-term savings.

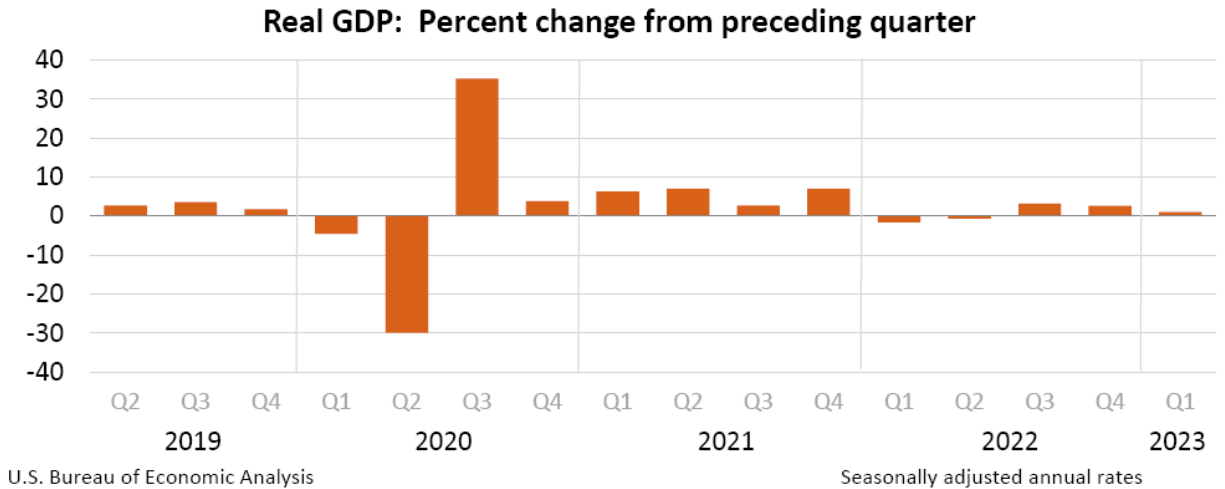


Had the City not made these payments, the trajectory of pension costs would have continued to rise.



### ECONOMIC UPDATE

In April 2023, it was reported that the real gross domestic product (GDP) increased at an annual rate of 1.1% in the first quarter of 2023, according to the “advance” estimate released by the Bureau of Economic Analysis. In the fourth quarter of 2020, real GDP increased at 2.6%.



The increase in the first quarter GDP reflected increases in consumer spending, exports, federal government spending, state and local government spending, and nonresidential fixed investments that were partly offset by decreases in private inventory investment and residential fixed investment. The increase in consumer spending reflected increases in both goods and services.



Within goods, the leading contributor was motor vehicles and parts. Within services, the increase was led by health care and food services and accommodation.

According to our third-party consultant, HdL Companies, California saw a 4.7% increase in sales and use tax revenue in the fourth quarter of 2022, compared to the same period in 2021. High gas prices continued to burden commuters and seasonal travelers throughout the state, lifting fuel-service stations' sales tax receipts 10% higher than a year ago. Gas prices of more than \$5 per gallon did not detract consumers from spending at local restaurants and hotels. The building and construction sector was up 5.4%. Contractors accounted for most of the growth in the sector, which continues to experience steady housing demand and pent-up construction projects delayed by supply chain interruptions. With rising interest rates tempering sales activity, property owners maintained home improvement spending. These factors have all been incorporated into our proposed budget.

For more information about the City of San Carlos, please refer to the "Community & Economic Profile" document in the Budget Overview section of the budget document.

## **IMPACT OF STATE BUDGET, LEGISLATION & REGULATIONS**

### **State Budget Overview and Highlights**

For the past few years, Governor Gavin Newsom had the luxury of calling his revised state budgets "unprecedented" and "historic." On May 12, 2023, he struck a much different tone, repeatedly emphasizing the value of prudence and restraint as he unveiled a revised, \$306.5 billion state budget proposal.

The state started with a budget deficit for fiscal year 2023-24, which grew to \$31.5 billion since January. The Governor used a combination of funding deferrals, reversions of unused dollars, and shifts from the General Fund to balance the budget. The budget proposal also draws heavily on federal funding and a potential 2024 climate bond to meet environmental goals.

In a win for cities, the May budget proposal does reflect calls to avoid redirecting city funds to address the state's budget shortfalls. It also does not include deep cuts to existing appropriations to cities. The proposed budget even includes some modest, but important increases for local governments, including more money for behavioral health care, adaptive reuse, fentanyl overdose aids, and flood control in the areas most impacted from the winter storms.

Specific areas of the budget are noted below:

### **Flooding**

The probability of funding for the climate change priorities outlined in the Governor's May Budget Revision are highly similar to the cut-and-delay plan proposed at the start of the year. However, the probability of the funding being available has become much less certain. The updated budget plan now relies on the potential drawdown of federal funding and the passage of a climate bond in 2024. Together, these assume tens of billions of dollars for environmental priorities. Despite the fiscal constraints, the Governor did provide substantial funding to the significant flood events in the Central Valley, putting up nearly \$500 million in new funding for flood control, levee restoration, and small business relief. How much of this funding will be used to address Bay Area cities like San Carlos is uncertain.



For the City of San Carlos, the December 31, 2022 storm and subsequent storms and flooding in January and February of 2023, had significant operational and financial impacts on residents, businesses, and the City. As of May 2023, the City has submitted \$4.6 million in reimbursement requests through the FEMA PA Grant Program for damages sustained by the City. It is anticipated that there will be additional reimbursement requests submitted. What percentage of that request will be reimbursed has yet to be determined. Unfortunately, per the FEMA PA Grant Program Briefing on March 8, 2023, the City learned that landslides will not be considered for reimbursement. Landslide repairs on City-owned open spaces are estimated to cost \$5M. The City has sufficient reserves to cover these costs and \$5M is included in the capital budget to address four projects throughout the city.

## **Electrification**

Consistent with Governor Newsom's 2020 Executive Order on Electric Vehicles, climate change mitigation, adaptation, and resilience is one of the City's seven adopted goals in its adopted 2023 strategic plan. The City's Climate Mitigation and Adaptation Plan establishes the goal to reduce greenhouse gas emissions 40% by 2030 and 80% by 2050. The electrification of buildings and transportation are key components to achieving this goal. In an effort to promote electrification in the City as prioritized in the City's 2021 Climate Mitigation and Adaptation Plan, the operating budget includes \$100,000 per year to expand the availability of electric vehicle charging stations in multifamily buildings. The incentive will be offered to residents through a matching program administered by Peninsula Clean Energy. Furthermore, \$50,000 has been allocated in the capital budget to conduct a fee study to develop an in lieu fee to offset greenhouse gas emissions associated with projects that seek exemption from the City's all electric reach codes and solar requirements. The City's goal is to use this funding to implement electrification projects on public property.

## **Housing**

The City is on track to meet its Regional Housing Needs Allocation (RHNA) of 2,735 units as required by the State. One of the City's seven strategic goals is to "actively encourage and support the creation of housing to provide a safe, inclusive, diverse, and affordable housing supply by facilitating development of housing for all income levels. One of the ways the City intends to achieve this goal is through site acquisition. Because the City anticipates collecting significant revenue through its Commercial Linkage Fee over the coming years, this funding can be utilized to acquire property and construct affordable housing or convert existing market rate housing to affordable housing. \$42.5 million in project funding for FY 2023-28 has been programmed for this purpose. Furthermore, plans are currently underway to demolish the existing City-owned building located at 1232 Cherry Street and make room for the City's second affordable housing project. \$250,000 has been appropriated in the capital improvement budget to begin demolition in late 2023.

## **Mental Health**

The Governor is working with legislative leadership on a 2024 ballot initiative that would modernize the Mental Health Services Act (MHSA) to focus on housing and residential services for people experiencing homelessness and mental health and substance use disorders. In April 2023, a new, innovative navigation center for people experiencing homelessness in San Mateo County opened in Redwood City.



The space provides 240 temporary living spaces for unsheltered people, along with on-site support services such as trauma counseling, substance use treatment, and even health and dental care, a first for a San Mateo County non-congregate shelter. The total cost for the project is estimated to be \$57 million, with annual operating costs at just over \$5 million. The bulk of the funding -- just over \$55 million -- came from a California Homekey grant, a statewide program launched in 2020 to provide local governments with money to create temporary or permanent housing for people experiencing homelessness.

While challenges related to homelessness in San Carlos are not as complex as neighboring cities, the City continues to invest in proactive community measures such as community servicing officers, the Psychiatric Emergency Response Team, a mental health crisis co-response team, and Crisis Assistance Response and Evaluation Services (CARES). The City of San Carlos contracts for services from the San Mateo Sheriff's Office, which increased by 40% from FY2022-23 due primarily to increases in training costs, the cost of supplies and technology, and staffing.

### **Streets**

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. The law provides approximately \$500,000 for the City's local streets and roads. 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 and \$1.69 million on FY 2024-25. While sizable, these revenues are barely enough to address the proposed investment in the City's streets.

In order to raise the City's streets' pavement condition index from 57 to 62 in the next five years, staff recommended an investment of \$39 million in the City's street resurfacing project over the next five years. Project funding includes funding from the General Capital Fund in the amount of \$8.55 million and the Gas Tax Fund 16.

### **Vehicle In-Lieu**

In FY 2004-05, Senate Bill 1096 was enacted, which directed Motor Vehicle License Fees ("VLF") collected by the Department of Motor Vehicles from the cities and counties to the State. To make the cities and counties whole, the legislation specified that cities would be "backfilled" this revenue by the County as "property tax in-lieu" payment, rather than paid directly by the State. In April 2021, San Mateo County notified the City that it was experiencing a countywide shortfall in FY 2020-21 in the amount of \$96 million due to a reduction in the number of non-basic aid school districts in the County, which in turn, resulted in less available property tax revenues to fund the FY 2020-21 VLF. The County worked with the State on recovery and it was paid in FY 2022-23. However, continued underfunding tax revenue from the State continues to create uncertainty in budgeting and planning and poses a long-term threat to the City. Fortunately, however, the City's other revenue sources and reserves prove more stable and reliable.

**RECOMMENDED CHANGES TO THE FISCAL YEAR 2023-25 OPERATING BUDGET****General Fund**

There are some new programs and/or funding requests that have been incorporated into the recommended budget.

A summary of these recommendations is shown below.

	Funding Amount		Strategic Focus Area	
	FY 2023-24	FY 2024-25	Core Values	Strategic Objectives
<b>General Fund Program Enhancement</b>				
City Council				
Increase Grant Funding for Community Foundation	\$ 20,000	\$ -	✓	
Add funding for Eucalyptus Avenue Holiday Event	40,000	41,200	✓	
City Government				
Reclass Communications Coordinator to Management Analyst	43,850	45,550	✓	
Convert Contract City Attorney Position to Full Time in-house position	86,800	94,800	✓	
Add Legal Secretary and Operating budget to support City Attorney	211,850	219,250	✓	
Reclass Admin Assistant to Deputy City Clerk	8,500	8,800	✓	
Add Full Time Accounting Technician I/II position	144,500	149,700	✓	
Community Development				
Reclass Senior Building Inspector to Assistant Building Official	29,900	30,600	✓	
Parks and Recreation				
Increase Athletics Part-time Salaries offset by additional revenue from classes	(57,000)	(58,700)		✓
Add Funding for Special Events	37,500	42,725		✓
Add Funding for Employee Recognition Dinner	30,000	30,900	✓	
Public Safety				
Increase Police Services Contract offset by Trust Fund savings (prior year savings)	523,000	1,011,170	✓	
Public Works				
Add Funding for Tree Maintenance	150,000	154,500		✓
Add Funding for Crossing Guards	20,000	25,000	✓	
Reclass Mechanic to Senior Mechanic	3,100	2,800	✓	
Reclass Sr Engineer to Principal Engineer	-	-	✓	
<b>Total Operating Adjustments</b>	<b>\$ 1,292,000</b>	<b>\$ 1,798,295</b>		
Pay down of CalPERS Unfunded Liability	3,000,000		✓	
<b>Total One-time Adjustments</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>		

Staff-recommended operating additions to the base budget total \$1,292,000 in FY 2023-24 and \$1,798,295 in FY 2024-25.

Staff also recommends a one-time payment from the Unfunded Liabilities Assigned Fund balance in the amount of \$3,000,000. As done in prior years, a prepayment of the unfunded liability will result in future gross savings of \$4.7 million or \$6.2 million depending on the method of prepayment chosen.





## FISCAL YEAR 2022-23 FINANCIAL PERFORMANCE

Before discussing recommendations for the FY 2023-25 budget, it is helpful to review the projections for the current year. The City's financial performance in FY 2022-23 is projected to be better than budgeted. The table below compares the Revised Budget and Projected Revenues and Expenditures for the General Fund – the City's primary operating fund.

GENERAL FUND (In Millions)					
	FY 2023 REVISED*	FY 2023 PROJECTED	Variance	Variance %	
<b>Operating Revenue</b>					
Business Registration	\$ 1.06	\$ 1.22	\$ 0.16	14.5%	
Charges for Current Services	4.82	7.82	3.00	62.3%	
Fines & Forfeitures	0.31	0.31	-	0.0%	
From Other Agencies	0.04	0.17	0.11	306.1%	
Licenses & Permits	2.49	2.56	0.07	2.7%	
Other Revenues	0.91	0.95	0.05	4.8%	
Other Tax (Franchise Taxes)	1.95	2.04	0.09	4.4%	
Property Tax	16.52	17.05	0.53	3.2%	
Sales Tax	12.04	12.56	0.53	4.3%	
Transient Occupancy Tax	3.80	3.40	(0.40)	-10.5%	
Other Uses of Money & Property	3.26	3.48	0.22	6.7%	
PAMF Target Revenue	0.85	0.85	-	0.0%	
Vehicle in Lieu	3.56	5.75	2.19	61.4%	
<b>Total Revenues</b>	<b>\$ 51.61</b>	<b>\$ 58.13</b>	<b>\$ 6.52</b>	<b>12.6%</b>	
<b>General Fund Expenses:</b>					
Salaries and Benefits	22.42	20.60	(1.81)	-8.1%	
Operating Expense	32.61	33.57	0.96	2.9%	
Capital Outlay	0.18	0.18	-	0.0%	
<b>Total Operating Expenses</b>	<b>\$ 55.20</b>	<b>\$ 54.35</b>	<b>\$ (0.86)</b>	<b>-1.6%</b>	
Net Allocations and Transfers In	4.27	4.27			
Net Allocations and Transfers Out	(0.83)	(0.83)			
<b>Net Change in Operating Funds</b>	<b>(0.15)</b>	<b>7.23</b>			

\*Revised Budget includes adjustments to revenues and appropriations made by the City Council during the fiscal year.

FY 2022-23 revenues are projected to be higher by approximately \$6.52 million. Most of this variance is related to one-time revenues and reimbursements. Below are some of the larger variance explanations:

**Business Registration.** The revenue projected of \$1.22 million, or \$0.16 million over budget, can be attributed to the outsourcing of the business registration function to a third party. Business registration revenues are recorded as cash collected and the third party has more resources to ensure compliance and therefore has collected more than was previously expected.

**Charges for Services.** The revenue projected of \$7.82 million is \$3.00 million over budget, and is a direct result of the receipt of plan check fees from larger developments: 642 Quarry Road, 1021 Howard Avenue, 405 Industrial Road, 888 Bransten Road, and 987 Commercial Street. These large plan check fees are not budgeted as the timing of receipt of the funds can vary depending on the timing of the projects. It is highly unusual to receive this many large development fees in one fiscal year.



**From Other Agencies.** The revenue projected of \$0.17 million, or \$0.11 million over budget, includes one-time funding received from the Federal Emergency Management Agency (“FEMA”) grant to recover COVID losses for the period prior to March 2021 in the amount of \$124,913. In June 2020, the City of San Carlos started the application process for eligible expenses such as labor, equipment, materials, and/or contract work that was related to the response of the disaster. After working with FEMA for more than two years, FEMA approved the City’s grant application.

**Property Tax.** The projected revenue of \$17.05 million, represents an increase of \$0.53 million over budget. This revenue is estimated based on information from the County and third party consultants. The primary reason for this increase is due to increases in the property tax assessment rolls to account for changes in property ownership and tenant improvements. The assessment rolls increased \$1.74 billion, or 13%, over the prior fiscal year.

**Sales Tax.** The revenue projected of \$12.56 million represents an increase of \$0.53 million over budget. This revenue is based on information from third party consultants. Growth has continued mostly in the categories of business and industry, fuel and service stations, general consumer goods, and restaurants and hotels. Restaurants have experienced a strong uptick with increased prices and a continued desire to dine out.

**Transient Occupancy Tax.** The revenue projected of \$3.4 million represents a decrease of \$0.40 million from budget. Although the hotel industry began to rally in FY 2021-22 following the COVID-19 pandemic, the industry has not yet returned to historical occupancy as business travel has not yet fully returned to pre-pandemic rates.

**Other Uses of Money and Property.** This includes rentals and investment income. The revenue projected of \$3.48 million represents an increase of \$0.22 million over budget. Although interest rates have been trending less than 3%, the increase is generated from higher investment balances due to the timing of the payment of expenditures. The General Fund investment balance as of December 31, 2022 was \$16.3 million, as compared to \$1.7 million from the year before.

**Vehicle In-Lieu.** The revenue projected of \$5.75 million represents an increase of \$2.19 million from the revised budget. This estimate is based on the information from the County Controller’s Office. The revenue received in this fiscal year includes a one-time payment of \$2.2 million repayment of the county-wide shortfall from two years ago (FY 2020-21) and the increase in property assessed values. In FY 2004-05, Senate Bill 1096 was enacted, which redirected Motor Vehicle License Fees (“VLF”) collected by the Department of Motor Vehicles from the cities and counties to the state. To make the cities and counties whole, the legislation specified cities would be “backfilled” this revenue by the County as a “property tax in-lieu” payment rather than paid directly by the state. If the “backfilled” amount exceeds a certain limit, there will not be enough money to fully cover the amount owed. In April 2021, San Mateo County notified the City that it was experiencing a county-wide shortfall in FY 2020-21 in the amount of \$96 million due to a reduction in the number of non-basic aid school districts in the County, which in turn resulted in less available property tax revenues to fund the FY 2020-21 VLF. The County worked with the State on recovery and it was paid in this fiscal year, 2022-23.

Expenditures are projected to be \$0.86 million less than the revised budget primarily due to salary savings from vacant positions during the year. The FY 2022-23 budget added 14 new positions and recruitment for each position takes three to six months to fill.



In addition, 9 of those recruitments failed the first time and even multiple times, so positions were held open much longer than anticipated. These salary savings were offset by approximately \$1 million in unanticipated expenses related to the significant storms and flooding events in December 2022 and January 2023.

## PROPOSED BIENNIAL BUDGET FOR FISCAL YEARS 2023-25

The Biennial Budget includes 19 different funds. Rather than discuss the status of each of these funds in this report, the budget summary is grouped into five components: General Fund; Wastewater (Sewer); Other Revenue Funds; All Other Operating Funds (including debt service and internal service funds); and Capital Project Funds. The following table identifies the total proposed expenditures by component, in which the Citywide appropriations for FY 2023-24 total \$124.91 million and for FY 2024-25 total \$119.24 million.

CITYWIDE BUDGET – ALL FUNDS (in millions)				
Expenditures	2022-23 Revised	2022-23 Projected	2023-24 Proposed	2024-25 Proposed
General Fund	\$ 55.20	\$ 54.35	\$ 61.98	\$ 61.65
Wastewater (Sewer) Fund	18.60	17.97	21.95	21.03
Other Revenue Funds	1.94	1.93	0.61	0.30
<b>Total Operating Funds</b>	<b>75.74</b>	<b>74.25</b>	<b>84.53</b>	<b>82.98</b>
Other Program Funds	3.22	2.99	3.36	4.60
Capital Improvement Funds	56.91	56.47	37.02	31.65
<b>Total Citywide Budget</b>	<b>\$ 135.87</b>	<b>\$ 133.71</b>	<b>\$ 124.91</b>	<b>\$ 119.24</b>

## GENERAL FUND BUDGET

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.

The tables to follow compare the current fiscal year budget and projections to the FY 2022-23 proposed budgets. The assumptions and recommendations are included in each of the sections following the table.

**Recommended Budget Revenue**

<b>GENERAL FUND REVENUES (in millions)</b>				
	2022-23 Revised	2022-23 Projected	2023-24 Proposed	2024-25 Proposed
Business Registration	\$ 1.06	\$ 1.22	\$ 1.26	\$ 1.32
Charges For Current Services	4.82	7.82	5.12	4.99
Fines & Forfeitures	0.31	0.31	0.32	0.33
From Other Agencies	0.04	0.17	0.01	0.01
Licenses & Permits	2.49	2.56	2.59	2.67
Other Revenue	0.91	0.95	0.93	0.91
Other Taxes	1.95	2.04	2.10	2.12
Property Taxes	16.52	17.05	17.98	19.24
Sales Tax	12.04	12.56	13.06	13.43
Transient Occupancy Tax	3.80	3.40	4.20	4.77
Use Of Money & Property	3.26	3.48	2.97	3.03
PAMF Project	0.85	0.85	0.87	0.89
Vehicle In Lieu	3.56	5.74	3.91	4.16
<b>Total Revenue</b>	<b>\$ 51.60</b>	<b>\$ 58.13</b>	<b>\$ 55.34</b>	<b>\$ 57.87</b>

**Fiscal Year 2023-24 Revenue Assumptions**

Total General Fund revenue is budgeted at \$55.34 million, an increase of 7.2% from the FY 2022-23 revised budget. The majority of the increases are described below.

- **Business Registration.** The revenue amount is budgeted to increase by 19.0%, or \$0.20 million, from the FY 2022-23 revised budget. Although this is a large increase over the FY 2022-23 revised budget, it is only an increase of 4.0% over the FY 2022-23 projected amount, which is in line with the increase specified in the City's Municipal Code.
- **Charges for Current Services.** The increase of \$0.31 million, or 6.4%, is primarily due to expansion of Parks and Recreation programming and special event revenues and the timing of plan check services related to development. The FY 2023-24 budget assumes some fees from development projects and multi-residential projects expected to be submitted for review. These fees are typically pass through revenues and have a corresponding expense for professional consulting and technical experience necessary to facilitate these projects.
- **Fines and Forfeitures.** Budget at \$0.32 million, which is approximately the same level as the FY 2022-23 revised budget.
- **From Other Agencies.** Budget at \$0.01 million, which is approximately the same level as the FY 2022-23 revised budget. This revenue is from grant reimbursements which can fluctuate from year to year depending on availability.
- **Licenses and Permits.** The increase of \$0.10 million, or 4.0%, is primarily based on the projected timing of development project permits for building, electrical, plumbing, and mechanical permits in the past year. The timing of when developers pull their permits can vary and as such this category can fluctuate greatly from year to year. The license and permit revenue for large projects typically lags several months or even years from the timing of plan check, as it takes longer to review these projects.



- **Other Revenues.** These mainly include cost reimbursements from agencies such as the City and County Association of Governments and the Peninsula Traffic Congestion Relief Alliance (Commute.org). It also includes donations, sponsorships, and other miscellaneous receipts. Revenue is budgeted to increase by \$0.02 million, or 2.6%, primarily due to inflationary costs.
- **Other Tax (franchise tax).** The revenue is budgeted to increase to \$2.1 million, or 7.8%, from the FY 2022-23 revised budget. Although this is a large increase over the FY 2022-23 revised budget, it is only an increase of 3.2% over the projected revenues and is in line with projected inflationary increases.
- **Property Tax.** The budget of \$17.98 million, or 8.8% is based on the general assessment rolls and information provided by our third-party consultants. The primary reason is increases in the property tax assessment rolls to account for changes in property ownership and tenant improvements. The assessment rolls increased \$1.74 billion, or 13%, over the prior fiscal year.
- **Sales Tax.** The increase of \$1.02 million, or 8.5%, is based on information from our third-party consultants. Although the increase is 8.5% over the FY 2022-23 revised budget, the proposed budget is only 4% over the projected FY 2022-23 revenues. Steady building materials, plumbing-electrical and contractor sales activity, purchases of non-auto equipment, and continued patronage of restaurants is driving these increases.
- **Transient Occupancy Tax.** The increase of \$0.4 million, or 10.5%, like sales tax, is based on information from our third-party consultants. Although the hotel industry began to rally in FY 2021-22 following the COVID-19 pandemic, the industry has not yet returned to historical occupancy as business travel has not yet fully returned to pre-pandemic rates. The proposed budget includes the addition of one hotel that has been going through renovations for several years.
- **Other Uses of Money and Property.** This includes rentals and investment income. The decrease of \$0.29 million is due to the assumption of the timing of cash disbursements and the allocations of the total investment portfolio amongst all of the funds. At the end of each quarter, investment income is allocated based on the percentage of cash in each fund. The amount of allocation can change from year to year based on the total cash balance held in each fund.
- **PAMF Target Revenue.** The increase is based on the terms of the Development Agreement.
- **Vehicle in-Lieu.** The revenue increase of \$0.35 million, or 9.9%, is based on the information from the County Controller's Office and our third-party consultants. In FY 2004-05, Senate Bill 1096 was enacted which redirected Motor Vehicle License Fees ("VLF") collected by the Department of Motor Vehicles from the cities and counties to the state. To make the cities and counties whole, the legislation specified cities would be "backfilled" this revenue by the County as a "property tax in lieu" payment rather than paid directly by the state. The County has told us that if the "backfilled" amount exceeds a certain limit, there will not be enough money to fully cover the amount owed. As a result, San Mateo County has experienced a county-wide shortfalls in prior years. The FY 2022-23 projection includes a one-time repayment of this revenue in the amount of \$2.2 million from FY 2020-21.



### ***Fiscal Year 2024-25 Revenue Assumptions***

Total General Fund revenue is budgeted at \$57.87 million, an increase of 4.6% from the FY 2023-24 proposed budget.

- **Business Registration.** The revenue is budgeted to increase in year two of the budget by 4.0%, or \$0.05 million, from the FY 2023-24 proposed budget. The increase is based on the annual percentage increase specified in the City's Municipal Code.
- **Charges for Current Services.** Revenues are projected to decrease by \$0.13 million, or 2.5%, due to the timing of large development plan check activities. As noted above, the timing of large-scale development projects can cause this category to fluctuate from year to year. There may be more projects on the horizon that would increase this revenue stream which will be adjusted during the mid-cycle budget review.
- **Fines and Forfeitures.** The revenue is proposed at \$0.33 million, which is approximately the same level as the proposed FY 2023-24 budget.
- **From Other Agencies.** Revenues are projected to be at the same levels as the proposed FY 2023-24 budget.
- **Licenses & Permits.** Revenue is projected to increase by \$0.08 million, or 3.0%. Similar to the current charges for services, this revenue stream is largely impacted by the timing of large-scale development projects.
- **Other Revenue.** Revenue is projected to decrease by \$0.02 million, or 1.8%, mostly due to estimates in cost recovery assumptions.
- **Other Tax (franchise tax).** The revenue is primarily based on trend data from the past fiscal years.
- **Property Tax.** The revenue is projected to increase \$1.26 million, or 7.0%, from the FY 2023-24 projected budget. This continues to assume the growth in the assessment rolls associated with the large-scale development projects on the east side of the City. Staff continue to work closely with our consultants to project and monitor this revenue.
- **Sales Tax.** The revenue is projected to increase by \$0.37 million, or 2.8%, as a result of assumed inflationary increases. This revenue is reviewed quarterly with our third-party consultants and is adjusted based on current and projected activity.
- **Transient Occupancy Tax.** The revenue is expected to grow by \$0.57 million, or 13.5%, as a result of the anticipated rise in occupancy rates following the return and demand for business and residential travel.
- **Other Uses of Money and Property.** The revenue increase of \$0.06 million, or 2.0%, includes lease revenue from three digital billboards.
- **The PAMF Target Revenue.** The budget is based on the terms of the Development Agreement.
- **Vehicle in-Lieu.** Revenue is budgeted to increase by \$0.25 million, or 6.3%, based on information received from the County Controller's Office and our third-party consultants.

**Recommended Budget Expenditure Assumptions**

<b>GENERAL FUND EXPENDITURES (In Millions)</b>				
	2022-23	2022-23	2023-24	2024-25
Operating Budget Expenditures	Revised	Projected	Proposed	Proposed
Salaries & Benefits	\$ 18.21	\$ 16.38	\$ 20.21	\$ 20.97
Legacy Obligations	4.20	4.21	3.47	3.67
Operating Expenditures	32.61	33.57	35.11	36.83
Capital Outlay	0.18	0.18	0.18	0.19
<b>Total Operating Expenditures</b>	<b>\$ 55.20</b>	<b>\$ 54.33</b>	<b>\$ 58.98</b>	<b>\$ 61.65</b>

**Fiscal Year 2023-24 Expenditure Assumptions**

The total General Fund expenditure amount is budgeted at \$58.98 million, an increase of 6.8% from the FY 2022-23 revised budget expenditures of \$55.20 million. As discussed above, the increase in expense includes the requested program and position changes.

- **Salaries and Benefits.** Projections have been funded at 100% based on all current known Memorandum of Understanding (MOU) provisions with each of our labor groups and units.
  - **The FY 2023-24 CalPERS normal pension retirement rates.** Miscellaneous employees Tier 1 (2.7% @ 55) 16.24%, Tier 2 (2.5% @ 55) 14.35%, and Tier 3 (2% @ 55) 12.13%. The PEPRA Tier 4 rate (2% @ 62) is at 7.75%. The City's annual obligation for unfunded liabilities totals \$957,000 for our Miscellaneous employees.
  - **CalPERS medical rates.** Assumes the rates will continue to increase by approximately 10% per year.
  - **Other Post-Employment Benefits (OPEB).** These have been funded at approximately \$994,800 based on information received from the actuarial study completed in 2022. The budget represents funding for our retiree medical trust at 100% of the annual required contributions.
- **Legacy Obligations.** These obligations represent CalPERS unfunded obligations associated with the former Belmont-San Carlos Fire Joint Powers Authority ("JPA") and the former police department. The budget associated with the former JPA represents our 52.9% share of the annual unfunded liability, or approximately \$2.0 million. The annual unfunded obligation associated with the former police department is approximately \$1.5 million. As done in prior years, the payment related to the former police department will be credited back to the City by the County Sheriff's Office under the current law enforcement services contract.
- **Operating Expenditures.** Increased by 7.7%, with overall professional services increasing for known contract arrangements and anticipated needs. In addition to professional services, the operating expenditures include utilities, office and field program supplies, equipment leases, maintenance, and training.
- **Capital Outlay.** Increased by 4.0% for assumed capital outlay needs and an inflationary factor.



### ***Fiscal Year 2024-25 Expenditure Assumptions***

The total General Fund expenditures amount is budgeted at \$61.65 million for ongoing expenditures, an increase of 4.5% from the FY 2023-24 proposed budget.

- **Salaries and Benefits.** Expenditures for FY 2024-25 are proposed to be 3.7% higher than the proposed FY 2023-24 budget, taking into account the projected increases in CalPERS retirement rates, the medical rates, and the OPEB contributions.
- **Legacy Obligations.** These proposed expenses are budgeted to increase by \$0.20 million, or 5.7%, over the FY 2023-24 proposed budget based on the remaining legacy obligations with CalPERS.
- **Operating Expenditures.** Increase by 4.9%, with overall professional services increasing for known contract arrangements and anticipated needs. In addition to professional services, the operating expenditures include utilities, office and field program supplies, equipment leases, maintenance, and training. FY 2024-25 includes the addition of the library maintenance costs that were previously coded to the Library Improvement Fund. As discussed in more detail later, the proposed budget assumes the early payoff of the Library General Obligation Bonds and the closure of the associated debt and operating funds associated with the library building.
- **Capital Outlay.** Increased by for the restoration of certain line items and a 3% inflationary factor.

### ***General Fund Recommended Budget Summary***

The following table summarizes the current fiscal year revised budget and projections and the inclusion of all recommended staff additions for the FY 2023-25 General Fund budget.





<b>GENERAL FUND BUDGET (In Millions)</b>				
	2022-23	2022-23	2023-24	2024-25
	Revised	Projected	Proposed	Proposed
Est Beginning Fund Balance				
Unrestricted	\$ 3.13	\$ 3.13	\$ 1.28	\$ 1.05
Restricted	40.98	40.98	47.16	36.74
<b>Est Beginning Fund Balance</b>	<b>\$ 44.11</b>	<b>\$ 44.11</b>	<b>\$ 48.44</b>	<b>\$ 37.79</b>
Revenues	\$ 51.61	\$ 58.13	\$ 55.34	\$ 57.87
Salaries & Benefits	(22.42)	(20.60)	(23.68)	(24.64)
Operating Expenses	(32.61)	(33.57)	(35.11)	(36.83)
Capital Outlay	(0.18)	(0.18)	(0.18)	(0.19)
Net Allocations/Transfers In (Out)	3.44	3.44	3.85	4.10
<b>Total Change in Operating Funds</b>	<b>(0.15)</b>	<b>7.23</b>	<b>0.21</b>	<b>0.32</b>
Net Transfers to Capital Fund 25	(2.90)	(2.90)	(7.85)	(4.85)
Paydown of Unfunded balance	-	-	(3.00)	-
<b>Net Change in Fund Balance</b>	<b>\$ (3.05)</b>	<b>\$ 4.33</b>	<b>\$ (10.64)</b>	<b>\$ (4.53)</b>
Est Ending Fund Balance				
Unrestricted	\$ 1.90	\$ 1.28	\$ 1.05	\$ 0.92
Restricted	39.16	47.16	36.74	32.35
<b>Est Ending Fund Balance</b>	<b>\$ 41.06</b>	<b>\$ 48.44</b>	<b>\$ 37.79</b>	<b>\$ 33.26</b>

The fully funded staff and Council recommended budget results in unrestricted fund balances for FY 2023-24 and 2024-25 at approximately \$1.05 million and \$0.92 million, respectively. These balances are projections and savings achieved throughout the years and will increase these balances accordingly.

As done in prior years, included in the FY 2023-24 and 2024-25 budgets are recommendations to transfer capital reserves from the General Fund to the Capital Projects Fund (Fund 25). The recommended transfer amount for the FY 2023-24 is \$7.85 million and for the FY 2024-25 is \$4.85 million. These transfers are necessary to fund improvements of City infrastructure, facilities, and other capital needs.

## WASTEWATER (SEWER) FUND BUDGET

The Wastewater, or Sewer, Fund is used to account for sewage treatment, transmission, major replacements, and improvements to the City's sewer system. Revenues received can only be used to fund sewer-related projects. The table below summarizes the current year's revised budget and projections and the FY 2023-25 proposed budgets for the Wastewater Fund (Fund 0006). The fund balances shown here do not reflect the Net Investment in Capital Assets which as of June 30, 2022 was \$32.74 million.



WASTEWATER (SEWER) FUND BUDGET (In Millions)						
	2022-23		2022-23		2023-24	2024-25
	Revised		Projected		Proposed	Proposed
Est Beginning Fund Balance						
Restricted	\$	33.86	\$	33.86	\$	34.99
SVCW Investment		8.63		8.63		7.47
<b>Est Beginning Fund Balance</b>	<b>\$</b>	<b>42.48</b>	<b>\$</b>	<b>42.48</b>	<b>\$</b>	<b>44.45</b>
Revenues	\$	22.27	\$	22.56	\$	27.87
Salaries & Benefits		(2.42)		(2.01)		(2.54)
Operating Expenses		(5.40)		(5.24)		(5.27)
Debt Service		(3.50)		(3.50)		(3.31)
Adjustment to SVCW Investment		-		(1.16)		-
Capital Project Expenditures		(7.28)		(7.22)		(10.83)
Net Allocations/Transfers In (Out)		(3.46)		(3.46)		(3.93)
<b>Net Change in Fund Balance</b>	<b>\$</b>	<b>0.20</b>	<b>\$</b>	<b>(0.03)</b>	<b>\$</b>	<b>1.99</b>
<b>Net Change in Fund Balance</b>	<b>\$</b>	<b>0.20</b>	<b>\$</b>	<b>(0.03)</b>	<b>\$</b>	<b>1.99</b>
Est Ending Fund Balance						
Restricted	\$	34.06	\$	34.99	\$	36.98
SVCW Investment		8.63		7.47		7.47
<b>Est Ending Fund Balance</b>	<b>\$</b>	<b>42.69</b>	<b>\$</b>	<b>42.46</b>	<b>\$</b>	<b>47.11</b>

***Below are the highlights of the assumptions used in developing the FY 2023-25 Proposed Wastewater budget.***

- Revenues.** Budgeted at \$27.87 million, this represents an increase of \$5.6 million, or 25%, over the revised FY 2022-23 budget. The budgeted amount includes an assumption of \$5 million of new development connection fees. Staff is proposing to forgo sewer rate increases in FY 2023-24 and a rate increase of 3% has been projected in FY 2024-25. The additional revenues are used to fund the capital improvements outlined in the City's Sewer Master Plan. Revenues are also used to fund the debt service associated with Silicon Valley Clean Water's (SVCW) improvements to wastewater treatment infrastructure. The proposed amount for FY 2024-25 is projected to decrease by 0.4% compared to the FY 2023-24 proposed budget primarily due to the one-time connection fees in FY 2023-24.
- Salaries and Benefits.** Budgeted amounts are based on all current known MOU provisions and the additional funding for the post-employment benefits.
- Silicon Valley Clean Water ("SVCW").** Plant operations are budgeted at \$0.16 million, or 4.2%, less than the prior year. The budget is based on the Long-Range Financial Plan provided by SVCW in January 2023 and the SVCW Adopted Budget that was approved by the SVCW Board in April 2023. FY 2024-25 expenditures are proposed to be \$0.3 million, or 8.2%, higher than the proposed FY 2023-24 amount to adjust for inflation.
- Other Operating Expenditures.** Budgeted at \$0.2 million for FY 2023-24 and \$0.01 million in FY 2024-25 is relatively the same level as the FY 2022-23 revised budget. This expenditure category also includes utilities, field program supplies, office supplies, equipment maintenance, and training.
- Bond Payments.** Budgeted at \$3.31 million, or \$0.19 million, lower than the prior year. This category includes the debt service payments and the estimated State Revolving Fund ("SRF") loans. The debt service payments are directly tied to the timing of the bond issuance and the payments on the SRF loans used for capital infrastructure at the sewer treatment facility. The proposed amount for FY 2024-25 is \$1 million higher than the proposed FY 2023-24 budget.



- **Capital Projects.** Budgeted at \$10.83 million and \$8.38 million for FY 2023-24 and FY 2024-25, respectively. Additional detail on the capital projects has been included in the Capital Improvement Program Budget section of the budget book.

**OTHER REVENUE FUNDS BUDGET**

The Other Revenue Funds are used to account for revenue sources for which expenditures are restricted by law or administrative action to specific purposes. The Other Revenue Funds include National Pollutant Discharge Elimination System (“NPDES”) (Fund 0015), Police Grants (Fund 0017), and Library Tenant (Fund 0095).

The table below summarizes the current year’s revised budget and projection and the FY 2023-25 proposed budget for the Other Revenue Funds.

<b>OTHER REVENUE FUNDS BUDGET (In Millions)</b>				
	2022-23	2022-23	2023-24	2024-25
	Revised	Projected	Proposed	Proposed
<b>Est Beginning Fund Balance</b>	<b>\$ 3.53</b>	<b>\$ 3.53</b>	<b>\$ 2.20</b>	<b>\$ 2.12</b>
Revenues	\$ 1.17	\$ 1.16	\$ 1.18	\$ 0.91
Operating Expenses	(0.58)	(0.58)	(0.61)	(0.30)
Capital Expenditures	(1.36)	(1.35)	-	-
Net Alloc/Transfers In (Out)	(0.56)	(0.56)	(0.64)	(1.79)
<b>Net Change in Fund Balance</b>	<b>\$ (1.33)</b>	<b>\$ (1.33)</b>	<b>\$ (0.07)</b>	<b>\$ (1.18)</b>
<b>Est Ending Fund Balance</b>	<b>\$ 2.20</b>	<b>\$ 2.20</b>	<b>\$ 2.12</b>	<b>\$ 0.94</b>

***Below are the highlights of the assumptions used in developing the proposed FY 2023-25 Other Revenue budgets.***

- **Revenues.** Budgeted to increase by \$0.01 million, or 0.7%, in FY 2023-24 and then decrease by \$0.27 million, or 23%, in FY 2024-25. The main revenue source for the NPDES fund is the NPDES fees collected through the County. The revenue for the Police Grant fund is the Citizens’ Option for Public Safety (COPS) program. The Library Tenant fund revenue includes rental revenue from the current tenants, South Bayside Waste Management Authority and Star Vista. In FY 2024-25, staff recommends that the General Obligation bond for the library be paid off which will close out the Library Tenant Fund and move any future tenant revenue to the General Fund.
- **Operating Expenditures.** These include: utilities, field program supplies, annual permit renewal from the Bay Area Air Quality Management District, equipment maintenance, motorcycle law enforcement, and library building maintenance and repairs. Operating expenditures reflect an increase of \$0.02 million, or 4.0%. The proposed expenditures for FY 2024-25 are projected to decrease by 50.8% as any expenses associated with the library have been moved back to the General Fund.
- **Capital Outlay.** This includes capital projects associated with the library building. There are open projects including the general library maintenance and repairs and the generator project that will be completed by the end of FY 2024-25.



- **Net Allocations and Transfers.** Fiscal Year 2024-25 reflects the closure of the Library Tenant Fund to payoff the debt obligation, transfer funds associated with operating expense and the remaining fund balance will be restricted for library work in the General Capital Fund 0025.

**OTHER PROGRAM FUNDS**

The Other Program Funds are used to account for special activities and services performed by a designated department for other departments on a cost reimbursement basis. The Other Program Funds include: Workers Compensation (Fund 0032); General Liability (Fund 0033); Post-Employment Benefits (Fund 0035); and City Debt Service (Fund 0093). The table below summarizes the current year’s revised budget and projection, and the FY 2023-25 proposed budgets for the Other Program Funds.

<b>OTHER PROGRAM FUNDS (In Millions)</b>				
	2022-23 Revised	2022-23 Projected	2023-24 Proposed	2024-25 Proposed
<b>Est Beginning Fund Balance</b>	<b>\$ 2.50</b>	<b>\$ 2.50</b>	<b>\$ 2.37</b>	<b>\$ 2.45</b>
Revenues	\$ 1.16	\$ 1.24	\$ 1.57	\$ 1.63
Operating Expenses	(3.22)	(2.99)	(3.36)	(4.60)
Capital Outlay Expenditures	-	-	-	-
Net Allocations In (Out)	1.62	1.62	1.86	2.24
<b>Net Change in Fund Balance</b>	<b>\$ (0.44)</b>	<b>\$ (0.13)</b>	<b>\$ 0.08</b>	<b>\$ (0.73)</b>
<b>Est Ending Fund Balance</b>	<b>\$ 2.06</b>	<b>\$ 2.37</b>	<b>\$ 2.45</b>	<b>\$ 1.72</b>

***Below are the highlights of the assumptions used in developing the FY 2023-24 and 2024-25 Other Program Funds proposed budgets.***

- **Revenues.** Budgeted to increase by \$0.42 million, or 35.9%, in FY 2023-24 to reflect the contribution adjustment for the increase insurance costs and the additional positions in previous years. The proposed amount for FY 2024-25 is projected to increase by \$0.06 million, or 3.6%, over FY 2023-24 to account for inflationary adjustments.
- **Insurance Expenses.** Budgeted to increase by \$0.18 million, or 12.6%, in FY 2023-24 over FY 2022-23 projections and budgeted to increase \$0.2 million, or 12.2%, in FY 2024-25 over FY 2023-24 estimates. The City is a member of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) for general liability and property insurance. The insurance renewal market is extremely tough and more difficult to find coverage at reasonable rates since providers are leaving the market. The liability program for PLAN is expected to increase 11% and the property program is expected to increase 40.3% across all members. Based on the actuarial studies, the City’s insurance rates are estimated to increase 3.1% for general liability and 38.5% for property. In addition, workers’ compensation insurance rates are estimated to increase 33% for the next fiscal year.
- **Other Post Employment Obligations.** The expenditure budgets for FY 2023-24 and 2024-25 include a contribution of approximately \$1.1 million for the post-employment benefits based on information received from the actuarial study completed in 2022. The budget represents funding for our retiree medical trust at 100% of the annual required contribution and approximately 100% of the longevity trust annual required contribution based on the previous study. The City’s pay-as-you-go amount totals approximately \$0.93 million annually.



- Debt Service Obligations.** The City’s General Obligation Bond is scheduled to be paid off on August 1, 2026. In celebration of the City’s Centennial in 2025, it is recommended that we pay the bond off one year early using the excess fund balance in the Library Tenant Fund.

**CAPITAL PROJECT FUNDS BUDGETS**

The Capital Project Funds include: Equipment Replacement (Fund 0010); Measure A (Fund 0014); Gas Tax (Fund 0016); Measure W (Fund 0018); General Capital (Fund 0025); Child Care Impact Fee (Fund 0026); Park In-Lieu (Fund 0027); Parking In-Lieu (Fund 0028); Housing In-Lieu (Fund 0029); and Low and Moderate Income Housing (Fund 0031).

The capital project budget funds major one-time and on-going infrastructure improvement needs, including: resurfacing and sidewalk projects; traffic safety improvements; park construction and improvements; storm drainage improvements; facility improvements; and enterprise technology projects. Funds are often accumulated in this budget over a period of years and then are spent when a sufficient amount of revenue is available to pay for desired projects.

<b>CAPITAL PROJECT FUNDS (In Millions)</b>								
	2022-23		2022-23		2023-24	2024-25		
	Revised		Projected		Proposed	Proposed		
<b>Est Beginning Fund Balance</b>	<b>\$</b>	<b>75.51</b>	<b>\$</b>	<b>75.51</b>	<b>\$</b>	<b>35.36</b>	<b>\$</b>	<b>34.95</b>
Revenues	\$	17.20	\$	14.47	\$	29.89	\$	23.04
Operating Expenses		(0.76)		(0.76)		(0.79)		(0.81)
Capital Project Expenditures		(56.15)		(55.71)		(36.23)		(30.84)
Net Allocations In (Out)		1.85		1.85		6.71		4.36
<b>Net Change in Fund Balance</b>	<b>\$</b>	<b>(37.86)</b>	<b>\$</b>	<b>(40.15)</b>	<b>\$</b>	<b>(0.42)</b>	<b>\$</b>	<b>(4.26)</b>
<b>Est Ending Fund Balance</b>	<b>\$</b>	<b>37.65</b>	<b>\$</b>	<b>35.36</b>	<b>\$</b>	<b>34.95</b>	<b>\$</b>	<b>30.69</b>

**Capital Improvement Program Budget for FY 2023-24 through FY 2027-28**

The Council was presented with a Five-Year Capital Improvement Program Budget as part of the Budget Study Session held on May 5, 2023. As there are many approved projects, a detailed listing of the proposed changes in funding for these projects can be found in the Capital Improvement Program section of this budget document. The proposed Capital Improvement Program Budget will draw down on capital fund balances over the duration of the projects and will fund the following project categories, totaling \$188 million, over the next five years.



PROJECTED SPENDING OVER NEXT FIVE YEARS (FY 2023 - FY 2028)						
Project Category	Wastewater Fund	Gas Tax Fund	General Capital Fund	Child Care Fund	Parks in Lieu	Housing Funds
Sewage Improvements and Replacements	\$ 54,630,000					
Street Improvements		\$ 41,145,000	\$ 8,025,000			
Storm Drainage System			\$ 7,750,000			
Traffic and Transit			\$ 2,850,000			
Parks and Recreation			\$ 7,100,000		\$ 1,650,000	
Planning			\$ 4,050,000			
Child Care				\$ 9,000,000		
Housing						\$ 48,000,000
Facilities and Technology			\$ 3,527,100			
<b>TOTAL</b>	<b>\$ 54,630,000</b>	<b>\$ 41,145,000</b>	<b>\$ 33,302,100</b>	<b>\$ 9,000,000</b>	<b>\$ 1,650,000</b>	<b>\$ 48,000,000</b>

Capital Improvement Program – Unfunded List: As we have done in previous budgets, the five-year Capital Improvement Program contains a list of unfunded projects. This list shows projects that are desirable but are currently beyond the means of the City to fully fund and construct. These projects total approximately \$204 million. A complete list of Unfunded Capital Projects may be found in the Capital Improvement Program staff report.

**GENERAL FUND RESERVES**

The Government Finance Officers Association (“GFOA”) has issued its best practice in determining the appropriate level of unrestricted fund balance in the General Fund to be at a minimum of no less than two months of regular general fund operating revenues or expenses, which equates to approximately 17%. The GFOA definition of Unrestricted Fund Balance includes three general categories: Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

When looking at the total reserve percentages, all categories need to be considered. In the Annual Comprehensive Financial Report, the categories that make up the unrestricted fund balance as defined by the GFOA are the following: Economic Uncertainty Reserve, Strategic Property Acquisition Reserve, Unfunded Liability Reserve, Facility and Infrastructure Reserve, and the Unassigned Fund balance. For our purposes, we will consider our reserves to be those defined as committed and assigned as noted in the following chart. Even excluding the unassigned fund balance, the City maintains healthy reserves well above the GFOA best practice guidelines.

As a general practice, use of reserves should not be used to offset annual operating expenses as these are not a continuous source of funding.



RESERVE FUND BALANCES - GENERAL FUND (In Millions)							
	Projected	% of	Proposed	% of	Proposed	% of	
	FY 22-23	FY 23	FY 23-24	FY 24	FY 24-25	FY 25	
		Exp		Approp		Approp	
Committed Fund Balances:							
Economic Uncertainty	\$ 9.24	17.0%	\$ 10.03	17.0%	\$ 10.48	17.0%	
Strategic Property Acquisition	7.19		7.19		7.19		
Assigned Fund Balances:							
Unfunded Liabilities	3.00		-		-		
Facility/Infrastructure	26.94		19.09		14.24		
Ending Reserve Balances	\$ 46.37	85.3%	\$ 36.31	61.6%	\$ 31.92	51.8%	
Unassigned Fund Balance	1.28		1.05		0.92		
Nonspendable Fund Balances	0.78		0.43		0.43		
Total Ending Fund Balance	\$ 48.43		\$ 37.80		\$ 33.27		

- Economic Uncertainties Reserve.** The City established an Economic Uncertainties Reserve that is equivalent to at least 12.5% of the City's General Fund expenditures, with a funding goal closer to 20% being highly desirable.
- Strategic Property Reserve.** In October 2010, the Council approved and authorized the establishment of a Strategic Property Acquisition Reserve. Appropriations from this reserve can only be made by formal action of the City Council. Generally, appropriations and access to these funds will be reserved for funding strategic property acquisitions by the City.
- Assigned Reserves for Specific Purpose.** As per Governmental Accounting Standards Board ("GASB") Pronouncement 54 for Fund Balances, assigned fund balances include amounts that are constrained by the government's intent that they be used for specific purposes. As per the Council's direction, the City Manager is authorized to assign amounts for a specific purpose. After the audit is complete, staff reviews the prior year savings and recommends transfers into these funds. The current assigned fund balance is for Unfunded Liabilities and Facilities and Infrastructure Improvements.

The Facility and Infrastructure Reserve was created as a way to use savings generated from prior fiscal years to help pay for capital projects. Transfers from this reserve are made annually to the General Capital Improvement Fund to fund projects.

## CONCLUSION

We take this opportunity to thank San Carlos staff for their continued cooperation and participation in preparation of the Fiscal Year 2023-25 budget document. A special thank you is extended to Financial Services Manager Carrie Tam, Senior Accountant Tammy Mak, Senior Accountant Marco Lao, Senior Management Analyst Jenny Liu, Management Analyst Cheryl Hong, and Administrative Assistant Madeleine Payumo, for their efforts in bringing this document forward.

Although the City has already made millions of dollars in program and service reductions over the past several years and continues to budget conservatively, many significant internal and external threats to the City's long term fiscal sustainability still exist.



These threats include:

- Climate change is expected to have continuing effects on the City's resources in the form of higher water utility rates, continued water conservation efforts, wildfire threat, PG&E power shut off events, flooding, sea level rise and the need for extensive community support;
- Significant increases in street resurfacing needs and our ability to keep up with street repairs;
- Rising public safety costs;
- Uncertainties with the CalPERS retirement investment assumptions and changes to the CalPERS amortization and smoothing policies, which will drive our CalPERS rates higher each year;
- Healthcare costs continue to grow at super-inflationary rates;
- Increased costs related to stormwater; and
- As noted above, uncertainties with Vehicle In-Lieu funding from the County of San Mateo.

Financial sustainability remains a high priority for San Carlos. To that end, City staff will continue to seek ways to be as efficient as possible in providing services to the public. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for San Carlos.

Staff looks forward to working with the City Council and the community to address the financial challenges that lay ahead. We will continue to identify operational efficiencies, assess appropriate fee structures, pursue acceptable economic development opportunities, and advise on alternative revenue options available to the community to ensure that San Carlos remains "the City of Good Living."

Respectfully Submitted,

A blue ink signature of Jeff Maltbie, consisting of stylized initials and a surname.

Jeff Maltbie,  
City Manager

A blue ink signature of Rebecca Mendenhall, consisting of stylized initials and a surname.

Rebecca Mendenhall,  
Administrative Services Director





**RESOLUTION NO. 2023 – 066**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS  
ADOPTING THE BIENNIAL BUDGET FOR FISCAL YEARS 2023-25, INCLUDING THE  
TWO-YEAR OPERATING AND CAPITAL BUDGETS, FOR THE CITY OF SAN CARLOS.**

**WHEREAS**, the City Council reviewed and discussed the proposed Biennial Budget for Fiscal Years (“FY”) 2023-25 during the Budget Study Session held on May 5, 2023 and provided general direction to staff on the recommendations contained therein during these public meetings; and

**WHEREAS**, the proposed budget was prepared in accordance with the financial policies of the City; and

**WHEREAS**, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FYs 2023-25.

**NOW, THEREFORE BE IT RESOLVED**, by the San Carlos City Council as follows:

1. That the proposed budget for the City of San Carlos, totaling appropriations of \$124,905,200 in FY 2023-24 and \$119,241,690 in FY 2024-25, is adopted as the budget of the City for said fiscal years; and
2. That the City Clerk of the City of San Carlos is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing pursuant to Government Code Section 53901.

\*\*\*\*\*

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 scheduled meeting thereof held on the 12th day of June 2023, by the following vote:


**AYES, COUNCILMEMBERS:** DUGAN, COLLINS, MCDOWELL, VENKATESH, RAK

**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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## READER'S GUIDE TO THE BUDGET

### **Purpose**

The budget is an instrument that sets policy, summarizes public service programs provided by the city government, and explains how the programs are funded. It is the biennial plan for coordinating revenues and expenditures. The budget presented covers the period of July 1, 2023 to June 30, 2025. The amounts shown for FY 2023-24 and FY 2024-25 are proposed and subject to adoption through an appropriation resolution by the City Council. Below are some of the larger sections of the budget document.

### **Budget Overview**

This section provides the City Manager's transmittal letter to the City Council, basis of budget and accounting, budget process, budget calendar, statistical information, and a summary of the recent community survey. Within this section, you can also find financial policies and information on the City's strategic plan and objectives.

### **Financial Policies**

This section provides the reader with the most recently adopted financial policies and debt management policies and procedures. In June 2008, the City Council approved financial policies formalizing longstanding practices that have been used in the past to prepare the budget. The policies were established to ensure that the City's finances are managed in a manner that will:

1. Continue to provide for the delivery of quality services;
2. Maintain and enhance service delivery as the community grows, in accordance with the General Plan;
3. Guarantee a balanced budget to ensure that the City is always living within its means; and
4. Establish reserves necessary to meet known and unknown future obligations.

### **Strategic Plan and Objectives**

The Strategic Plan is developed through an annual process that involves the City Council and City professional staff in facilitated, collaborative working sessions. The process is completed early each year so that the Strategic Plan can be incorporated into the City's budget.

The plan is a document comprised of the City's mission, vision and core values statements, the strategic goals and objectives for the next planning period, and detailed work plans that will accomplish the goals. Included in this section is also a summary of the projects that have been identified and proposed to achieve these goals.

### **Financial Summaries, Revenues and Expenditures**

This section provides an overview of the fund structure, including a chart that defines the 19 separate funds in the City. This section also includes fund balance summaries, revenue and expenditure summaries, discussion of major revenue sources, and information on the City's top two revenue sources: property and sales tax.



### **Department Program Budgets**

This section provides organization charts and detailed budget information by program for every department. This includes a brief description of the department's major services, personnel resources, department objectives, past accomplishments and goals for the next two fiscal years, as well as revenue and expenditures by department and division. Performance measures for each program are included in program budget pages to measure the program's outcome and impact.

### **Capital Improvement Program**

This section includes a summary highlighting the five-year Capital Improvement Program (CIP) both by fund and category. Each project has its own page with additional information on the project and proposed timeline for completion, as well as revenues or funding sources and capital and operating expenditures. The Unfunded CIP List shows projects that have been identified but not yet included in the funding recommendations.

### **Debt Service**

This section includes financial data on the City's current debt obligations, the relationship between current debt levels and legal limits, and the effects of existing debt levels on current operations. In addition to the five-year debt schedule and obligations, this section also includes the most current bond rating.

### **Glossary**

The glossary section provides definitions of budget-related terminology and acronyms found throughout the document.



City of San Carlos Fiscal Years (FY) 2023-25

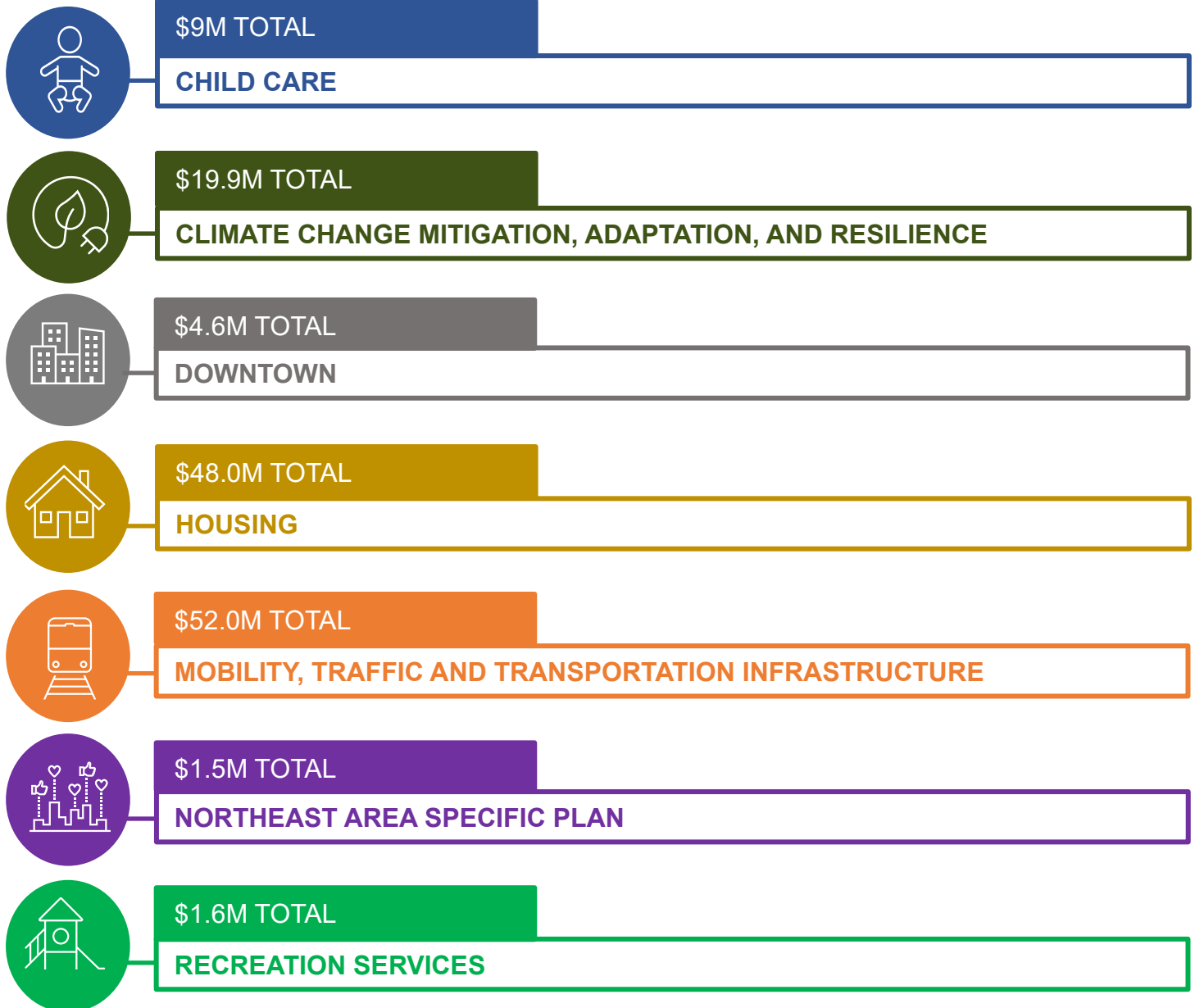
# BUDGET-IN-BRIEF

**TOTAL CITY BUDGET – ALL FUNDS | FY 24 \$125 MILLION | FY 25 \$119 MILLION**

*The fundamental purpose of the City's Financial Plan is to link what we want to accomplish for the community with the resources necessary to do so. Through the Financial Plan process, in the City Council establishes major city goals, tasks, and the necessary resources for community programs and projects.*

## STRATEGIC GOALS | \$136.6M | 5 YEAR TOTAL INVESTMENT

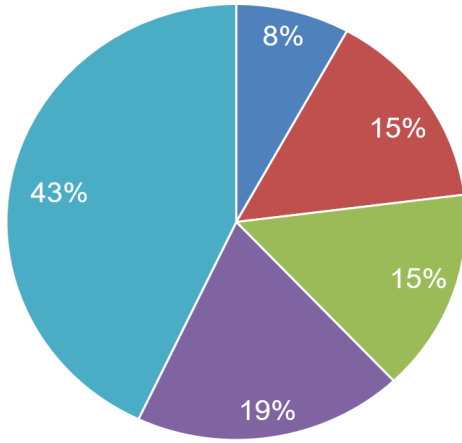
(In alphabetical order)



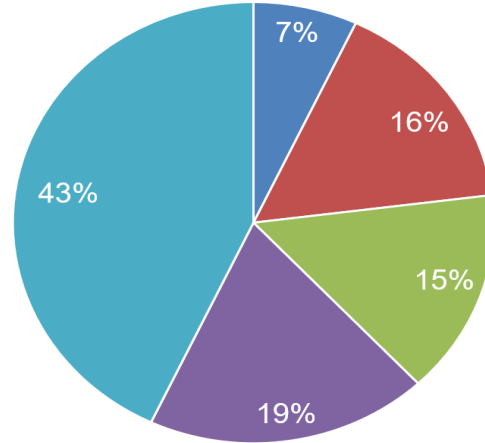
## GENERAL FUND OPERATING BUDGETS | FY 24 \$59M | FY 25 \$62M

The General Funds in 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. (Note: Amounts below do not include the one-time CalPERS pension pay-down of \$3m in FY 24.)

FY2023-24



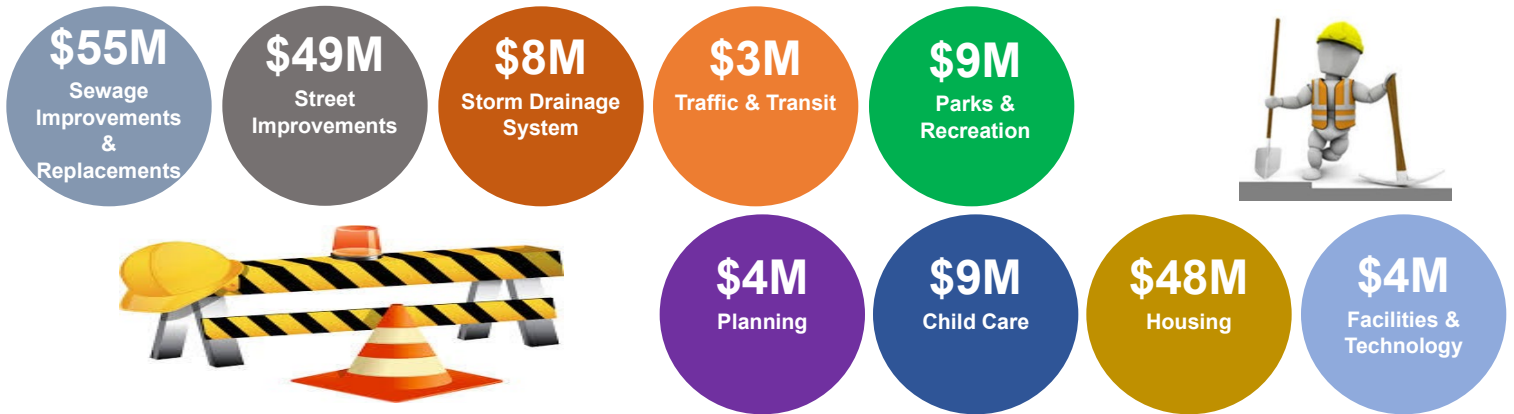
FY2024-25



■ Parks & Recreation ■ Public Works ■ Community Development ■ General Government ■ Public Safety

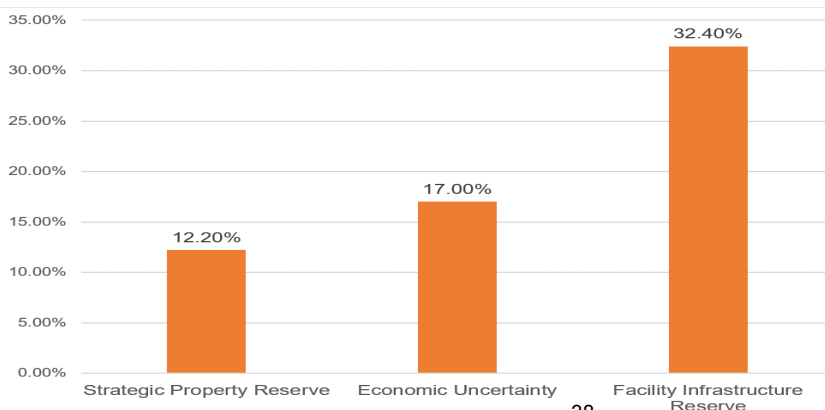
## CAPITAL IMPROVEMENT PROJECTS \$188M | 5 YEAR TOTAL INVESTMENT

Capital Improvement Projects account for a major portion of the City's budget. Capital Projects help maintain or improve a City asset, often called infrastructure (roads, bridges, community facilities, etc.) Projected spending over the next five years (Fiscal Years 2023-2028) total \$188 million and fund the following categories.



## GENERAL FUND RESERVES

General Fund Reserves at the end of Fiscal Year 2023-24 are projected at \$36 million, which equates to 62% of the General Fund expenditures and exceeds the City Council's minimum reserve policy of 20% and the Government Finance Officers Associate recommendation of 17%. The Facility and Infrastructure Reserve is a way to use prior year savings to fund infrastructure projects. This reserve will be spent down with the timing of future projects.





## TOP 10 FREQUENTLY ASKED BUDGET QUESTIONS

1) How much of my property tax payment goes to the City?

Approximately 13.3% of your property tax bill goes to the City of San Carlos. For example, if you have property assessment of \$2,000,000, even though your property tax bill is \$20,000, only \$2,655 goes to the City. This is due to the limits that were established by Proposition 13 in the late 1970's. Please see table below for a breakdown of property tax dollar:

Taxing Entities	Percentage of Distribution
ERAF Share of San Mateo County	11.955%
San Mateo County	15.200%
San Carlos Elementary General Purpose	21.270%
Sequoia High General Purpose	17.890%
ERAF Share of San Carlos General Fund	2.473%
San Carlos General Fund	10.800%
San Mateo Junior College General Purpose	7.770%
County Education Tax	4.040%
County Library	3.960%
Mid-Peninsula Regional Open Space	2.100%
Sequoia Hospital District	1.677%
County Harbor District	0.404%
Bay Area, Air Pollution	0.239%
Mosquito Abatement	0.220%
<b>Total</b>	<b>100.000%</b>

2) What are the major categories of property tax?

The major categories of property tax include residential, commercial, industrial, unsecured, and other. Please see the chart below for parcel and taxable value information.

FISCAL YEAR 2022-23			
Category	# Parcels	Net Taxable Value	% of Total
Residential	10,125	\$ 11,567,728,737	74.4%
Commercial	464	1,464,899,784	9.4%
Industrial	388	1,908,269,890	12.3%
Unsecured		508,848,926	3.3%
Other	276	93,708,394	0.6%
<b>Totals</b>	<b>11,253</b>	<b>\$ 15,543,455,731</b>	<b>100.0%</b>

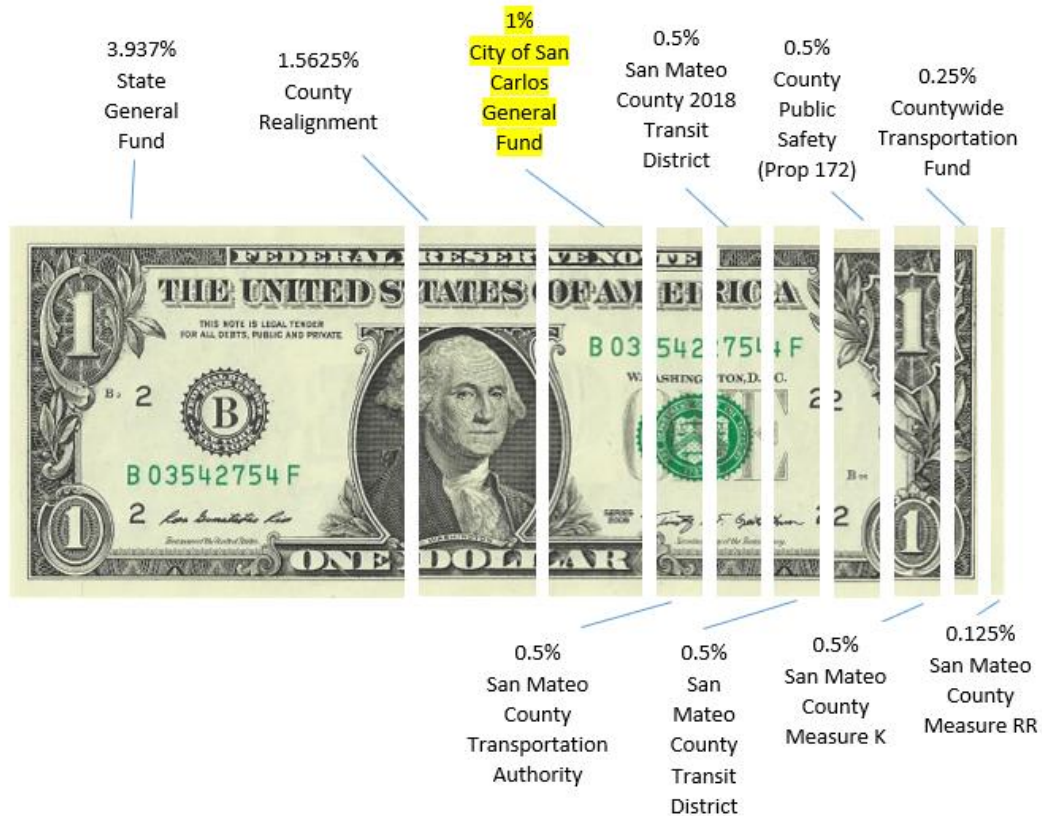
Although there are more residential parcels than commercial, the top 10 property owners are comprised of mostly commercial and industrial properties.



Top 10 PROPERTY OWNERS FISCAL YEAR 2022-23				
	Owner	Use Type	Net Taxable Value	% of Total
1	Are-San Francisco No 63 LLC	Industrial	\$ 622,462,606	4.00%
2	SC Transit Village LLC Lessee	Residential	159,839,061	1.03%
3	BMR-201 Industrial Road LLC	Industrial	130,917,173	0.84%
4	Bgogc-150 Industrial Owner LLC	Industrial	118,515,228	0.76%
5	Hudson Skyway Landing LLC	Commercial	118,264,511	0.76%
6	San Carlos Partners LLC	Industrial	116,660,200	0.75%
7	ARE San Francisco No 92 Holding LLC	Industrial	114,199,200	0.73%
8	Equity One San Carlos LLC	Commercial	104,508,405	0.67%
9	GC Net Lease San Carlos Investors LLC	Commercial	94,525,474	0.61%
10	GI ETS Shoreway LLC	Commercial	76,946,269	0.51%
Top 10 Total			<b>\$ 1,656,838,127</b>	<b>10.66%</b>

3) What is the City's sales tax rate and how much goes back to the City?

The City's sales tax rate is 9.375%, out of which 1% goes back to the City. For example, if you make a purchase in the amount of \$100, even though you pay sales tax of \$9.37, only \$1 goes to the City. The rest of the sales tax goes to various entities. Please see the graphic below for a breakdown of where your sales tax dollars go:







4) What are the major sources of sales tax?

Major sources of sales tax include the following industry groups:

- Autos & Transportation
- Building & Construction
- Business & Industry
- Food & Drugs
- Fuel & Service Stations
- General Consumer Goods
- Restaurants & Hotels

Please see [Sales Tax by Major Industry Groups](#) bar chart on page 151.

5) What are the different type of funds?

The City has several different funds including the following:

- General Fund. The General Fund is the primary operating fund of the City and is used to account for most day to day activities.
- Enterprise (Sewer) Fund. The Enterprise Fund or Wastewater (Sewer) Fund is used to account for City operations that are financed and operated like a private business.
- Other Revenue Funds. Revenue funds are used to account for revenue sources for which expenditures are restricted, by law or administrative action, to specific purposes.
- Capital Funds. The Capital Funds are used to account for the acquisition or construction of major capital improvements other than those financed by the Enterprise Fund.
- 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.

Please see [City of San Carlos Fund Structure](#) on pages 113-115 for additional information on all the budgetary funds.

6) What are the other sources of revenue?

Sales and property tax are two of the biggest sources of revenue. Aside from sales and property tax, there are other sources of revenue:

- Transient Occupancy Tax is tax paid by the hotels guests and remitted by the hotels to the City.
- Licenses & Permits is revenue generated by construction permits.



- Use of Money & Property is revenue generated from property rentals, lease income, three digital billboards, and investment income.
- Vehicle in-Lieu is revenue generated by vehicle registration fees.
- Capital Projects Funding includes solid waste franchise fee, Education Revenue Augmentation Fund, Measure A and W, Measure M, gas tax, Child Care fund, user fees, grants, developer fees, traffic impact fee, housing in-lieu fee, and the commercial linkage fee.
- Fines & Forfeitures/PAMF Revenue includes vehicle code fines, building permit violations, parking fines, non-sufficient funds charge, and revenue based on the terms of the Development with the Palo Alto Medical Foundation.
- Business Registration/Other Tax is generated by a registration fee paid by all businesses operating within the city and franchise fees.
- Other Revenue Categories include cost reimbursements from other agencies.
- Charges for Services include development plan check fees and recreation programs and reservations.
- Enterprise Revenue includes fees related to sewer service assessment and connection.

Please see the [Revenues](#) section of the budget book on pages 133-153 for the adopted revenue.

7) What has the City done to reduce costs to the taxpayers?

For over a decade, the City has been a strong advocate for shared services. Our shared services model has proven very successful in reducing our costs while increasing or maintaining the same level of service to the community. Contracting with larger agencies for public safety maximizes the response times since larger agencies have more resources to pull from. In addition, the City can help offset the administrative costs of the other agency by sharing these resources. The City has the following shared service agreements:

- Law Enforcement Services (Police Services) contracted with the County of San Mateo Sheriff's Office since 2010.
- Dispatch Services contracted with the County of San Mateo since 2012.
- Fire and Emergency Services contracted with the City of Redwood City since 2013.

In addition to shared service arrangements, the City implemented pension reforms and/or tiers prior to the passage of the State Public Employees' Pension Reform Act of 2013 ("PEPRA"). The reforms included reduction of pension benefits and the elimination of employer paid retiree health benefits for employees hired after 2009. These reforms reduced the long-term obligations of the City. Along with these reforms, the City has used prior year savings to pay down the remaining outstanding obligations, which will save the City over \$895,000 annually for the next eight years (2021-2028) and \$451,000 over the following eight years (2029-2036).



8) How many employees work for the City?

There are 101 budgeted positions for the City for Fiscal Year 2023-24. Please see the [Personnel Summary](#) section of the budget on pages 319-324 for position changes and positions by department.

9) What are the Five-Year Capital Improvement Projects?

There are a number of Capital Improvement Projects. For information on these projects, please see the [Capital Improvement Program](#) section on pages 325-489 of the budget book.

10) What is the total budget of the City?

The total budget of the City for Fiscal Year 2023-24 is \$124,905,200. The total General Fund budget is \$61,976,850.

The total budget of the City for Fiscal Year 2024-25 is \$119,241,690. The total General Fund budget is \$61,652,890.



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## **BASIS OF BUDGETING AND ACCOUNTING**

### **BASIS OF BUDGETING**

The City of San Carlos budget document contains revenues, appropriations, and other financial information pertaining to all City operating and capital budgets, including the five-year Capital Improvement Program and the proprietary funds. The City's budget goal is to achieve a balanced budget with revenues, including reimbursements or transfers from other funds for services provided, equal to or greater than expenditures.

The budgets of governmental fund types (General Fund, Other Revenue, and Capital Projects Funds) of the City are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual – i.e., measurable and available. Expenditures are recognized when the fund liability is incurred. The accrual basis of accounting is generally used to budget for the Enterprise Funds and Internal Service Funds, except for depreciation, debt principal payments, and capital outlay (see Basis of Accounting below).

The City's accounting system is maintained on a fund basis in accordance with governmental accounting standards. Each fund is considered a separate accounting entity with a self-balancing set of accounts that record assets, liabilities, fund equity, revenue, and expenditures. The appropriated budget is prepared by fund, function/program (e.g., public safety), and department (e.g., Community Development).

Budgetary control is maintained at the department/program level. Department heads may make transfers of appropriations within a department. Transfers of appropriations between departments, but within the same fund, can be approved administratively (by the Administrative Services Director or City Manager). However, transfers of appropriations that change total fund appropriations must be approved by the City Council.

Departments monitor and control budgets using the City's financial system, through reports of revenue, and expenditure accounts. The financial system monitors expenditures at the line item budget level, immediately notifying the requestor of available funding levels. The Council is also provided with a quarterly financial status report that reflects year-to-date expenditures and revenues compared to budget. In addition, a financial status report and five-year forecast are included as part of the mid-cycle budget review and adjustment process, which is completed every other spring and submitted to the Council for review and approval.

### **BASIS OF ACCOUNTING**

The Annual Comprehensive Financial Report (ACFR) presents the status of the City's finances in accordance with Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to how the City prepares its budget. Exceptions are as follows:

- Compensated absences are recorded as earned by employees (GAAP basis), as opposed to being expended when paid (Budget basis);
- Principal payments on long-term debt within the Debt Service Fund reduce the amount of debt remaining on a GAAP basis, as opposed to being expended on a Budget basis;



- Capital Outlay is recorded as assets on a GAAP basis and expended on a Budget basis; and
- Depreciation expenses are recorded on a GAAP basis only.

The government-wide proprietary funds and fiduciary funds financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Governmental funds including major and other governmental funds (non-major funds) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The City considers revenues reported in the governmental funds to be available if the revenues are collected generally within 60 days after year end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, including lease liabilities, as well as claims and judgements and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital assets acquisitions, including entering into contracts which give the City the right to use leased assets, are reported as expenditures in governmental funds. Proceeds of governmental long-term debt and financing through leases are reported as other financial sources.



## BUDGET PROCESS AND CALENDAR

### BUDGET PROCESS

The City's Municipal Code requires the City Manager to prepare and submit a proposed biennial budget to the City Council for approval. California Government Code Section 53901 requires that the City provide a copy of the adopted budget to the County Controller (Auditor) of San Mateo County within 60 days after the beginning of the fiscal year or before August 31.

The budget process commences six months prior to the beginning of the next fiscal year. The budget calendar establishes the timeline for the process, dates for submission of department requests, budget work sessions, and public hearings leading to final adoption of the budget.

The philosophy employed in creating this budget has been to focus the City's efforts in continuing to provide quality "core" municipal services in the most efficient way possible.

#### **Budget Development Process and Timeline**

The City Manager, Assistant City Manager, Administrative Services Director, and Financial Services Manager provide guidance to the departments prior to preparation of department budgets related to economic outlook and parameters for budgeting.

**Budget Preparation for FYs 2023-25 Commences.** In developing the base budget for FYs 2023-25, staff made a number of revenue and expenditure assumptions. All of these assumptions were based on the projections and economic conditions known between January and March 2023 and reflect the adjustments approved by the City Council.

**Strategic Planning.** In January 2023, the City Council and Executive Management staff continued the annual strategic planning process begun in FY 2005-06. As part of this budget process, the City retained two facilitators to lead us through the City's strategic planning process. The process resulted in the review of the City's mission statement, vision statement, and core values, and the establishment of seven primary goals and several supporting objectives. Many objectives from this strategic planning process have been funded in this budget. The City Council appropriates the funds necessary to meet operating and capital activities and the adopted strategic goals and objectives. Budgetary adjustments are only considered within the framework of the adopted budget and the City Council's directions, goals, and policies. This meeting was open to the public and the public was given an opportunity to comment.

**Department Requests.** In February 2023, City departments were provided with base budgets for FYs 2023-25 that included known increases in salaries and benefits, increases related to existing professional services contracts, and inflationary increases for operational expenditures. The revised budget and projections were also provided to the departments at that time. Department requests are based on budget instructions. Each request must relate to the organization's program objectives and the priorities of the City. The requests are received and compiled by finance staff. The City Manager, Assistant City Manager, Administrative Services Director, and the Financial Services Manager met with each department individually to discuss and finalize the recommended budget options that were submitted for the Council's consideration during the Budget Study Session.

**Budget Study Session Held.** On May 5, 2023, the City Council held a study session to discuss the general overview of the budget process, department responsibilities, accomplishments, goals, and recommendations for both the operating and capital budgets for FYs 2023-25. A Five-Year Capital Improvement Program Budget was also discussed and presented as part of the Budget Study Session. Based on direction from the Council, the proposed changes from those study sessions have been incorporated into the proposed budget document. This meeting was open to the public,



broadcast on the City's TV channels and available on the City's website following the meeting. The public was notified in advance of the meeting and allowed time to comment.

**Budget Adoption.** On June 12, 2023, staff presented the Proposed City of San Carlos Biennial Budget for Fiscal Years 2023-25, including both Operating and Capital Budgets, for adoption. The proposed budget included the following items that were added and/or modified at Council's request during the Budget Study Session:

- Funding in the amount of \$150,000 for tree replacement;
- Funding in the amount of \$180,000 for geotechnical engineering services to further assess the landslides in the City's parks;
- Funding in the amount of \$500,000 (\$100,000 annually FY 23-24 through FY 27-28) for EV charging stations in City facilities;
- Funding in an additional amount of \$30,000 for banners for the Industrial Arts area;
- Removal of Harrington Park turf project in the amount of \$150,000; and
- Removal of \$20,000 in FY 2024-25 for the Community Foundation grant program

This meeting was open to the public, broadcast on the City's TV channels and available on the City's website following the meeting. The public was notified in advance of the meeting and allowed time to comment.

### **Performance Measurements**

Several years ago, the City transitioned from annual departmental budgeting to a full program and performance-based biennial budget. Program and performance-based budgeting: focuses decisions around results and services versus organizational units; emphasizes performance over line items; shows the cost (budget) of services and the level of service available for the cost; provides a structure to consider programs as they contribute to City goals and outcomes; and serves as an investment perspective with dialog about the right service for the right price.

The City uses several different tools to accumulate performance data, including employee surveys, resident satisfaction surveys, and internal performance measurement activities. Included in this budget document are the results of a resident satisfaction survey that was completed in May 2023.

### **Overhead Cost Allocation Method**

In an effort to clarify and simplify the allocation process, staff worked closely with professional consultants to develop a methodology and a model to ensure the equitable allocation of overhead costs to departments in a manner that is both transparent and sustainable. Through this approach, each department's budget reflects total departmental costs, including all staff assigned to the department. The model calculates how much should be recovered from other City funds, based on average time spent on other/non-General Fund programs, as well as employing other service utilization factors. These indirect and direct overhead costs are represented as cost allocations or transfers to and from department budgets as indicated in the chart below.





RELATIONSHIP BETWEEN DEPARTMENTS AND FUNDS					
Functional Units	General Fund	Sewer Enterprise Fund	Other Revenue Funds	Capital Funds	Internal Service Funds
City Council	X	X	X	X	X
City Manager	X	X	X	X	X
City Attorney	X	X	X	X	X
City Clerk	X	X	X	X	X
City Treasurer	X	X	X	X	X
Administrative Services	X	X	X	X	X
Public Works	X	X	X	X	
Community Development	X			X	
Parks and Recreation	X				
Public Safety	X				

### **Budgetary Reserves**

The Council has established the Fund Balance Policy, updated as of September 28, 2020, which is included in the Financial Policies section of this budget document. The General Fund balances for FYs 2023-25 are detailed in the following table. Total operating expenditures are also listed to demonstrate the percentage level of reserves required per the City's Fund Balance Policy.

RESERVE FUND BALANCES - GENERAL FUND (In Millions)							
	Projected FY 22-23	% of FY 23 Exp	Adopted FY 23-24	% of FY 24 Approp	Adopted FY 24-25	% of FY 25 Approp	
Committed Fund Balances:							
Economic Uncertainty	\$ 9.24	17.0%	\$ 10.03	17.0%	\$ 10.48	17.0%	
Strategic Property Acquisition	7.19		7.19		7.19		
Assigned Fund Balances:							
Unfunded Liabilities	3.00		-		-		
Facility/Infrastructure	26.94		19.09		14.24		
Ending Reserve Balances	\$ 46.37	85.3%	\$ 36.31	61.6%	\$ 31.92	51.8%	
Unassigned Fund Balance	1.28		1.05		0.92		
Nonspendable Fund Balances	0.78		0.43		0.43		
Total Ending Fund Balance	\$ 48.43		\$ 37.80		\$ 33.27		

### **Budget Implementation**

Once the budget is adopted, it is effective on July 1 and becomes the legal basis for the programs and services of each department of the City during the fiscal year. No department of the city government may spend in excess of the adopted and appropriated amounts, unless authorized by budget transfer as approved by the City Manager or designee. Financial and programmatic monitoring of departmental activities is necessary to ensure conformity with the budget takes place throughout the year. The budget can be found on the City website. Budget amendments may be made by the City Council to meet the changing needs of the City. The means by which the City Council may amend the budget include, but are not limited to, appropriation of additional funds and decreasing the amount of appropriated funds.

### **Capital Improvement Program**

The City Council also adopts a Five-Year Capital Improvement Program. This budget is submitted by the City Manager with the operating budget, and public hearings are held and the budgets are legislatively enacted through adoption of resolutions and/or ordinances. Appropriations for project funds and grant funds do not lapse at year end, but continue until the purpose of the appropriation has been fulfilled or terminated. Amendments to these budgets may be affected by the City Council's



actions. The level of budget control is on a project basis with additional administrative controls being exercised.

### **Budget Principles and Policies**

- The operating budget will be prepared to fund current year expenditures with current year revenue. Surplus fund balances may be used to increase fund balance reserves, fund Capital Improvement Projects, or be carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
- We will assume normal inflationary growth in accordance with the consumer price index for operating expenses.
- We will assume personnel costs based on current memoranda of understanding in effect at the time.
- Any new or expanded programs will be required to identify new funding sources and/or off-setting reductions in expenditures in other programs.
- We will deliver service in the most cost-effective manner.
- The budget will state the objectives of each of the operating programs.
- The budget will fully account for and apportion all costs, fees, and General Fund transfers associated with the Special Revenue and Enterprise Funds.
- All budget transfers require the approval of the City Manager or designee. However, transfers of appropriations that increase the total appropriations of a fund must be approved by the City Council.
- We will maintain a long-range fiscal perspective through the use of a biennial operating budget, a five-year capital improvement program, and a five-year financial forecast.
- The biennial budget will be adopted by Resolution of the City Council, by July 1, every other year.
- A mid-cycle budget status report will be prepared and presented to the City Council in the spring of the first year of the budget that will include projections to year-end and any adjustments required for the second year of the biennial budget.
- Staff will provide a quarterly written report to the Council on the City's General Fund revenues and expenditures.

**FY 2023-25 BUDGET CALENDAR**

<b>DATE</b>	<b>DEPARTMENT</b>	<b>ITEM DUE</b>	<b>Legal Requirement</b>
<b>January 2023</b>	Finance	Finance builds base budget to include known increases in salaries and benefits, increases related to existing professional services contracts, and inflationary increases for operational expenditures	N/A
<b>January 27, 2023</b>	City Council and Executive Management Staff	Strategic Planning Retreat – Public Meeting	N/A
<b>February 3, 2023</b>	Finance	Budget Instructions, Program Change Forms and Draft Work Programs/Performance Measurements sent to Departments	N/A
<b>February 3, 2023</b>	Finance	Finance provided Departments the following information: <ol style="list-style-type: none"> <li>1. FY21 audited results</li> <li>2. FY22 audited results</li> <li>3. FY23 revised budget</li> <li>4. FY23 current YTD/projections</li> <li>5. FY24 base budget</li> <li>6. FY25 base budget</li> <li>7. Updated CIP summaries</li> <li>8. Performance Measures</li> </ol>	N/A
<b>March 3, 2023</b>	All Depts.	<ol style="list-style-type: none"> <li>1. Review and send Finance any updates FY23 Operating budget projections.</li> <li>2. Submit completed FY23-24 and FY24-25 Operating Budget Forms (if applicable)</li> <li>3. Submit Work Programs/Performance Measures</li> <li>4. Submit CIP forms for any requested adjustments or new projects</li> </ol>	N/A
<b>March 13 – March 17, 2023</b>	All Depts.	Present preliminary Operating and CIP Budget with all Program change forms to the City Manager for review. Work sessions with each Department over the five day period.	N/A
<b>May 5, 2023</b>	All Depts.	Budget Study Session with City Council – Public Meeting	N/A
<b>June 5, 2023</b>	Community Development	Proposed CIP budget is presented to Planning Commission for General Plan Consistency Determination – Public Meeting	State Planning and Zoning Code Sections 64500, 64501, 65403
<b>June 12, 2023</b>	City Manager and Admin Services Director	Present Budget to City Council for adoption	City’s Municipal Code Section 2.04.060
<b>August 2023</b>	City Clerk	Forward a copy of approved and adopted budget to the County Controller (Auditor) of San Mateo County for filing.	California Government Code Section 53901



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## MAJOR FUNDS SUMMARIES

The City of San Carlos budget document contains revenues, appropriations, and other financial information pertaining to all City operating and capital budgets, including the five-year Capital Improvement Program. The budgets are accounted for using the modified accrual basis of accounting for governmental funds and accrual basis of accounting for proprietary funds. The City's budget goal is to achieve a balanced budget with revenues, including reimbursements or transfers from other funds for services provided, equal to or greater than expenditures.

### MAJOR FUND SUMMARIES

#### General Fund (Fund 0001)

**General Fund revenues** for FY 2023-24 are budgeted to be \$55,339,300, representing a 4.8% decrease over the projected revenues for FY 2022-23. The decrease in projected revenues is due to large development payments and a one-time repayment Vehicle in Lieu revenue from FY 2020-21. For FY 2024-25, operating revenues are budgeted to be \$57,873,690, representing an increase of 4.6% over the budgeted revenues for FY 2023-24. The increase in both years reflects continued growth expected from development activity and the expansion of programs. Property tax is expected to increase 8.8% in FY 2023-24 and 7.0% in FY 2024-25. Sales tax is projected to grow at 8.5% in FY 2023-24 and 2.8% in FY 2024-25. Transient Occupancy Taxes are projected to grow 10.5% in FY 2023-24 and 13.5% in FY 2024-25 following the opening of a new hotel and the expectation that occupancy rates will return to pre-pandemic levels. Current Charges for Services are projected to grow 6.4% in FY 2023-24 with the continued demand for development permits and plan checks.

**General Fund expenditures** for FY 2023-24 are budgeted to be \$58,976,850, representing a 8.5% increase over the budgeted expenditures for FY 2022-23. The increase in expense includes requested program and position changes, in addition to anticipated increases associated with retirement rates, employee medical benefits, post-employment benefits, and professional services associated with plan check reviews, economic development, recreational activities, and public safety services. The FY 2024-25 total expenditure budget is \$61,652,890, a 4.5% increase over the FY 2023-24 expenditure budget.

**General Fund net allocations and transfers in** for FY 2023-24 are budgeted to be \$3,845,000, representing an 11.7% increase over the estimated net allocations and transfers for FY 2022-23. Net allocations and transfers funding are budgeted in FY 2024-25 at \$4,096,100, representing a 6.5% increase. This increase is a result of the increase in overhead charges to other funds in accordance with the contracted study that was performed in FY 2021-22.

**The Other Sources/Uses of Funds** category for FY 2023-24 has increased by \$7.95 million from the FY 2022-23 projections. The category represents one-time funding for special items, including a \$7.85 million transfer from the capital reserve to the Gas Tax and General Capital Funds for infrastructure improvements. The budget for FY 2023-24 also includes a \$3.0 million payment to CalPERS to offset the unfunded pension liability. The FY 2024-25 budget includes a \$4.85 million contribution to the General Fund Capital Projects Fund.

The FY 2023-24 budget reflects a total **fund balance** projection of \$37,796,933, including both restricted and unrestricted balances, and represents a decrease of 22% compared to the FY 2022-23 projected ending fund balance. This drop in fund balance is mainly due to the \$7.85 million contribution to the General Fund Capital Projects Fund and Gas Tax Fund for infrastructure improvements, as well as the one-time payment to CalPERS. The FY 2024-25 estimated ending fund balance for the General Fund of \$33,263,833 decreases by 12%. Similar to the prior year, this decrease is due to the transfer to the capital funds for infrastructure improvements.

**GENERAL FUND (RESTRICTED & UNRESTRICTED)**

	Projected FY 2022-23	Adopted FY 2023- 24	Variance	% Change	Adopted FY 2024-25	Variance	% Change
Est. Beg Fund Balance	\$ 44,110,159	\$ 48,439,483	\$ 4,329,324	9.8%	\$ 37,796,933	\$ (10,642,550)	-22.0%
Revenues	58,131,600	55,339,300	(2,792,300)	-4.8%	57,873,690	2,534,390	4.6%
Expenditures	(54,345,476)	(58,976,850)	(4,631,374)	8.5%	(61,652,890)	(2,676,040)	4.5%
Net Allocations/Transfers	3,443,200	3,845,000	401,800	11.7%	4,096,100	251,100	6.5%
Other Sources/Uses	(2,900,000)	(10,850,000)	(7,950,000)	274.1%	(4,850,000)	6,000,000	-55.3%
Est. Ending Fund Balance	\$ 48,439,483	\$ 37,796,933	\$ (10,642,550)	-22.0%	\$ 33,263,833	\$ (4,533,100)	-12.0%

**Wastewater Fund (Fund 0006)**

**The Wastewater Fund revenues** for FY 2023-24 are budgeted to be \$27,866,500, representing an increase of 30.2% over the projected revenues for FY 2022-23. The increase reflects an assumption of \$5 million from new development connection fees. Staff proposes to forgo sewer rate increases in FY 2023-24. However, a rate increase of 3% has been projected in FY 2024-25. The FY 2024-25 revenue budget of \$27,746,000 is a 0.4% decrease over the FY 2023-24 estimates, primarily due to the one-time connection fees projected in the prior year. Revenues are used to fund the capital improvements outlined in the City's Sewer Master Plan and to pay the debt service associated with Silicon Valley Clean Water ("SVCW") improvements to the wastewater treatment infrastructure.

**Wastewater Fund expenses** for FY 2023-24 are budgeted to be \$21,950,700, reflecting a 22.2% increase from estimated expenses for FY 2022-23. Expenses in FY 2024-25 are budgeted to be \$21,031,300, a 4.2% decrease over the FY 2023-24 budget. The expense budgets reflect the timing of planned capital improvement project spending and the debt service requirements in the corresponding year. More detail on the capital projects can be found in the Capital Project Section of the budget.

**Net allocations and transfers** budgeted for FY 2023-24 of \$3,928,100 reflect an increase of 13.5% as compared to FY 2022-23 projections. This increase reflects overhead allocation changes based on the comprehensive study performed by a third-party consultant last year. Net allocations and transfers out for FY 2024-25 of \$4,053,100 are expected to increase by 3.2% over FY 2023-24 estimates. These increases reflect the estimated annual cost of living adjustments.

**The ending fund balance**, which includes those funds invested in capital assets and invested in SVCW, at the end of FY 2023-24 is estimated to be \$77,186,029. The fund balance is 2.6% higher than the fund balance estimate of \$75,198,329 at the end of FY 2022-23. The increase is mainly due to the timing of capital project spending. The estimated fund balance is projected to increase to \$79,847,629 in FY 2024-25. The increase is mainly due to the timing of capital projects and debt issuance for capital project spending at the SVCW Treatment Plant.

**WASTEWATER (ENTERPRISE) FUND**

	Projected FY 2022-23	Adopted FY 2023-24	Variance	% Change	Adopted FY 2024-25	Variance	% Change
Est. Beg Fund Balance	\$ 75,225,258	\$ 75,198,329	\$ (26,929)	0.0%	\$ 77,186,029	\$ 1,987,700	2.6%
Revenues	21,401,123	27,866,500	6,465,377	30.2%	27,746,000	(120,500)	-0.4%
Expenditures	(17,965,852)	(21,950,700)	(3,984,848)	22.2%	(21,031,300)	919,400	-4.2%
Net Allocations/Transfers	(3,462,200)	(3,928,100)	(465,900)	13.5%	(4,053,100)	(125,000)	3.2%
Est. Ending Fund Balance	\$ 75,198,329	\$ 77,186,029	\$ 1,987,700	2.6%	\$ 79,847,629	\$ 2,661,600	3.4%

**Capital Improvement Fund (Fund 0025)**

**Revenues** for FY 2023-24 in the Capital Improvement Fund, both restricted and unrestricted, are \$7,192,100, representing a 26% decrease from the estimated revenues for FY 2022-23. The majority of this decrease is related to one-time grants, including funds from the American Rescue Plan Act (ARPA) funds that are being used to fund the new fire station. Revenues for FY 2024-25 are estimated to be \$9,017,800, an increase of 25.4% from FY 2023-24 due to the timing traffic impact fees projected from large development that is used to offset traffic project costs.

**Expenditures** for FY 2023-24 are \$11,727,100 and in FY 2024-25 are estimated to be \$10,575,000 due to the timing of capital project spending. More detail on the capital projects can be found in the Capital Project Section of the budget.

**The fund balance** at the end of FY 2023-24, for both unrestricted and restricted balances, is estimated at \$7,859,342 and at the end of FY 2024-25 is \$5,753,578.

CAPITAL IMPROVEMENT FUND (RESTRICTED AND UNRESTRICTED)							
	Projected FY 2022-23	Adopted FY 2023-24	Variance	% Change	Adopted FY 2024-25	Variance	% Change
Est. Beg Fund Balance	\$ 35,651,347	\$ 10,419,342	\$ (25,232,005)	-70.8%	\$ 7,859,342	\$ (2,560,000)	-24.6%
Revenues	9,715,947	7,192,100	(2,523,847)	-26.0%	9,017,800	1,825,700	25.4%
Expenditures	(35,722,952)	(11,727,100)	23,995,852	-67.2%	(10,575,000)	1,152,100	-9.8%
Net Transfers	775,000	1,975,000	1,200,000	154.8%	(548,564)	(2,523,564)	-127.8%
Est. Ending Fund Balance	\$ 10,419,342	\$ 7,859,342	\$ (2,560,000)	-24.6%	\$ 5,753,578	\$ (2,105,764)	-26.8%

**Housing Funds (Fund 0029 and Fund 0031)**

**Revenues** for FY 2023-24 for the Housing Funds are budgeted to be \$15,201,300, an increase of 1998.8% over the FY 2022-23 projections. FY 2023-24 revenues include one-time commercial linkage fees projected to be received from new commercial development. The FY 2024-25 revenues are estimated to be \$7,653,900 and reflect commercial linkage fees from more large developments on the east side of the city.

The FY 2023-24 and FY 2024-25 **expenditures** include capital project spending for below market housing projects. More detail on the capital projects can be found in the Capital Project Section of the budget.

**The fund balance** at the end of FY 2023-24 is estimated to be \$13,927,438 and is expected to decrease to \$10,431,838 in FY 2024-25.

HOUSING FUNDS (RESTRICTED)							
	Projected FY 2022-23	Adopted FY 2023-24	Variance	% Change	Adopted FY 2024-25	Variance	% Change
Est. Beg Fund Balance	\$ 23,149,252	\$ 15,342,538	\$ (7,806,714)	-33.7%	\$ 13,927,438	\$ (1,415,100)	-9.2%
Revenues	724,300	15,201,300	14,477,000	1998.8%	7,653,900	(7,547,400)	-49.6%
Expenditures	(8,125,814)	(16,195,000)	(8,069,186)	99.3%	(10,715,400)	5,479,600	-33.8%
Net Transfers	(405,200)	(421,400)	(16,200)	4.0%	(434,100)	(12,700)	3.0%
Est. Ending Fund Balance	\$ 15,342,538	\$ 13,927,438	\$ (1,415,100)	-9.2%	\$ 10,431,838	\$ (3,495,600)	-25.1%



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## GANN ANNUAL APPROPRIATION LIMIT FISCAL YEAR 2023-24

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 <sup>(1)</sup> FOR FISCAL YEARS 2015 to 2024

Fiscal Year	Price Adjustment	Population Adjustment	Total Adjustment	Appropriations Limit	% of City Appropriations Subject to the GANN Limit
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%
2024	1.0444	x 0.9957	= 1.0399	\$112,547,927	47.03%

(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 2023-2024**

Step 1	Total all appropriations (2023-24 operating and capital from general and special funds)	\$ 124,905,200
Step 2	Deduct:	
	1. Non-Tax Proceeds	\$ (71,507,000)
	2. Debt Service Payments	\$ (469,250)
	Add:	
	1. Excess user fees which exceed actual costs	\$ -
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 52,928,950
Step 4	Compare against 2023-24 Appropriations Limit (from below)	\$ 112,547,927
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 59,618,977
	Percentage of Limit (Step 3/Step 4)	47.03%
Step 5	Fiscal Year 2022-23 Appropriation Limit	\$ 108,228,622
Step 6	Fiscal year 2023-24 Growth Factor based on California Per Capita Income 1.0444 --- and the County Population Change 0.9957 (1.0444*0.9957)	103.99%
Step 7	FY 2023-24 Appropriations Limit (Step 5 x Step 6)	\$ 112,547,927
Step 8	FY 2023-24 Appropriations Subject to Limit (from above)	\$ 52,928,950
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 59,618,977
Step 10	Percentage of Limit (Step 8/Step 7)	47.03%

**CHART OF FUNDS SUBJECT TO APPROPRIATION****2023-24 Appropriation from Operating, Capital Improvement and Other**

General Fund	\$61,976,850
Capital Improvement	37,015,100
Other Programs	3,962,550
Enterprise Sewer System	21,950,700
	<b>\$124,905,200</b>

**Non-Tax Proceeds and Debt Services**

Licenses & Permits	\$2,589,800
Business Registration	1,265,900
Fines & Forfeitures	319,000
Use of Money & Property	3,672,500
From Other Agencies	4,744,300
Charges for Services	5,122,800
Other Revenue	2,040,900
Sewer Operation & Maint.	27,866,500
NPDES	633,100
Capital Improvement Fund 25	3,080,200
Child Care Fund 26	3,600,000
In-Lieu Park Fund 27	288,300
Housing In-Lieu Fund 29	14,879,400
LMI Housing Fund 31	34,100
Post-Employment Benefits Fund 35	1,110,500
Library Rent & Concessions	259,700
	<b>\$71,507,000</b>
Debt Services	<b>\$469,250</b>
	<b>\$71,976,250</b>



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**RESOLUTION NO. 2023 - 067**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE 2023-24 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 2023-24 Fiscal Year; 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 approves:

**SECTION 1.** For the calculation of the appropriations limit for Fiscal Year 2023-24, the City Council elects the following annual adjustment factors: (1) the percentage change in the California per capita income; and (2) the population adjustment factor of San Mateo County's population growth.

**SECTION 2.** It is hereby determined that the appropriations limit for Fiscal Year 2023-24 for the City of San Carlos is One Hundred Twelve Million Five Hundred Forty-Seven Thousand Nine Hundred Twenty-Seven Dollars (\$112,547,927). Appropriations are subject to the limit total \$52,928,950, or 47.03%, of the Appropriations Limit. Therefore, the City is substantially below the maximum allowable appropriation limit and in compliance with 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 12<sup>th</sup> of June, 2023, by the following vote:

**AYES, COUNCILMEMBERS:** VENKATESH, DUGAN, COLLINS, MCDOWELL, RAK

**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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**DISTINGUISHED BUDGET AWARD FOR FISCAL YEAR 2021-23**

The Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

The City of San Carlos has received this award for several years, including the FY 2021-23 Budget.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of San Carlos  
California**

For the Biennium Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director



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# City of San Carlos FY 2023-25 Budget Community & Economic Profile

## Location

San Carlos, “The City of Good Living,” is located in the center of the San Francisco Bay Area and has everything at its doorstep. San Francisco is 25 miles north and San Jose is 25 miles south. San Carlos boasts an ideal climate, good government, outstanding school system, attractive residential areas, a fine shopping district, excellent restaurants, a modern industrial and commercial area, and plenty of open space. At the northern end of Silicon Valley, San Carlos hosts several technology companies and is the address of many West Coast biotech and medical instrumentation firms. You’ll find friendly, involved people here and an inviting community atmosphere.

## History



The first known inhabitants of San Carlos were the Ohlone Indians. Ohlone is the name that was given to many related groups of Native Americans living along the coast between Monterey and San Francisco. Historians believe that two sub-tribes existed in and near San Carlos, including the Salson to the north of Belmont Creek and the Lhamshin.

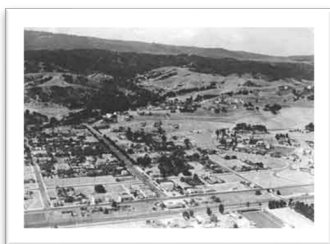
In August 1775, Lt. Juan Manuel de Ayala brought his sailing ship, the “San Carlos”, into San Francisco Bay and anchored in what is currently known as Ayala cove. His mission was to develop a map of the Bay on which future Spanish ship captains could rely.

San Carlos formally entered the American era in 1854 when Timothy Guy Phelps became the first American to own and occupy land in the city. Another early settler of San Carlos was Nathaniel Brittan. Brittan developed properties between Brittan Avenue and Pulgas Creek in the late 1800s. He helped establish water wells and also granted the Southern Pacific right-of-way for a second set of railroad tracks across his property.



The citizens of San Carlos voted to incorporate on July 1, 1925. Frederick Drake, known as the “Father of San Carlos,” continued to promote the town and coined the motto “The City of Good Living.” Drake also founded the San Carlos Enquirer (now the Independent newspaper). He was a key organizer of nearby Sequoia High School and established the San Carlos Chamber of Commerce in 1926.

In 1940, San Carlos experienced its first big spurt in population and grew to 3,520 residents. In 1944, Dalmo Victor established the city’s first large electronics plant, followed soon after by Eitel McCullough, a vacuum tubes manufacturing firm.



Establishment of these two firms contributed to the quadrupling of the San Carlos population in the decade after 1940. In 1950, when the population was 14,371, the City boasted a total of 89 industries, wholesalers, manufacturers, and distributors in a variety of commodities from electronics to cosmetics. By 1958, the electronics industry comprised a substantial segment of the city’s industrial area.



Early in its history, the City of San Carlos adopted the motto “City of Good Living.” That phrase stuck and is still used daily. With an ideal climate, charming neighborhoods, a thriving business/industrial district, and a small airport adjoining a commercial area, San Carlos continually attracts new residents and businesses.

**Government Services**

The City of San Carlos provides government services to the San Carlos community. The members of the City Council serve as the policy-making body. City voters elect five Council members to staggered four-year terms. The City Council meets regularly on the second and fourth Mondays of each month at 7:00 p.m. in the Council Chambers at 600 Elm Street and may call additional special meetings. These meetings are televised on the City’s government access station, Comcast Channel 27, and Uverse Channel 99. All meetings of the City Council, the Planning Commission, and other City committees are open to the public, except when certain personnel matters and legal items are discussed.

The City Council appoints members to five commissions, one advisory board, and one advisory council to advise it on matters of special interest:

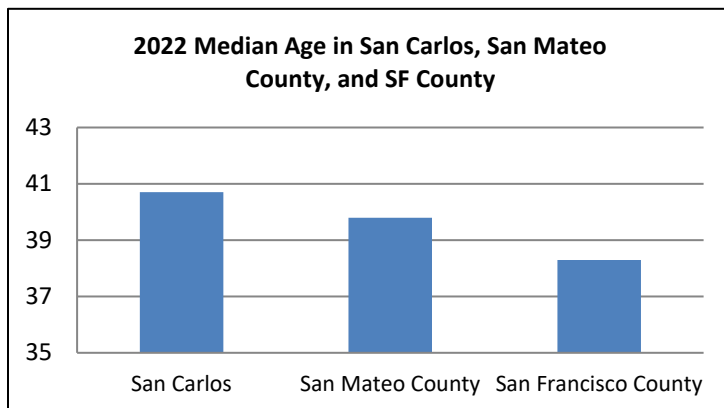
- Parks, Recreation & Culture Commission
- Planning and Transportation Commission
- Museum of San Carlos History
- Residential Design Review Committee
- Economic Development Advisory Commission
- Youth Advisory Council



For additional information regarding each advisory commission, please refer to the San Carlos City Roster, available at the City Clerk’s Office, by calling (650) 802-4222, or on the City’s website at [www.cityofsancarlos.org](http://www.cityofsancarlos.org).

**Population**

The City of San Carlos has grown at a constant pace since its incorporation in 1925. In the 1950s the city had the reputation as the West’s fastest growing town. The population briefly dipped in the 1970s but rose steadily in subsequent years. The 2022 California Department of Finance estimates that 29,837 people currently reside in San Carlos. The Association of Bay Area Governments (ABAG) projects that the population in San Carlos will grow to 34,940 by 2040, representing a 17% increase from today. As the population increases, it is important that there are enough jobs, housing, and public services to support growth.

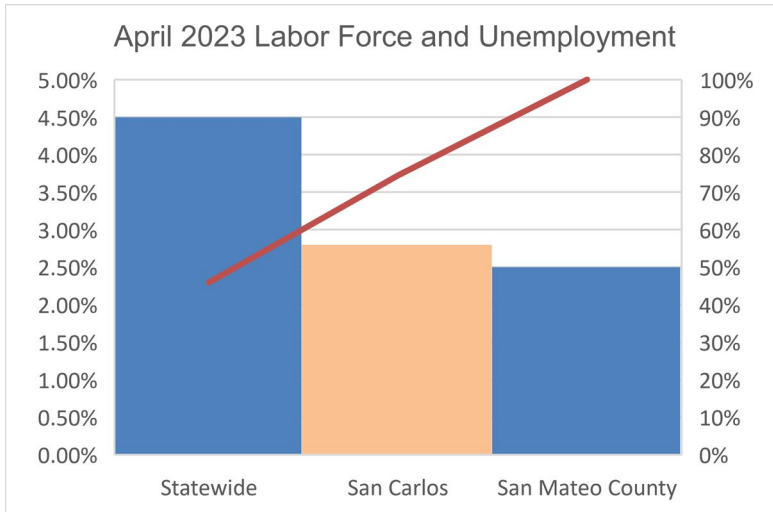


In general, San Carlos residents are older, have a higher household income, and a higher chance of being employed than people in other parts of San Mateo County. As of 2022, the median age in San Carlos was 40.7, slightly older than the median age in San Mateo County of 39.8 and the Bay Area median age of 38.3. As the population ages, it is likely that the need for housing and services for seniors will increase.

Source: U.S. Census Bureau



### Economic Data

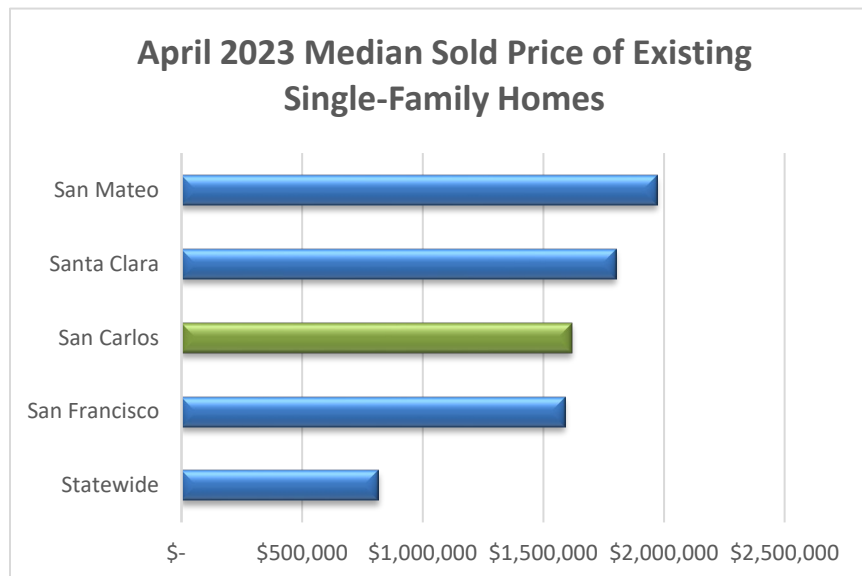


According to the April 2023 report from the California Employment Development Department (EDD), the unadjusted unemployment rate for the city increased from 2.3% in March 2022 to 2.8% in April 2023, which is an increase of 0.5% over the past year. The unemployment rate reflects that our local economy remains to be stable and well. The City of San Carlos has lower unemployment rate, compared with the rate of 4.5% for California and 3.4% for the nation during the same period.

Source: California Employment Development Department

San Carlos residents also have a higher median household income than all of San Mateo County and the Bay Area. In 2021, the median household income was \$204,570. The 2021 median household income for San Mateo County and the County of San Francisco was \$133,612 and \$126,187, respectively.

A surge in mortgage interest rates and a shortage of homes for sale suppressed California home sales in April, while the statewide median home price climbed above the \$800,000 level for the first time in six months, increasing 3% from \$791,490 in March to \$814,340. According to data from the California Association of Realtors, the median price of a single-family home in San Mateo County increased slightly from \$1.86 million in March 2023 to \$1.97 million in April 2023. This represents a decrease of 18%, as compared with the median sales prices of \$2.4 million from the same period a year ago. San Mateo’s neighboring counties, San Francisco (\$1.58 million) and Santa Clara (\$1.8 million) median home prices also dropped by 23% and 8.6% respectively, as compared a year ago. In San Carlos, the median price of a single-family home decreased by \$252,750 from \$1,869,500 to \$1,616,750 from the same period a year ago. The drop in median price from last year was due partly to the strong price surge in early 2022 when homebuyers rushed into the market to take advantage of low rates before the Federal Reserve began aggressively raising rates. A surge in borrowing costs also contributed to the market weakness.



Source: California Association of Realtors



**Culture & Recreation**

In San Carlos there are two museums, 12 churches, a modern library, a youth center, an adult community center, six newspapers, a TV station, a cable TV system, ten channel antenna reception (includes all major TV stations), eight financial institutions, 14 parks and eight playgrounds. San Carlos is a short distance from major golf courses, the Pacific Ocean, state parks, camping and other recreational and cultural destinations.

**Other Statistics**

<b>Average Temperature</b>		<b>Rainfall</b>	
<b>Period</b>	<b>Min.</b>	<b>Max</b>	<b>Inches</b>
January	44.0	59.0	0.0
April	50.0	68.0	1.1
July	63.0	86.0	0.0
October	57.0	88.0	0.9
<b>Yearly</b>	<b>53.5</b>	<b>75.3</b>	<b>9.5</b>

Source: Weather Spark

<b>Ethnic Breakdown</b>		
	<b>2022</b>	<b>2019</b>
White	67.30%	67.90%
Asian	18.40%	16.40%
Hispanic	9.50%	8.90%
Black	0.70%	0.70%
Other	4.10%	6.10%

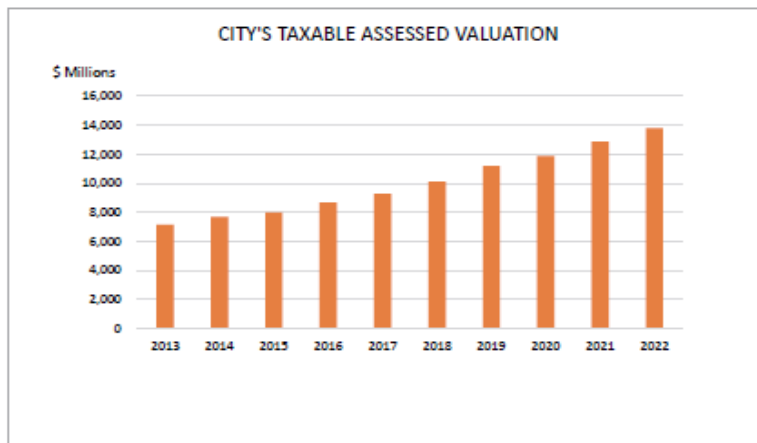
Source: U.S. Census Bureau

<b>2022 Top Ten Employers in San Carlos</b>		
<b><u>Employer</u></b>	<b><u>Number of Employees</u></b>	<b><u>Products/Services</u></b>
Natera Inc	934	Lab Services
Pacific Gas & Electric Co	323	Utilities
The Home Depot	291	Retail
Check Point Software Tech Inc	225	Information Technology
Delta Star	214	Manufacturing
Chemocentryx, Inc	182	Biopharmaceutical
Joby Aero Inc	170	Transportation Service
Allakos Inc	163	Biotechnology
Atreca Inc	140	Biopharmaceutical
Though Stream	132	Software Development



**CITY OF SAN CARLOS, CALIFORNIA**  
**Assessed Valuation, Tax Rates and Tax Levies**  
**LAST TEN FISCAL YEARS**

Real Property								% Change from Prior Year	Total Direct Tax Rate
Fiscal Year	Residential Property	Commercial Property	Industrial Property	Others	Total Real Property	Unsecured Property	Total Assessed		
2013	5,717,858,710	516,269,311	559,907,761	69,214,632	6,863,250,414	269,345,842	7,132,596,256	2.90%	0.19504
2014	6,120,011,894	541,914,403	556,804,162	59,050,682	7,277,781,141	401,155,969	7,678,937,110	7.66%	0.11685
2015	6,489,784,870	561,595,333	563,659,154	50,870,561	7,665,909,918	299,060,205	7,964,970,123	3.72%	0.11840
2016	6,979,211,977	665,733,132	598,644,941	63,226,293	8,306,816,343	370,528,439	8,677,344,782	8.94%	0.11424
2017	7,420,946,280	770,190,805	636,526,534	67,885,633	8,895,549,252	381,768,262	9,277,317,514	6.91%	0.11379
2018	7,974,893,577	932,202,492	719,752,790	93,148,004	9,719,996,863	399,049,241	10,119,046,104	9.07%	0.11346
2019	8,556,401,938	1,038,848,823	920,844,274	89,053,163	10,605,148,198	590,331,671	11,195,479,869	10.64%	0.11460
2020	9,274,656,525	1,134,157,010	908,575,428	84,410,613	11,401,799,576	465,645,550	11,867,445,126	6.00%	0.11317
2021	10,058,881,929	1,207,502,590	1,101,271,014	97,747,547	12,465,403,080	388,462,296	12,853,865,376	8.31%	0.11219
2022	10,631,737,121	1,336,437,032	1,279,668,947	133,084,452	13,380,927,552	423,846,897	13,804,774,449	7.40%	0.11207



Source: San Mateo County Assessor 2012/13-2021/22 Combined Tax Rolls

**Top Ten Property Tax Payers**  
**Prior Year and Ten Years Ago**

Taxpayer	2021-2022			Taxpayer	2012-2013		
	Assessed Value	Rank	Percentage of Total City Assessed Value		Assessed Value	Rank	Percentage of Total City Assessed Value
Are-San Francisco No. 63 LLC	213,258,439	1	1.54%	SPK-Skyway Landing LLC	\$ 64,400,000	1	0.90%
SC Transit Village LLC Lessee	156,781,494	2	1.14%	Novartis Pharmaceuticals Group	43,273,713	2	0.61%
BMR-201 Industrial Rd LLC	128,338,824	3	0.93%	BMR-201 Industrial RD LLC	38,877,875	3	0.55%
BGOGC 150 Industrial Owner LLC	125,284,640	4	0.91%	L-3 Communications Corp	38,361,491	4	0.54%
Hudson Skyway Landing LLC	115,945,600	5	0.84%	Palo Alto Medical Foundation	25,359,710	5	0.36%
San Carlos Partners LLC	114,559,306	6	0.83%	Kelly-Moore Paint Company	24,593,738	6	0.34%
Equity One San Carlos LLC	104,003,601	7	0.75%	Black Mountain Holdings LLC	24,544,268	7	0.34%
GC Net Lease San Carlos Investors LLC	92,672,034	8	0.67%	Brittan Corners Shopping Center	23,763,556	8	0.33%
Are-San Francisco No. 71 Holding LLC	75,437,519	9	0.55%	San Carlos Retail Venture LP	21,390,017	9	0.30%
SC Landmark Hotels LLC	70,605,000	10	0.51%	ECI Two San Carlos LLC	19,039,960	10	0.27%
<b>Total Top 10 Taxpayers' Totals</b>	<b>\$ 1,196,886,457</b>		<b>8.67%</b>		<b>\$ 323,604,328</b>		<b>4.54%</b>
<b>City's Total Assessed Valuation</b>	<b>\$13,804,774,449</b>		<b>100%</b>		<b>\$ 7,132,596,256</b>		<b>100%</b>

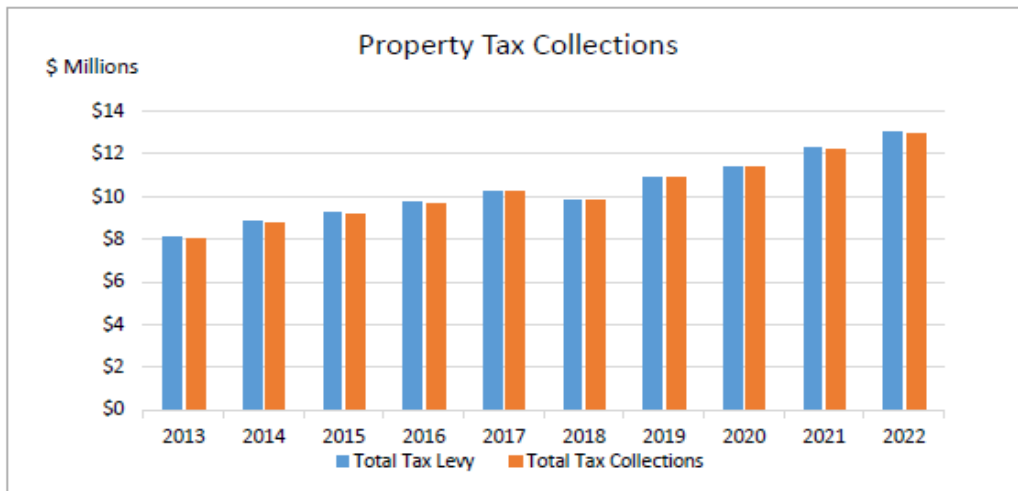
San Mateo County Assessor 2021/22 Combined Tax Rolls and the SBE Non Unitary Tax Roll  
 Top Property Tax Payers Based on Net Values



## Property Tax Levies and Collections

### Last Ten Fiscal Years

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Levy Collected	Delinquent Tax Collection	Total Tax Collections	Percent of Total Tax Collections to Tax Levy
2013	8,138,448	8,027,011	98.63%	-	8,027,011	98.63%
2014	8,879,658	8,757,878	98.63%	-	8,757,878	98.63%
2015	9,229,066	9,208,905	99.78%	-	9,208,905	99.78%
2016	9,744,532	9,693,047	99.47%	-	9,693,047	99.47%
2017	10,273,217	10,231,703	99.60%	-	10,231,703	99.60%
2018	9,804,156	9,807,155	100.00%	-	9,807,155	100.00%
2019	10,934,085	10,913,557	99.81%	-	10,913,557	99.81%
2020	11,428,769	11,413,296	99.86%	-	11,413,296	99.86%
2021	12,254,878	12,245,969	99.93%	-	12,245,969	99.93%
2022	13,029,897	12,992,668	99.71%	-	12,992,668	99.71%



Source  
 San Mateo County Assessor 2012/13 - 2021/22 Combined Tax Rolls  
 2021-22 County of San Mateo Estimated Property Tax Revenue

1. In 1995 the County entered a "Teeter Plan" agreement with the City which allows the City to keep 100% of the secured taxes, and the County to keep all interest and delinquency charges collected.
2. Beginning fiscal year 2013, the amounts presented include only the City's general secured and unsecured property taxes collections. The tax collection is subjected to adjustment for all increases, decreases and refunds processed throughout the fiscal year.

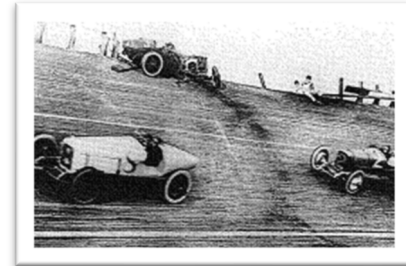


### The Top Ten Amazing Facts About the City of San Carlos

- 1. Famous people from San Carlos include Kathryn Bigelow (Film writer and director, winner of Academy Award Best Director in 2010, *The Hurt Locker*), Dana Carvey (Actor/Comedian, *Saturday Night Live*, *Wayne's World*), Rex J. Walheim (Astronaut on Space Shuttle *Atlantis*), Barry Bonds (San Francisco Giants, All-Time Home Run Record Holder), and Brad Lewis (Producer, winner of Academy Award Best Animated Film in 2007 – *Ratatouille*).



- 2. From 1921 – 1922, San Carlos was home to car racing. The Greater San Francisco Speedway was a mile-and-one-quarter board track located on 140 acres between McCue Street on the north and Brittan Avenue on the south between Old County and Industrial Roads. The track had a 38-degree bank, and racers could reach death-defying speeds of more than 110 miles per hour. The first race was on December 11, 1921, with a \$25,000 purse.



- 3. From 1942 – 1944, the U.S. Army came to San Carlos. H and H Ranch (at the top of today's Club and Crestview Drives) was used as the U.S. Army War Dog Reception and Training Center. Approximately 4,500 dogs were trained at the facility and 1,200 could be accommodated at any one time.



- 4. The Chicken's Ball of San Carlos was first performed in 1940 and raised \$325 for the public schools in San Carlos. The Chicken's Ball is a biennial fund-raiser for the school district and was originally designed like the 1900s-era San Francisco Barbary Coast saloon shows. No one, not even reporters, knows what will be in the show prior to opening night.

- 5. In 1964, the Circle Star Theatre opened at 1800 Industrial Road. Billed as the "Theatre of Tomorrow" the Circle Star was a theater in the round featuring a revolving circular stage with seating no further than 50 feet away from the stage. Many famous artists performed at Circle Star including: Frank Sinatra; Barry Manilow; Dionne Warwick; Sonny and Cher; Al Green; and the Carpenters.



- 6. Elected in 2002, the first female governor of Michigan, Jennifer Mulhern Granholm, served as Miss San Carlos in 1977.

- 7. In 1988, a chess match was held over the phone between Neville Arroues, a resident of San Carlos, and a 14-year-old Jamie Galatas, a resident of San Carlos' sister city Croydon, Australia. The match was the first event of the cities' cultural exchange program.



8. Concerts in the park actually began in 1939 following construction of the Burton Park Amphitheater. The Amphitheater was removed in the late 1990's when the San Carlos Youth Center was built.



9. In 1999, the San Carlos Youth Center opened. Many children were involved in the project during construction and signed the building's beams as a form of time capsule for future generations to find.

10. San Carlos was long inhabited by the Ohlone Indians. In the late 1800s, settlers began to develop properties between Brittan Avenue and Pulgas Creek. Citizens of San Carlos finally voted to incorporate the city on July 1, 1925. In July 2025, the City will turn 100 and will be having its centennial celebration.

Source: *Images of America – San Carlos*; Veronico, Nicholas and Betty





## COMMUNITY SATISFACTION SURVEY – 2023 Results

Providing San Carlos with 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 is the mission statement of the City of San Carlos. To ensure the City is accomplishing this mission, the City conducts two different community surveys. The first type of survey, and the focus of this report, is a Citizen Opinion Survey, which is conducted every two years and serves as a performance measurement tool to understand residents' needs and priorities and measure how well the City is performing. The second type of survey, is the Community Characteristics Survey, and was last conducted in 2022. The Community Characteristics Survey is designed to provide the City with a better understanding of the San Carlos community itself, including its priorities and lifestyles.

The 2023 Citizen Opinion Survey is completed, and the results are provided in a comprehensive report, available at [https://www.cityofsancarlos.org/community/community\\_surveys.php](https://www.cityofsancarlos.org/community/community_surveys.php). The survey was conducted by True North Research, an experienced and quality team who has conducted these surveys for the City since 2012. This latest survey was conducted during the month of April 2023 with 721 respondents.

Some of the key results of the 2023 survey include:

- Compared with 2021, community satisfaction increased in the following areas:
  - Percent of residents who perceived that the City manages its finances well increased to 79.8% in 2023 from 78.6% in 2021.
  - Percent of residents who indicated that they trust the City increased to 80.9% in 2023 from 77.7% in 2021.
  - Percent of residents who perceived City staff to be professional increased to 93.5% in 2023 from 88.7% in 2021.
  - Percent of residents who stated that they are satisfied with the City's communications efforts increased to 84% in 2023 from 82.4% in 2021.
  - Percent of residents who expressed that they are satisfied with the City's efforts to provide municipal services increased to 82.7% in 2023 from 82.1% in 2021.
- Per Table 3 on page 16 of the 2023 Report, "Satisfaction with Service by Study Year," respondents expressed statistically significant increases in satisfaction with the City's efforts to reduce traffic congestion on City streets (+7%) and provide more public parking downtown (+6%) between 2021 and 2023, whereas satisfaction with the City's efforts to maintain storm drains, sewers, and creeks (-25%) and maintain a low crime rate (-5%) declined during the same period." A change in opinion is considered "statistically significant" when the surveyor can be 95% confident that the differences reflect an actual change in public opinion between the two studies.
- Per Figure 8 on page 13 of the 2023 Report, "Importance of Services," "Providing fire protection, prevention and emergency medical services" was listed as #1 in 2021 and 2023. "Maintaining storm drains, sewers, and creeks" rose to #2 in 2023 from #7 in 2021. "Provide affordable housing" and "provide more public parking downtown" remained at bottom of the list both years.



- Regarding the City’s communication efforts, page 7 of the 2023 Report states, “Whereas many cities have witnessed a significant decline in satisfaction with city-resident communications over the past decade, San Carlos has managed to keep the overall satisfaction level between 82% and 85% dating back to the first survey in 2014, with 2023’s 84% placing in the upper end of the range. The fact that San Carlos residents primarily rely on city-sponsored sources of information to find out about San Carlos news, events, and programming— including City newsletters, the City’s website, and email—is undoubtedly one of the reasons for this stability in satisfaction over the past nine years.”
- Per Table 1 on page 10, “Quality of Life,” “Limiting growth and development” continues to be one of the top recommended improvements to improve the quality of life in San Carlos since 2016.
- Per Figure 31 on page 37, “Funding Priorities,” of the 13 funding priorities, infrastructure and emergency services took the top five spots. To contrast, “improve network of trails” ranked 10 and “housing programs” ranked 11. 7.
- Per Figure 33 on page 40, “Recreational Amenities,” 62.7% of respondents felt there were not enough swimming pools in the City and more respondent felt there were not enough volleyball courts and pickleball courts, than tennis courts.



## CITY OF SAN CARLOS FINANCIAL POLICIES

The following Financial Policies have been established to ensure that the City's finances are managed in a manner that will:

- Continue to provide for the delivery of quality services;
- Maintain and enhance service delivery as the community grows in accordance with the General Plan;
- Guarantee a balanced budget assuring that the City is always living within its means; and
- Establish reserves necessary to meet known and unknown future obligations.

To achieve these goals, the following Financial Policies are presented that include General Policies; Revenue Policies; Cost of Service Policies; Reserves and Fund Balance Policies; Expenditure and Budget Policies; Capital Improvement Policies; Fixed Assets and Infrastructure Asset Policies; Investment Policy and Debt Management Policy.

### A. GENERAL POLICIES

- 1) We will manage our financial assets in a sound and prudent manner.
- 2) We will maintain sound financial practices in accordance with State law.
- 3) We will direct the City's financial resources toward meeting our long-term goals as identified by Council through the Strategic Planning and Team Building Retreat process.
- 4) We will manage and develop programs to ensure our long-term ability to pay all the costs necessary to provide the level and quality of service required by our citizens.
- 5) We will maintain accounting systems in conformance with generally accepted accounting principles. The financial records will be audited annually by an independent auditing firm.
- 6) We will establish and maintain investment policies in accordance with State laws in which the major goals are safety and liquidity of investments, above yield.

### B. REVENUE POLICIES

- 1) We will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, or external revenue.



- 2) We will aggressively pursue revenue collection and auditing to assure that moneys due are accurately received in a timely manner.
- 3) We will seek Federal and State grants and reimbursements for costs whenever possible.
- 4) We will investigate potential new revenue sources.
- 5) We will work proactively with the League of California Cities and local communities to monitor legislation that may impact the City financially.
- 6) We will avoid targeting revenues for specific purposes whenever possible.
- 7) We will impose user fees when appropriate.
- 8) We will adopt a user fee policy that establishes desired levels of cost recovery and determines the minimum frequency of user fee reviews.
- 9) We will maintain and further develop methods to track major revenue sources and evaluate financial trends.
- 10) We will establish methods to maximize the accuracy of revenue forecasts.
- 11) Revenues will be estimated using accepted standards and estimates provided by the State and other governmental agencies.

**C. COST OF SERVICES POLICIES**

- 1) Fees and charges for services will be determined based on the total direct and indirect cost of the activity, including administrative overhead and depreciation, where applicable. In certain circumstances, it may be appropriate to subsidize fees, where full cost recovery may be unrealistic.
- 2) We will recover the costs of new facilities and infrastructure necessitated by development, consistent with State law.
- 3) We will consider requiring large developments to prepare a fiscal analysis that will measure the direct and indirect costs of the project, as well as the benefits to the City.
- 4) Managers should be aware of the cost of services and propose the most effective methodology for providing those services.

**D. RESERVES AND FUND BALANCE POLICIES (per GASB 54)**

- 1) We will work toward establishing, dedicating and maintaining reserves annually to meet known and estimated future obligations. The hierarchy followed to deplete these reserves is as follows: first unassigned fund balance will be depleted; second assigned fund balances will be deleted at discretion of the City Manager; and lastly committed fund balances will be depleted in accordance with item 3a(ii) or 3b(ii) below, and formal action of the City Council.
- 2) The Government Finance Officers Association (GFOA) has issued their best practice in determining the appropriate level of unrestricted fund balance in the General Fund to be at a minimum of no less than two months of regular general fund operating revenues or expenses which equates to approximately 17%. The GFOA definition of unrestricted fund balance includes three general categories: committed fund balance, assigned fund balance and unassigned fund balance. For the City's purpose, we will include committed and assigned balances when reviewing the reserve percentages. The total of these two categories will be maintained at or above the GFOA best practice amount.



- 3) We will commit amounts of fund balance for specific purposes as determined by formal action of the City Council, which include but are not limited to committing fund balance reserves for the following:
- a. Economic Uncertainties (as updated by Council June 13, 2016)
    - i. General Fund committed fund balance for Economic Uncertainties equal to a minimum of 12.5% of the General Fund expenditures with a target of increasing to 20% of General Fund expenditures.
    - ii. Once established, appropriations from the Economic Uncertainties fund balance commitment can only be made by formal action of the City Council. Generally, appropriations and access to these funds will be reserved for emergency situations. Examples of such emergencies include, but are not limited to: catastrophic disaster (declared by Governor); budgeted revenue taken by another government entity; or a more than 5% drop in projected revenue to the General Fund.
  - b. Strategic Property Acquisitions (as approved by Council October 25, 2010)
    - i. General Fund committed fund balance for Strategic Property Acquisitions accumulates funds from the proceeds of future sales of City properties, as directed by the City Manager or City Council.
    - ii. Once established, appropriations from the Strategic Property Acquisitions fund balance commitment can only be made by formal action of the City Council. Generally, appropriations and access to these funds will be reserved for funding strategic property acquisitions by the City.
  - c. Equipment and Vehicle Replacement Reserves
    - i. A Replacement Fund will be maintained as a separate fund for budgetary purposes to fund the replacement costs of existing non-sewer-related vehicles, major equipment and information technology items when they reach the end of their useful lives. The sewer-related items will be maintained in the Wastewater Fund. The Replacement Fund will be analyzed by staff at least annually as part of the budget update process, for changes in assets, useful lives, estimated replacement costs and appropriate funding levels. This fund is to be maintained at a level sufficient to fund 100% of the assets, based on estimated replacement costs and useful lives.
- 4) We will assign amounts of fund balance for specific purposes as determined by City Manager recommendation, as delegated by formal action of the City Council, which include but are not limited to assigning fund balance reserves for the following:
- a. Liability insurance.
  - b. State Budget Contingencies.
  - c. Undesignated litigation.
  - d. Replacement of facilities and infrastructure.
  - e. Continuing appropriations (encumbrances and projects carried over from a prior year to the new fiscal year).
  - f. Debt service for future debt obligations/payments.



**E. EXPENDITURE AND BUDGET POLICIES**

- 1) The operating budget will be prepared to fund current year expenditures with current year revenue. Surplus fund balances may be used to increase fund balance reserves, fund Capital Improvement Projects or be carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
- 2) We will assume normal inflationary growth in accordance with the consumer price index for operating expenses.
- 3) We will assume personnel costs based on current Memoranda of Understanding in effect at the time.
- 4) Any new or expanded programs will be required to identify new funding sources and/or off-setting reductions in expenditures in other programs.
- 5) We will deliver service in the most cost effective manner.
- 6) The budget will state the objectives of each of the operating programs.
- 7) The budget will fully account for and apportion all costs, fees and General Fund transfers associated with Special Revenue and Enterprise Funds.
- 8) All budget transfers require the approval of the City Manager or designee. However, transfers of appropriations that increase the total appropriations of a fund must be approved by the City Council.
- 9) We will maintain a long-range fiscal perspective through the use of a biennial operating budget, a five-year capital improvement program and a five-year financial forecast.
- 10) The biennial budget will be adopted by Resolution of the City Council by July 1<sup>st</sup> every other year.
- 11) A mid-cycle budget status report will be prepared and presented to the City Council in the spring of the first year of the budget that will include projections to year-end and any adjustments required for the second year of the biennial budget.
- 12) Staff will provide a written report to Council quarterly on the City's General Fund revenues and expenditures.

**F. CAPITAL IMPROVEMENT POLICIES**

- 1) We will construct capital improvements in accordance with an adopted capital improvement program.
- 2) We will develop a five-year plan for capital improvements to be reviewed and, if necessary, updated as part of the budget process. Future capital expenditures will be projected for a five-year period based on changes in the community population, real estate development or replacement of infrastructure.
- 3) We will coordinate preparation of the Capital Improvement Budget with preparation of the Biennial Operating Budget. Future operating costs associated with new capital improvements will be projected and included in Operating Budget forecasts.
- 4) We will identify the estimated costs and potential funding sources for each proposed capital project before it is submitted to Council for approval.
- 5) We will attempt to determine the least costly financing method for all new projects.



## **G. FIXED ASSET AND INFRASTRUCTURE ASSET POLICIES**

- 1) We will capitalize all assets with a cost greater than \$5,000 and a useful life of more than one year.
- 2) All fixed assets and infrastructure assets are assigned an asset number that is recorded in the fixed asset software. Where applicable, the asset number is affixed or tagged to the asset.
- 3) Infrastructure related capital projects will be capitalized as construction in progress until completed. Costs to be capitalized include direct costs such as labor, materials and transportation, indirect costs such as engineering and construction management and ancillary costs such as construction period interest.
- 4) Repairs and maintenance to infrastructure assets will generally not be subject to capitalization unless the repair extends the useful life of the asset.
- 5) A physical inventory process will be initiated by staff when appropriate.

In addition, the City has three other financial policies that are reviewed and approved separately by the City Council. The three other financial policies are:

- 1) Investment Policy – last adopted by the City Council on August 22, 2022 via Resolution 2022-091;
- 2) Debt Management Policy - last adopted by the City Council on January 22, 2018 via Resolution 2018-010; and
- 3) Debt Disclosure Procedure Policy - last adopted by the City Council on May 28, 2019 via Resolution 2019-037.

These policies can be found on our website in the following location:

[https://www.cityofsancarlos.org/city\\_hall/departments\\_and\\_divisions/administrative\\_services/finance/financial\\_reports\\_and\\_policies/index.php](https://www.cityofsancarlos.org/city_hall/departments_and_divisions/administrative_services/finance/financial_reports_and_policies/index.php)



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**RESOLUTION NO. 2023 – 061**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS  
APPROVING THE FINANCIAL POLICIES.**

**WHEREAS**, the City of San Carlos has established Financial Policies to ensure that the City’s finances are managed in a manner that will continue to provide for the delivery of quality services, maintain and enhance service delivery as the community grows in accordance with the General Plan, guarantee a two-year balanced budget, and establish reserves necessary to meet known and unknown future obligations; and

**WHEREAS**, the City Council last reviewed and updated the Financial Policies on June 14, 2021 as part of the adoption of the Fiscal Year (FY) 2021-23 Biennial Budget; and

**WHEREAS**, there are no recommended changes at this time. Staff recommends review of the financial polices as part of the biennial budget process and has included them in the FY 2023-25 Budget Study Session overview.

**NOW, THEREFORE BE IT RESOLVED**, that the San Carlos City Council hereby approves the Financial Policies.

\* \* \* \* \*

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 scheduled meeting thereof held on the 22<sup>nd</sup> day of May 2023, by the following vote:

**AYES, COUNCILMEMBERS:** COLLINS, MCDOWELL, VENKATESH, DUGAN, RAK

**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  
DEBT MANAGEMENT POLICY**

**ADOPTED MAY 22, 2023**

**RESOLUTION 2023-058**

This Debt Management Policy (this “Policy”) establishes the parameters within which debt may be issued and administered by the City of San Carlos, the San Carlos Housing Authority and each other entity for which the City Council of the City serves as the governing body, other than the Successor Agency to the San Carlos Redevelopment Agency. The Successor Agency to the San Carlos Redevelopment Agency has adopted a separate debt management policy.

**A. PURPOSE**

The purpose of this Policy is to establish guidelines and parameters for the effective governance, management and administration of debt and other financing obligations issued by the City.

As used in this Policy, “City” shall mean the City of San Carlos and/or its related entities, as the context may require. As used in this Policy, “debt” shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any constitutional debt limitation where the substance and terms of the obligation comport with exceptions thereto. This Policy shall apply to all debt issued or sold to third party lenders or investors and does not pertain to City internal inter-fund borrowings or any employee benefit obligations.

**B. BACKGROUND**

The City and its related entities are committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserves levels and employing prudent practices in governance, management, budget administration and financial reporting.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City and its related entities to manage their collective debt program in line with those resources. Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt and other financing obligations issued by the City and its related entities and the ongoing management of the debt portfolio.



This Policy is intended to improve the quality of decisions, assist with the determination of the structure of debt issuance, identify policy goals, and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a local debt policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

**C. CONDITIONS AND PURPOSES OF DEBT ISSUANCE**

**1. Acceptable Conditions for the Use of Debt**

The City believes that prudent amounts of debt can be an equitable and cost-effective means of financing major infrastructure and capital asset and project needs of the City. Debt will be considered to finance such projects if:

- a) The project has been, or will be, included in the City’s capital improvement plan or has otherwise been coordinated with the City’s planning goals and objectives.
- b) The project can be financed with debt not exceeding the term specified in Section E.1 of this Policy, to assure that long-term debt is not issued to finance projects with a short useful life.
- c) It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives.
- d) It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing shall consider financial alternatives, including pay-as-you-go funding, proceeds derived from development or redevelopment of existing land and capital assets owned by the City, and use of existing or future cash reserves, or combinations thereof.
- e) The project to be financed will provide benefit to constituents over multiple years.

**2. Acceptable Uses of Debt and Proceeds of Debt**

The primary purpose of debt is to finance one of the following:

- a) The City will consider long-term financing for the acquisition, substantial refurbishment, replacement, or expansion of capital assets (including but not limited to land improvements, infrastructure projects, equipment and water rights) for the following purposes:
  - i. Acquisition and or improvement of land, right-of-way or long-term easements.
  - ii. Acquisition of a capital asset with a useful life of three or more years.
  - iii. Construction or reconstruction of a facility.
  - iv. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issue discount, underwriter’s discount, and other costs of issuance.



- b) Refunding, refinancing, or restructuring debt (including without limitation the refinancing or advance funding of City pension obligations), subject to refunding objectives and parameters discussed in Section G.

### 3. **Short-Term Debt**

- a) In the event of temporary shortfalls in cash flow for City operation costs due to timing of receipt of revenues and the lack of cash on hand to cover the temporary deficit, the City may consider interim or cash flow financing, such as anticipation notes. In compliance with applicable state law, any such notes shall be payable either (i) not later than the last day of the fiscal year in which it is issued, or (ii) during the fiscal year succeeding the fiscal year in which issued, but in no event later than 15 months after the date of issue, and only if such note is payable only from revenue received or accrued during the fiscal year in which it was issued.
- b) Short-term debt may be used to finance short-lived capital projects, such as lease purchase financing or equipment.
- c) Prior to issuance of any short-term debt, a reliable revenue source shall be identified for repayment of the debt.

### 4. **Internal Control Procedures Concerning Use of Proceeds of Debt**

One of the City's priorities in the management of debt is to assure that the proceeds of the debt will be directed to the intended use for which the debt has been issued. In furtherance of this priority, the following procedures shall apply:

- a) The Administrative Services Department – Finance Division (Finance Division) shall retain, for the applicable period specified in Section H.4. of this Policy, a copy of each annual report filed with the California Debt and Investment Advisory Commission (“CDIAC”) pursuant to Section 8855(k) of the California Government Code concerning (1) debt authorized during the applicable reporting period (whether issued or not), (2) debt outstanding during the reporting period, and (3) the use during the reporting period of proceeds of issued debt.
- b) In connection with the preparation of each annual report to be filed with CDIAC pursuant to Section 8855(k) of the California Government Code, the Finance Division shall keep a record of the original intended use for which the debt has been issued, and indicate whether the proceeds spent during the applicable one-year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use has been authorized subsequent to the original issuance of the debt, the Finance Division shall indicate in the record when the change in use was authorized and whether the City Council, City Manager, or another City official has authorized the change in intended use. The Administrative Services Director or his or her designee shall report apparent deviations from the intended use in debt proceeds to the City Manager for further discussion, and if the City Manager determines appropriate in consultation with legal counsel (which may be bond counsel, if applicable, or the City Attorney), to the City Council.



- c) If the debt has been issued to finance a capital project and the project timeline or scope of project has changed in a way that all or a portion of the debt proceeds cannot be expended on the original project, the Administrative Services Director shall consult with the City Manager and legal counsel (which may be bond counsel, if applicable, or the City Attorney) as to available alternatives for the expenditure of the remaining debt proceeds (including prepayment of the debt).
- d) Financings on behalf of other entities - The City may also find it beneficial to issue debt on behalf of other governmental agencies, such as Silicon Valley Clean Water (SVCW), to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

**D. TYPE OF FINANCING INSTRUMENTS; AFFORDABILITY AND PLANNING POLICIES**

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks, and costs. All potential funding sources are reviewed by management within the context of this Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City’s objectives. Regardless of what financing structure(s) is utilized, due diligence review must be performed for each transaction, including the quantification of potential risks and benefits, and analysis of the impact on City creditworthiness and debt affordability and capacity.

Prior to the issuance of debt or other financing obligations to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City shall not assume more debt or other financing obligations without conducting an objective analysis of the City’s ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the taxpayers. The evaluation process shall include a review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs.

- 1. **General Fund-Supported Debt** – General Fund Supported Debt generally include Certificates of Participation (“COPs”) and Lease Revenue Bonds (“LRBs”) which are lease obligations that are secured by an installment sale or by a lease-back arrangement between the City and another public entity. Typically, the City appropriates available General Fund moneys to pay the lease payments to the other public entity and, in turn, the public entity uses such lease payments received to pay debt service on the bonds or Certificates of Participation.

General Fund Supported Debt may also include bonds issued to refund obligations imposed by law, such as judgments (judgment obligation bonds (“JOBs”)) or unfunded accrued actuarial liabilities for pension plans (pension obligation bonds (“POBs”)).

These obligations do not constitute indebtedness under the state constitutional debt limitation and, therefore, are not subject to voter approval.



Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The lessee (the City) is obligated to include in its Annual Budget and appropriate the rental payments that are due and payable during each fiscal year the lessee has use of the leased property.

The City should strive to maintain its net General Fund-backed annual debt service at or less than [8%] of available annually budgeted revenue. This ratio is defined as the City's annual debt service requirements on General Fund Supported Debt (including, but not limited to, COPs, LRBs, JOBs, and POBs) compared to total annual General Fund Revenues net of inter-fund transfers out.

2. **Revenue Bonds** – Long-term obligations payable solely from specific special fund sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those which are payable from a special fund consisting of restricted revenues or user fees (Enterprise Revenues) and revenues derived from the system of which the project being funded is a part.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain a coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual debt service for bonds. To the extent necessary, the City shall undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

The City may enter into agreements and other long-term obligations supporting revenue bonds issued by joint powers authorities of whom the City is a member, including, for example, Silicon Valley Clean Water (SVCW) and South Bayside Waste Management Authority (SBWMA).

3. **Special Districts Financing** – Special districts primarily consist of Community Facilities Districts ("CFDs") and 1913/1915 Act Assessment Districts ("Assessment Districts"). The City will consider requests for special district formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.
4. **General Obligation Bonds** – Notwithstanding their name, General Obligation Bonds are not general obligations of the City, but instead they are payable from and secured by a dedicated, voter-approved property tax override rate (i.e., a property tax in excess of the 1% basic ad valorem property tax rate which has received the approving two-thirds vote of the City's electorate).



While the dedicated revenue stream to repay the debt makes General Obligation Bonds an attractive option, additional considerations for this financing mechanism include the time and expense of an election, the possibility that the electorate will not approve the ballot measure, and the legal bonding capacity limit of the assessed value of all taxable property within the City. (At the time of the adoption of this

Policy, the legal bonding capacity limit for a California general law city is 3.75% of the assessed value of all taxable property within the City.)

- 5. **Tax Increment Financing** – Tax increment financing is a financing method whereby a portion of *ad valorem* property taxes (commonly called the “tax increment”) that are allocated to an entity, such as a successor agency to redevelopment agency (Successor Agency), an enhanced infrastructure financing district (“EIFD”), a community revitalization and investment authority (CRIA) or an infrastructure and revitalization financing district (“IRFD”), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs, CRIsAs and IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD, CRIA or IRFD financing, or other types of tax increment financing which may be permitted by law in the future, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.
- 6. **Conduit Debt** – Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City’s overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City’s faith and credit.
- 7. **Short-Term and Other Debt** – Tax and revenue anticipation notes, bond or grant anticipation notes, etc.

**E. STRUCTURE OF DEBT**

- 1. **Term of Debt** – In keeping with Internal Revenue Service regulations for tax-exempt financing obligations, the weighted average maturity of the debt should not exceed 120 percent of the weighted average economic life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
- 2. **Rapidity of Debt Payment; Level Payment** – To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream.





Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Administrative Services Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City’s projected cash flow to the anticipated debt service payments. “Backloading” of debt service will be considered only when one or more of the following occur:

- a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
- b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
- c) Such structuring is beneficial to the aggregate overall debt payment schedule or achieves measurable interest savings.
- d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project’s operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.

3. **Serial Bonds, Term Bonds, and Capital Appreciation Bonds** – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.

4. **Reserve Funds** – To the extent that the use of available City moneys to fund a reserve fund provides an economic benefit that offsets the cost of financing the reserve fund from bond proceeds (as determined by the Administrative Services Director in consultation with the City’s municipal advisor and, if applicable, the underwriter for the bonds), the City may use legally permitted moneys to fund a reserve fund (in cash or through the purchase of a debt service reserve surety bond or insurance policy) for the proposed bonds, up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of: (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), or (iii) 125% of average annual debt service on the bonds.

**F. USE OF ALTERNATIVE DEBT INSTRUMENTS**

Alternative debt instruments and financing structures sometimes can provide a lower cost of borrowing in the short run, but may involve greater medium-term or long-term risk. Due diligence review must be performed for each transaction, including the quantification of potential risks and benefits, analysis of the impact on City creditworthiness and debt affordability and capacity, and an evaluation of the ability of the City to withstand the medium-term or long-term risk attendant to alternative debt instruments, including the feasibility of exit strategies.

**1. Variable Rate Debt**

Variable rate debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will not seek the use of variable-rate debt due to the potential risks of such instruments.



## 2. Derivatives

The City will not use derivative products for any transaction, nor will the City allow any financing structure to create current or future exposure to the risks of derivatives.

## G. REFUNDING GUIDELINES

The Administrative Services Director shall monitor all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings or to refinance a bullet payment or spike in debt service. Except for instances in which a bullet payment or spike in debt service is being refinanced, absent a compelling reason or financial benefit to the City, any refinancing should not result in an increase to the weighted average life of the refinanced debt.

Except for instances in which a bullet payment or spike in debt service is being refinanced, the City will generally seek to achieve debt service savings which, on a net present value basis, are at least 3% of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future. Refundings which produce a net present value savings of less than 3% will be considered on a case-by-case basis.

## H. MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING

1. **Rating Agency Relations and Annual or Ongoing Surveillance** – The Administrative Services Director shall be responsible for maintaining the City's relationships with S&P Global Ratings, Fitch Ratings and Moody's Investors Service, as applicable. These agencies' rating criteria often change and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying, uninsured rating. In addition to general communication, the Administrative Services Director shall:
  - a) Ensure the rating agencies are provided updated financial statements of the City as they become publicly available.
  - b) Communicate with credit analysts at each agency as may be requested by the agencies.
  - c) Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.
2. **Council Communication** – The Administrative Services Director should report feedback from rating agencies, when and if available, regarding the City's financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City's existing credit ratings.
3. **Continuing Disclosure Compliance** – The City shall remain in compliance with Rule 15c2-12, promulgated by the Securities and Exchange Commission under



the Securities Exchange Act of 1934, by filing (to the extent required by the applicable continuing disclosure undertaking) its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year, or by such other annual deadline required in any continuing disclosure agreement or certificate for any debt issue. The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.

- 4. **Debt Issue Record-Keeping** – A copy of all debt-related records shall be retained at the City’s offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Such records shall be retained while any bonds of an issue are outstanding and during the three-year period following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the three year period following the final maturity or redemption date of the latest refunding bond issue.

- 5. **Arbitrage Rebate** – The use of bond proceeds and their investments must be monitored to ensure compliance with all arbitrage rebate requirements of the Internal Revenue Code and related Internal Revenue Service regulations, in keeping with the covenants of the City and/or related entity in the tax certificate for any federally tax-exempt financing. The Administrative Services Director shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

**I. CREDIT RATINGS**

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.

**J. SB 1029 COMPLIANCE**

Senate Bill 1029, signed by Governor Brown on September 12, 2016, and enacted as Chapter 307, Statutes of 2016, requires issuers to adopt debt policies addressing each of the five items below:

- i. The purposes for which the debt proceeds may be used.*

Section C.2 (Acceptable Uses of Debt and Proceeds of Debt) and Section C.3 (Prohibited Use of Debt and Proceeds of Debt) address the purposes for which debt proceeds may be used.

- ii. The types of debt that may be issued.*

Section C.3 (Short-Term Debt), Section D (Types of Financing Instruments; Affordable and Planning Policies), Section E (Structure of Debt) and Section F (Use of Alternative Debt Instruments) are among the provisions that provide information regarding the types of debt that may be issued.



- iii. *The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.*

Section C.1 (Acceptable Conditions for the Use of Debt) provides information regarding the relationship between the City's debt and Capital Improvement Program.

- iv. *Policy goals related to the issuer's planning goals and objectives.*

As described in Section B (BACKGROUND), Section D (TYPES OF FINANCING; AFFORDABILITY AND PLANNING POLICIES) and other sections, this Policy has been adopted to assist with the City's goal of maintaining fiscal sustainability and financial prudence.

- v. *The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.*

Section 4 (Internal Control Procedures Concerning Use of Proceeds of Debt) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.



## **CITY OF SAN CARLOS AND THE SAN CARLOS SUCCESSOR AGENCY Debt Disclosure Procedure Policy**

### **APPLICABLE CODES AND REGULATIONS:**

Section 17 of the Securities Act of 1933 and Section 10(b) of the Securities and Exchange Act of 1934, and regulations adopted by the Securities and Exchange Commission (“SEC”) under those acts, particularly “Rule 10b-5” under the 1934 Act.

### **PURPOSE:**

These Debt Disclosure Procedures (the “Procedures”) memorialize and communicate procedures in connection with obligations, including notes, bonds, loans and other debt obligations, issued by or on behalf of the City of San Carlos and the San Carlos Successor Agency (the “City”), or for which the City supplies material information to potential purchasers of the obligations (such as bonds for Silicon Valley Clean Water), so as to ensure that the City continues to comply with all applicable disclosure obligations and requirements under the federal securities laws.

### **BACKGROUND:**

The City may from time to time issue revenue bonds, notes, loans or other debt obligations or supply material information to potential purchasers of bonds, notes, loans or other debt obligations issued by other entities (such as Silicon Valley Clean Water) (collectively, “Obligations”) in order to fund or refund capital investments, other long-term programs and working capital needs. In offering Obligations to the public, and at other times when the City makes certain reports, the City must comply with the “anti-fraud rules” of federal securities laws. (“Anti-fraud rules” refers to Section 17 of the Securities Act of 1933 and Section 10(b) of the Securities and Exchange Act of 1934, and regulations adopted by the Securities and Exchange Commission under those acts, particularly “Rule 10b-5” under the 1934 Act.)

The core requirement of these rules is that potential investors in Obligations must be provided with all “material” information relating to the offered Obligations. The information provided to investors must not contain any material misstatements, and or omit material information that would be necessary to provide to investors a complete and transparent description of the Obligations and the City’s financial condition. In the context of the sale of securities, a fact is generally considered to be “material” if there is a substantial likelihood that a reasonable investor would consider it to be important in determining whether or not to purchase the securities being offered.

When Obligations are issued to the public, the two central disclosure documents that are prepared are a preliminary official statement (“POS”) and a final official statement (“OS”, and collectively with the POS, “Official Statement”). The Official Statement generally consists of: (i) the forepart that describes the specific transaction including maturity dates, interest rates, redemption provisions, the specific type of financing, the project and other matters particular to the financing; (ii) a section that provides information on the City (the “City Section”); and (iii) various other appendices, including the City’s audited financial report, form of the proposed legal opinion and forms of continuing disclosure undertakings of the City. Investors use the Official Statement as one of their primary resources for making informed investment decisions regarding the Obligations.

**DISCLOSURE PROCEDURE:**

When the City determines to issue Obligations (or participate in an offering of Obligations being undertaken by another entity), the City Manager requests the involved departments to commence preparation of the portions of the Official Statement (including particularly the City Section) for which they are responsible. While the general format and content of the Official Statement may not normally change substantially from offering to offering, except as necessary to reflect major events, the City Manager and other relevant City staff are responsible for reviewing and preparing or updating the portion of the Official Statement that is within their particular areas of knowledge. Once the draft POS has been substantially updated, the entire draft POS is shared with the City Council for review and input before approval.

Members of the financing team, including Bond and Disclosure Counsel and a municipal advisor (the "Municipal Advisor"), assist staff in determining the materiality of any particular item and in the development of specific language in the City Section. Members of the financing team also assist the City in the development of a "big picture" overview of the City's financial condition, included in the City Section. This overview highlights particular areas of interest. Bond and Disclosure Counsel has a confidential, attorney-client relationship with officials and staff of the City.

The City Manager, Administrative Services Director, or a member of the financing team at the direction thereof, schedules one or more meetings or conference calls with the financing team (which may include City officials, City Attorney, Bond and Disclosure Counsel, the City's Municipal Advisor (and the underwriters of the Obligations, and the underwriters' counsel, if the proposed financing is being undertaken as a negotiated transaction)). New drafts of the forepart of the draft POS and the City Section are then circulated and discussed. Such communications may occur via electronic means rather than by meetings or conference calls. During this part of the process, there is substantial contact among City staff and other members of the financing team to discuss issues that may arise, determine the materiality of particular items and ascertain the prominence in which the items should be disclosed.

Prior to distributing a POS to potential investors, there is typically a formal conference call with City officials involved in the preparation of the POS and members of the financing team (and the underwriters and the underwriters' counsel, if the financing is a negotiated transaction) during which the POS is reviewed in its entirety to obtain final comments and to allow the underwriters (if the proposed financing is being undertaken as a negotiated transaction), to ask questions of the City's senior officials. This is referred to as a "due diligence" meeting.

A substantially final form of the POS is provided to the members of the City Council in advance of approval to afford such members an opportunity to review the POS, ask questions and make comments. The substantially final form of the POS is approved by the City Council, which generally authorizes certain senior staff to make additional corrections, changes and updates to the POS in consultation with the City Attorney and Bond and Disclosure Counsel.

At the time the POS is posted for review by potential investors, senior City officials execute certificates deeming certain portions of the POS complete (except for certain pricing terms) as required by SEC Rule 15c2-12.

Between the posting of the POS for review by potential investors and delivery of the final OS to the underwriter for redelivery to actual investors in the Obligations, any changes and developments will have been incorporated into the POS, including particularly the City Section, if required.



If necessary, to reflect developments following publication of the POS or OS, as applicable, supplements will be prepared and published.

In connection with the closing of the transaction, one or more senior City officials execute certificates stating that certain portions of the OS, as of the date of each OS and as of the date of closing, do not contain any untrue statement of material fact or omit to state any material fact necessary to ensure the statements contained in the OS, in light of the circumstances under which they were made, are not misleading. The City Attorney also provides an opinion letter (generally addressed to the underwriters) advising that information contained in the City Section, as applicable (or specified portions thereof) as of its date did not, and as of the date of the closing, does not contain any untrue statement of a material fact or omitted or omits to state any material fact necessary to ensure the statements therein, in light of the circumstances under which they were made, are not misleading. The City Attorney does not opine to the underwriters or to other third parties as to any financial, statistical, economic or demographic data or forecasts, charts, tables, graphs, estimates, projections, assumptions or expressions of opinion and certain other matters that are customarily excluded. Bond and Disclosure Counsel also provides a negative assurance letter (addressed to the underwriters) with respect to the City Section. Bond and Disclosure Counsel does not give negative assurances to the underwriters or to other third parties as to any financial, statistical, economic or demographic data or forecasts, charts, tables, graphs, estimates, projections, assumptions or expressions of opinion, or information contained in appendices to the OS and certain other matters that are customarily excluded.

#### **CITY SECTION:**

The information contained in the City Section is developed by personnel under the direction of the City Manager, with the assistance of the financing team. In certain circumstances, additional officials will be involved, as necessary. The following principles govern the work of the respective staff that contribute information to the City Section:

- City staff members involved in the disclosure process are responsible for being familiar with their responsibilities under federal securities laws as described above.
- City staff involved in the disclosure process should err on the side of raising issues when preparing or reviewing information for disclosure. Officials and staff are encouraged to consult the City Attorney and Bond and Disclosure Counsel if there are questions regarding whether an issue is material or not.
- Care should be taken not to shortcut or eliminate any steps outlined in the Procedures on an ad hoc basis. However, the Procedures are not necessarily intended to be a rigid list of procedural requirements, but instead to provide guidelines for disclosure review. If warranted, based on experience during financings or because of additional SEC pronouncements or other reasons, the City should consider revisions to the Procedures.
- The process of updating the City Section from transaction to transaction should not be viewed as being limited to updating tables and numerical information. While it is not anticipated that there will be major changes in the form and content of the City Section at the time of each update, everyone involved in the process should consider the need for revisions in the form, content and tone of the sections for which they are responsible at the time of each update.
- The City must make sure that the staff involved in the disclosure process is of sufficient seniority such that it is reasonable to believe that, collectively, they are in possession of material information relating to the City, its operations and its finances.



## **TRAINING:**

Periodic training for City staff involved in the preparation of the Official Statement (including the City Section) is coordinated by the finance team and/or the Administrative Services Director. These training sessions are provided to assist staff members involved in identifying relevant disclosure information to be included in the City Section. The training sessions also provide an overview of federal laws relating to disclosure, situations in which disclosure rules apply, the purpose of the Official Statement and the City Section, a description of previous SEC enforcement actions and a discussion of recent developments in the area of municipal disclosure. Attendees at the training sessions are provided the opportunity to ask questions of finance team members, including the City Attorney, concerning disclosure obligations and are encouraged to contact members of the finance team at any time if they have questions.

## **CONTINUING DISCLOSURE REQUIREMENTS:**

In connection with the issuance or execution and delivery of Obligations, the City has entered into (and may in the future enter into) contractual agreements (“Continuing Disclosure Certificates”) to provide its audited financial statements and notice of certain events relating to the Obligations specified in the Continuing Disclosure Certificates. The City must comply with the specific requirements of each Continuing Disclosure Certificate. The City’s Continuing Disclosure Certificates generally require that the annual reports be filed no later than nine months after the end of the City’s fiscal year (currently March 31 of each year, based on a fiscal year ending on June 30), and listed event notices are generally required to be filed within 10 business days of their occurrence.

Specific events that require “listed event” notices are set forth in each particular Continuing Disclosure Certificate. The SEC adopted amendments to SEC Rule 15c2-12, effective February 27, 2019, adding two new listed events, as detailed in **Exhibit A** attached hereto. *Importantly, these new events apply only to Continuing Disclosure Certificates entered into by the City after the February 27, 2019 effective date of the amendments.*

The City shall be responsible for preparing and filing the annual reports and listed event notices required pursuant to the Continuing Disclosure Certificates. Particular care shall be paid to the timely filing of any changes in credit ratings on Obligations (including changes in the credit ratings of insurers of particular Obligations).

In addition, the City Attorney, City Manager, or other City staff will provide written notice to the Administrative Services Director of any default, event of acceleration, termination event, modification of terms (only if material or may reflect financial difficulties), or other similar events (collectively, a “Potentially Reportable Event”) under any agreement or obligation to which the City is a party and that may be a “financial obligation” as discussed below. Such written notice should be provided by the City Attorney to the Administrative Services Director as soon as the City Attorney receives written notice by staff, consultants, or external parties of such event or receives written notice of such event so that the Administrative Services Director can determine, with the assistance of Disclosure Counsel, whether notice of such Potentially Reportable Event is required to be filed on the Electronic Municipal Market Access (EMMA) portal pursuant to the disclosure requirements of SEC Rule 15c2-12. If filing on EMMA is required, the filing is due within 10 business days of such Potentially Reportable Event to comply with the continuing disclosure undertaking for the various debt obligations of the City. *As noted above, the new reporting obligations apply only to Continuing Disclosure Certificates entered into by the City after the February 27, 2019 effective date of the amendments to SEC Rule 15c2-12.*





For the City's obligations and for those that the City partakes, the City Attorney, City Manager, or other City staff will report to the Administrative Services Director the execution by the City of any agreement or other obligation that might constitute a "financial obligation" for purposes of SEC Rule 15c2-12 and that is entered into after February 27, 2019. Amendments to existing agreements or obligations with "financial obligation" that relate to covenants, events of default, remedies, priority rights, or other similar terms should be reported to the Administrative Services Director as soon as the City Attorney or such other senior staff is receives written notice by City staff, consultants, or external parties of such event or receives a written notice of such amendment requests. Notice to the Administrative Services Director is necessary so that the Administrative Services Director can determine, with the assistance of Disclosure Counsel, whether such agreement or other obligation constitutes a material "financial obligation" for purposes of SEC Rule 15c2-12. If such agreement or other obligation is determined to be a material "financial obligation" or a material amendment to a "financial obligation" described above, notice thereof would be required to be filed on EMMA within 10 business days of execution or incurrence. *As noted above, the new reporting obligations apply only to Continuing Disclosure Certificates entered into by the City after the February 27, 2019 effective date of the amendments to SEC Rule 15c2-12.*

The types of agreements or other obligations that could constitute "financial obligations" and that could need to be reported on EMMA are discussed in the memorandum from Jones Hall, which serves as Bond and disclosure Counsel to the City and the San Carlos Successor Agency, as well as Silicon Valley Clean Water, which is attached hereto as **Exhibit B**.



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**Exhibit A**  
**Listed Events in SEC Rule 15c2-12**

The Administrative Services Director or his or her delegate should review this list routinely to determine whether any event has occurred that may require a filing with EMMA.

For securities subject to SEC Rule 15c2-12, the following events require notice in a timely manner not in excess of ten (10) business days after the occurrence of the event with respect to the applicable securities:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service (I.R.S). of proposed or final determinations of taxability, Notices of Proposed Issue or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
7. Modifications to rights of security holders, if material;
8. Bond calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the securities, if material
11. Rating changes;
12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
13. Consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
14. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For continuing disclosure undertakings entered into on or after February 27, 2019, the following events require notice in a timely manner not in excess of ten (10) business days after the occurrence of the event with respect to the applicable securities:

1. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
2. Default, event of acceleration, termination event, modification of terms, or other similar event under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.



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**Exhibit B**

**Memorandum Regarding SEC Rule 15c2-12 Amendments from  
Jones Hall, A Professional Law Corporation  
Bond Counsel and Disclosure Counsel to the City and Successor Agency**

See attached.



## Exhibit B

475 Sansome Street  
Suite 1700  
San Francisco, CA 94111  
t. 415.391.5780  
f. 415.276.2088

## RECOMMENDATIONS FOR ISSUERS REGARDING THE 2019 AMENDMENTS TO RULE 15C2-12

February 2019

### BACKGROUND

Rule 15c2-12 (the “Rule”) of the U.S. Securities and Exchange Commission (the “SEC”), promulgated under the Securities Exchange Act of 1934, requires that before the issuance of municipal securities to investors in a public sale, underwriters must reasonably determine that the issuer and other obligated persons have undertaken to provide certain disclosure information to the Municipal Securities Rulemaking Board (the “MSRB”) through its internet based EMMA system.

This information generally consists of financial and operating data and audited financial statements, which must be filed at least annually, and notices of certain listed events, notice of which must be filed within 10 business days after they occur. The issuer’s undertaking to provide this information is detailed in a continuing disclosure certificate or agreement signed in connection with the issuance of municipal securities.

### AMENDMENTS TO THE RULE

In response to concerns that municipal bond investors were not receiving material information regarding private placements or bank loan transactions, the SEC has added two new listed events to the existing 14 listed events:

- (15) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect security holders, if material; and
- (16) default, event of acceleration, termination event, modification of terms or other similar events under a financial obligation of an issuer, if any such event reflects financial difficulties.

These new listed events must be included in all continuing disclosure undertakings for transactions closing on or after February 27, 2019 (the “Compliance Date”).

As used in new listed events 15 and 16, a “financial obligation” is (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii).



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Notably, financial obligations are ***not*** (i) municipal securities for which a final official statement is provided to the MSRB, regardless of whether such filing is required under the Rule, provided that a continuing disclosure undertaking is also entered into, or (ii) ordinary financial and operating liabilities incurred in the normal course of business by an issuer.

Therefore, a “financial obligation” is generally the incurrence of debt in a private transaction, without a public offering of securities that would trigger its own continuing disclosure obligations. A “financial obligation” can include short-term and long-term obligations, regardless of whether such obligations are identified as securities, loans, leases or otherwise. Leases that may be considered financial obligations include privately placed certificates of participation and lease financings, but would likely not include operating leases of the issuer.

New listed event 15 applies only applies to financial obligations or covenants entered into after the Compliance Date. Importantly for issuers, there is no requirement to retroactively disclose private placement or bank loan transactions that closed before Compliance Date.

New listed event 16, however, requires the reporting of defaults, events of acceleration, termination events, modification of terms, or other similar events for any financial obligations outstanding, whether entered into before or after a continuing disclosure undertaking entered into on or after Compliance Date. The SEC has noted that it believes that holding an issuer responsible for any of its financial obligations for purposes of new listed event 16, regardless of when it was incurred, should not be overly burdensome since such events are significant in nature, issuers should be aware that such events have occurred, without the need for additional monitoring.

## RECOMMENDATIONS FOR ISSUERS

*New Continuing Disclosure Undertakings.* All continuing disclosure undertakings entered into for transactions closing on or after the Compliance Date need to include new listed event 15 and new listed event 16 in order to comply with the Rule.

*Reporting New Financial Obligations.* In order to be in a position to file a listed event notice with respect to new listed event 15, issuers should be ready to determine whether or not a future borrowing or other transaction constitutes a “financial obligation,” and if so, determine whether the financial obligation would be material to investors in the issuer’s bonds issued on or after the Compliance Date. If a new financial obligation is determined to be material, a notice must be filed on EMMA within 10 business days of the incurrence of the financial obligation.

Issuers should consider whether they will, as a matter of course, be posting entire transaction documents to EMMA, summaries of the material terms of the documents, or evaluate and decide on a case-by-case basis.

*Reporting Events With Respect to Existing Financial Obligations.* In order to be in a position to file a listed event notice with respect new listed event 16, issuers should begin examining all of their existing financial obligations, whether or not considered material, and creating a database of such financial obligations. Issuers may also want to identify covenants, events of defaults, remedies, priority rights and other similar terms in an effort to be prepared to easily identify events that may constitute a default, event of acceleration, termination event, modification of terms or other similar event reflecting financial difficulty pursuant to new listed



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event 16. If the issuer determines that such an event has taken place, a notice must be filed on EMMA within 10 business days.

Issuers of municipal securities must be ready to comply with the amendments to the Rule on the Compliance Date, **February 27, 2019**. The attorneys at Jones Hall can assist with any questions related to the amendments to the Rule, or the implementation of policies and procedures to ensure compliance.

**Sincerely,**

**/s/ David T. Fama & James A. Wawrzyniak Jr.**

Jones Hall, A Professional Law Corporation

Tel: 415-391-5780

Email: [dfama@joneshall.com](mailto:dfama@joneshall.com); [jwawrzyniak@joneshall.com](mailto:jwawrzyniak@joneshall.com)





**RESOLUTION NO. 2023 – 058**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS APPROVING CHANGES TO THE DEBT MANAGEMENT POLICY AND APPROVING THE DEBT DISCLOSURE PROCEDURES POLICY WITH NO CHANGES FOR THE CITY OF SAN CARLOS AND ITS RELATED ENTITIES OTHER THAN THE SUCCESSOR AGENCY.**

**WHEREAS**, the Debt Management Policy was last updated via Resolution 2018-010 on January 22, 2018, and it is financially prudent to review the Debt Management Policy periodically for updates and consistency; and

**WHEREAS**, the Debt Disclosure Procedure Policy was last adopted by the City Council on May 28, 2019 via Resolution 2019-037 and no changes are recommended.

**NOW, THEREFORE BE IT RESOLVED**, that the San Carlos City Council hereby approves and adopts the Debt Management Policy and the Debt Disclosure Procedure Policy in the form presented to the City Council. The Debt Management Policy shall govern the issuance and administration of debt issued by the City, the San Carlos Housing Authority and each other entity for which the City Council of the City serves as the governing body, other than the Successor Agency to the San Carlos Redevelopment Agency, all in accordance and subject to the conditions set forth in such policy.

**BE IF FURTHER RESOLVED**, that this Resolution shall take effect from and after the date of approval and adoption thereof.

\* \* \* \* \*

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 scheduled meeting thereof held on the 22<sup>nd</sup> day of May 2023, by the following vote:


**AYES, COUNCILMEMBERS:** COLLINS, MCDOWELL, VENKATESH, DUGAN, RAK

**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 2023 STRATEGIC PLAN

## **THE SAN CARLOS STRATEGIC PLAN**

The San Carlos Strategic Plan identifies current issues, needs and interests that are of strategic importance to the quality of life of the community. Addressing these issues requires the leadership focus of the City's elected officials and professional staff for an extended period of time, typically several years. The Strategic Plan is not a summary of all City services. The issues identified in the plan are unique because they have an urgent impact on the community and because they are complex.

Strategic goals are a central feature of the Strategic Plan. These are established to find ways to address the strategic issues now and into the foreseeable future. If a solution is found, and there is an on-going need to address the issue, this will occur through the City's on-going service delivery system. At that time, the issue will no longer be identified as a strategic goal.

## **HOW THE STRATEGIC PLAN IS DEVELOPED**

The Strategic Plan is developed through an annual process that involves the City Council and City professional staff in facilitated, collaborative working sessions. The process is completed early each year so that the Strategic Plan can be incorporated into the City's budget.

The plan is a document comprised of the City's mission, vision and core values statements, the strategic goals and objectives for the next planning period and detailed work plans that will accomplish the goals.

Strategic goals are identified based on the knowledge and understanding that each participant in the process has about what is of strategic importance to the community. City Council members are elected by the residents to govern and represent their needs and interests. They bring the perspective of the residents and business of the community. Professional City staff members are trained in local government management and services. They bring the perspective of how to address the complex issues that are of concern. Through the strategic planning work sessions, these two unique perspectives come together to identify the areas of focus for the next planning period.

## **THE STRATEGIC PLAN PROCESS**

The key steps to the process are listed below.

City Council Mini-Retreat. City Council, City Manager and City Attorney brainstorm the current community issues of strategic importance. This is a public meeting.

City Council and City Management Team Retreat. This is a facilitated, collaborative working session. The participants review accomplishments from last year; review the City's mission, vision and values to ensure relevance; check the status of current strategic plan issues and progress; and identify new strategic issues to work on for the next year and possibly beyond. Council strategic goals and objectives are established at a high level through this process. The "handoff" is given to City staff to work through the details by refining the goals and objectives and developing work plans to achieve Council's strategic goals. This is a public meeting.



City Management Team Retreat. This facilitated, collaborative working session with the City’s management team is designed to refine the strategic goals, develop objectives to achieve each goal and establish work plans that identify specific tasks, set timelines and assign responsibility for accomplishment. This is an internal staff meeting.

Council Adoption of Strategic Plan and Progress Updates. After all work sessions are complete, a final Strategic Plan is agendized for Council adoption at a regularly scheduled Council meeting. City staff then periodically updates Council on the progress of strategic goals during future Council meetings. All of these Council meetings are public meetings.

**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.*

**VISION**

*The City of San Carlos will continue to lead with confidence into the future as a desirable, vibrant, equitable, inclusive, and business friendly community, admired by all as a great place to live, learn, work, and play.*

**CORE VALUES**

Not in priority order

- *Fostering a safe, diverse, welcoming, and engaged community that recognizes the importance of social equity*
- *Ensuring fiscal responsibility and the sustainability of San Carlos’ resources, infrastructure, and social/cultural environment*
- *Proactively protecting our physical environment from the threats of climate change and reducing greenhouse gas emissions*
- *Recognizing the needs and challenges of the community and promoting its well-being.*
- *Demonstrating high ethical and professional standards, including high quality customer service*
- *Leading and managing effectively by engaging the community, thinking strategically, remaining proactive, and planning for the future*
- *Supporting the well-being of employees, investing in their development, and aligning staffing and resources with the demand for City services*

**2023 STRATEGIC GOALS AND OBJECTIVES**

In alphabetical order

1. **Child Care:** *The City of San Carlos will encourage and support the creation of child care facilities by reducing barriers to creation and expansion.*

**Objective #1:** Develop a plan on how to apply child care funds that are collected through impact fees.



**Objective #2:** Consider zoning/co-location options for child care sites.

**Objective #3:** Consider reducing or waiving City-controlled permit fees for child care projects.

**Objective #4:** Create/modify resources and learning opportunities for stakeholders.

- 2. Climate Change Mitigation, Adaptation, and Resilience:** *The City of San Carlos will support sustainability initiatives and address climate change. As part of its focus on climate change, the City of San Carlos will continue to address vulnerability and adapt to changing climate conditions such as wildfires, flooding, drought, and sea level rise.*

**Objective #1:** Plan and implement measures approved by the Council in the Climate Mitigation and Adaptation Plan (CMAP).

**Objective #2:** Perform community engagement and outreach.

**Objective #3:** Update emergency plans and policies.

- 3. Downtown:** *The City of San Carlos will 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.*

**Objective #1:** Implement the community engagement strategy for the Downtown Specific Plan.

**Objective #2:** Create the Downtown Specific Plan and corresponding implementation strategies.

**Objective #3:** Ensure that the vision and goals of the Downtown Specific Plan come to fruition.

**Objective #4:** Explore safe, interim improvements to parklets and surrounding areas while the Downtown Specific Plan is being developed and implemented.

- 4. Housing:** *The City of San Carlos will actively encourage and support the creation of housing to provide a safe, inclusive, diverse, and affordable supply by facilitating development of housing for all income levels.*

**Objective #1:** Increase the number of Below Market Rate (BMR) housing units to meet local and regional housing requirements (e.g.: regional collaboration, grant programs, acquisition, and new development).

**Objective #2:** Facilitate completion of projects currently underway.

**Objective #3:** Increase housing production.

**Objective #4:** Consider General Plan amendments and rezoning in the Northeast Specific Plan to include housing.



- 5. Mobility, Traffic and Transportation Infrastructure:** *The City of San Carlos will actively pursue plans and strategies for improving mobility, traffic, parking, transportation infrastructure, and street maintenance while encouraging alternative modes of transportation to provide efficient, safe, and effective movement throughout the city.*

**Objective #1:** Implement the Bicycle and Pedestrian Master Plan to encourage alternative modes of transportation and improve mobility.

**Objective #2:** Identify and implement citywide street and intersection projects and initiatives to improve traffic flow and parking.

**Objective #3:** Develop community education, reporting, outreach, and information tools using change management principles and practices.

**Objective #4:** Implement Safe Routes to School improvements to increase bicycle and pedestrian safety.

**Objective #5:** Structure a partnership among the City, property owners, businesses, and employers and leverage resources to create effective trip reduction strategies through the creation of a Transportation Management Agency (TMA).

- 6. Northeast Area Specific Plan:** *The City of San Carlos will 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 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.*

**Objective #1:** Create outreach and engagement opportunities that actively involve Northeast Area stakeholders and the San Carlos community in the visioning and development of the Specific Plan.

**Objective #2:** Develop a “preferred scenario,” or a preferred plan for the future that envisions and describes the appropriate mix of land uses, mobility improvements, flooding and climate change strategies, and other necessary initiatives to plan for and support a thriving Northeast Area.

**Objective #3:** Initiate the environmental review of the preferred scenario.

- 7. Recreation Services:** The City of San Carlos will explore new recreational opportunities by completing an assessment of parks, open space, and other recreation facilities to support the health and well-being for community members of all ages.

**Objective #1:** Complete a Parks, Open Space, and other Recreational Opportunities Master Plan Assessment (12-24 month process).

**Objective #2:** Explore additional recreational opportunities at North Crestview Park that meet the needs of the community.

**Objective #3:** Assess new opportunities to implement Trails Connection Plan for public trails.



STRATEGIC OBJECTIVE	CAPITAL IMPROVEMENT PROGRAM PROJECTS
Child Care (\$9,000,000)	<ul style="list-style-type: none"> <li>* New Child Care Facility Development (\$5,000,000)</li> <li>* Child Care Space Reimbursement (\$3,000,000)</li> <li>* Family and Commercial Daycare Grant Program (\$1,000,000)</li> </ul>
Climate Change Mitigation, Adaptation & Resilience (\$19,885,000)	<ul style="list-style-type: none"> <li>* Sewer and Storm Pump Station Assessment (\$150,000)</li> <li>* Sewer Model Update (\$300,000)</li> <li>* Shoreway Road Sewer Main Relocation Project (\$605,000)</li> <li>* Tierra Linda Pump Station Improvements (\$1,000,000)</li> <li>* Sewer Capacity Assurance Improvements (\$9,500,000)</li> <li>* Storm Channel Sediment Removal (\$2,150,000)</li> <li>* Big Canyon Park Landslide Repair (Behind 995 Crestview Dr) (\$1,000,000)</li> <li>* Big Canyon Park (Above 3144 Brittan Avenue) Landslide Repair (\$1,500,000)</li> <li>* Big Canyon Park Landslide Repair (Behind 3141-61 Melendy Drive) (\$1,500,000)</li> <li>* Dartmouth Road Landslide Repair (Between Garden Ln and Northam Ave) (\$1,000,000)</li> <li>* Tree Replacement in Developed Parks (\$150,000)</li> <li>* Geotechnical Evaluation for Landslide Repair (\$180,000)</li> <li>* General Plan Open Space Element Update (\$300,000)</li> <li>* Installation of New EV Stations in Public Parking Lots (\$500,000)</li> <li>* Greenhouse Gas In-Lieu Fee Study (\$50,000)</li> </ul>
Downtown (\$4,550,000)	<ul style="list-style-type: none"> <li>* Downtown Renovation Plan Design (\$1,000,000)</li> <li>* Downtown Renovation Plan Implementation (\$3,500,000)</li> <li>* Wheeler Plaza Garage Extra Lighting, Painting and EV Stations (\$50,000)</li> </ul>
Housing (\$48,000,000)	<ul style="list-style-type: none"> <li>* Cherry Street Below Market Rate Housing Acquisition (\$5,500,000)</li> <li>* Affordable Housing Site Acquisition/Construction, Affordable Housing In Lieu (\$42,500,000)</li> </ul>
Mobility, Traffic & Transportation Infrastructure (\$52,020,000)	<ul style="list-style-type: none"> <li>* Annual Street Resurfacing (\$39,000,000)</li> <li>* Annual Traffic Markings &amp; Striping (\$1,500,000)</li> <li>* Annual Sidewalk Replacement/Reconstruction (\$1,020,000)</li> <li>* Arroyo Ave and Chestnut St Safe Routes to School Improvements and Paving (\$150,000)</li> <li>* Intersection Pedestrian Improvements (Arroyo/Woodland, Olive/Elm) (\$1,500,000)</li> <li>* Safe Routes to School Intersection and Sidewalk Improvements (\$4,500,000)</li> <li>* San Carlos Avenue Pedestrian Safety Improvements Phase IV (\$1,500,000)</li> <li>* Four Corners Traffic Improvements (\$2,000,000)</li> <li>* Traffic Circle and Midblock Crossings (ADLP, Industrial, Crestview, and Morse) (\$850,000)</li> </ul>
Northeast Area Specific Plan (\$1,500,000)	<ul style="list-style-type: none"> <li>* Northeast Area Specific Plan Design (\$1,500,000)</li> </ul>
Recreation Services (\$1,600,000)	<ul style="list-style-type: none"> <li>* North Crestview Park Master Plan (\$200,000)</li> <li>* Parks Master Plan (\$400,000)</li> <li>* Trail Improvements (\$800,000)</li> <li>* Conceptual Design of Community Center (\$200,000)</li> </ul>



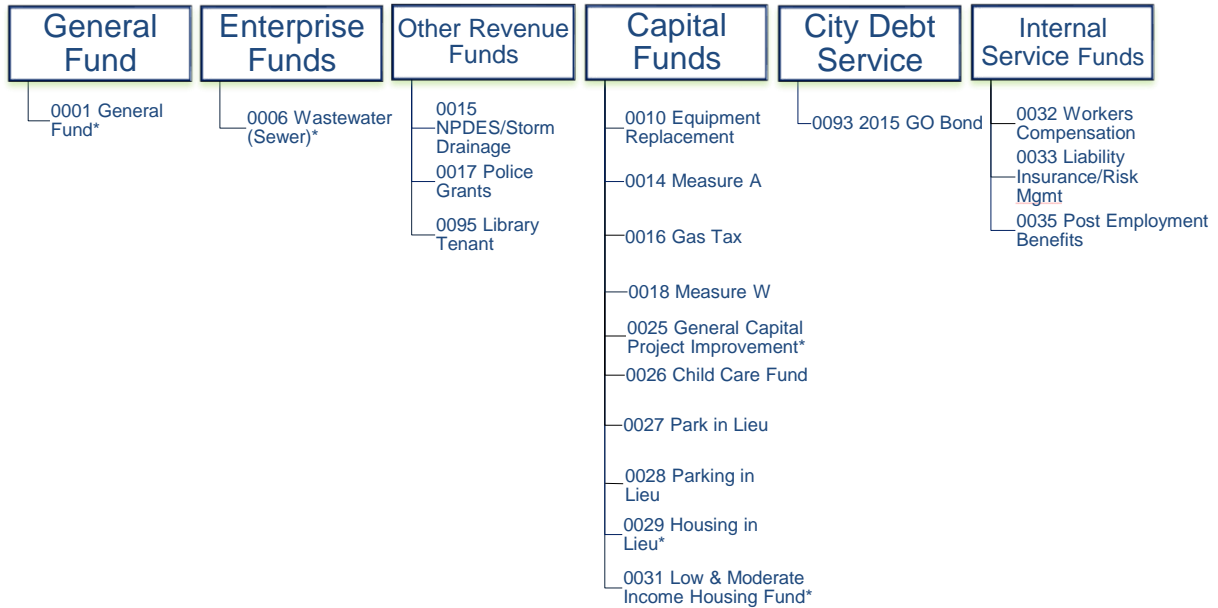
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# City of San Carlos Fund Structure

## City of San Carlos Budgetary Funds



\* Major Fund

### Major Funds:

Major Funds are defined generally as having significant activities or balances in the current year. The City has determined the following funds as major funds: General Fund, Wastewater/Enterprise Fund, General Capital Project Improvement Fund, and the Housing Funds which are made up of the Housing in Lieu and the Low and Moderate Income Housing Fund.

### 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.

**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** General Capital Project Improvement Fund – 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.

**0026** Child Care Fund – This fund is used to account for Child Care development impact fees. Revenues collected is intended to provide for the capital improvements and augmentation to the child care system.

**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.



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**FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS**

**AUDITED 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	41,800,500	(45,325,783)	3,856,600	(745,400)	(414,083)	3,128,475
0001	General - Restricted	7,821,168	-	-	(1,000,000)	6,821,168	40,981,688
<b>0001</b>	<b>General -TOTAL</b>	<b>49,621,668</b>	<b>(45,325,783)</b>	<b>3,856,600</b>	<b>(1,745,400)</b>	<b>6,407,086</b>	<b>44,110,163</b>
0006	Wastewater - Restricted	21,150,338	(10,370,206)	533,700	(3,794,200)	7,519,633	33,858,624
0006	Wastewater - Inv in SVCW		(222,042)	-	-	(222,042)	8,625,973
0006	Wastewater - Inv in Capital Assets		(1,188,997)	-	-	(1,188,997)	32,740,661
<b>0006</b>	<b>Wastewater TOTAL</b>	<b>21,150,338</b>	<b>(11,781,245)</b>	<b>533,700</b>	<b>(3,794,200)</b>	<b>6,108,594</b>	<b>75,225,258</b>
<b>0017</b>	<b>Grants-Police - Restricted</b>	<b>155,670</b>	<b>(217,901)</b>	<b>-</b>	<b>-</b>	<b>(62,231)</b>	<b>287,506</b>
<b>0010</b>	<b>Equipment Replacement</b>	<b>-</b>	<b>(67,834)</b>	<b>300,900</b>	<b>-</b>	<b>233,066</b>	<b>3,747,933</b>
<b>0014</b>	<b>Measure A Tax - Restricted</b>	<b>1,032,159</b>	<b>(90,816)</b>	<b>-</b>	<b>(750,000)</b>	<b>191,343</b>	<b>736,596</b>
<b>0018</b>	<b>Measure W Tax - Restricted</b>	<b>465,386</b>	<b>-</b>	<b>-</b>	<b>(300,000)</b>	<b>165,386</b>	<b>327,349</b>
<b>0016</b>	<b>Gas Tax - Restricted</b>	<b>1,446,257</b>	<b>(342,008)</b>	<b>4,025,000</b>	<b>(984,100)</b>	<b>4,145,148</b>	<b>8,973,355</b>
<b>0025</b>	<b>General Fund Capital Improvement</b>	<b>9,741,804</b>	<b>(2,631,614)</b>	<b>1,200,000</b>	<b>(2,975,000)</b>	<b>5,335,191</b>	<b>35,651,349</b>
<b>0026</b>	<b>Child Care Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>0027</b>	<b>Park In Lieu - Restricted</b>	<b>671,973</b>	<b>(209,982)</b>	<b>-</b>	<b>(200,000)</b>	<b>261,990</b>	<b>2,539,633</b>
<b>0028</b>	<b>Parking In Lieu Fee</b>	<b>(2,381)</b>	<b>(14,144)</b>	<b>-</b>	<b>-</b>	<b>(16,525)</b>	<b>385,966</b>
<b>0029</b>	<b>Affordable Housing in Lieu-Restrict.</b>	<b>4,042,897</b>	<b>(797,913)</b>	<b>-</b>	<b>(102,000)</b>	<b>3,142,984</b>	<b>14,659,803</b>
<b>0031</b>	<b>Low-Mod Housing Asset - Restricted</b>	<b>29,843</b>	<b>(47,157)</b>	<b>-</b>	<b>(102,000)</b>	<b>(119,315)</b>	<b>8,489,449</b>
<b>0093</b>	<b>Library - Bond Service</b>	<b>355,742</b>	<b>(442,725)</b>	<b>-</b>	<b>-</b>	<b>(86,983)</b>	<b>849,879</b>
<b>0095</b>	<b>Library - Tenant Imp.</b>	<b>11,236</b>	<b>(284,248)</b>	<b>-</b>	<b>-</b>	<b>(273,012)</b>	<b>2,538,919</b>
	<b>Library Total</b>	<b>366,978</b>	<b>(726,973)</b>	<b>-</b>	<b>-</b>	<b>(359,994)</b>	<b>3,388,799</b>
<b>Operating &amp; Capital Improvement Totals</b>		<b>88,722,592</b>	<b>(62,253,369)</b>	<b>9,916,200</b>	<b>(10,952,700)</b>	<b>25,432,723</b>	<b>198,523,158</b>
<b>0015</b>	<b>NPDES - Storm Drain Maint.</b>	<b>692,911</b>	<b>(120,967)</b>	<b>-</b>	<b>(541,200)</b>	<b>30,744</b>	<b>700,693</b>
0032	Work Compensation Insurance	(7,373)	(197,891)	279,800	(99,500)	(24,964)	294,758
0033	Liability Insurance	(29,535)	(1,251,636)	1,535,400	(138,000)	116,229	1,066,340
0035	Post-employment Benefits	675,034	(885,000)	-	-	(209,966)	285,253
	<b>Internal Service Funds Total</b>	<b>638,126</b>	<b>(2,334,527)</b>	<b>1,815,200</b>	<b>(237,500)</b>	<b>(118,701)</b>	<b>1,646,351</b>
<b>Other Funds Total</b>		<b>1,331,037</b>	<b>(2,455,495)</b>	<b>1,815,200</b>	<b>(778,700)</b>	<b>(87,958)</b>	<b>2,347,043</b>
<b>GRAND TOTAL</b>		<b>90,053,629</b>	<b>(64,708,864)</b>	<b>11,731,400</b>	<b>(11,731,400)</b>	<b>25,344,765</b>	<b>200,870,201</b>



**FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS**

**PROJECTED FISCAL YEAR 2022-23 BALANCES**

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2023 Balance
0001	General - Unappropriated	52,185,233	(54,345,476)	4,273,900	(830,700)	1,282,957	4,411,432
0001	General - Restricted	5,946,367	-	-	(2,900,000)	3,046,367	44,028,055
<b>0001</b>	<b>General -TOTAL</b>	<b>58,131,600</b>	<b>(54,345,476)</b>	<b>4,273,900</b>	<b>(3,730,700)</b>	<b>4,329,324</b>	<b>48,439,487</b>
0006	Wastewater - Restricted	21,401,123	(17,965,852)	552,500	(4,014,700)	(26,929)	33,831,694
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	32,740,661
<b>0006</b>	<b>Wastewater TOTAL</b>	<b>21,401,123</b>	<b>(17,965,852)</b>	<b>552,500</b>	<b>(4,014,700)</b>	<b>(26,929)</b>	<b>75,198,328</b>
<b>0017</b>	<b>Grants-Police - Restricted</b>	<b>172,700</b>	<b>(157,600)</b>	<b>-</b>	<b>-</b>	<b>15,100</b>	<b>302,606</b>
<b>0010</b>	<b>Equipment Replacement</b>	<b>-</b>	<b>(1,450,000)</b>	<b>373,000</b>	<b>-</b>	<b>(1,077,000)</b>	<b>2,670,933</b>
<b>0014</b>	<b>Measure A Tax - Restricted</b>	<b>1,206,900</b>	<b>(91,600)</b>	<b>-</b>	<b>(1,150,000)</b>	<b>(34,700)</b>	<b>701,896</b>
<b>0018</b>	<b>Measure W Tax - Restricted</b>	<b>386,750</b>	<b>-</b>	<b>-</b>	<b>(600,000)</b>	<b>(213,250)</b>	<b>114,099</b>
<b>0016</b>	<b>Gas Tax - Restricted</b>	<b>1,978,800</b>	<b>(10,163,750)</b>	<b>5,275,000</b>	<b>(1,013,600)</b>	<b>(3,923,550)</b>	<b>5,049,805</b>
<b>0025</b>	<b>General Fund Capital Improvement</b>	<b>9,715,947</b>	<b>(35,722,952)</b>	<b>3,900,000</b>	<b>(3,125,000)</b>	<b>(25,232,005)</b>	<b>10,419,343</b>
<b>0026</b>	<b>Child Care Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>0027</b>	<b>Park In Lieu - Restricted</b>	<b>447,900</b>	<b>(800,642)</b>	<b>-</b>	<b>(1,400,000)</b>	<b>(1,752,742)</b>	<b>786,892</b>
<b>0028</b>	<b>Parking In Lieu Fee</b>	<b>8,600</b>	<b>(115,594)</b>	<b>-</b>	<b>-</b>	<b>(106,994)</b>	<b>278,973</b>
<b>0029</b>	<b>Affordable Housing in Lieu-Restrict.</b>	<b>691,500</b>	<b>(4,687,463)</b>	<b>(310,000)</b>	<b>(305,100)</b>	<b>(4,611,063)</b>	<b>10,048,740</b>
<b>0031</b>	<b>Low-Mod Housing Asset - Restricted</b>	<b>32,800</b>	<b>(3,438,351)</b>	<b>310,000</b>	<b>(100,100)</b>	<b>(3,195,651)</b>	<b>5,293,798</b>
<b>0093</b>	<b>Library - Bond Service</b>	<b>419,700</b>	<b>(457,800)</b>	<b>-</b>	<b>-</b>	<b>(38,100)</b>	<b>811,779</b>
<b>0095</b>	<b>Library - Tenant Imp.</b>	<b>284,400</b>	<b>(1,656,385)</b>	<b>-</b>	<b>-</b>	<b>(1,371,985)</b>	<b>1,166,934</b>
	<b>Library Total</b>	<b>704,100</b>	<b>(2,114,185)</b>	<b>-</b>	<b>-</b>	<b>(1,410,085)</b>	<b>1,978,714</b>
<b>Operating &amp; Capital Improvement Totals</b>		<b>94,878,720</b>	<b>(131,053,464)</b>	<b>14,374,400</b>	<b>(15,439,200)</b>	<b>(37,239,544)</b>	<b>161,283,614</b>
<b>0015</b>	<b>NPDES - Storm Drain Maint.</b>	<b>703,500</b>	<b>(118,700)</b>	<b>-</b>	<b>(560,100)</b>	<b>24,700</b>	<b>725,393</b>
0032	Work Compensation Insurance	5,200	(213,600)	288,200	(102,500)	(22,700)	272,058
0033	Liability Insurance	18,100	(1,359,451)	1,581,300	(142,100)	97,849	1,164,189
0035	Post-employment Benefits	795,000	(958,000)	-	-	(163,000)	122,253
	<b>Internal Service Funds Total</b>	<b>818,300</b>	<b>(2,531,051)</b>	<b>1,869,500</b>	<b>(244,600)</b>	<b>(87,851)</b>	<b>1,558,500</b>
<b>Other Funds Total</b>		<b>1,521,800</b>	<b>(2,649,751)</b>	<b>1,869,500</b>	<b>(804,700)</b>	<b>(63,151)</b>	<b>2,283,892</b>
<b>GRAND TOTAL</b>		<b>96,400,520</b>	<b>(133,703,215)</b>	<b>16,243,900</b>	<b>(16,243,900)</b>	<b>(37,302,695)</b>	<b>163,567,506</b>



**FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS**

**ADOPTED FISCAL YEAR 2023-24 BALANCES**

Fund	Title			Alloc In	Alloc Out	Net	7/1/2024
		Revenue	Expend.	Tran In	Tran Out	Change	Est Balance
0001	General - Unappropriated	51,729,667	(58,976,850)	4,894,700	(1,049,700)	(3,402,183)	1,009,249
0001	General - Restricted	3,609,633	(3,000,000)		(7,850,000)	(7,240,367)	36,787,688
<b>0001</b>	<b>General -TOTAL</b>	<b>55,339,300</b>	<b>(61,976,850)</b>	<b>4,894,700</b>	<b>(8,899,700)</b>	<b>(10,642,550)</b>	<b>37,796,937</b>
0006	Wastewater - Restricted	27,866,500	(21,950,700)	649,700	(4,577,800)	1,987,700	35,819,394
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	32,740,661
<b>0006</b>	<b>Wastewater TOTAL</b>	<b>27,866,500</b>	<b>(21,950,700)</b>	<b>649,700</b>	<b>(4,577,800)</b>	<b>1,987,700</b>	<b>77,186,028</b>
<b>0017</b>	<b>Grants-Police - Restricted</b>	<b>181,300</b>	<b>(163,900)</b>	<b>-</b>	<b>-</b>	<b>17,400</b>	<b>320,006</b>
<b>0010</b>	<b>Equipment Replacement</b>	<b>-</b>	<b>(374,000)</b>	<b>460,000</b>	<b>-</b>	<b>86,000</b>	<b>2,756,933</b>
<b>0014</b>	<b>Measure A Tax - Restricted</b>	<b>1,234,500</b>	<b>(94,000)</b>	<b>-</b>	<b>(1,200,000)</b>	<b>(59,500)</b>	<b>642,396</b>
<b>0018</b>	<b>Measure W Tax - Restricted</b>	<b>395,500</b>	<b>-</b>	<b>-</b>	<b>(495,000)</b>	<b>(99,500)</b>	<b>14,599</b>
<b>0016</b>	<b>Gas Tax - Restricted</b>	<b>1,899,300</b>	<b>(7,725,000)</b>	<b>7,820,000</b>	<b>(1,180,800)</b>	<b>813,500</b>	<b>5,863,305</b>
<b>0025</b>	<b>General Fund Capital Improvement</b>	<b>7,192,100</b>	<b>(11,727,100)</b>	<b>5,250,000</b>	<b>(3,275,000)</b>	<b>(2,560,000)</b>	<b>7,859,343</b>
<b>0026</b>	<b>Child Care Fund</b>	<b>3,671,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,671,700</b>	<b>3,671,700</b>
<b>0027</b>	<b>Park In Lieu - Restricted</b>	<b>297,100</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>(602,900)</b>	<b>183,992</b>
<b>0028</b>	<b>Parking In Lieu Fee</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>(250,000)</b>	<b>(249,300)</b>	<b>29,673</b>
<b>0029</b>	<b>Affordable Housing in Lieu-Restrict.</b>	<b>15,167,000</b>	<b>(16,045,200)</b>	<b>-</b>	<b>(317,300)</b>	<b>(1,195,500)</b>	<b>8,853,240</b>
<b>0031</b>	<b>Low-Mod Housing Asset - Restricted</b>	<b>34,300</b>	<b>(149,800)</b>	<b>-</b>	<b>(104,100)</b>	<b>(219,600)</b>	<b>5,074,198</b>
<b>0093</b>	<b>Library - Bond Service</b>	<b>427,500</b>	<b>(469,250)</b>	<b>-</b>	<b>-</b>	<b>(41,750)</b>	<b>770,029</b>
<b>0095</b>	<b>Library - Tenant Imp.</b>	<b>283,800</b>	<b>(316,200)</b>	<b>-</b>	<b>-</b>	<b>(32,400)</b>	<b>1,134,534</b>
	<b>Library Total</b>	<b>711,300</b>	<b>(785,450)</b>	<b>-</b>	<b>-</b>	<b>(74,150)</b>	<b>1,904,564</b>
<b>Operating &amp; Capital Improvement Totals</b>		<b>113,990,600</b>	<b>(121,892,000)</b>	<b>19,074,400</b>	<b>(20,299,700)</b>	<b>(9,126,700)</b>	<b>152,156,914</b>
<b>0015</b>	<b>NPDES - Storm Drain Maint.</b>	<b>713,100</b>	<b>(125,600)</b>	<b>-</b>	<b>(638,700)</b>	<b>(51,200)</b>	<b>674,193</b>
0032	Work Compensation Insurance	5,700	(275,400)	382,100	(106,500)	5,900	277,958
0033	Liability Insurance	26,300	(1,488,600)	1,736,200	(147,800)	126,100	1,290,289
0035	Post-employment Benefits	1,114,700	(1,123,600)	-	-	(8,900)	113,353
	<b>Internal Service Funds Total</b>	<b>1,146,700</b>	<b>(2,887,600)</b>	<b>2,118,300</b>	<b>(254,300)</b>	<b>123,100</b>	<b>1,681,600</b>
<b>Other Funds Total</b>		<b>1,859,800</b>	<b>(3,013,200)</b>	<b>2,118,300</b>	<b>(893,000)</b>	<b>71,900</b>	<b>2,355,792</b>
<b>GRAND TOTAL</b>		<b>115,850,400</b>	<b>(124,905,200)</b>	<b>21,192,700</b>	<b>(21,192,700)</b>	<b>(9,054,800)</b>	<b>154,512,706</b>



**FUND BALANCES: OPERATING, CAPITAL AND OTHER BUDGETS**

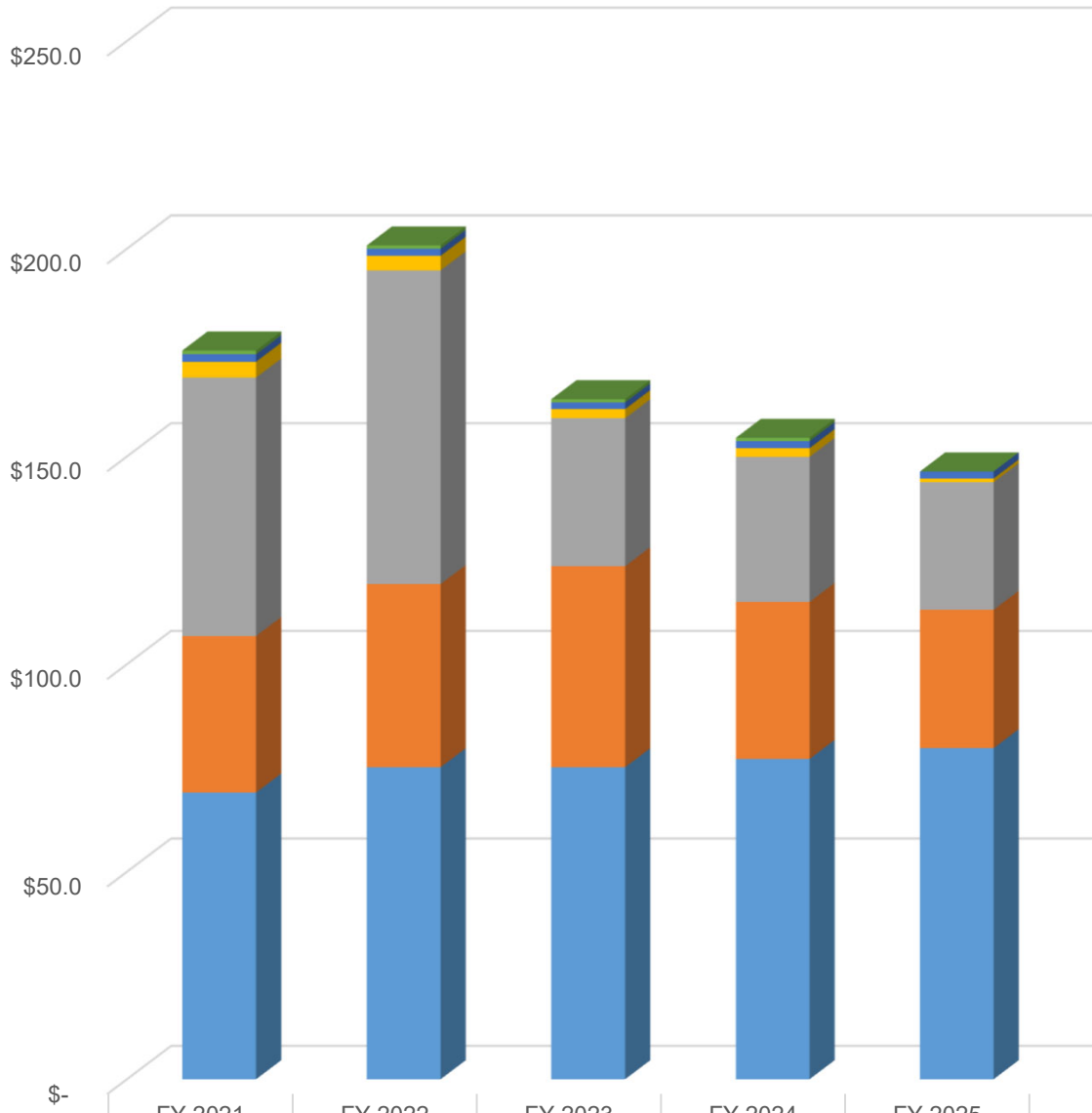
**ADOPTED FISCAL YEAR 2024-25 BALANCES**

Fund	Title	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	7/1/2025 Est Balance
0001	General - Unappropriated	57,462,588	(61,652,890)	5,163,500	(1,067,400)	(94,202)	915,047
0001	General - Restricted	411,102	-	-	(4,850,000)	(4,438,898)	32,348,790
<b>0001</b>	<b>General -TOTAL</b>	<b>57,873,690</b>	<b>(61,652,890)</b>	<b>5,163,500</b>	<b>(5,917,400)</b>	<b>(4,533,100)</b>	<b>33,263,837</b>
0006	Wastewater - Restricted	27,746,000	(21,031,300)	669,300	(4,722,400)	2,661,600	38,480,994
0006	Wastewater - Inv in SVCW	-	-	-	-	-	8,625,973
0006	Wastewater - Inv in Capital Assets	-	-	-	-	-	32,740,661
<b>0006</b>	<b>Wastewater TOTAL</b>	<b>27,746,000</b>	<b>(21,031,300)</b>	<b>669,300</b>	<b>(4,722,400)</b>	<b>2,661,600</b>	<b>79,847,628</b>
<b>0017</b>	<b>Grants-Police - Restricted</b>	<b>187,100</b>	<b>(168,800)</b>	<b>-</b>	<b>-</b>	<b>18,300</b>	<b>338,306</b>
<b>0010</b>	<b>Equipment Replacement</b>	<b>-</b>	<b>(538,600)</b>	<b>460,000</b>	<b>-</b>	<b>(78,600)</b>	<b>2,678,333</b>
<b>0014</b>	<b>Measure A Tax - Restricted</b>	<b>1,257,000</b>	<b>(95,900)</b>	<b>-</b>	<b>(1,236,000)</b>	<b>(74,900)</b>	<b>567,496</b>
<b>0018</b>	<b>Measure W Tax - Restricted</b>	<b>407,500</b>	<b>-</b>	<b>-</b>	<b>(406,900)</b>	<b>600</b>	<b>15,199</b>
<b>0016</b>	<b>Gas Tax - Restricted</b>	<b>1,968,500</b>	<b>(7,980,000)</b>	<b>7,767,900</b>	<b>(1,216,100)</b>	<b>540,300</b>	<b>6,403,605</b>
<b>0025</b>	<b>General Fund Capital Improvement</b>	<b>9,017,800</b>	<b>(10,575,000)</b>	<b>2,726,436</b>	<b>(3,275,000)</b>	<b>(2,105,764)</b>	<b>5,753,579</b>
<b>0026</b>	<b>Child Care Fund</b>	<b>1,578,400</b>	<b>(1,250,000)</b>	<b>-</b>	<b>-</b>	<b>328,400</b>	<b>4,000,100</b>
<b>0027</b>	<b>Park In Lieu - Restricted</b>	<b>1,158,900</b>	<b>(500,000)</b>	<b>-</b>	<b>-</b>	<b>658,900</b>	<b>842,892</b>
<b>0028</b>	<b>Parking In Lieu Fee</b>	<b>-</b>	<b>(1)</b>	<b>-</b>	<b>(29,672)</b>	<b>(29,673)</b>	<b>-</b>
<b>0029</b>	<b>Affordable Housing in Lieu-Restrict.</b>	<b>7,618,600</b>	<b>(10,561,200)</b>	<b>-</b>	<b>(326,900)</b>	<b>(3,269,500)</b>	<b>5,583,740</b>
<b>0031</b>	<b>Low-Mod Housing Asset - Restricted</b>	<b>35,300</b>	<b>(154,200)</b>	<b>-</b>	<b>(107,200)</b>	<b>(226,100)</b>	<b>4,848,098</b>
<b>0093</b>	<b>Library - Bond Service</b>	<b>412,000</b>	<b>(1,504,899)</b>	<b>322,870</b>	<b>-</b>	<b>(770,029)</b>	<b>0</b>
<b>0095</b>	<b>Library - Tenant Imp.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,134,534)</b>	<b>(1,134,534)</b>	<b>0</b>
	<b>Library Total</b>	<b>412,000</b>	<b>(1,504,899)</b>	<b>322,870</b>	<b>(1,134,534)</b>	<b>(1,904,563)</b>	<b>1</b>
<b>Operating &amp; Capital Improvement Totals</b>		<b>109,260,790</b>	<b>(116,012,790)</b>	<b>17,110,006</b>	<b>(18,372,106)</b>	<b>(8,014,100)</b>	<b>144,142,814</b>
<b>0015</b>	<b>NPDES - Storm Drain Maint.</b>	<b>719,700</b>	<b>(129,300)</b>	<b>-</b>	<b>(657,800)</b>	<b>(67,400)</b>	<b>606,793</b>
0032	Work Compensation Insurance	5,000	(335,900)	393,400	(109,700)	(47,200)	230,758
0033	Liability Insurance	27,500	(1,631,200)	1,788,400	(152,200)	32,500	1,322,789
0035	Post-employment Benefits	1,186,700	(1,132,500)	-	-	54,200	167,553
	<b>Internal Service Funds Total</b>	<b>1,219,200</b>	<b>(3,099,600)</b>	<b>2,181,800</b>	<b>(261,900)</b>	<b>39,500</b>	<b>1,721,100</b>
<b>Other Funds Total</b>		<b>1,938,900</b>	<b>(3,228,900)</b>	<b>2,181,800</b>	<b>(919,700)</b>	<b>(27,900)</b>	<b>2,327,892</b>
<b>GRAND TOTAL</b>		<b>111,199,690</b>	<b>(119,241,690)</b>	<b>19,291,806</b>	<b>(19,291,806)</b>	<b>(8,042,000)</b>	<b>146,470,707</b>





### FUND BALANCE STATUS 5-YEAR TREND (IN MILLIONS)



	FY 2021 Audited	FY 2022 Audited	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
City Debt Service	\$0.9	\$0.8	\$0.8	\$0.8	\$-
Internal Service Funds	\$1.8	\$1.7	\$1.6	\$1.7	\$1.7
Special Revenue Funds	\$3.8	\$3.5	\$2.2	\$2.1	\$0.9
Capital Funds	\$62.2	\$75.5	\$35.6	\$34.9	\$30.7
General Fund	\$37.7	\$44.1	\$48.4	\$37.8	\$33.3
Enterprise Fund	\$69.1	\$75.2	\$75.2	\$77.2	\$79.8



**SUMMARY OF SOURCES AND USES BY FUND TYPE  
FY 2023-24**

REVENUES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
BUSINESS REGISTRATION	1,265,900	-
CHARGES FOR CURRENT SERVICES	5,122,800	-
FINES & FORFEITURES	319,000	-
FROM OTHER AGENCIES	11,200	-
LICENSES & PERMITS	2,589,800	-
OTHER REVENUE	931,600	27,129,200
OTHER TAX	2,101,100	-
PROPERTY TAX	17,980,000	-
SALES TAX	13,063,900	-
TRANSIENT OCCUPANCY TAX	4,200,000	-
PAMF TARGET REVENUE	868,500	-
USE OF MONEY & PROPERTY	2,974,500	737,300
VEHICLE IN LIEU	3,911,000	-
<b>TOTAL REVENUES</b>	<b>55,339,300</b>	<b>27,866,500</b>

EXPENDITURES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
GENERAL GOVERNMENT	13,938,925	-
COMMUNITY DEVELOPMENT	8,732,600	-
PUBLIC SAFETY	25,136,200	-
PUBLIC WORKS	9,079,575	-
PARK & RECREATION	5,089,550	-
SEWER OPERATIONS	-	11,533,172
EQUIPMENT REPLACEMENT	-	-
OPERATING	-	-
CONSTRUCTION	-	6,917,228
DEBT SERVICE	-	3,500,300
<b>TOTAL EXPENDITURES</b>	<b>61,976,850</b>	<b>21,950,700</b>

TRANSFERS	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
ALLOCATIONS IN FOR OVERHEAD	4,182,300	649,700
GENERAL TRANSFERS IN	712,400	-
ALLOCATIONS OUT FOR OVERHEAD	(589,700)	(3,865,400)
GENERAL TRANSFERS OUT	(8,310,000)	(712,400)
<b>TOTAL TRANSFERS, ALLOCATIONS AND ONE-TIME</b>	<b>(4,005,000)</b>	<b>(3,928,100)</b>

<b>NET CHANGES - SOURCES (USES)</b>	<b>(10,642,550)</b>	<b>1,987,700</b>
<b>EST AVAILABLE BEGINNING BALANCES</b>	48,439,487	75,198,328
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 37,796,937</b>	<b>\$ 77,186,028</b>



**SUMMARY OF SOURCES AND USES BY FUND TYPE  
FY 2023-24**

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2024 TOTALS
-	-	-	-	1,265,900
-	-	-	-	5,122,800
-	-	-	-	319,000
-	-	-	-	11,200
-	-	-	-	2,589,800
1,178,200	29,892,200	-	1,146,700	60,277,900
-	-	-	-	2,101,100
-	-	427,500	-	18,407,500
-	-	-	-	13,063,900
-	-	-	-	4,200,000
-	-	-	-	868,500
-	-	-	-	3,711,800
-	-	-	-	3,911,000
<b>1,178,200</b>	<b>29,892,200</b>	<b>427,500</b>	<b>1,146,700</b>	<b>115,850,400</b>

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2024 TOTALS
-	-	-	-	13,938,925
-	-	-	-	8,732,600
-	-	-	-	25,136,200
-	-	-	-	9,079,575
-	-	-	-	5,089,550
-	-	-	-	11,533,172
-	374,000	-	-	374,000
605,700	16,289,000	-	2,887,600	19,782,300
-	20,352,100	-	-	27,269,328
-	-	469,250	-	3,969,550
<b>605,700</b>	<b>37,015,100</b>	<b>469,250</b>	<b>2,887,600</b>	<b>124,905,200</b>

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2024 TOTALS
-	-	-	2,118,300	6,950,300
-	13,530,000	-	-	14,242,400
(638,700)	(1,602,200)	-	(254,300)	(6,950,300)
-	(5,220,000)	-	-	(14,242,400)
<b>(638,700)</b>	<b>6,707,800</b>	<b>-</b>	<b>1,864,000</b>	<b>-</b>

<b>(66,200)</b>	<b>(415,100)</b>	<b>(41,750)</b>	<b>123,100</b>	<b>(9,054,800)</b>
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2,194,933	35,364,479	811,779	1,558,500	163,567,506
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<b>\$ 2,128,733</b>	<b>\$ 34,949,379</b>	<b>\$ 770,029</b>	<b>\$ 1,681,600</b>	<b>\$ 154,512,706</b>
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## SUMMARY OF SOURCES AND USES BY FUND TYPE FY 2024-25

REVENUES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
BUSINESS REGISTRATION	1,316,600	-
CHARGES FOR CURRENT SERVICES	4,994,550	-
FINES & FORFEITURES	328,700	-
FROM OTHER AGENCIES	11,600	-
LICENSES & PERMITS	2,667,500	-
OTHER REVENUE	914,800	26,931,400
OTHER TAX	2,121,400	-
PROPERTY TAX	19,238,000	-
SALES TAX	13,430,670	-
TRANSIENT OCCUPANCY TAX	4,768,000	-
PAMF TARGET REVENUE	890,170	-
USE OF MONEY & PROPERTY	3,034,700	814,600
VEHICLE IN LIEU	4,157,000	-
<b>TOTAL REVENUES</b>	<b>57,873,690</b>	<b>27,746,000</b>

EXPENDITURES	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
GENERAL GOVERNMENT	11,157,430	-
COMMUNITY DEVELOPMENT	9,035,400	-
PUBLIC SAFETY	26,492,670	-
PUBLIC WORKS	9,702,275	-
PARK & RECREATION	5,265,115	-
SEWER OPERATIONS	-	8,413,800
EQUIPMENT REPLACEMENT	-	-
OPERATING	-	-
CONSTRUCTION	-	8,278,400
DEBT SERVICE	-	4,339,100
<b>TOTAL EXPENDITURES</b>	<b>61,652,890</b>	<b>21,031,300</b>

TRANSFERS	GENERAL FUND	ENTERPRISE (WASTEWATER) FUND
ALLOCATIONS IN FOR OVERHEAD	4,307,700	669,300
GENERAL TRANSFERS IN	855,800	-
ALLOCATIONS OUT FOR OVERHEAD	(607,400)	(3,981,500)
GENERAL TRANSFERS OUT	(5,310,000)	(740,900)
<b>TOTAL TRANSFERS AND ALLOCATIONS</b>	<b>(753,900)</b>	<b>(4,053,100)</b>

<b>NET CHANGES - SOURCES (USES)</b>	<b>(4,533,100)</b>	<b>2,661,600</b>
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<b>EST AVAILABLE BEGINNING BALANCES</b>	37,796,937	77,186,028
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<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 33,263,837</b>	<b>\$ 79,847,628</b>
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### SUMMARY OF SOURCES AND USES BY FUND TYPE FY 2024-25

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2025 TOTALS
-	-	-	-	1,316,600
-	-	-	-	4,994,550
-	-	-	-	328,700
-	-	-	-	11,600
-	-	-	-	2,667,500
906,800	23,042,000	-	1,219,200	53,014,200
-	-	-	-	2,121,400
-	-	412,000	-	19,650,000
-	-	-	-	13,430,670
-	-	-	-	4,768,000
-	-	-	-	890,170
-	-	-	-	3,849,300
-	-	-	-	4,157,000
<b>906,800</b>	<b>23,042,000</b>	<b>412,000</b>	<b>1,219,200</b>	<b>111,199,690</b>

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2025 TOTALS
-	-	-	-	11,157,430
-	-	-	-	9,035,400
-	-	-	-	26,492,670
-	-	-	-	9,702,275
-	-	-	-	5,265,115
-	-	-	-	8,413,800
-	538,600	-	-	538,600
298,100	10,811,300	-	3,099,600	14,209,000
-	20,305,000	-	-	28,583,400
-	-	1,504,900	-	5,844,000
<b>298,100</b>	<b>31,654,900</b>	<b>1,504,900</b>	<b>3,099,600</b>	<b>119,241,690</b>

OTHER REVENUE FUNDS	CAPITAL FUNDS	CITY DEBT SERVICE	INTERNAL SERVICE FUNDS	ADOPTED FY 2025 TOTALS
-	-	-	2,181,800	7,158,800
-	10,954,336	322,870	-	12,133,006
(657,800)	(1,650,200)	-	(261,900)	(7,158,800)
(1,134,534)	(4,947,572)	-	-	(12,133,006)
<b>(1,792,334)</b>	<b>4,356,564</b>	<b>322,870</b>	<b>1,919,900</b>	<b>-</b>
<b>(1,183,634)</b>	<b>(4,256,336)</b>	<b>(770,030)</b>	<b>39,500</b>	<b>(8,042,000)</b>
2,128,733	34,949,379	770,029	1,681,600	154,512,706
<b>\$ 945,099</b>	<b>\$ 30,693,043</b>	<b>\$ (1)</b>	<b>\$ 1,721,100</b>	<b>\$ 146,470,706</b>



CITY OF SAN CARLOS
GENERAL FUND SUMMARY BUDGET

Table with columns: FY 2022 REVISED, FY 2022 AUDITED, FY 2023 REVISED, FY 2023 PROJECTED, FY 2024 ADOPTED, FY 2025 ADOPTED. Rows include: ESTIMATED BEGINNING FUND BAL, UNRESTRICTED, RESERVED OR RESTRICTED, TOTAL BEGINNING FUND BALANCE, 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, PAMF PROJECT, VEHICLE IN LIEU, TOTAL REVENUES, EXPENDITURES, TRANSFERS, TOTAL CHANGE IN OPERATING FUNDS, OTHER SOURCES (USES) OF FUNDS, NET CHANGE IN FUND BALANCE, GENERAL FUND BALANCE, UNRESTRICTED, NON-SPENDABLE FUND BALANCE, ECONOMIC UNCERTAINTY RESERVE, STRATEGIC PROPERTY RESERVE, ASSIGNED FUND BALANCE, UNFUNDED LIABILITIES, FACILITIES AND INFRASTRUCTURE, RESERVED OR RESTRICTED, TOTAL ENDING FUND BALANCE.



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

Note: totals may not add due to rounding

	FY 2023 REVISED	FY 2023 PROJECTED	FY 2024 ADOPTED	FY 2025 ADOPTED	FY 2026 FORECAST	FY 2027 FORECAST	FY 2028 FORECAST	FY 2029 FORECAST	FY 2030 FORECAST	FY 2031 FORECAST	FY 2032 FORECAST	FY 2033 FORECAST
<b>ESTIMATED BEGINNING FUND BALANCE</b>												
<b>Unrestricted</b>	\$ 3,128	\$ 3,128	\$ 1,283	\$ 1,053	\$ 915	\$ 647	\$ 871	\$ 1,318	\$ 1,316	\$ 1,145	\$ 923	\$ 1,067
<b>Reserved or restricted</b>	40,982	40,982	47,157	36,744	32,349	28,679	27,734	26,276	25,061	23,710	22,092	20,102
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 44,110</b>	<b>\$ 44,110</b>	<b>\$ 48,439</b>	<b>\$ 37,797</b>	<b>\$ 33,264</b>	<b>\$ 29,327</b>	<b>\$ 28,605</b>	<b>\$ 27,594</b>	<b>\$ 26,377</b>	<b>\$ 24,856</b>	<b>\$ 23,015</b>	<b>\$ 21,168</b>
<b>REVENUES</b>												
Business Registration	1,063	1,217	1,266	1,317	1,367	1,419	1,461	1,505	1,550	1,597	1,645	1,694 (a)
Charges for Current Services	4,816	7,817	5,123	4,995	5,142	5,296	5,455	5,619	5,787	5,961	6,140	6,325 (b)
Fines & Forfeitures	307	307	319	329	339	349	359	370	381	393	404	416 (c)
From Other Agencies	41	166	11	12	12	12	13	13	14	14	14	15 (d)
Licenses & Permits	2,490	2,557	2,590	2,668	2,748	2,830	2,915	3,002	3,092	3,185	3,281	3,379 (e)
Other Revenue	908	951	932	915	942	969	998	1,027	1,057	1,088	1,120	1,153 (f)
Other Tax	1,950	2,035	2,101	2,121	2,154	2,188	2,222	2,256	2,292	2,328	2,365	2,403 (g)
Property Tax	16,524	17,048	17,980	19,238	20,441	21,715	22,538	23,394	24,282	25,205	26,439	27,746 (h)
Sales Tax	12,039	12,560	13,064	13,431	13,834	14,249	14,676	15,116	15,570	16,037	16,698	17,299 (i)
Transient Occupancy Tax	3,800	3,400	4,200	4,768	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379 (j)
Use of Money & Property	3,263	3,482	2,975	3,035	3,039	3,091	3,121	3,254	3,324	3,396	3,470	3,546 (k)
PAMF Project	847	847	869	890	912	935	959	983	1,007	1,032	1,058	1,085 (l)
Vehicle in Lieu	3,560	5,746	3,911	4,157	4,437	4,736	4,878	5,024	5,175	5,330	5,490	5,655 (m)
<b>TOTAL REVENUES</b>	<b>\$ 51,607</b>	<b>\$ 58,132</b>	<b>\$ 55,339</b>	<b>\$ 57,874</b>	<b>\$ 61,365</b>	<b>\$ 63,968</b>	<b>\$ 65,960</b>	<b>\$ 68,120</b>	<b>\$ 70,285</b>	<b>\$ 72,523</b>	<b>\$ 75,290</b>	<b>\$ 78,095</b>
<b>EXPENDITURES</b>												
Salaries & Benefits	18,212	16,379	20,211	20,967	21,280	21,968	22,655	23,356	24,085	24,824	25,697	26,476 (n)
Public Safety Legacy Obligations	4,203	4,221	3,470	3,669	3,691	3,729	3,770	3,812	3,855	3,899	3,943	3,991 (o)
Operating Expenditures	32,611	33,569	35,112	36,829	39,450	41,077	42,776	44,576	46,429	48,365	50,387	52,500 (p)
Capital Outlay	176	176	183	189	194	200	206	212	219	225	232	239 (q)
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,202</b>	<b>\$ 54,345</b>	<b>\$ 58,977</b>	<b>\$ 61,653</b>	<b>\$ 64,615</b>	<b>\$ 66,975</b>	<b>\$ 69,408</b>	<b>\$ 71,956</b>	<b>\$ 74,588</b>	<b>\$ 77,313</b>	<b>\$ 80,260</b>	<b>\$ 83,205</b>
<b>TRANSFERS</b>												
General Transfers In From Other Funds	685	685	712	856	890	926	963	1,001	1,041	1,083	1,126	1,171
Allocations In From Other Funds	3,589	3,589	4,182	4,308	4,436	4,569	4,706	4,847	4,992	5,142	5,296	5,455
Allocations Out to Other Funds	(458)	(458)	(590)	(607)	(704)	(725)	(747)	(769)	(792)	(815)	(839)	(864)
General Transfers out	(373)	(373)	(460)	(460)	(460)	(485)	(485)	(460)	(460)	(460)	(460)	(460)
<b>TOTAL TRANSFERS (NET)</b>	<b>\$ 3,443</b>	<b>\$ 3,443</b>	<b>\$ 3,845</b>	<b>\$ 4,096</b>	<b>\$ 4,163</b>	<b>\$ 4,285</b>	<b>\$ 4,437</b>	<b>\$ 4,619</b>	<b>\$ 4,782</b>	<b>\$ 4,950</b>	<b>\$ 5,123</b>	<b>\$ 5,302</b>
<b>TOTAL CHANGE IN OPERATING FUNDS</b>	<b>\$ (152)</b>	<b>\$ 7,229</b>	<b>\$ 207</b>	<b>\$ 317</b>	<b>\$ 913</b>	<b>\$ 1,279</b>	<b>\$ 989</b>	<b>\$ 783</b>	<b>\$ 478</b>	<b>\$ 159</b>	<b>\$ 153</b>	<b>\$ 192</b>
<b>OTHER SOURCES (USES) OF FUNDS</b>												
Transfer Capital Reserve	(2,900)	(2,900)	(7,850)	(4,850)	(4,850)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
One-time paydown of Unfunded			(3,000)	-	-	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES) OF FUNDS</b>	<b>(2,900)</b>	<b>(2,900)</b>	<b>(10,850)</b>	<b>(4,850)</b>	<b>(4,850)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (3,052)</b>	<b>\$ 4,329</b>	<b>\$ (10,643)</b>	<b>\$ (4,533)</b>	<b>\$ (3,937)</b>	<b>\$ (721)</b>	<b>\$ (1,011)</b>	<b>\$ (1,217)</b>	<b>\$ (1,522)</b>	<b>\$ (1,841)</b>	<b>\$ (1,847)</b>	<b>\$ (1,808)</b>
<b>GENERAL FUND BALANCE</b>												
<b>Unrestricted</b>	\$ 1,898	\$ 1,283	\$ 1,053	\$ 915	\$ 647	\$ 871	\$ 1,318	\$ 1,316	\$ 1,145	\$ 923	\$ 1,067	\$ 1,292
<b>Non-spendable Fund Balance</b>	1,143	785	435	435	435	435	435	435	435	435	435	435
<b>Economic Uncertainty Reserve</b>	9,384	9,239	10,026	10,481	10,661	10,716	10,758	10,793	10,442	10,824	10,434	10,401
<b>Strategic Property Reserve</b>	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192	7,192
<b>Assigned Fund Balance</b>												
<b>Unfunded Liabilities</b>	3,000	3,000	-	-	-	-	-	-	-	-	-	-
<b>Facilities and Infrastructure</b>	18,442	26,942	19,092	14,242	10,392	9,392	7,892	6,642	5,642	3,642	2,042	42
<b>Reserved or restricted</b>	\$ 39,161	\$ 47,157	\$ 36,744	\$ 32,349	\$ 28,679	\$ 27,734	\$ 26,276	\$ 25,061	\$ 23,710	\$ 22,092	\$ 20,102	\$ 18,068
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 41,059</b>	<b>\$ 48,439</b>	<b>\$ 37,797</b>	<b>\$ 33,264</b>	<b>\$ 29,327</b>	<b>\$ 28,605</b>	<b>\$ 27,594</b>	<b>\$ 26,377</b>	<b>\$ 24,856</b>	<b>\$ 23,015</b>	<b>\$ 21,168</b>	<b>\$ 19,360</b>

(a) Business Registration revenues assume increases of 4% based on the City's Municipal Code.

(b) Current Charges for Services assumes 3% inflationary increases each year. 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 3% 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 of 3%

(f) Other Revenues include cost reimbursements, donations and other miscellaneous receipts. Future years include inflationary increases of 3%

(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 general inflationary increases and in conjunction with information from our 3rd party consultants

(j) Transient Occupancy Tax projections assume a return to business travel and increases in occupancy rates.

(k) Other Uses of Money and Property include investment income and property leases. Future years assume inflationary increases and use of funds to cover capital expenditures

(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 cost increases for pension and health care based on known and projected negotiated benefits.

(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 ranging from 3-5%

(q) Capital outlay projections include normal inflationary increases of 3%.



**GENERAL FUND DEPARTMENT SUMMARIES**

CITY COUNCIL	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Proposed 2024-25
REVENUES	-	-	-	-	-	-
ALLOCATIONS IN	27,200	27,200	27,900	27,900	33,100	34,100
SALARIES & BENEFITS	153,500	150,224	159,500	145,625	159,500	163,200
OPERATING EXPENSES	194,700	161,499	221,900	206,900	204,900	189,200
CAPITAL OUTLAY	-	-	-	1,500	-	-
ALLOCATIONS & TRANSFERS OUT	2,800	2,800	2,900	2,900	3,100	3,200
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>323,800</b>	<b>287,322</b>	<b>356,400</b>	<b>329,025</b>	<b>334,400</b>	<b>321,500</b>
<b>CITY MANAGER</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	120,000	45,658	120,000	120,000	124,000	127,100
ALLOCATIONS IN	223,800	223,800	230,500	230,500	272,300	280,400
SALARIES & BENEFITS	1,496,700	1,395,796	1,776,700	1,678,405	1,946,975	2,025,380
OPERATING EXPENSES	743,100	488,790	913,700	880,700	959,600	991,900
CAPITAL OUTLAY	4,000	12,077	4,100	4,100	4,300	4,400
ALLOCATIONS & TRANSFERS OUT	17,000	17,000	17,500	17,500	22,500	23,200
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>1,917,000</b>	<b>1,644,205</b>	<b>2,361,500</b>	<b>2,230,205</b>	<b>2,537,075</b>	<b>2,637,380</b>
<b>CITY ATTORNEY/LEGAL SERVICES</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	-	40,530	-	-	-	-
ALLOCATIONS IN	202,500	202,500	208,600	208,600	245,700	253,100
SALARIES & BENEFITS	44,300	46,752	48,600	48,600	612,850	634,950
OPERATING EXPENSES	532,400	500,581	548,400	548,400	305,900	170,800
ALLOCATIONS & TRANSFERS OUT	500	500	500	500	6,400	6,500
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>374,700</b>	<b>304,803</b>	<b>388,900</b>	<b>388,900</b>	<b>679,450</b>	<b>559,150</b>
<b>CITY CLERK</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	1,000	426	1,000	1,000	1,000	1,000
ALLOCATIONS IN	100,400	100,400	103,400	103,400	122,200	125,800
SALARIES & BENEFITS	377,850	347,569	393,950	382,400	435,650	454,050
OPERATING EXPENSES	197,400	79,694	267,650	267,650	278,400	286,700
ALLOCATIONS & TRANSFERS OUT	5,600	5,600	5,700	5,700	6,200	6,300
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>479,450</b>	<b>332,037</b>	<b>562,900</b>	<b>551,350</b>	<b>597,050</b>	<b>620,250</b>
<b>CITY TREASURER</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	-	-	-	-	-	-
ALLOCATIONS IN	11,700	11,700	12,000	12,000	14,200	14,600
SALARIES & BENEFITS	30,700	21,576	31,900	23,000	31,900	33,100
OPERATING EXPENSES	1,500	-	1,500	1,500	1,500	1,500
ALLOCATIONS & TRANSFERS OUT	500	500	500	500	600	600
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>21,000</b>	<b>10,376</b>	<b>21,900</b>	<b>13,000</b>	<b>19,800</b>	<b>20,600</b>
<b>ADMINISTRATIVE SERVICES (includes: Admin, Finance, HR, &amp; IT)</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	2,376,800	(249,346)	2,606,200	2,959,100	2,514,700	2,353,200
ALLOCATIONS IN	1,190,700	1,190,700	1,226,500	1,226,500	1,421,600	1,464,100
SALARIES & BENEFITS	2,926,900	2,737,738	3,270,400	3,139,320	3,645,050	3,786,050
OPERATING EXPENSES	1,693,600	1,441,932	1,854,100	1,854,100	1,899,400	1,960,100
CAPITAL OUTLAY	12,700	10,915	21,000	19,500	21,800	22,500
ALLOCATIONS & TRANSFERS OUT	69,000	69,000	70,900	70,900	79,300	81,600
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>1,134,700</b>	<b>3,318,231</b>	<b>1,383,700</b>	<b>898,220</b>	<b>1,709,250</b>	<b>2,032,950</b>



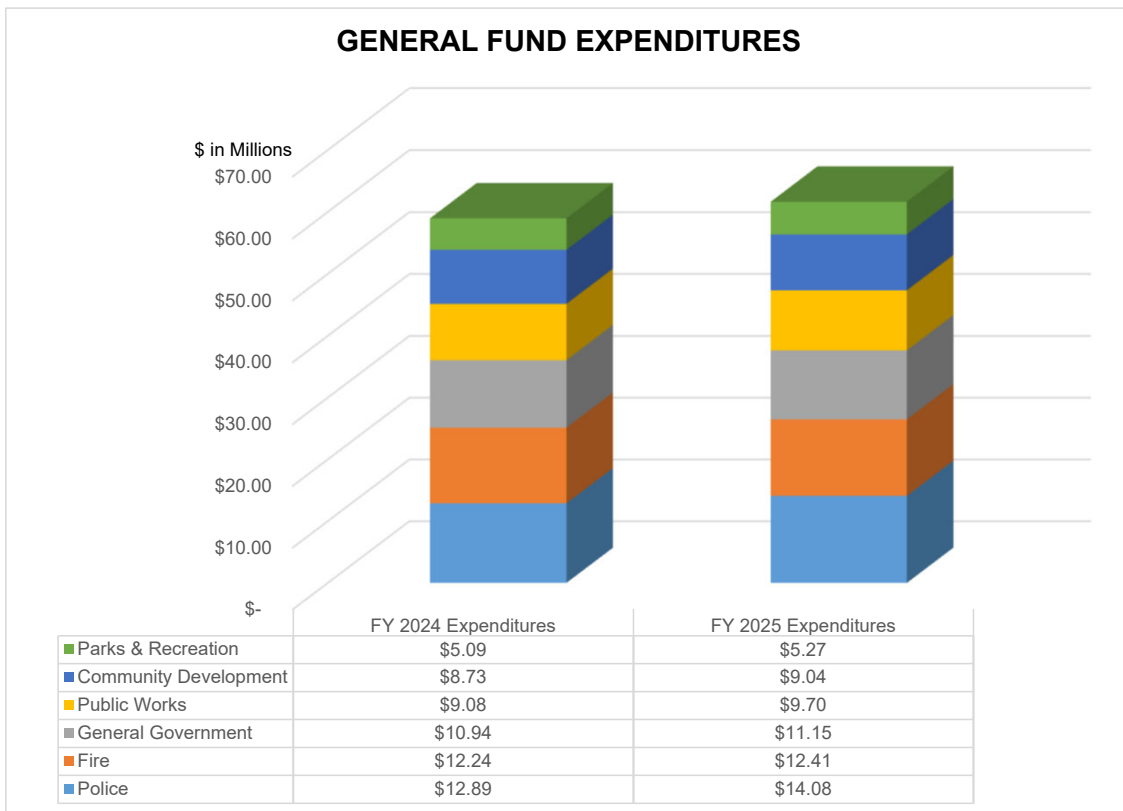
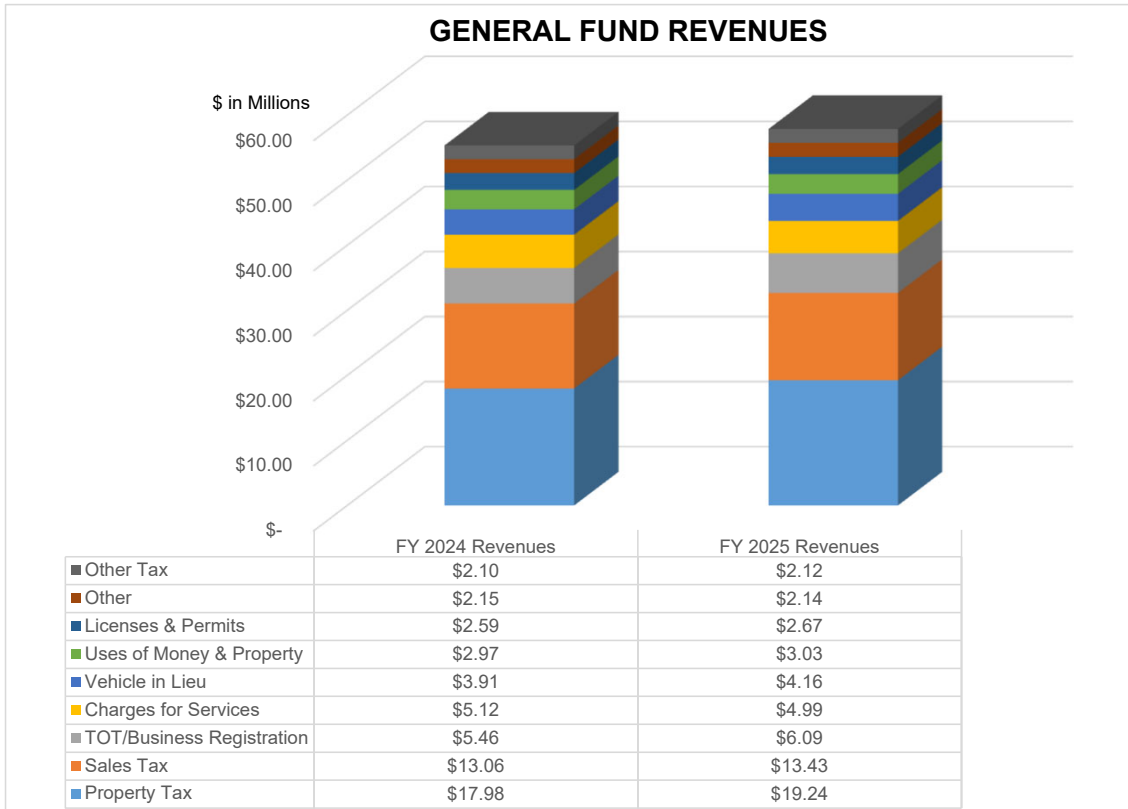


**GENERAL FUND DEPARTMENT SUMMARIES**

GENERAL FUND (not specific to any Department or Division)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Proposed 2024-25
REVENUES	36,021,100	39,635,861	40,480,800	43,542,500	43,893,800	46,401,340
ALLOCATIONS IN	658,700	658,700	685,000	685,000	712,400	855,800
SALARIES & BENEFITS	150,586	140,000	-	-	3,000,000	-
OPERATING EXPENSES	754,500	353,033	353,600	1,434,600	353,700	353,800
CAPITAL OUTLAY	72,300	38,269	74,500	74,500	77,500	79,800
ALLOCATIONS & TRANSFERS OUT	1,188,700	1,188,700	3,157,500	3,157,500	8,234,000	5,234,000
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>(34,513,714)</b>	<b>(38,574,559)</b>	<b>(37,580,200)</b>	<b>(39,560,900)</b>	<b>(32,941,000)</b>	<b>(41,589,540)</b>
<b>COMMUNITY DEVELOPMENT (includes: Admin, Permit Svcs, Ec Dev, Key Prj Dev)</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	4,508,000	6,017,022	4,479,200	7,533,300	4,581,200	4,409,600
ALLOCATIONS IN	204,000	204,000	405,200	405,200	421,400	434,100
SALARIES & BENEFITS	3,335,000	2,923,818	4,852,100	4,127,900	5,172,300	5,368,400
OPERATING EXPENSES	3,899,200	3,394,783	3,508,000	3,508,000	3,557,900	3,664,500
CAPITAL OUTLAY	2,200	1,240	2,300	2,300	2,400	2,500
ALLOCATIONS & TRANSFERS OUT	73,000	73,000	75,200	75,200	102,400	105,600
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>2,597,400</b>	<b>171,819</b>	<b>3,553,200</b>	<b>(225,100)</b>	<b>3,832,400</b>	<b>4,297,300</b>
<b>PARKS &amp; RECREATION (incl: Admin, Recreation)</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	1,475,400	2,047,887	2,327,500	2,337,500	2,627,400	2,733,450
ALLOCATIONS IN	-	-	-	-	-	-
SALARIES & BENEFITS	2,382,650	2,114,536	2,732,450	2,542,820	2,950,450	3,052,900
OPERATING EXPENSES	1,382,500	1,457,892	1,904,100	1,904,100	2,119,900	2,192,415
CAPITAL OUTLAY	17,900	2,368	18,500	18,500	19,200	19,800
ALLOCATIONS & TRANSFERS OUT	67,400	67,400	69,300	69,300	84,700	87,200
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>2,375,050</b>	<b>1,594,310</b>	<b>2,396,850</b>	<b>2,197,220</b>	<b>2,546,850</b>	<b>2,618,865</b>
<b>PUBLIC SAFETY (includes: Police Bureau and Fire Department)</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	562,300	678,826	586,700	604,500	599,300	617,400
ALLOCATIONS IN	-	-	-	-	-	-
SALARIES & BENEFITS	4,256,100	4,138,728	4,450,700	4,420,431	3,749,500	3,957,200
OPERATING EXPENSES	18,054,100	16,820,271	19,292,500	19,217,950	21,386,700	22,535,470
CAPITAL OUTLAY	-	-	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	114,300	114,300	117,700	117,700	82,500	82,700
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>21,862,200</b>	<b>20,394,474</b>	<b>23,274,200</b>	<b>23,151,581</b>	<b>24,619,400</b>	<b>25,957,970</b>
<b>PUBLIC WORKS (includes: Admin, Fleet, Streets, Park &amp; Bldg Maint)</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Proposed 2024-25</b>
REVENUES	976,500	1,404,804	1,005,700	1,033,700	997,900	1,230,600
ALLOCATIONS IN	1,237,600	1,237,600	1,374,800	1,374,800	1,651,800	1,701,500
SALARIES & BENEFITS	3,400,725	2,970,332	4,698,975	4,091,875	4,977,375	5,160,075
OPERATING EXPENSES	3,663,700	3,561,198	3,745,100	3,745,100	4,044,300	4,482,500
CAPITAL OUTLAY	54,200	14,170	55,700	55,700	57,900	59,700
ALLOCATIONS & TRANSFERS OUT	206,600	206,600	213,000	213,000	278,000	286,500
<b>NET GENERAL FUND EXPENSE (REVENUE) ----&gt;</b>	<b>5,111,125</b>	<b>4,109,897</b>	<b>6,332,275</b>	<b>5,697,175</b>	<b>6,707,875</b>	<b>7,056,675</b>
<b>TOTAL GENERAL FUND CHANGE (SURPLUS)</b>	<b>1,682,711</b>	<b>(6,407,086)</b>	<b>3,051,625</b>	<b>(4,329,324)</b>	<b>10,642,550</b>	<b>4,533,100</b>



# GENERAL FUND OPERATING BUDGET





**ALLOCATION AND TRANSFER SUMMARY**

<b>GENERAL FUND ALLOCATIONS IN (0001) FOR SERVICES PROVIDED</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
FROM WASTEWATER (0006)	2,311,100	2,311,100	2,480,500	2,480,500	2,929,700	3,017,700
FROM GAS TAX (0016)	283,700	283,700	292,200	292,200	403,800	415,800
FROM STORMWATER (0015)	161,600	161,600	166,400	166,400	173,100	178,200
FROM HOUSING (0029)	102,000	102,000	305,100	305,100	317,300	326,900
FROM HOUSING COMPLIANCE AND ASSISTANCE (0031)	102,000	102,000	100,100	100,100	104,100	107,200
FROM WORKERS COMPENSATION (0032)	99,500	99,500	102,500	102,500	106,500	109,700
FROM RISK MANAGEMENT (0033)	138,000	138,000	142,100	142,100	147,800	152,200
<b>SUB TOTAL GENERAL FUND----&gt;</b>	<b>3,197,900</b>	<b>3,197,900</b>	<b>3,588,900</b>	<b>3,588,900</b>	<b>4,182,300</b>	<b>4,307,700</b>
<b>WASTEWATER FUND ALLOC IN (0006) FOR SERVICES PROVIDED</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
FROM GENERAL FUND (0001)	25,200	25,200	26,000	26,000	52,100	53,700
FROM GAS TAX (0016)	229,500	229,500	236,400	236,400	245,900	253,300
FROM STORMWATER (0015)	279,000	279,000	290,100	290,100	351,700	362,300
<b>SUB TOTAL WASTEWATER ----&gt;</b>	<b>533,700</b>	<b>533,700</b>	<b>552,500</b>	<b>552,500</b>	<b>649,700</b>	<b>669,300</b>
<b>WORKERS COMP ALLOC IN (0032) FOR SERVICES PROVIDED</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
FROM GENERAL FUND (0001)	190,800	190,800	196,500	196,500	268,600	276,500
FROM WASTEWATER (0006)	89,000	89,000	91,700	91,700	113,500	116,900
<b>SUB TOTAL WORKERS COMP ----&gt;</b>	<b>279,800</b>	<b>279,800</b>	<b>288,200</b>	<b>288,200</b>	<b>382,100</b>	<b>393,400</b>
<b>RISK MANAGEMENT ALLOC IN (0033) FOR SERVICES PROVIDED</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
FROM GENERAL FUND (0001)	228,500	228,500	235,200	235,200	269,000	277,200
FROM WASTEWATER (0006)	735,400	735,400	757,500	757,500	822,200	846,900
FROM STORMWATER (0015)	100,600	100,600	103,600	103,600	113,900	117,300
FROM GAS TAX (0016)	470,900	470,900	485,000	485,000	531,100	547,000
<b>SUB TOTAL RISK MGMT ----&gt;</b>	<b>1,535,400</b>	<b>1,535,400</b>	<b>1,581,300</b>	<b>1,581,300</b>	<b>1,736,200</b>	<b>1,788,400</b>
<b>TOTAL ALLOCATIONS IN ----&gt;</b>	<b>5,546,800</b>	<b>5,546,800</b>	<b>6,010,900</b>	<b>6,010,900</b>	<b>6,950,300</b>	<b>7,158,800</b>



**ALLOCATION AND TRANSFER SUMMARY**

GENERAL FUND TRANSFERS IN (0001)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
WASTEWATER RIGHT OF WAY (0006)	658,700	658,700	685,000	685,000	712,400	740,900
CLOSE OUT LIBRARY TENANT FUND (0095)	-	-	-	-	-	114,900
<b>SUB TOTAL ----&gt;</b>	<b>658,700</b>	<b>658,700</b>	<b>685,000</b>	<b>685,000</b>	<b>712,400</b>	<b>855,800</b>
EQUIPMENT REPLACEMENT (0010) TRANSFERS IN	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
FOR EQUIPMENT REPLACEMENT	265,200	265,200	273,000	273,000	260,000	260,000
FOR TECHNOLOGY REPLACEMENT	35,700	35,700	100,000	100,000	200,000	200,000
<b>SUB TOTAL ----&gt;</b>	<b>300,900</b>	<b>300,900</b>	<b>373,000</b>	<b>373,000</b>	<b>460,000</b>	<b>460,000</b>
GAS TAX (0016) TRANSFERS IN	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
FROM GENERAL FUND (0001)	-	-	400,000	400,000	2,850,000	2,850,000
FROM MEASURE A/K FUND (0014)	750,000	750,000	1,150,000	1,150,000	1,200,000	1,236,000
FROM MEASURE W FUND (0018)	300,000	300,000	600,000	600,000	495,000	406,900
FROM CAPITAL IMPROVEMENT FUND (0025)	2,975,000	2,975,000	3,125,000	3,125,000	3,275,000	3,275,000
<b>SUB TOTAL ----&gt;</b>	<b>4,025,000</b>	<b>4,025,000</b>	<b>5,275,000</b>	<b>5,275,000</b>	<b>7,820,000</b>	<b>7,767,900</b>
CAPITAL IMPROVEMENTS (0025) TRANSFERS IN	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
PRIOR YR SAVINGS FROM GENERAL (0001)	1,000,000	1,000,000	2,500,000	2,500,000	5,000,000	2,000,000
FROM PARK IN-LIEU FUND (0027)	200,000	200,000	1,400,000	1,400,000	-	-
CLOSE OUT PARKING IN LIEU FUND (0028)	-	-	-	-	250,000	29,672
CLOSE OUT LIBRARY TENANT FUND (0095)	-	-	-	-	-	696,764
<b>SUB TOTAL ----&gt;</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>3,900,000</b>	<b>3,900,000</b>	<b>5,250,000</b>	<b>2,726,436</b>
LMI HOUSING FUND (0031) TRANSFERS IN	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
FROM HOUSING IN LIEU FUND (0029)	-	-	-	310,000	-	-
<b>SUB TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310,000</b>	<b>-</b>	<b>-</b>
DEBT SERVICE FUND (0093) TRANSFERS IN	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
CLOSE OUT LIBRARY TENANT FUND (0095)	-	-	-	-	-	322,870
<b>SUB TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>322,870</b>
<b>TOTAL TRANSFERS IN ----&gt;</b>	<b>6,184,600</b>	<b>6,184,600</b>	<b>10,233,000</b>	<b>10,543,000</b>	<b>14,242,400</b>	<b>12,133,006</b>



## REVENUE BUDGET ASSUMPTIONS

The Administrative Services Director and the Finance Division prepare the revenue projections and review these projections with the City Manager and Assistant City Manager. To make these projections as close as possible to actual, the following techniques are used depending on the revenue source's unique characteristics. In practice, most revenue source projections combine several of the methodologies:

**Informed Expert Judgment.** The Administrative Services Director and Financial Services Manager meet with the department heads to discuss trends in revenues in their respective areas. In addition, staff meets with an outside consultant who reviews the property tax, sales tax, business registration, and transient occupancy taxes (TOT) on a regular basis to discuss potential increases or decreases to those revenue streams.

**Trending.** The Finance Division estimates current year and projects future year revenues based on a combination of current trends and historical performance.

**Economic Models.** The Finance Division relies on anticipated changes to local, regional, and national economic conditions and their resulting effects on individual revenue sources.

**Estimates from the State of California and San Mateo County.** The Finance Division reviews the information regarding property tax assessed value, transfer payments, and refunds from the Education Relief Augmentation Fund (ERAF) that is provided by the State and County.

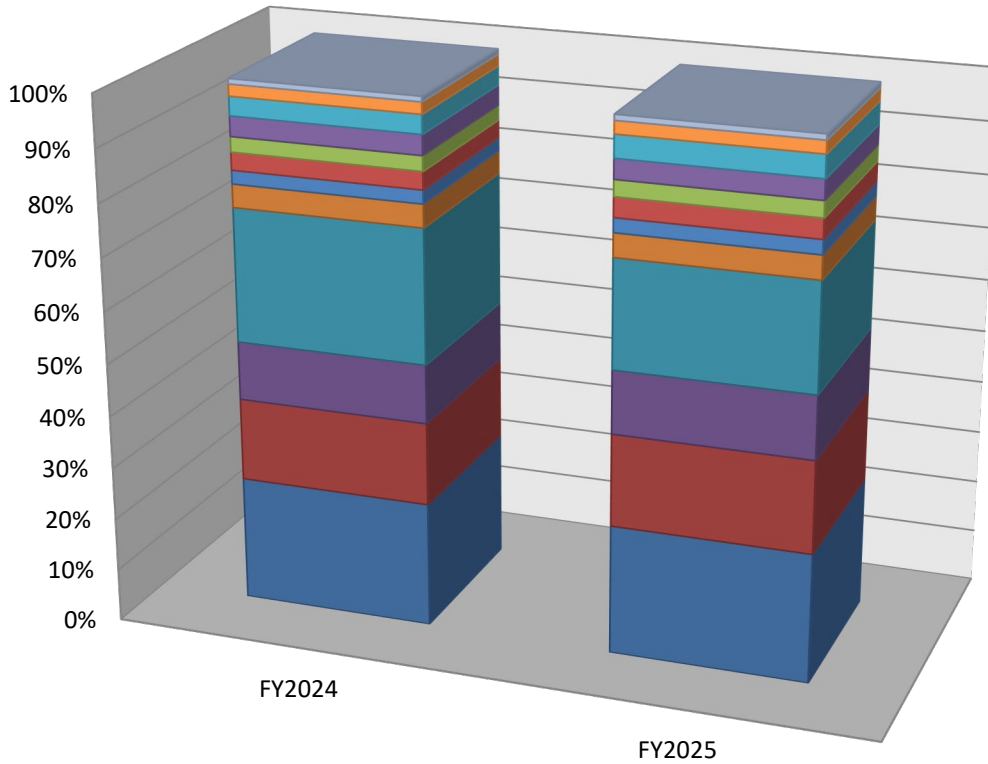
Non-recurring revenues are forecasted separately and scheduled only for the year or years in which they are anticipated. Certain revenue sources are limited in use by law or local policy, such as: gasoline taxes, development charges, Measure "A"/Measure "K" taxes, Measure "W" taxes, assessment district charges, and grants. Forecasts of expenditures for public street construction and other capital improvements are identified separately for comparison with their restricted revenue sources.

Unlike appropriations that can be established at the direction of the City, many key revenues are controlled by external forces. For instance, property tax revenues vary with real estate values, and development-related revenue is affected by the volume and type of building permits and plan check requests. Sales tax and TOT revenues are subject to local and national economic cycles, businesses' decisions to locate in the community, and travel activity of businesses and tourists.



The chart below reflects Citywide revenues proposed in the Biennial Budget for Fiscal Year (FY) 2023-24 and FY 2024-25.

**FY 2024 & FY 2025 Citywide Operating Revenues By Major Category and Source**



	FY2024	FY2025
Fines & Forfeitures/PAMF	1%	1%
Licenses & Permits	2%	2%
Transient Occupancy Tax	4%	4%
Other Revenue	4%	4%
Business Reg/Other Tax	3%	3%
Vehicle In Lieu	3%	4%
Use Of Money & Property	3%	3%
Charges For Current Services	4%	4%
Capital Projects Funding	26%	21%
Sales Tax	11%	12%
Property Tax	16%	18%
Enterprise Revenues	24%	25%



## DESCRIPTION OF GENERAL FUND REVENUE SOURCES

The majority of the City's General Fund revenue is produced from a small number of sources, e.g.: sales tax, property tax, vehicle license fees, business registration, charges for services, and TOT. The table below outlines the General Fund revenue estimates for the Biennial Budget for FY 2023-25. The sections following the table discuss the assumptions used in determining the revenue estimates.

Revenue Type	FY 2023-24 Adopted	% of Total	FY 2024-25 Adopted	% of Total
PROPERTY TAX	\$17,980,000	32%	\$19,238,000	33%
SALES TAX	13,063,900	24%	13,430,670	23%
CHARGES FOR SERVICES	5,122,800	9%	4,994,550	9%
TRANSIENT OCCUPANCY TAX	4,200,000	8%	4,768,000	8%
VEHICLE IN LIEU	3,911,000	7%	4,157,000	7%
USE OF MONEY & PROPERTY	2,974,500	6%	3,034,700	6%
LICENSES & PERMITS	2,589,800	5%	2,667,500	5%
OTHER REVENUE CATEGORIES	2,130,300	4%	2,145,270	4%
OTHER TAX	2,101,100	4%	2,121,400	4%
BUSINESS REGISTRATION	1,265,900	2%	1,316,600	2%
<b>TOTAL</b>	<b>\$55,339,300</b>	<b>100%</b>	<b>\$57,873,690</b>	<b>100%</b>

### Property Taxes

**FY 2023-24.** Property tax revenue is collected and distributed by the County of San Mateo based on applying the constitutionally limited tax rate of 1% to the assessed value of certain secured and unsecured properties as determined by the County Assessor.

The City's share of this property tax revenue is approximately 13-14%, less the rebate back to the State for ERAF, which results in about 11 cents per dollar of tax collected in revenue for the City. The City of San Carlos and the County of San Mateo have entered into a Teeter agreement, whereby the City receives 100% of its share of the taxes assessed, with the County retaining all delinquent penalties and interest collected. Property tax is approximately 32% of General Fund revenues.

The City considers the historical rate of changes and economic conditions when forecasting future revenue and works with a third-party consultant to analyze the data. For FY 2023-24, property tax is projected to increase 5.5% over the FY 2022-23 projections. The primary reason for the increase is due to increases in the property tax assessment rolls to account for changes in property ownership and tenant improvements. The assessment rolls increased \$1.74 billion, or 13%, over the prior fiscal year.



**FY 2024-25.** For FY 2024-25, property tax is projected to increase by 7.0% over the FY 2023-24 budgeted property tax revenues. This continues to assume growth in the assessment rolls associated with the large-scale development projects on the east side of the City. Staff continues to work closely with the City's consultants to project and monitor this revenue.

### **Sales Tax**

**FY 2023-24.** Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale. The City considers the historical rate of change and economic conditions and works with a third-party consultant to analyze the data when forecasting future revenue. For FY 2023-24, sales tax is projected to grow 4% over the FY 2022-23 projections. Steady building materials, plumbing-electrical and contractor sales activity, purchases of non-auto equipment and continued patronage of restaurants is driving these increases. Sales tax is approximately 24% of General Fund revenues.

**FY 2024-25.** For FY 2024-25, sales tax is projected to grow at 2.8% over the FY 2023-24 budgeted sales tax revenues as a result of assumed inflationary increases. This revenue is reviewed quarterly with our third-party consultants and is adjusted based on current and projected activity.

### **Charges for Current Services**

**FY 2023-24.** Cost of Services fees are revised on an annual basis by the Consumer Price Index (CPI) and every three to five years based on a comprehensive review of actual costs. The last comprehensive study was performed in June 2022. This revenue source is approximately 9% of General Fund revenues. The decrease of 34.5% over the FY 2022-23 projections is primarily due to one-time plan check revenue that was received from large developments on the east side of the city. The timing of the receipt of these fees is difficult to predict and can vary from year to year. Although the revenue is projected to decrease from FY 2022-23 projections, it is anticipated to increase 6.4% over the FY 2022-23 revised budget. The FY 2023-24 budget assumes some fees from development projects and multi-residential projects expected to be submitted for review. These fees are typically pass through revenues and have a corresponding expense for professional consulting and technical experience necessary to facilitate these projects.

**FY 2024-25.** For FY 2024-25, revenues are projected to decrease by 2.5%, due to the timing of large development plan check activities. As noted above, the timing of large-scale development projects can cause this category to fluctuate from year to year. There may be more projects on the horizon that would increase this revenue stream which will be adjusted during the mid-cycle budget review.

### **Transient Occupancy Tax (TOT)**

**FY 2023-24.** Effective January 1, 2019, in compliance with the November 2018 statewide election results for Measure QQ and subsequent adoption of City of San Carlos Ordinance 1532 on December 10, 2018, the Uniform Transient Occupancy Tax on hotel guests increased from 10% to 12%, with a 0.5% increase per year for subsequent years up to a maximum rate of 14%. As of January 1, 2023, the TOT rate is 14%. The tax is paid by the guests staying at these accommodations and remitted by the hotels to the City on a quarterly basis. After the onset of the COVID-19 pandemic, hotel occupancy dropped significantly following the State's stay-at-home orders. Although the hotel industry began to rally in FY 2021-22 following the COVID-19 pandemic, the industry has not yet returned to historical occupancy as business travel has not yet fully returned to pre-pandemic rates. The proposed budget includes the addition of one hotel that has been going through renovations for several years.





As such, the revenue for FY 2023-24 is budgeted at \$4.2 million, or 23.5% higher than FY 2022-23 projections.

**FY 2024-25.** The revenue for FY 2023-24 is budgeted at \$4.8 million, as a result of the anticipated rise in occupancy rates following the return and demand for business and residential travel.

### **Vehicle in-Lieu**

**FY 2023-24.** This revenue is generated by vehicle registration fees. Vehicle in-Lieu is approximately 7% of General Fund revenues. As a result of the passage of the Budget Act of 2004, the majority of this revenue is now “backfilled” by the County, as a “property tax in-lieu” payment rather than paid directly by the State. The FY 2004-05 payments received by the City established the base year for this revenue stream. All future payments to cities are supposed to be based on the growth in assessed valuations rather than actual vehicle license fee revenue received by the State. The County has informed the City that if the “backfilled” amount exceeds a certain limit, there will not be enough money to fully cover the amount owed. As a result, San Mateo County experienced countywide shortfalls in prior years. The FY 2022-23 projection includes a one-time repayment of this revenue in the amount of \$2.2 million from FY 2020-21.

The FY 2023-24 Vehicle in-Lieu is projected to decrease 31.9% over the FY 2022-23 projections due to the reimbursement in FY 2022-23.

**FY 2024-25.** For FY 2024-25, revenue is budgeted at \$4.2 million, with a 6.3% increase over the FY 2023-24 budgeted vehicle in-lieu revenue, which is based on the information provided by the City’s third-party consultants.

### **Use of Money and Property**

**FY 2023-24.** This revenue is generated from property rentals and investment income. For FY 2023-24, this revenue category is estimated to be 14.6%, or \$507,200 lower than the FY 2022-23 projections. The decrease is due to the assumption of the timing of cash disbursements and the allocations of the total investment portfolio amongst all of the funds. At the end of each quarter, investment income is allocated based on the percentage of cash in each fund. The amount of allocation can change from year to year based on the total cash balance held in each fund.

**FY 2024-25.** The FY 2024-25 revenue estimates reflect an increase of 2% increase over the FY 2024-25 estimates.

### **Licenses & Permits**

**FY 2023-24.** This revenue is generated by construction permits. For FY 2023-24, this revenue category is expected to increase by 1.3%, from the FY 2022-23 projections. The timing of when developers pull their permits can vary, and as such, this category can fluctuate greatly from year to year.

**FY 2024-25.** The FY 2024-25 revenue estimates are 3% higher than the FY 2023-24 estimates.

### **Other Taxes**

**FY 2023-24.** The revenue includes franchise taxes from utilities. It is budgeted to increase by 3.2% over the FY 2022-23 projections.



**FY 2024-25.** The FY 2024-25 revenue estimates are 1% higher than the FY 2023-24 estimates based on historical run rates.

**Business Registration Fee**

**FY 2023-24.** This revenue is generated by a registration fee paid by all businesses operating within the city. This revenue source is approximately 2% of General Fund revenues.

As written in the City’s Municipal Code, business registration will increase annually by 4%. Revenues are estimated to increase by 4.0% over FY 2022-23 projections, which is in line with the increase specified in the City’s Municipal Code.

**FY 2024-25.** Business registration revenues for FY 2024-25 are budgeted to increase by 4% over the FY 2023-24 estimates, which is in line with the annual increase specified by the Municipal Code.

**DESCRIPTION OF WASTEWATER FUND REVENUE SOURCES**

The majority of the City’s Wastewater Fund (Enterprise) revenue comes from wastewater rates and collection fees. The table below outlines the wastewater revenue estimates for the Biennial Budget for FY 2023-25. The sections following the table discuss the assumptions used in determining the revenue estimates.

Revenue Type	FY 2023-24 Adopted	% of Total	FY 2024-25 Adopted	% of Total
WASTEWATER COLLECTION FEES	\$27,129,200	97%	\$26,931,400	97%
USE OF MONEY & PROPERTY	737,300	4%	814,600	6%
<b>TOTAL</b>	<b>\$27,866,500</b>	<b>100%</b>	<b>\$27,746,000</b>	<b>100%</b>

**Wastewater Collection Fees**

The City owns and operates a wastewater collection system consisting of approximately 105 miles of sanitary sewer pipelines and six pump stations. The City’s sewer utility system is paid for by a self-supporting enterprise fund, with sewer service charges providing roughly 97% of total revenues. As such, the City’s sewer rates need to be set at levels adequate to fund the cost of providing wastewater service. These costs include both the City’s sewer collection system operating and capital improvement funding needs, and the City’s share of the cost for treatment plant operations and debt service.

The City also requires sewer connection fees on new or expanded connections to the sewer system. Connection fees are levied as a condition of development or change in use, and are designed to recover the cost of capacity in infrastructure and assets benefitting new development. These capacity charges are one-time fees, paid up-front as a condition of new development or expansion.

**FY 2023-24** revenue estimates are \$27.87 million, which represents an increase of 30%, over the FY 2022-23 projections. The budgeted amount includes an assumption of \$5 million in new development connection fees.



Following a recent sewer rate study, staff proposed to forgo sewer rate increases in FY 2023-24.

**FY 2024-25.** The FY 2024-25 revenue estimates reflect a decrease of 0.4%. Although it is estimated that there will be a 3% rate increase to the ratepayers, revenue estimates do not include large development connection fees.

### **Other Revenue Categories**

**FY 2023-24.** This revenue is generated from investment income. For FY 2023-24, this revenue category is estimated to be 39% higher than the FY 2022-23 projections. The increase is due to the assumption of the timing of cash receipts from capacity fees noted above and the allocations of the total investment portfolio amongst all of the funds. At the end of each quarter, investment income is allocated based on the percentage of cash in each fund. The amount of allocation can change from year to year based on the total cash balance held in each fund.

**FY 2024-25.** The FY 2024-25 revenue estimates reflect an increase of 10% increase over the FY 2024-25 estimates.



**REVENUES BY MAJOR CATEGORY AND SOURCE**

GENERAL FUND REVENUES (0001)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
BUSINESS REGISTRATION	996,000	1,110,893	1,063,400	1,217,300	1,265,900	1,316,600
CHARGES FOR CURRENT SERVICES	4,693,200	5,445,118	4,816,000	7,817,300	5,122,800	4,994,550
FINES & FORFEITURES	297,900	218,320	306,700	306,700	319,000	328,700
FROM OTHER AGENCIES	10,600	254,767	40,800	165,700	11,200	11,600
LICENSES & PERMITS	1,899,400	3,591,937	2,490,200	2,556,500	2,589,800	2,667,500
OTHER REVENUE	791,800	986,190	907,800	951,000	931,600	914,800
OTHER TAX	1,906,200	2,104,957	1,949,900	2,035,000	2,101,100	2,121,400
PROPERTY TAX	15,242,000	15,311,185	16,524,000	17,048,000	17,980,000	19,238,000
SALES TAX	11,426,200	13,019,557	12,038,500	12,559,600	13,063,900	13,430,670
TRANSIENT OCCUPANCY TAX	1,957,900	2,136,750	3,800,000	3,400,000	4,200,000	4,768,000
PAMF TARGET REVENUE	826,600	826,615	847,300	847,300	868,500	890,170
USE OF MONEY & PROPERTY	3,086,300	1,111,093	3,262,500	3,481,700	2,974,500	3,034,700
VEHICLE IN LIEU	2,907,000	3,504,285	3,560,000	5,745,500	3,911,000	4,157,000
<b>SUB TOTAL ----&gt;</b>	<b>46,041,100</b>	<b>49,621,668</b>	<b>51,607,100</b>	<b>58,131,600</b>	<b>55,339,300</b>	<b>57,873,690</b>
<b>WASTEWATER FUND REVENUE (0006)</b>						
OTHER REVENUE	20,950,000	21,836,541	21,904,000	20,870,323	27,129,200	26,931,400
USE OF MONEY & PROPERTY	317,200	(686,203)	362,800	530,800	737,300	814,600
<b>SUB TOTAL ----&gt;</b>	<b>21,267,200</b>	<b>21,150,338</b>	<b>22,266,800</b>	<b>21,401,123</b>	<b>27,866,500</b>	<b>27,746,000</b>
<b>OTHER REVENUES</b>						
GRANTS - POLICE (0017)	168,100	155,670	173,700	172,700	181,300	187,100
LIBRARY TENANT REVENUE (0095)	271,400	11,236	282,800	284,400	283,800	-
NPDES/ STORMWATER FUND (0015)	700,200	692,911	713,400	703,500	713,100	719,700
<b>SUB TOTAL ----&gt;</b>	<b>1,139,700</b>	<b>859,817</b>	<b>1,169,900</b>	<b>1,160,600</b>	<b>1,178,200</b>	<b>906,800</b>
<b>OPERATING SUB TOTAL ----&gt;</b>	<b>68,448,000</b>	<b>71,631,823</b>	<b>75,043,800</b>	<b>80,693,323</b>	<b>84,384,000</b>	<b>86,526,490</b>
<b>CAPITAL FUND REVENUES</b>						
EQUIPMENT REPLACEMENT FUND (0010)	-	-	-	-	-	-
MEASURE A/K FUND (0014)	869,600	1,032,159	917,700	1,206,900	1,234,500	1,257,000
MEASURE W FUND (0018)	363,650	465,386	383,350	386,750	395,500	407,500
GAS TAX (0016)	2,114,000	1,446,257	1,728,700	1,978,800	1,899,300	1,968,500
CAPITAL IMPROVEMENT (0025)	4,239,400	9,741,804	8,158,547	9,715,947	7,192,100	9,017,800
CHILD CARE (0026)	-	-	-	-	3,671,700	1,578,400
PARK IN LIEU (0027)	462,300	671,973	475,800	447,900	297,100	1,158,900
PARKING IN LIEU (0028)	6,900	(2,381)	7,500	8,600	700	-
AFFORDABLE HOUSING IN LIEU (0029)	466,400	4,042,897	5,386,300	691,500	15,167,000	7,618,600
LOW-MOD HOUSING ASSET (0031)	126,500	29,843	141,100	32,800	34,300	35,300
<b>CAPITAL SUB TOTAL ----&gt;</b>	<b>8,648,750</b>	<b>17,427,937</b>	<b>17,198,997</b>	<b>14,469,197</b>	<b>29,892,200</b>	<b>23,042,000</b>
<b>CITY DEBT SERVICE</b>						
SC LIBRARY - BOND SERVICE (0093)	337,900	355,742	339,900	419,700	427,500	412,000
<b>CITY DEBT SERVICE FUND TOTAL ----&gt;</b>	<b>337,900</b>	<b>355,742</b>	<b>339,900</b>	<b>419,700</b>	<b>427,500</b>	<b>412,000</b>
<b>INTERNAL SERVICE FUNDS</b>						
WORK COMPENSATION INSURANCE (0032)	5,400	(7,373)	6,200	5,200	5,700	5,000
LIABILITY INSURANCE (0033)	14,900	(29,535)	17,100	18,100	26,300	27,500
POST-EMPLOYMENT BENEFITS (0035)	693,900	675,034	795,400	795,000	1,114,700	1,186,700
<b>INTERNAL SERVICE FUND TOTAL ----&gt;</b>	<b>714,200</b>	<b>638,126</b>	<b>818,700</b>	<b>818,300</b>	<b>1,146,700</b>	<b>1,219,200</b>
<b>GRAND TOTAL</b>	<b>78,148,850</b>	<b>90,053,629</b>	<b>93,401,397</b>	<b>96,400,520</b>	<b>115,850,400</b>	<b>111,199,690</b>



## REVENUE DETAIL BY FUND

## GENERAL FUND (0001)

BUSINESS REGISTRATION	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
406001 BUSINESS REGISTRATION FEE	981,000	1,061,174	1,048,400	1,156,300	1,205,900	1,254,800
406100 BUSINESS REGISTRATION LATE FEE	15,000	49,719	15,000	61,000	60,000	61,800
<b>SUB TOTAL ----&gt;</b>	<b>996,000</b>	<b>1,110,893</b>	<b>1,063,400</b>	<b>1,217,300</b>	<b>1,265,900</b>	<b>1,316,600</b>

CHARGES FOR CURRENT SERVICES	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
407007 ZONING/VARIANCE/USE PERMIT FEE	357,600	625,699	366,800	600,000	381,500	392,900
407009 PLANNING DEPT- KEY DEVELOPMENT	838,100	1,009,875	763,800	900,000	844,400	869,700
407011 PLAN CHECK - ENGINEERING	315,100	331,735	324,400	324,400	337,400	347,500
407012 PLAN CHECK - ACCESSIBILITY	2,000	7,493	2,000	2,000	2,100	2,200
407013 PLAN CHECK - ENERGY CALCULATION	26,600	38,502	27,400	27,400	28,500	29,400
407015 PLAN CHECK - BUILDING	1,675,400	1,305,832	1,128,100	3,750,000	1,046,000	768,400
407018 APARTMENT INSPECTION FEES	31,600	-	32,500	32,500	33,800	34,800
407019 GIS FEES	9,300	13,109	9,600	9,600	10,000	10,300
407033 PLAN CHECK FEES	79,100	158,918	75,100	75,100	78,100	80,400
407034 INSPECTION FEE	54,700	61,597	56,300	56,300	58,600	60,400
407035 MISCELLANEOUS SERVICES	-	45	-	-	-	-
407036 ADV LIFE SUPPORT/FIRST RESPONSE	58,900	50,184	60,700	60,700	63,100	65,000
408101 RECREATION	79,000	115,606	251,000	251,000	327,000	336,850
408105 VENDING MACHINE CONTRACT	1,000	376	1,000	1,000	1,000	1,000
408200 CLASS SYSTEM	987,000	1,473,591	1,479,200	1,479,200	1,699,400	1,777,400
408501 BUILDING RENTAL DEPOSIT/REFUND	32,000	33,017	35,900	35,900	39,800	41,100
408502 ADMINISTRATIVE FEE	60,000	114,692	76,100	86,100	31,200	32,100
408510 RESERVATIONS	51,800	80,432	75,000	75,000	92,000	94,700
408601 GENERAL RECEIPTS	2,000	-	4,100	4,100	-	-
430012 FIRST CHANCE FEE	2,000	305	2,000	2,000	2,100	2,200
430015 ALARM RESPONSE	30,000	24,079	45,000	45,000	46,800	48,200
<b>SUB TOTAL ----&gt;</b>	<b>4,693,200</b>	<b>5,445,118</b>	<b>4,816,000</b>	<b>7,817,300</b>	<b>5,122,800</b>	<b>4,994,550</b>

FINES & FORFEITURES	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
410001 VEHICLE CODE FINES	147,900	106,134	152,300	152,300	158,400	163,200
410004 BUILDING PERMITS VIOLATIONS	2,000	13,900	2,000	2,000	2,100	2,200
410005 NSF CHARGE	100	100	100	100	100	100
430017 PARKING FINES - TURBO DATA	147,900	98,186	152,300	152,300	158,400	163,200
<b>SUB TOTAL ----&gt;</b>	<b>297,900</b>	<b>218,320</b>	<b>306,700</b>	<b>306,700</b>	<b>319,000</b>	<b>328,700</b>

FROM OTHER AGENCIES	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
420104 DARE FUNDING	-	267	-	-	-	-
420501 GRANTS	-	243,282	30,000	154,900	-	-
480016 SB90 REIMBURSEMENT	5,000	6,062	5,000	5,000	5,200	5,400
480201 STATE HIGHWAY MAINTENANCE REIMBURSEMENT	5,600	5,156	5,800	5,800	6,000	6,200
<b>SUB TOTAL ----&gt;</b>	<b>10,600</b>	<b>254,767</b>	<b>40,800</b>	<b>165,700</b>	<b>11,200</b>	<b>11,600</b>

LICENSES & PERMITS	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
407001 BUILDING PERMITS	1,006,000	1,912,154	1,334,100	1,334,100	1,387,500	1,429,100
407002 PLUMBING PERMITS	106,700	152,941	109,800	109,800	114,200	117,600
407003 MECHANICAL PERMITS	131,400	188,960	135,300	135,300	140,700	144,900
407004 ELECTRICAL PERMITS	157,600	313,963	212,200	275,000	220,700	227,300
407005 GRADING PERMITS	-	85	-	-	-	-
407006 ENCROACHMENT PERMITS	306,000	544,881	315,000	315,000	327,600	337,400
407022 TREE REMOVAL PERMITS	25,500	65,805	213,500	213,500	222,000	228,700
407027 TREE PLANTING FUND	-	-	-	-	-	-
407028 GENERAL PLAN SURCHARGE FEE	112,000	336,094	115,100	115,100	119,700	123,300
407029 DEMOLITION FEE	2,600	3,762	2,700	2,700	2,800	2,900
407032 PERMIT FEES	30,600	44,571	31,500	35,000	32,800	33,800
407039 C4 INSPECTION	21,000	28,721	21,000	21,000	21,800	22,500
407041 PERMIT PARKING	-	-	-	-	-	-
<b>SUB TOTAL ----&gt;</b>	<b>1,899,400</b>	<b>3,591,937</b>	<b>2,490,200</b>	<b>2,556,500</b>	<b>2,589,800</b>	<b>2,667,500</b>



**REVENUE DETAIL BY FUND**

OTHER REVENUE	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
408603 COMMUTER SHUTTLE PROGRAM	-	2,124	-	-	-	-
430016 MISCELLANEOUS	1,000	4,116	1,000	1,000	1,000	1,000
440101 COST REIMB-SOUTH BAYSIDE WASTE	-	-	-	-	-	-
440106 COST REIMB-CCAG	97,700	99,118	100,600	100,600	104,600	107,700
440112 COST REIMB-COMMUTE.ORG	84,000	83,720	86,500	86,500	90,000	-
440206 ELECTRIC CAR REIMB	-	-	-	-	-	5,400
440311 COST REIMB - PW STAFF PLAN CHECK	-	-	-	-	-	-
440301 COST REIMBURSEMENT	110,000	49,527	110,000	110,000	114,400	117,800
440304 COST REIMBURSEMENT	318,100	474,822	342,100	384,400	328,400	337,600
440308 COST REIMB COBRA/RETIREE	400	519	400	400	400	400
440313 SCHOOL SPORTS FIELD MAINTENANCE	95,000	101,227	95,900	95,900	99,700	102,700
480505 CLAIM AND SETTLEMENT	-	-	-	-	-	-
480008 MISCELLANEOUS	-	70,250	-	-	-	-
480009 DOC RECYCLE ST DEPT CONSERVATION	-	7,713	-	-	-	-
480100 DONATIONS	60,000	47,680	145,000	145,000	165,800	170,400
480203 SALE OF MAPS & SPECIFICATIONS	2,000	4,641	2,000	2,000	2,100	2,200
480204 COPY CHARGES	-	-	-	-	-	-
480206 IMAGING/MICROFILMING	23,600	28,753	24,300	24,300	25,200	25,900
480209 SALE OF PERSONAL PROPERTY	-	120	-	900	-	-
<b>SUB TOTAL ----&gt;</b>	<b>791,800</b>	<b>986,190</b>	<b>907,800</b>	<b>951,000</b>	<b>931,600</b>	<b>914,800</b>
<b>OTHER TAX</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
405001 FRANCHISE FEES - RECOLOGY	804,000	940,781	833,000	900,000	960,000	969,600
405002 FRANCHISE FEES - PG&E	467,200	522,684	481,900	500,000	500,000	505,000
405003 FRANCHISE FEES - COMCAST	400,000	388,944	400,000	400,000	400,000	400,000
405004 FRANCHISE FEES - CALIF WATER	185,000	215,368	185,000	185,000	191,100	196,800
405006 FRANCHISE FEES - AT&T U-VERSE	50,000	37,181	50,000	50,000	50,000	50,000
<b>SUB TOTAL ----&gt;</b>	<b>1,906,200</b>	<b>2,104,957</b>	<b>1,949,900</b>	<b>2,035,000</b>	<b>2,101,100</b>	<b>2,121,400</b>
<b>PROPERTY TAX</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
402001 PROPERTY TAX - CURRENT SECURED	12,250,000	12,629,776	13,595,000	14,100,000	15,055,000	16,060,000
402002 PROPERTY TAX - CURR UNSECURED	541,000	367,622	514,000	530,000	569,000	607,000
402004 PROPERTY TAX - AIRCRAFT	195,000	233,155	235,000	220,000	235,000	235,000
402005 PROPERTY TAX - UNITARY	110,000	124,372	112,000	130,000	113,000	114,000
402007 PROPERTY TAX - SB813 SECURED	350,000	467,013	380,000	380,000	386,000	394,000
402010 REAL PROPERTY TRANSFER TAX	340,000	996,050	726,000	526,000	444,000	626,000
402011 HOMEOWNERS TAX RELIEF	50,000	48,309	50,000	58,000	50,000	50,000
402012 RDA PASS THROUGH TO COUNTY	1,406,000	444,888	912,000	1,104,000	1,128,000	1,152,000
<b>SUB TOTAL ----&gt;</b>	<b>15,242,000</b>	<b>15,311,185</b>	<b>16,524,000</b>	<b>17,048,000</b>	<b>17,980,000</b>	<b>19,238,000</b>
<b>SALES TAX</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
401001 SALES TAX	11,250,000	12,818,793	11,860,000	12,349,600	12,848,400	13,208,670
401002 1/2 CENT SALES TAX PUBLIC SAFE	176,200	200,764	178,500	210,000	215,500	222,000
<b>SUB TOTAL ----&gt;</b>	<b>11,426,200</b>	<b>13,019,557</b>	<b>12,038,500</b>	<b>12,559,600</b>	<b>13,063,900</b>	<b>13,430,670</b>
<b>TRANSIENT OCCUPANCY TAX</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
404001 TRANSIENT OCCUPANCY TAX	1,957,900	2,136,750	3,800,000	3,400,000	4,200,000	4,768,000
<b>SUB TOTAL ----&gt;</b>	<b>1,957,900</b>	<b>2,136,750</b>	<b>3,800,000</b>	<b>3,400,000</b>	<b>4,200,000</b>	<b>4,768,000</b>
<b>PAMF TARGET REVENUE</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
450101 PAMF TARGET REVENUE	826,600	826,615	847,300	847,300	868,500	890,170
<b>SUB TOTAL ----&gt;</b>	<b>826,600</b>	<b>826,615</b>	<b>847,300</b>	<b>847,300</b>	<b>868,500</b>	<b>890,170</b>



**REVENUE DETAIL BY FUND**

USE OF MONEY & PROPERTY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409100 INVESTMENT INCOME	1,837,200	993,570	2,101,600	2,500,000	2,390,000	2,290,000
409101 INVESTMENT INC GASB31 FAIR VALUE	-	(4,144,728)	-	-	-	-
409102 INVESTMENT INCOME ALLOCATION	(748,700)	1,470,257	(856,500)	(1,055,900)	(1,450,800)	(1,479,500)
409301 RENTS CONCESS - SKYWAY PROP	38,400	189,841	38,400	115,000	120,500	124,100
409303 RENTS CONCESS - DOLLAR COMPANY	114,000	119,286	114,000	120,000	120,000	123,600
409304 RENTS CONCESS - CINGULAR	153,000	150,986	154,500	154,500	160,700	165,500
409305 RENTS CONCESS - INNS OF AMER	329,100	128,570	330,800	260,000	230,800	237,700
409316 RENTS CONCESS - FACES	-	-	-	-	-	153,600
409323 RENTS & CONC - THREE SISTERS	255,600	261,667	255,600	264,000	271,200	279,300
409321 RENTS CONCESS - BAY AREA CELL	3,000	3,000	3,000	3,000	3,000	3,000
409324 RENTS CONCESS KIWANIS	94,600	85,158	106,800	106,800	110,500	114,400
409328 RENTS CONCESS-BILLBOARDS	1,010,100	1,156,858	1,014,300	1,014,300	1,018,600	1,023,000
409332 GASB87 LEASE REVENUE	-	696,629	-	-	-	-
<b>SUB TOTAL ----&gt;</b>	<b>3,086,300</b>	<b>1,111,093</b>	<b>3,262,500</b>	<b>3,481,700</b>	<b>2,974,500</b>	<b>3,034,700</b>

VEHICLE IN LIEU	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
403001 MOTOR VEHICLE IN-LIEU FEE	2,907,000	3,504,285	3,560,000	5,745,500	3,911,000	4,157,000
<b>SUB TOTAL ----&gt;</b>	<b>2,907,000</b>	<b>3,504,285</b>	<b>3,560,000</b>	<b>5,745,500</b>	<b>3,911,000</b>	<b>4,157,000</b>

<b>TOTAL GENERAL FUND (0001)</b>	<b>46,041,100</b>	<b>49,621,668</b>	<b>51,607,100</b>	<b>58,131,600</b>	<b>55,339,300</b>	<b>57,873,690</b>
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**WASTEWATER ENTERPRISE FUND (0006)**

WASTEWATER (0006)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	317,200	(686,203)	362,800	530,800	737,300	814,600
440304 COST REIMBURSEMENT	-	8,745	-	-	-	-
480301 SANITARY SEWER INSPECTION	-	480	-	-	-	-
480302 SEWER CONNECTION - SAN CARLOS	123,000	1,424,311	125,000	250,000	5,350,000	4,500,000
480303 SEWER SERVICE ASSESSMENT	20,827,000	20,564,080	21,779,000	21,779,000	21,779,200	22,431,400
480306 SEWER CHRG HARBOR INDUST DISTRICT	-	60,967	-	-	-	-
480307 SBSA REFUNDABLE CREDIT IRS	-	-	-	-	-	-
480308 INCREASE/DECREASE IN AUTHORITY	-	(222,042)	-	(1,158,677)	-	-
<b>TOTAL ENTERPRISE FUND ----&gt;</b>	<b>21,267,200</b>	<b>21,150,338</b>	<b>22,266,800</b>	<b>21,401,123</b>	<b>27,866,500</b>	<b>27,746,000</b>

**OTHER REVENUE FUNDS**

STORMWATER FUND (0015)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	7,500	(13,845)	8,600	9,400	14,000	13,400
480002 NPDES FEES	455,000	456,578	455,000	455,000	455,000	455,000
480034 2% TRASH	163,200	183,628	168,100	168,100	173,100	178,300
403003 MEASURE M	69,500	66,550	76,700	66,000	66,000	68,000
480019 LEVEE DIST	5,000	-	5,000	5,000	5,000	5,000
<b>STORMWATER SUB TOTAL ----&gt;</b>	<b>700,200</b>	<b>692,911</b>	<b>713,400</b>	<b>703,500</b>	<b>713,100</b>	<b>719,700</b>

GRANTS-POLICE (0017)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
420102 SLESF	163,200	161,285	168,100	168,100	174,800	180,000
420109 INVESTMENT INCOME ALLOCATION	4,900	(5,615)	5,600	4,600	6,500	7,100
<b>POLICE GRANTS SUB TOTAL ----&gt;</b>	<b>168,100</b>	<b>155,670</b>	<b>173,700</b>	<b>172,700</b>	<b>181,300</b>	<b>187,100</b>

SC LIBRARY TENANT (0095)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	28,800	(49,962)	33,000	34,600	24,100	-
409314 RENTS CONCESS - SBWMA	58,800	61,875	60,600	60,600	63,000	-
409316 RENTS CONCESS - STAR VISTA	139,200	143,334	143,400	143,400	149,100	-
409329 RENTS CONCESS - CHAMBER OF COMMERCE	-	-	-	-	-	-
440206 COST REIMB-CHARGING STATION	5,000	4,521	5,000	5,000	5,200	-
440202 COST REIMB-SC LIBRARY UTILITIES	39,600	39,094	40,800	40,800	42,400	-
440314 LIBRARY EXCESS FUNDS	-	(187,626)	-	-	-	-
<b>SC LIBRARY TENANT SUB TOTAL ----&gt;</b>	<b>271,400</b>	<b>11,236</b>	<b>282,800</b>	<b>284,400</b>	<b>283,800</b>	<b>-</b>

<b>OTHER REVENUE FUNDS TOTAL</b>	<b>1,139,700</b>	<b>859,817</b>	<b>1,169,900</b>	<b>1,160,600</b>	<b>1,178,200</b>	<b>906,800</b>
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## REVENUE DETAIL BY FUND

## CAPITAL FUNDS

MEASURE A/K TRAFFIC CONGESTION (0014)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
401003 SAN MATEO COUNTY MEASURE A/K FUND	859,000	1,050,507	905,600	1,197,700	1,221,700	1,246,100
409102 INVESTMENT INCOME ALLOCATION	10,600	(18,348)	12,100	9,200	12,800	10,900
<b>MEASURE A SUB TOTAL ----&gt;</b>	<b>869,600</b>	<b>1,032,159</b>	<b>917,700</b>	<b>1,206,900</b>	<b>1,234,500</b>	<b>1,257,000</b>
MEASURE W TRAFFIC CONGESTION FUND (0018)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
401004 1/2% SALES TAX MEASURE W	363,650	466,964	383,350	383,350	395,000	406,900
409102 INVESTMENT INCOME ALLOCATION	-	(1,578)	-	3,400	500	600
<b>MEASURE W SUB TOTAL ----&gt;</b>	<b>363,650</b>	<b>465,386</b>	<b>383,350</b>	<b>386,750</b>	<b>395,500</b>	<b>407,500</b>
GAS TAX (0016)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
403003 MEASURE M	69,500	66,550	76,700	66,000	66,000	68,000
407025 DIRT HAULING PERMIT	21,700	68,042	22,400	22,400	23,000	23,700
407038 MORATORIUM STREET CUT	6,300	1,342	6,500	6,500	3,000	3,100
409102 INVESTMENT INCOME ALLOCATION	24,600	(173,133)	28,100	140,900	123,000	140,100
420201 DEPT OF TRANSPORTATION GRANT	575,000	-	-	148,000	-	-
440304 COST REIMBURSEMENT	60,000	168,128	40,000	40,000	40,000	40,000
470001 STATE GAS TAX 2105	171,900	165,834	192,100	192,100	202,000	208,100
470002 STATE GAS TAX 2106 CONSTRUCTIO	112,700	107,645	137,800	137,800	129,000	132,900
470003 STATE GAS TAX 2107 MAINTENANCE	218,800	198,350	243,400	243,400	242,300	249,600
470004 STATE GAS TAX 2107.5 ENGINEER	6,000	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	263,800	236,126	296,700	296,700	305,000	314,200
470008 ST CODE 2032 SB1 RD MAIN REHAB	583,700	601,373	679,000	679,000	760,000	782,800
<b>GAS TAX SUB TOTAL ----&gt;</b>	<b>2,114,000</b>	<b>1,446,257</b>	<b>1,728,700</b>	<b>1,978,800</b>	<b>1,899,300</b>	<b>1,968,500</b>
CAPITAL IMPROVEMENT PROJECTS (0025)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
401003 SAN MATEO COUNTY MEASURE A FUND	-	-	-	-	-	-
402009 PROPERTY TAX - ERAF REFUND	800,000	2,940,768	800,000	2,819,000	1,500,000	1,500,000
405005 FRANCHISE FEE- SBWMA FRANCHISE	2,300,000	2,171,987	2,400,000	2,400,000	2,500,000	2,600,000
405009 GROUP 8 COMCAST RENEWAL LEGAL	-	77,764	-	19,000	-	-
407028 G PLAN SURCHARGE FEE	31,500	123,235	32,400	50,000	33,700	34,700
407031 TECHNOLOGY FEE	31,500	194,222	32,400	40,000	33,700	34,700
407040 TRAFFIC MITIGATION FEE	52,500	542,359	654,100	154,100	2,805,700	1,057,400
407041 PERMIT PARKING	-	-	-	-	3,300	3,400
409102 INVESTMENT INCOME ALLOCATION	64,900	(99,689)	74,200	68,400	111,900	124,900
420202 DEPT TRANSPORTATION ACT FUND	-	-	400,000	400,000	-	-
420501 GRANTS	274,000	3,440,212	3,610,447	3,610,447	-	-
440304 COST REIMBURSEMENT	230,000	215,000	-	-	-	-
480005 BIKE PATH PROGRAM FUNDING	-	-	-	-	-	-
480018 TRAFFIC MITIGATION FEE	300,000	-	-	-	-	-
480019 LEVEE DIST	30,000	8,410	30,000	30,000	30,000	30,000
480100 DONATIONS	25,000	-	-	-	45,000	3,500,000
480100 HIGHLAND FIELD USER FEE	100,000	127,538	125,000	125,000	128,800	132,700
<b>CAPITAL IMPROVEMENT SUB TOTAL ----&gt;</b>	<b>4,239,400</b>	<b>9,741,804</b>	<b>8,158,547</b>	<b>9,715,947</b>	<b>7,192,100</b>	<b>9,017,800</b>
CHILD CARE IMPACT FUND (0026)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
480411 CHILD CARE IMPACT FEE	-	-	-	-	3,600,000	1,500,000
409102 INVESTMENT INCOME ALLOCATION	-	-	-	-	71,700	78,400
<b>CHILD CARE IMPACT FUND SUB TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,671,700</b>	<b>1,578,400</b>
PARK IN-LIEU (0027)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	43,200	(49,545)	49,400	21,500	8,800	22,800
420303 COST REIMBURSEMENT	178,000	-	178,000	178,000	-	-
480100 DONATIONS	-	-	-	-	30,000	20,000
480401 IN LIEU PARK LAND DEDICATION FEE	105,100	571,270	108,300	108,300	112,600	116,000
480402 PARK FACILITY DEV FEE BEDROOM	136,000	150,248	140,100	140,100	145,700	1,000,100
480410 PARK & OPEN SPACE MAINTENANCE	-	-	-	-	-	-
<b>PARK-IN-LIEU SUB TOTAL ----&gt;</b>	<b>462,300</b>	<b>671,973</b>	<b>475,800</b>	<b>447,900</b>	<b>297,100</b>	<b>1,158,900</b>
PARKING IN-LIEU (0028)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
407041 PERMIT PARKING	3,100	4,793	3,200	3,200	-	-
409102 INVESTMENT INCOME ALLOCATION	3,800	(7,534)	4,300	5,400	700	-
409308 RENTS CONCESS - SNEAKERS	-	360	-	-	-	-
<b>PARKING IN-LIEU SUB TOTAL ----&gt;</b>	<b>6,900</b>	<b>(2,381)</b>	<b>7,500</b>	<b>8,600</b>	<b>700</b>	<b>-</b>





**REVENUE DETAIL BY FUND**

HOUSING IN-LIEU (0029)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	104,600	(267,372)	119,600	185,800	287,600	227,800
480404 AFFORDABLE HSG I LIEU FEE (BMR)	161,800	306,089	166,700	166,700	173,400	178,600
480409 COMMERCIAL LINKAGE FEE	200,000	4,004,180	5,100,000	300,000	14,706,000	7,212,200
420501 GRANTS	-	-	-	39,000	-	-
<b>HOUSING IN-LIEU SUB TOTAL ----&gt;</b>	<b>466,400</b>	<b>4,042,897</b>	<b>5,386,300</b>	<b>691,500</b>	<b>15,167,000</b>	<b>7,618,600</b>

LOW-MOD HOUSING ASSET (0031)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	94,700	(33,104)	108,300	-	200	200
409202 INTEREST INCOME MORTGAGE LOAN	12,200	27,319	12,600	12,600	13,100	13,500
409319 RENT & CONCESS - 817 WALNUT	-	-	-	-	-	-
409330 RENTS CONCESS-633 ELM ST #305	19,600	35,628	20,200	20,200	21,000	21,600
<b>HOUSING IN-LIEU SUB TOTAL ----&gt;</b>	<b>126,500</b>	<b>29,843</b>	<b>141,100</b>	<b>32,800</b>	<b>34,300</b>	<b>35,300</b>

<b>CAPITAL FUNDS TOTAL</b>	<b>8,648,750</b>	<b>17,427,937</b>	<b>17,198,997</b>	<b>14,469,197</b>	<b>29,892,200</b>	<b>23,042,000</b>
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**CITY DEBT SERVICE**

SC LIBRARY BOND SERVICE (0093)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
402001 PROPERTY TAX - CURRENT SECURED	288,000	306,704	288,000	343,000	344,000	344,000
402002 PROPERTY TAX - CURR UNSECURED	10,000	8,481	10,000	11,000	11,000	11,000
402005 PROPERTY TAX - UNITARY	15,900	44,093	15,900	48,000	48,000	48,000
402007 PROPERTY TAX - SB813 SECURED	8,000	11,973	8,000	8,000	8,000	8,000
402011 HOMEOWNERS TAX RELIEF	1,500	1,085	1,500	1,000	1,000	1,000
409102 INVESTMENT INCOME ALLOCATION	14,500	(16,593)	16,500	8,700	15,500	-
<b>LIBRARY BOND TOTAL ----&gt;</b>	<b>337,900</b>	<b>355,742</b>	<b>339,900</b>	<b>419,700</b>	<b>427,500</b>	<b>412,000</b>

**INTERNAL SERVICE FUNDS**

WORKERS COMP (0032)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	5,400	(7,373)	6,200	5,200	5,700	5,000
480501 WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-
<b>WORKERS COMP SUB TOTAL ----&gt;</b>	<b>5,400</b>	<b>(7,373)</b>	<b>6,200</b>	<b>5,200</b>	<b>5,700</b>	<b>5,000</b>

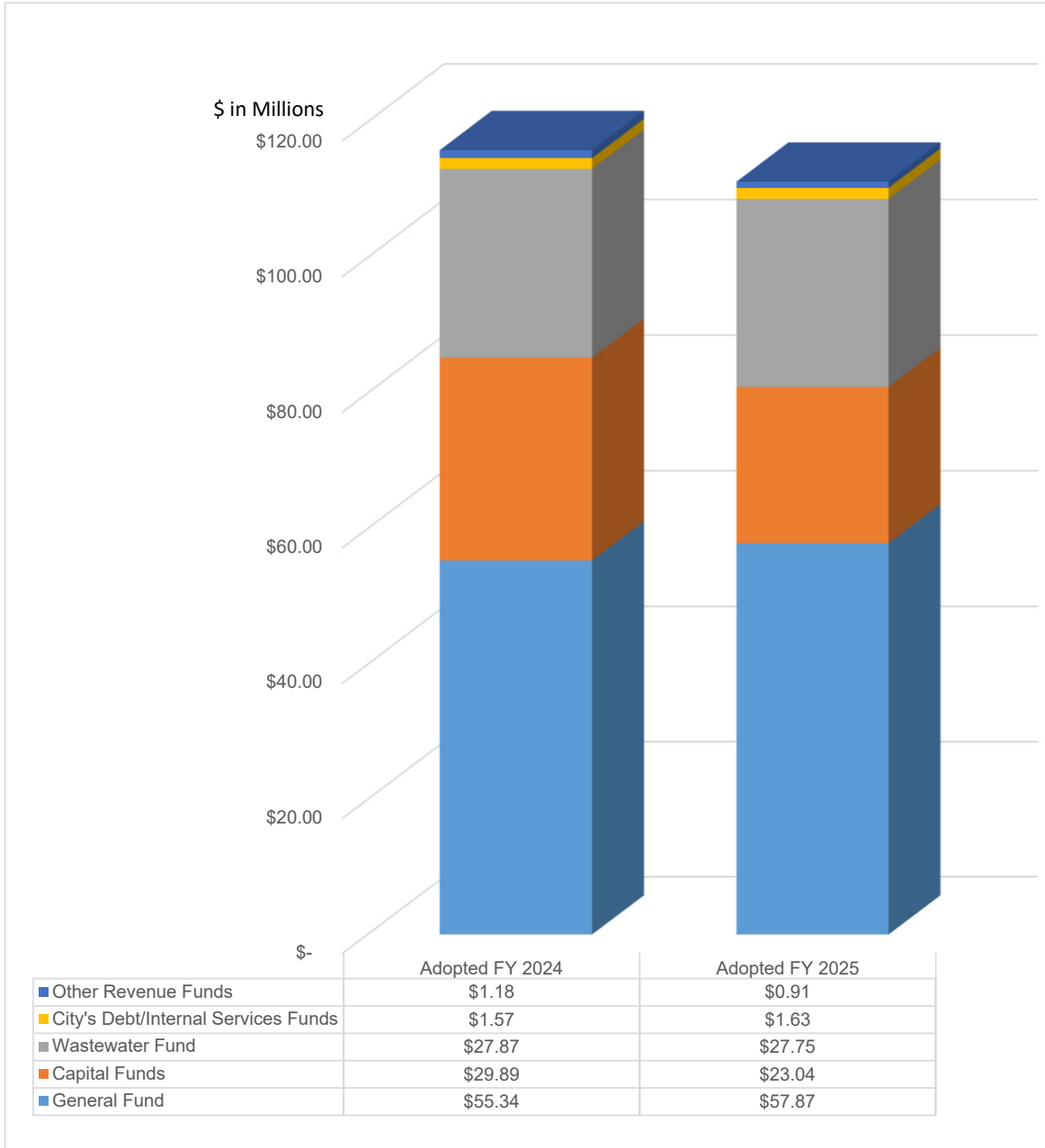
GENERAL LIABILITY (0033)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
420501 GRANTS	-	-	-	-	-	-
409102 INVESTMENT INCOME ALLOCATION	14,900	(31,790)	17,100	18,100	26,300	27,500
440306 COST REIMB - LIABILITY	-	2,255	-	-	-	-
<b>GENERAL LIABILITY SUB TOTAL ----&gt;</b>	<b>14,900</b>	<b>(29,535)</b>	<b>17,100</b>	<b>18,100</b>	<b>26,300</b>	<b>27,500</b>

POST-EMPLOYMENT BENEFITS (0035)	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
409102 INVESTMENT INCOME ALLOCATION	9,200	(5,599)	10,500	10,100	4,200	6,200
480504 CR-POST-EMPLOYMENT BENEFITS	684,700	680,633	784,900	784,900	1,110,500	1,180,500
<b>POST-EMPLOYMENT BENEFITS SUB TOTAL ----&gt;</b>	<b>693,900</b>	<b>675,034</b>	<b>795,400</b>	<b>795,000</b>	<b>1,114,700</b>	<b>1,186,700</b>

<b>INTERNAL SERVICE FUNDS TOTAL</b>	<b>714,200</b>	<b>638,126</b>	<b>818,700</b>	<b>818,300</b>	<b>1,146,700</b>	<b>1,219,200</b>
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### CITYWIDE REVENUES BY MAJOR CATEGORY AND SOURCE FY 2023-24 And FY 2024-25





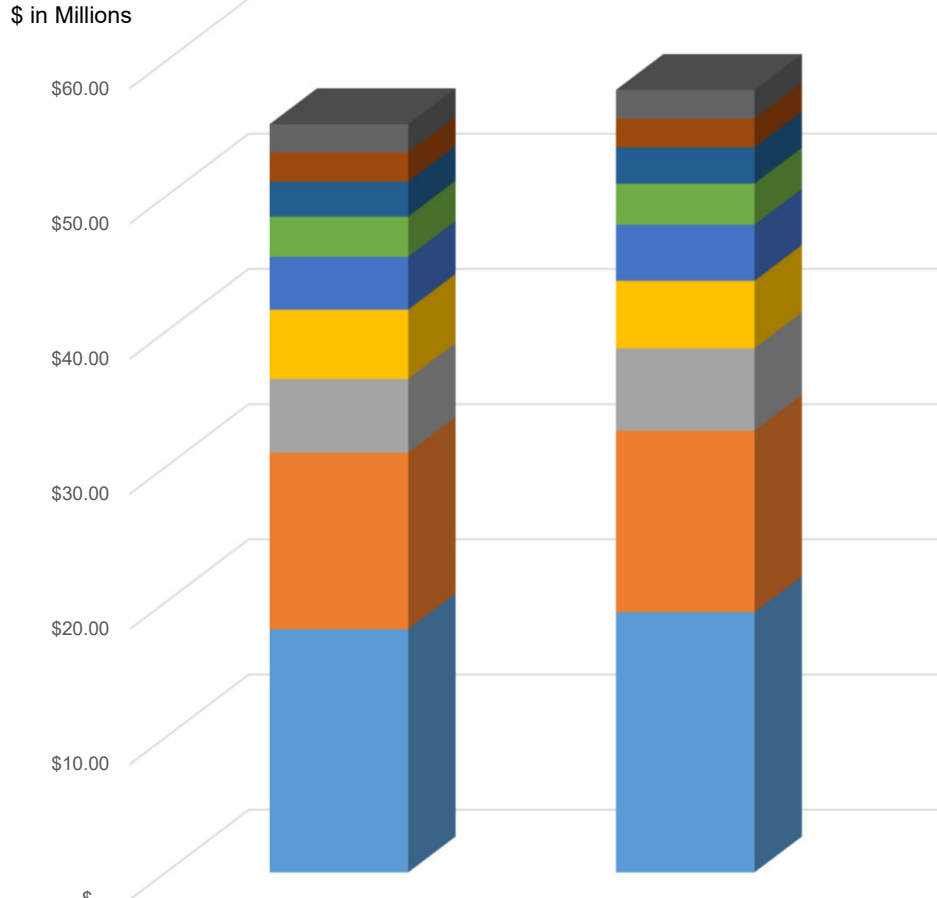
### GENERAL FUND OPERATING REVENUE Multi-Year Comparison (Funds are Reflected in Millions)



	2021-22 Audited	2022-23 Projected	2023-24 Adopted	2024-25 Adopted	2025-26 Forecasted	2026-27 Forecasted
Property Tax	\$15.3	\$17.0	\$18.0	\$19.2	\$20.4	\$21.7
Sales Tax	\$13.0	\$12.6	\$13.1	\$13.4	\$13.8	\$14.2
Fees for Service	\$9.1	\$10.4	\$7.7	\$7.7	\$7.9	\$8.1
Vehicle In-Lieu	\$3.5	\$5.7	\$3.9	\$4.2	\$4.4	\$4.7
Use of Assets	\$1.1	\$3.5	\$2.9	\$3.0	\$3.0	\$3.1
Other Taxes	\$4.2	\$5.4	\$6.3	\$6.9	\$8.2	\$8.4
Other	\$3.4	\$3.5	\$3.4	\$3.5	\$3.7	\$3.8



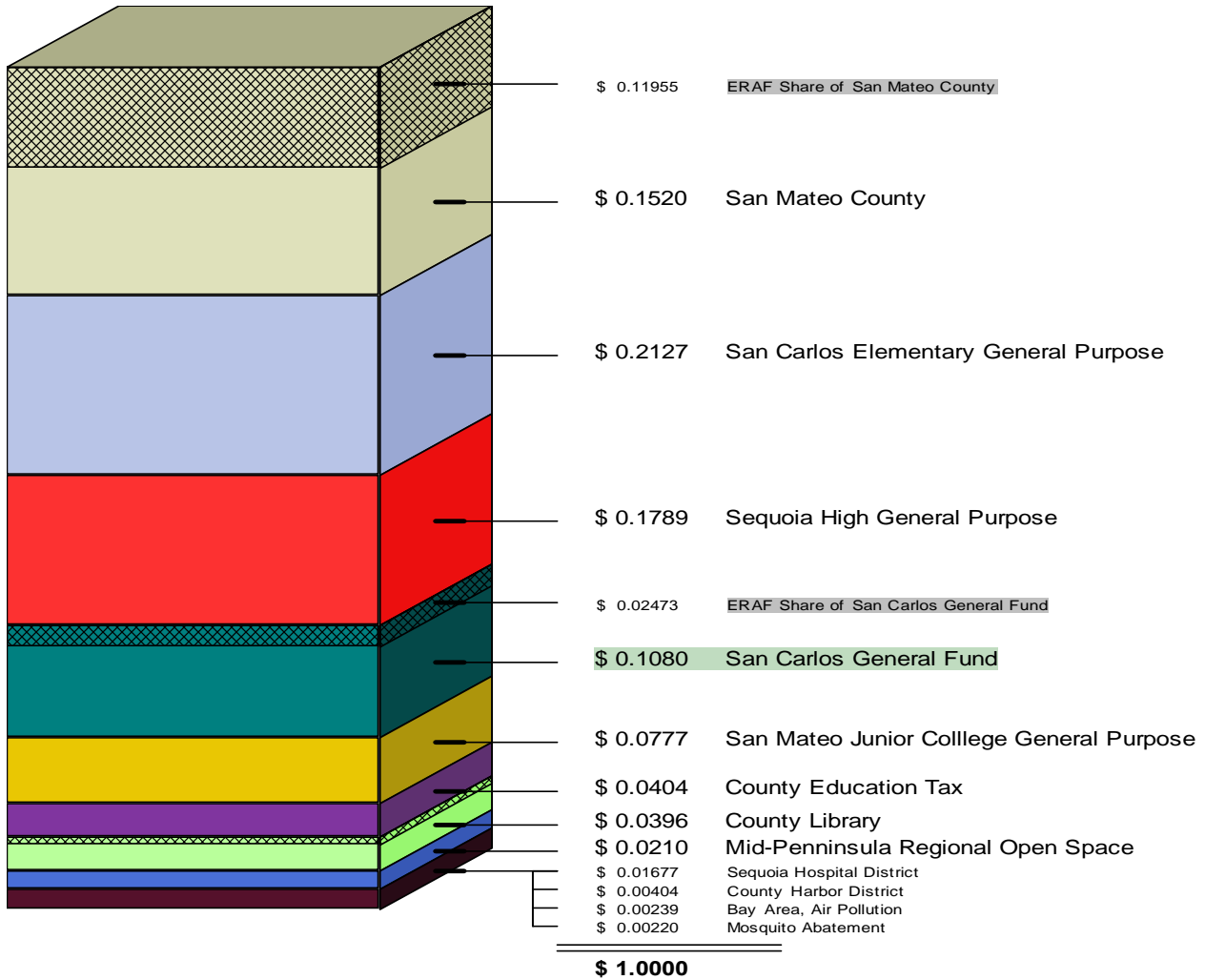
### GENERAL FUND OPERATING REVENUES BY TYPE FY 2023-24 AND FY 2024-25



	FY 2024 Revenues	FY 2025 Revenues
■ Other Tax	\$2.10	\$2.12
■ Other	\$2.15	\$2.14
■ Licenses & Permits	\$2.59	\$2.67
■ Uses of Money & Property	\$2.97	\$3.03
■ Vehicle in Lieu	\$3.91	\$4.16
■ Charges for Services	\$5.12	\$4.99
■ TOT/Business Registration	\$5.46	\$6.09
■ Sales Tax	\$13.06	\$13.43
■ Property Tax	\$17.98	\$19.24



# THE CITY OF SAN CARLOS PROPERTY TAX DOLLAR BREAKDOWN



Data Source: San Mateo County Assessor 2022-23 Annual Tax Increment Tables



# SAN MATEO COUNTY PROPERTY TAX - 2022/23

## REPRESENTATIVE GENERAL LEVY SHARE ESTIMATE

Estimate of City Representative Share of the General Levy before ERAF Shifts Applied by County Auditor

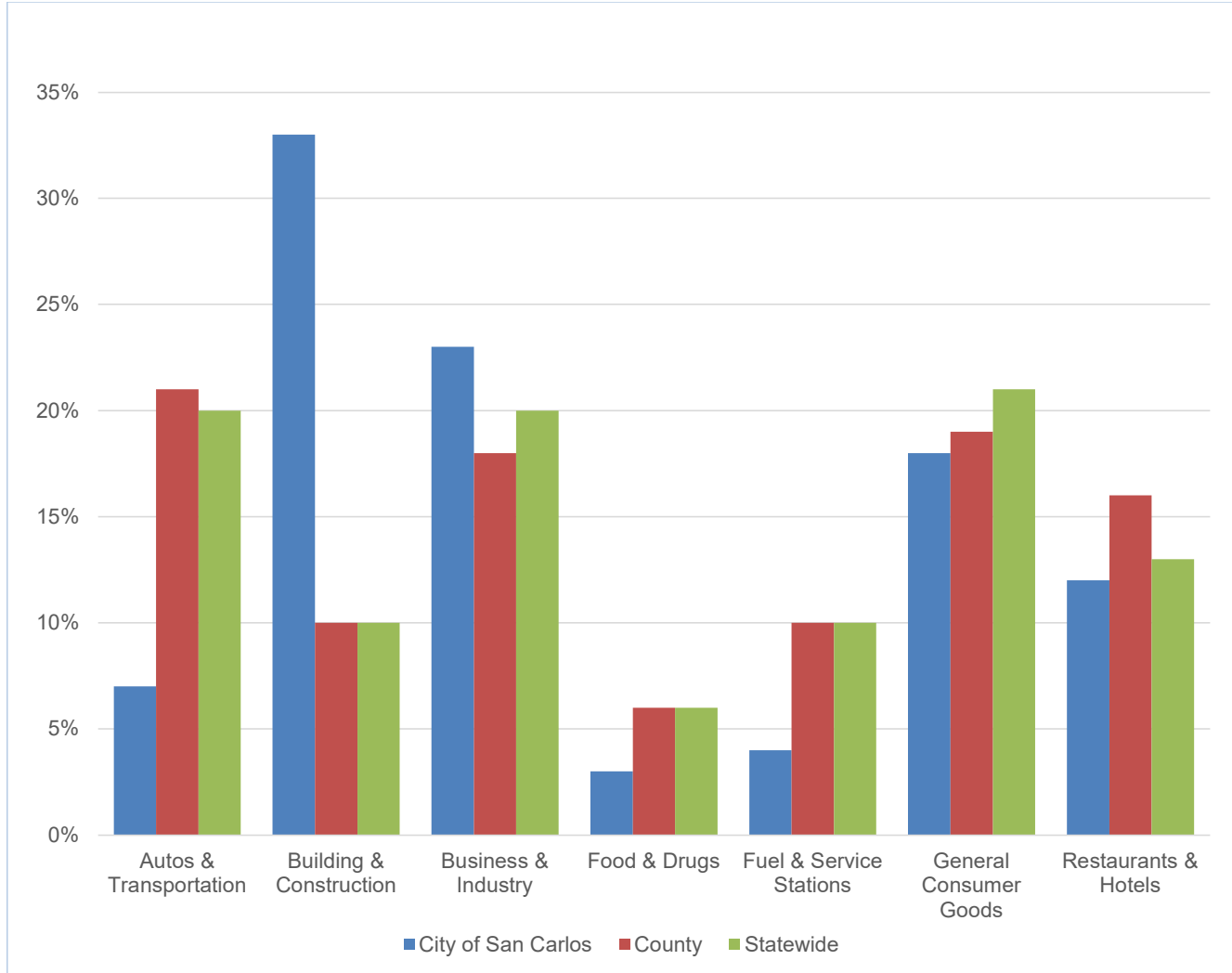
City	City Rate*	Other Rates*	Total
East Palo Alto	0.3375		0.3375
Foster City	0.0000	0.2597	0.2597
Redwood City	0.2588		0.2588
Belmont	0.0973	0.1611	0.2584
Pacifica	0.2366		0.2366
Daly City	0.2297		0.2297
Hillsborough	0.1871		0.1871
San Mateo	0.1761		0.1761
Burlingame	0.1706		0.1706
South San Francisco	0.1686		0.1686
Brisbane	0.1619		0.1619
Millbrae	0.1579		0.1579
San Bruno	0.1467		0.1467
San Carlos	0.1327		0.1327
Menlo Park	0.1222		0.1222
Atherton	0.1056		0.1056
Colma	0.0000	0.1022	0.1022
Half Moon Bay	0.0665		0.0665
Woodside	0.0520		0.0520
Portola Valley	0.0430		0.0430
<b>County Average:</b>	0.1425	0.0262	0.1687

\*The City tax rate is based on the largest non-redevelopment Tax Rate Area in each city; other rates include city-governed overlaying districts such as lighting or maintenance districts. **Data Source:** *San Mateo County Assessor 2022/23 Combined Tax Rolls*

**This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone**



### SALES TAX BY MAJOR INDUSTRY GROUPS CALENDAR YEAR 2022

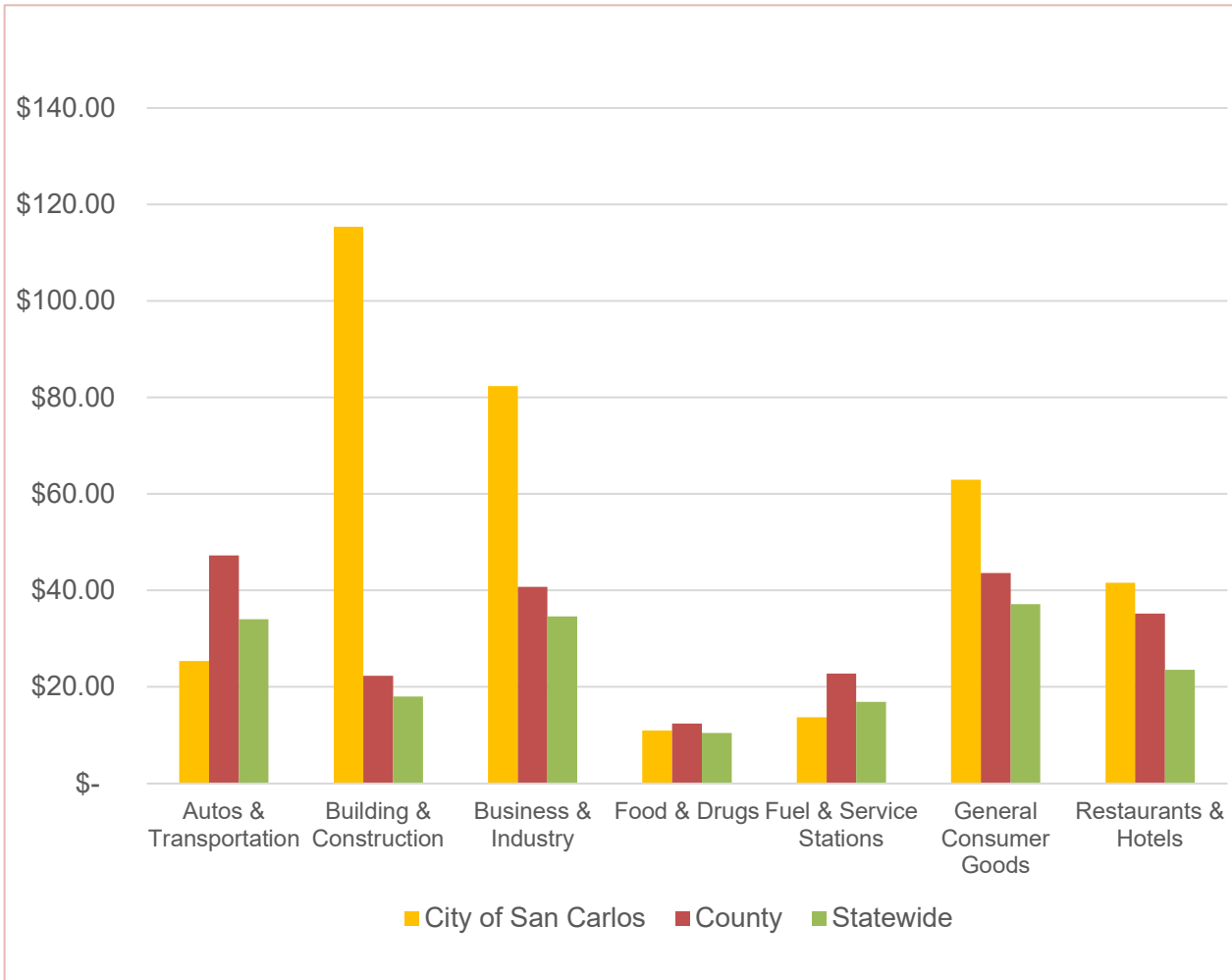


	City of San Carlos	County	Statewide
Autos & Transportation	7%	21%	20%
Building & Construction	33%	10%	10%
Business & Industry	23%	18%	20%
Food & Drugs	3%	6%	6%
Fuel & Service Stations	4%	10%	10%
General Consumer Goods	18%	19%	21%
Restaurants & Hotels	12%	16%	13%
Totals	100%	100%	100%

\* Information provided by Hinderliter de Llamas & Associates 2022



## SALES TAX REVENUE PER CAPITA CALENDAR YEAR 2022



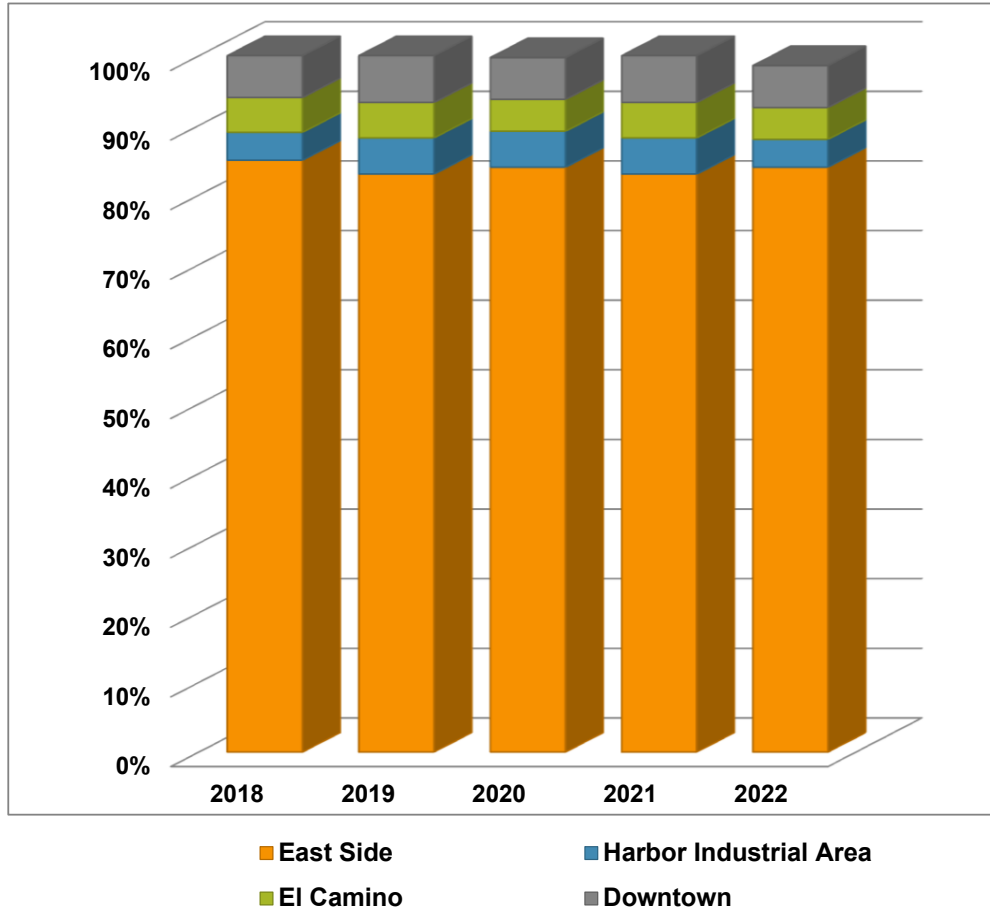
	Per Capita (30,145) City of San Carlos	Per Capita (773,244) County	Per Capita (39,765,223) Statewide
Autos & Transportation	\$ 25.36	\$ 47.27	\$ 34.03
Building & Construction	115.32	22.29	17.98
Business & Industry	82.31	40.74	34.59
Food & Drugs	11.00	12.42	10.48
Fuel & Service Stations	13.71	22.79	16.89
General Consumer Goods	62.94	43.62	37.18
Restaurants & Hotels	41.59	35.20	23.52
<b>Totals</b>	<b>\$ 352.23</b>	<b>\$ 224.33</b>	<b>\$ 174.67</b>

\* Information provided by Hinderliter de Llamas & Associates 2022





## SALES TAX REVENUES BY GEOGRAPHIC AREA PREVIOUS 5 CALENDAR YEARS



	2018	2019	2020	2021	2022
East Side	85%	83%	84%	83%	84%
Harbor Industrial Area	4%	5%	5%	5%	4%
El Camino	5%	5%	5%	5%	5%
Downtown	6%	7%	6%	7%	6%
<b>Totals</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\* Information provided by Hinderliter de Llamas & Associates



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**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

GENERAL GOVERNMENT	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
CITY COUNCIL	348,200	311,722	381,400	354,025	364,400	352,400
CITY MANAGER	2,243,800	1,896,663	2,694,500	2,563,205	2,910,875	3,021,680
CITY CLERK	575,250	427,263	661,600	650,050	714,050	740,750
CITY TREASURER	32,200	21,576	33,400	24,500	33,400	34,600
CITY ATTORNEY	576,700	547,333	597,000	597,000	918,750	805,750
ADMINISTRATIVE SERVICES	685,450	650,446	939,450	890,750	1,009,600	1,049,300
FINANCE	1,733,550	1,556,615	1,852,600	1,821,320	2,102,400	2,181,700
HUMAN RESOURCES	618,750	533,234	701,850	691,200	736,450	761,350
INFORMATION TECHNOLOGY	1,595,450	1,450,291	1,651,600	1,609,650	1,717,800	1,776,300
GENERAL FUND (NON-DEPARTMENTAL)	977,386	531,302	428,100	1,509,100	3,431,200	433,600
<b>GENERAL GOVERNMENT SUB TOTAL ----&gt;</b>	<b>9,386,736</b>	<b>7,926,445</b>	<b>9,941,500</b>	<b>10,710,800</b>	<b>13,938,925</b>	<b>11,157,430</b>
<b>COMMUNITY DEVELOPMENT</b>						
COMMUNITY DEVELOPMENT ADMINISTRATION	806,550	729,886	1,138,550	1,036,750	1,217,950	1,262,550
DEVELOPMENT AND PERMITTING	5,443,050	4,940,453	6,200,950	5,622,450	6,441,550	6,664,350
ECONOMIC DEVELOPMENT	986,800	649,502	1,022,900	979,000	1,073,100	1,108,500
<b>COMMUNITY DEVELOPMENT SUB TOTAL ----&gt;</b>	<b>7,236,400</b>	<b>6,319,841</b>	<b>8,362,400</b>	<b>7,638,200</b>	<b>8,732,600</b>	<b>9,035,400</b>
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT	11,172,000	10,182,269	12,111,600	12,117,500	12,891,400	14,082,170
FIRE DEPARTMENT	11,138,200	10,776,730	11,631,600	11,520,881	12,244,800	12,410,500
<b>PUBLIC SAFETY SUB TOTAL ----&gt;</b>	<b>22,310,200</b>	<b>20,958,999</b>	<b>23,743,200</b>	<b>23,638,381</b>	<b>25,136,200</b>	<b>26,492,670</b>
<b>PUBLIC WORKS</b>						
PUBLIC WORKS ADMIN/ENGINEERING	2,518,150	2,160,756	3,543,350	3,088,400	3,747,350	3,877,450
FLEET	241,125	204,940	248,325	246,425	263,825	272,825
STREET MAINTENANCE	755,200	683,530	741,200	741,200	770,700	793,600
PARK MAINTENANCE	2,465,200	2,460,646	2,567,525	2,478,550	2,839,325	2,934,925
BUILDING MAINTENANCE	1,138,950	1,035,828	1,399,375	1,338,100	1,458,375	1,823,475
<b>PUBLIC WORKS SUB TOTAL ----&gt;</b>	<b>7,118,625</b>	<b>6,545,701</b>	<b>8,499,775</b>	<b>7,892,675</b>	<b>9,079,575</b>	<b>9,702,275</b>
<b>PARK &amp; RECREATION</b>						
PARKS & RECREATION LEADERSHIP AND MANAGEMENT	573,350	509,690	897,750	847,200	943,650	976,750
ADULT SERVICES	846,350	628,572	900,800	852,300	970,000	998,200
ATHLETICS	450,200	528,041	512,200	498,100	604,200	619,200
PERSONAL AND FAMILY DEVELOPMENT	636,700	847,523	779,700	768,550	824,600	853,740
SPECIAL COMMUNITY EVENTS	749,950	618,942	986,700	946,070	1,102,000	1,140,975
YOUTH DEVELOPMENT	526,500	442,030	577,900	553,200	645,100	676,250
<b>PARK &amp; RECREATION SUB TOTAL ----&gt;</b>	<b>3,783,050</b>	<b>3,574,797</b>	<b>4,655,050</b>	<b>4,465,420</b>	<b>5,089,550</b>	<b>5,265,115</b>
<b>GENERAL FUND (0001) TOTAL</b>	<b>49,835,011</b>	<b>45,325,783</b>	<b>55,201,925</b>	<b>54,345,476</b>	<b>61,976,850</b>	<b>61,652,890</b>



**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

ENTERPRISE FUNDS	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
WASTEWATER (SEWER) FUND (0006)	17,981,407	11,781,245	18,600,463	17,965,852	21,950,700	21,031,300
<b>WASTEWATER FUND SUB TOTAL ----&gt;</b>	<b>17,981,407</b>	<b>11,781,245</b>	<b>18,600,463</b>	<b>17,965,852</b>	<b>21,950,700</b>	<b>21,031,300</b>
OTHER REVENUE FUNDS	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
NPDES - STORMWATER (0015)	121,000	120,967	124,400	118,700	125,600	129,300
GRANTS-POLICE (0017)	250,000	217,901	157,600	157,600	163,900	168,800
LIBRARY TENANT REVENUE (0095)	1,524,585	284,248	1,656,385	1,656,385	316,200	-
<b>OTHER REVENUE FUNDS SUB TOTAL ----&gt;</b>	<b>1,895,585</b>	<b>623,116</b>	<b>1,938,385</b>	<b>1,932,685</b>	<b>605,700</b>	<b>298,100</b>
<b>OPERATING BUDGET TOTAL</b>	<b>69,712,003</b>	<b>57,730,143</b>	<b>75,740,773</b>	<b>74,244,013</b>	<b>84,533,250</b>	<b>82,982,290</b>
CAPITAL FUNDS:						
REPLACEMENT/RESERVE FUND	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
EQUIPMENT REPLACEMENT/RESERVE (0010)	1,720,000	1,400	1,114,600	1,114,600	153,900	289,300
TECHNOLOGY REPLACEMENT/RESERVE (0010)	80,000	66,434	335,400	335,400	220,100	249,300
<b>REPLACEMENT FUNDS SUB TOTAL ----&gt;</b>	<b>1,800,000</b>	<b>67,834</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>374,000</b>	<b>538,600</b>
TRAFFIC MANAGEMENT FUNDS	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
MEASURE A TRAFFIC CONGESTION (0014)	91,000	90,816	93,700	91,600	94,000	95,900
MEASURE W TRAFFIC CONGESTION (0018)	-	-	-	-	-	-
PARKING IN LIEU (0028)	64,738	14,144	115,594	115,594	-	-
<b>TRAFFIC MANAGEMENT SUB TOTAL ----&gt;</b>	<b>155,738</b>	<b>104,960</b>	<b>209,294</b>	<b>207,194</b>	<b>94,000</b>	<b>95,900</b>
GAS TAX	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
GAS TAX (0016)	5,355,000	342,008	10,163,750	10,163,750	7,725,000	7,980,000
<b>GAS TAX SUB TOTAL ----&gt;</b>	<b>5,355,000</b>	<b>342,008</b>	<b>10,163,750</b>	<b>10,163,750</b>	<b>7,725,000</b>	<b>7,980,000</b>
CAPITAL IMPROVEMENT	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
CAPITAL IMPROVEMENT PROJECTS (0025)	28,440,490	2,631,614	36,505,177	35,722,952	11,727,100	10,575,000
<b>GENERAL CAPITAL SUB TOTAL ----&gt;</b>	<b>28,440,490</b>	<b>2,631,614</b>	<b>36,505,177</b>	<b>35,722,952</b>	<b>11,727,100</b>	<b>10,575,000</b>
CHILD CARE FUND	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
CHILD CARE (0026)	-	-	-	-	-	1,250,000
<b>CHILD CARE FUND SUB TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,250,000</b>
PARK IN LIEU	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
PARK IN LIEU (0027)	826,124	209,982	800,642	800,642	900,000	500,000
<b>PARK IN LIEU SUB TOTAL ----&gt;</b>	<b>826,124</b>	<b>209,982</b>	<b>800,642</b>	<b>800,642</b>	<b>900,000</b>	<b>500,000</b>



**EXPENDITURES BY MAJOR CATEGORY AND SOURCE**

AFFORDABLE HOUSING IN LIEU	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
HOUSING IN LIEU (0029)	5,600,266	797,913	4,687,463	4,687,463	16,045,200	10,561,200
<b>HOUSING IN LIEU SUB TOTAL ----&gt;</b>	<b>5,600,266</b>	<b>797,913</b>	<b>4,687,463</b>	<b>4,687,463</b>	<b>16,045,200</b>	<b>10,561,200</b>
LOW MOD HOUSING ASSET	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
LOW MOD HOUSING ASSET (0031)	3,312,976	47,157	3,296,176	3,438,351	149,800	154,200
<b>LOW MOD HOUSING ASSET SUB TOTAL ----&gt;</b>	<b>3,312,976</b>	<b>47,157</b>	<b>3,296,176</b>	<b>3,438,351</b>	<b>149,800</b>	<b>154,200</b>
<b>CAPITAL FUNDS TOTAL</b>	<b>45,490,593</b>	<b>4,201,468</b>	<b>57,112,501</b>	<b>56,470,351</b>	<b>37,015,100</b>	<b>31,654,900</b>
CITY DEBT SERVICE	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SC LIBRARY BOND SERVICE (0093)	442,800	442,725	457,800	457,800	469,250	1,504,900
<b>CITY DEBT SERVICE SUB TOTAL ----&gt;</b>	<b>442,800</b>	<b>442,725</b>	<b>457,800</b>	<b>457,800</b>	<b>469,250</b>	<b>1,504,900</b>
INTERNAL SERVICE FUNDS	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
WORKERS COMPENSATION (0032)	211,800	197,891	271,000	213,600	275,400	335,900
GENERAL LIABILITY - RISK MANAGEMENT (0033)	1,469,300	1,251,636	1,537,100	1,359,451	1,488,600	1,631,200
POST-EMPLOYMENT BENEFITS (0035)	885,000	885,000	958,000	958,000	1,123,600	1,132,500
<b>INTERNAL SERVICE FUND SUB TOTAL ----&gt;</b>	<b>2,566,100</b>	<b>2,334,527</b>	<b>2,766,100</b>	<b>2,531,051</b>	<b>2,887,600</b>	<b>3,099,600</b>



**CITYWIDE EXPENDITURES BY MAJOR CATEGORY & SOURCE  
FY2023-24 AND FY2024-25**

- City's Debt/Other Revenue Fund ■ Internal Service Funds
- Wastewater Fund ■ Capital Funds
- General Fund

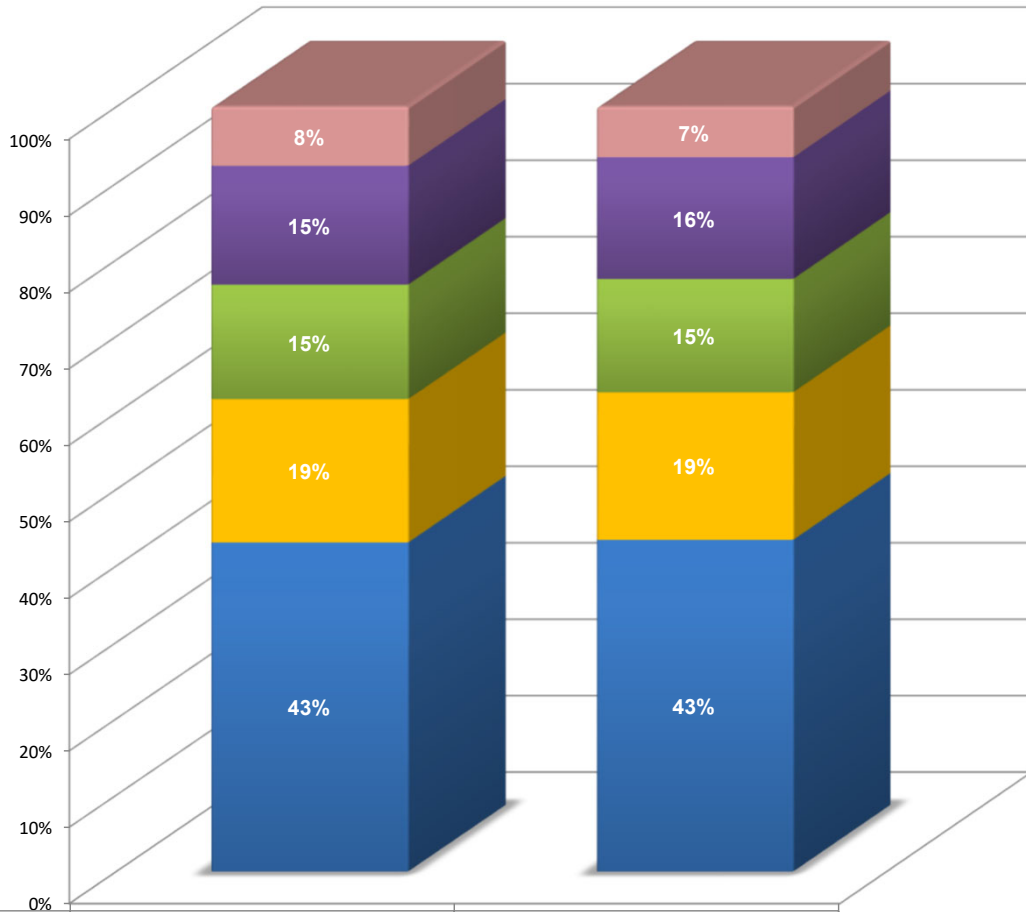


	Adopted FY 2023-24	Adopted FY 2024-25
■ General Fund	\$61.98	\$61.65
■ Capital Funds	\$37.02	\$31.65
■ Wastewater Fund	\$21.95	\$21.03
■ Internal Service Funds	\$2.89	\$3.10
■ City's Debt/Other Revenue Fund	\$1.07	\$1.80



### GENERAL FUND OPERATING EXPENDITURES FY2023-24 AND FY2024-25

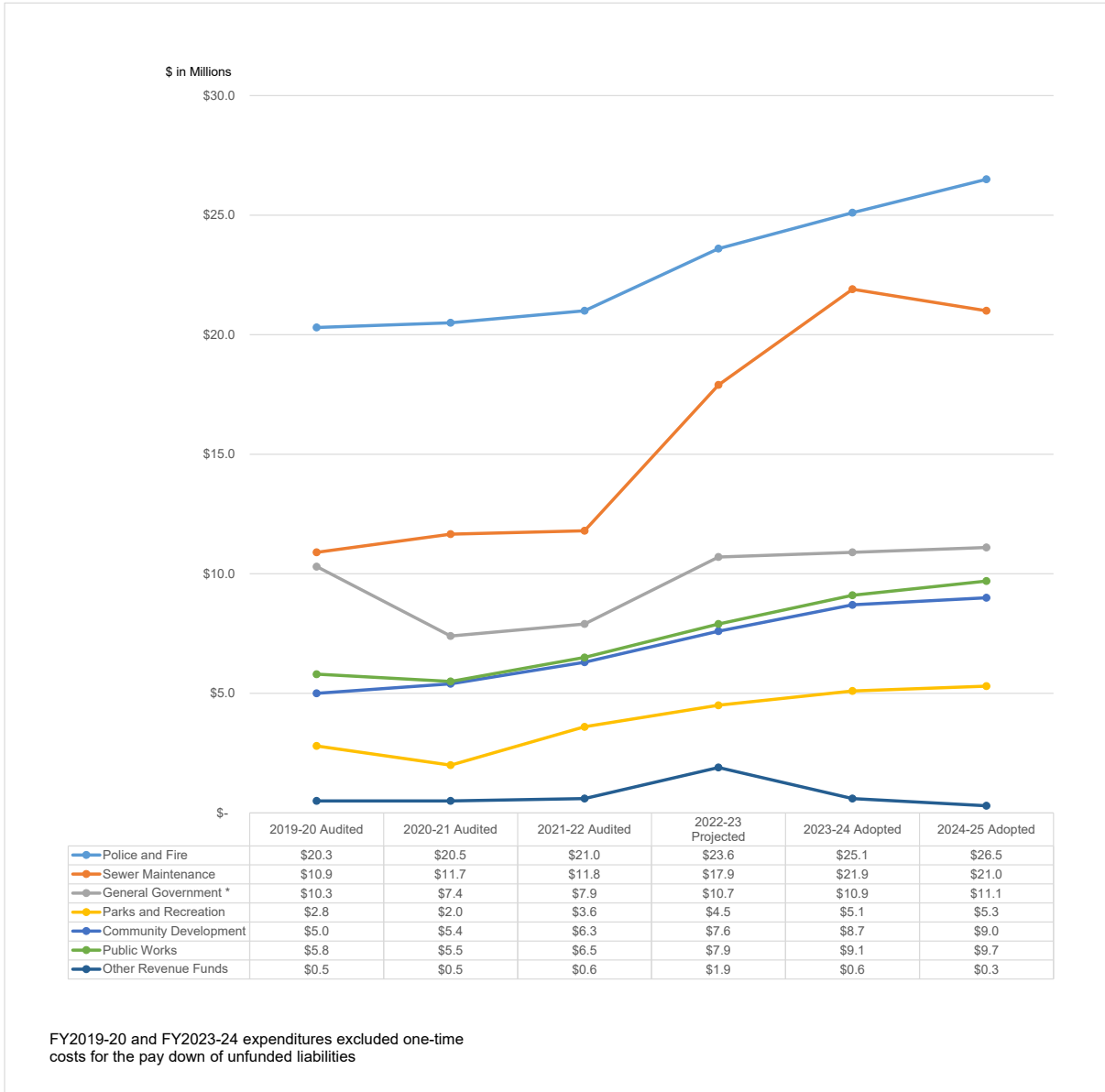
- Public Safety
- General Government
- Community Development
- Public Works
- Parks & Recreation



<span style="color: brown;">■</span> Parks & Recreation	8%	7%
<span style="color: purple;">■</span> Public Works	15%	16%
<span style="color: green;">■</span> Community Development	15%	15%
<span style="color: yellow;">■</span> General Government	19%	19%
<span style="color: blue;">■</span> Public Safety	43%	43%



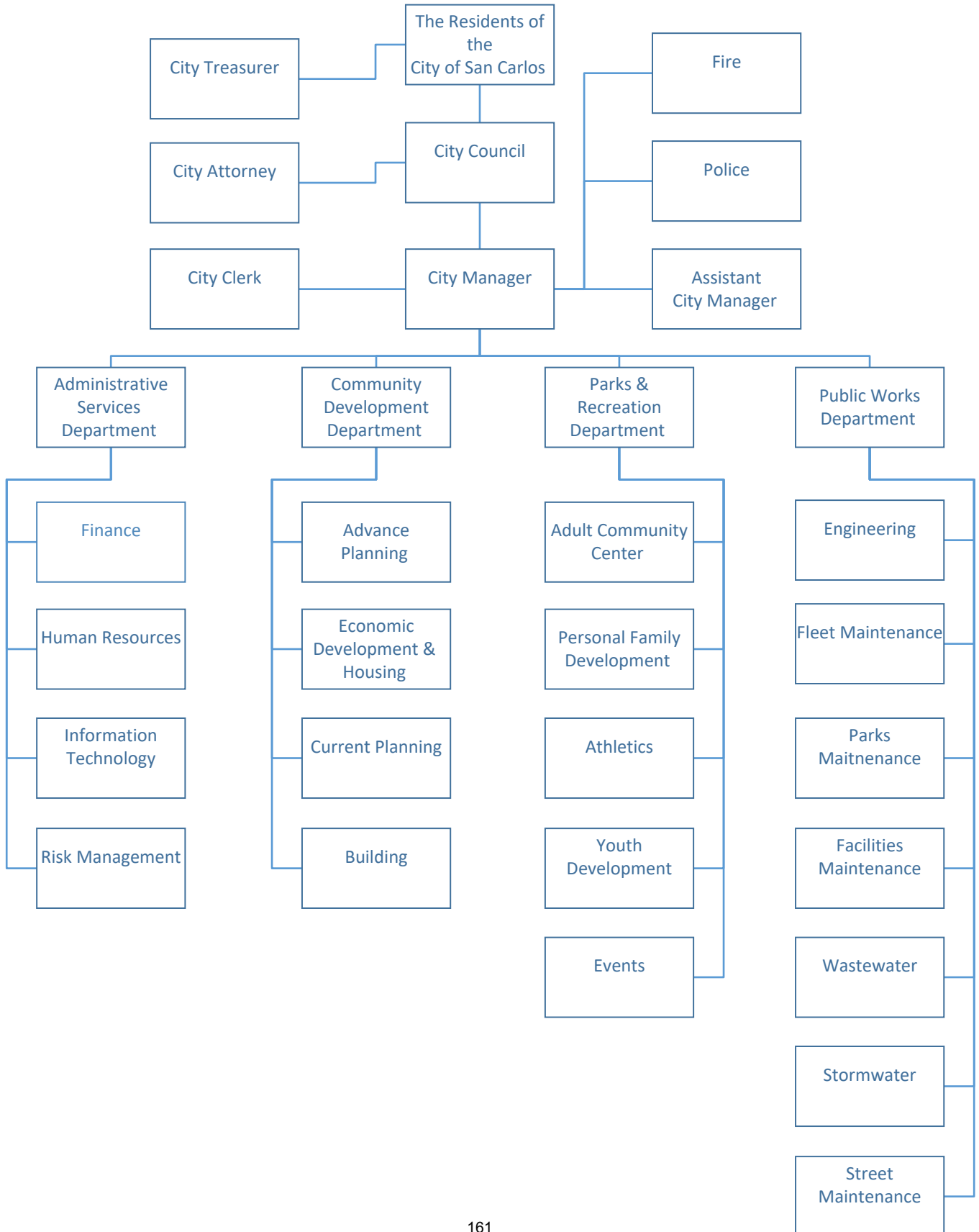
**OPERATING EXPENDITURES MULTI-YEAR COMPARISON**  
**Multi-Year Comparison**  
**(Funds are Reflected in Millions)**





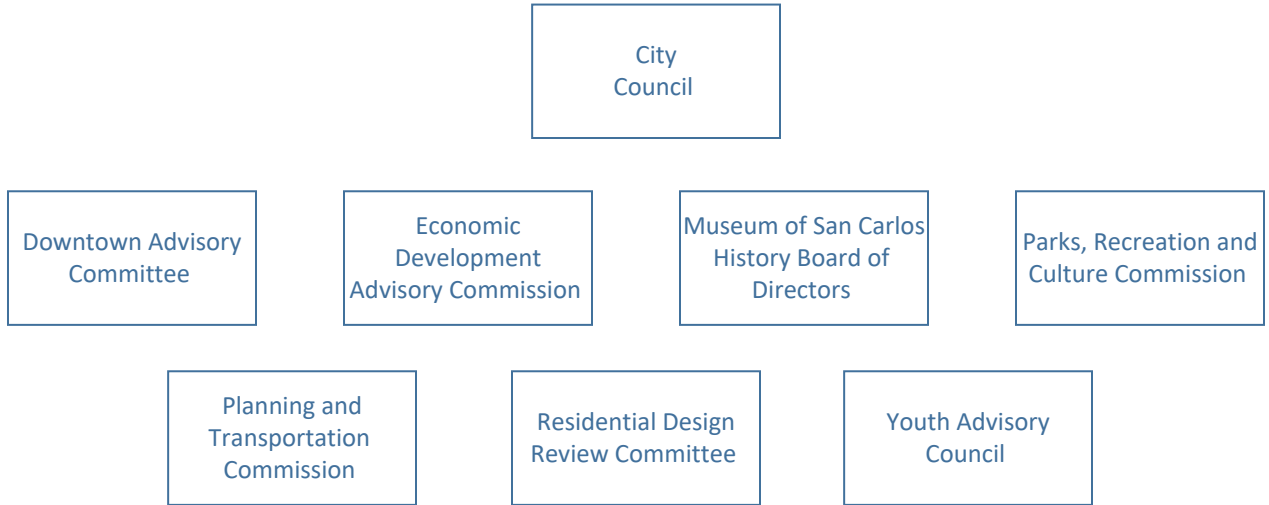


# Organization Chart





# 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 Local Policy Maker 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 Subcommittee	Housing Endowment & Regional Trust Board	Industrial Arts Subcommittee	League of California Cities	Legislative Subcommittee
Library Governing Board JPA	OneShoreline	Parks and Recreation Public Art Task Force	Peninsula Clean Energy JPA Board	Peninsula Congestion Relief Alliance	Trails and Open Space Subcommittee	Transportation and Circulation Subcommittee
San Carlos Educational Foundation	San Mateo County Convention and Visitors Bureau	San Mateo County Council of Cities	San Mateo County Mosquito and Vector Control District	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
  - Management of the Child Care Fund
- 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](http://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 <https://www.cityofsancarlos.org/residents/public-meetings>.



# CITY COUNCIL DEPARTMENT

Program Name	City Leadership
<b>Program Goals</b>	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; proactively protect our physical environment from the threats of climate change and reduce greenhouse gas emissions; recognize the needs and challenges of the community and promote its well-being; 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.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Legislative activities to support San Carlos</li> <li>• Policy establishment and direction</li> <li>• Budget establishment and oversight to ensure fiscal sustainability</li> <li>• Serve on various regional boards</li> <li>• Provide leadership during emergency situations</li> <li>• Serve the community through active engagement and leadership</li> <li>• Prioritize and develop strategic initiatives that are of interest to the community</li> <li>• Ensure that San Carlos remains a desirable, vibrant, equitable, inclusive, and business friendly community</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Promoted a safe, diverse, and engaged community by issuing proclamations in support of United Against Hate Week, domestic violence awareness, human trafficking prevention, American Heart Month, Black History month, Women History month, suicide prevention, and Hispanic &amp; Latinx Heritage</li> <li>• Adopted ordinances related to child care impact fees, accessory dwelling units, green building standards, heritage trees, the Northeast area development moratorium, construction noise, and fireworks and revised the City's Below Market Rate Ordinance</li> </ul>





**FY 2023-25 Goals**

- Encourage and support the creation of child care facilities by reducing barriers to creation and expansion
- Support sustainability initiatives and address climate change. As part of its focus on climate change, the City of San Carlos will continue to address vulnerability and adapt to changing climate conditions such as wildfires, flooding, drought, and sea level rise
- 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
- Actively encourage and support the creation of housing to provide a safe, inclusive, diverse, 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 provide efficient, safe, and effective movement throughout the city
- 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 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
- Explore new recreational opportunities by completing an assessment of parks, open space, and other recreation facilities to support the health and well-being for community members of all ages

**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 37 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**

	<b>FY 2022 Actuals</b>	<b>FY 2023 Projected</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
# of boards and committees with City Council participation	37	41	41	41
% of residents who agree that the City is responsive to them*	N/A	70%	N/A	75%
% of residents satisfied with the City's efforts to provide municipal services*	N/A	82%	N/A	84%
% residents who indicate that they trust the City*	N/A	78%	N/A	81%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsanarlos.org/community/community\\_surveys.php](https://www.cityofsanarlos.org/community/community_surveys.php).

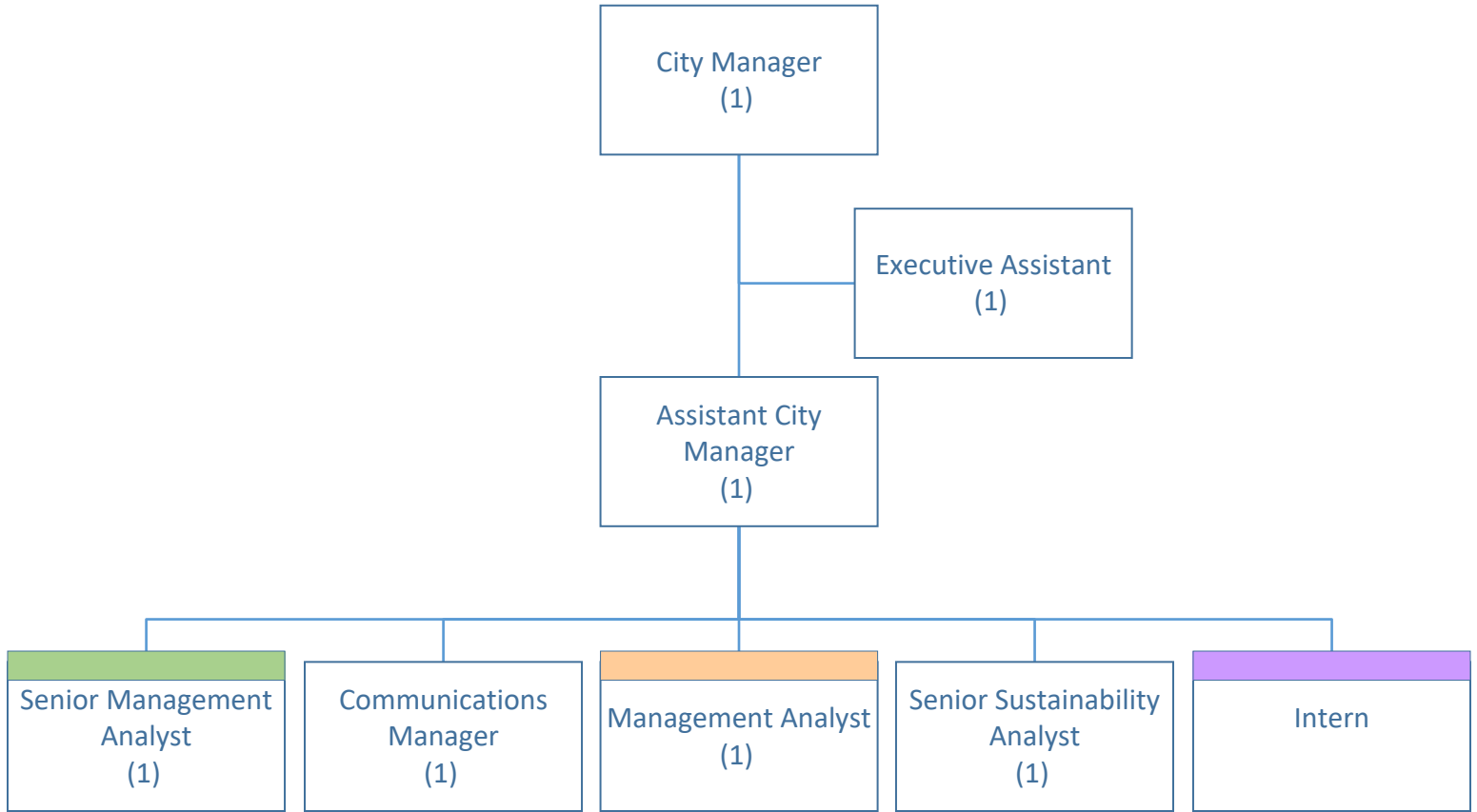


**CITY COUNCIL (01101000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	33,500	33,678	33,500	33,500	33,500	33,500
BENEFITS	120,000	116,546	126,000	112,125	126,000	129,700
<b>PERSONNEL TOTAL ----&gt;</b>	<b>153,500</b>	<b>150,224</b>	<b>159,500</b>	<b>145,625</b>	<b>159,500</b>	<b>163,200</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	800	733	800	800	800	800
PROFESSIONAL SERVICES	32,600	34,217	33,600	33,600	44,900	46,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	41,200	38,260	42,400	42,400	44,100	45,400
COMMUNITY RELATIONS	65,000	65,000	90,000	90,000	60,000	40,000
LOW INCOME SUBSIDY	55,000	23,289	55,000	40,000	55,000	56,700
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>194,700</b>	<b>161,499</b>	<b>221,900</b>	<b>206,900</b>	<b>204,900</b>	<b>189,200</b>
CAPITAL OUTLAY	-	-	-	1,500	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>348,200</b>	<b>311,722</b>	<b>381,400</b>	<b>354,025</b>	<b>364,400</b>	<b>352,400</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,200	2,200	2,400	2,500
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	700	700	700	700	700	700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>2,800</b>	<b>2,800</b>	<b>2,900</b>	<b>2,900</b>	<b>3,100</b>	<b>3,200</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>351,000</b>	<b>314,522</b>	<b>384,300</b>	<b>356,925</b>	<b>367,500</b>	<b>355,600</b>
<b>REVENUE SUMMARY</b>						
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	24,100	24,100	24,800	24,800	29,300	30,200
ALLOCATIONS IN FROM NPDES	300	300	300	300	300	300
ALLOCATIONS IN FROM GAS TAX	1,600	1,600	1,600	1,600	2,300	2,400
ALLOCATIONS IN FROM WORK COMP	400	400	400	400	400	400
ALLOCATIONS IN FROM RISK MGT	800	800	800	800	800	800
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>27,200</b>	<b>27,200</b>	<b>27,900</b>	<b>27,900</b>	<b>33,100</b>	<b>34,100</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>27,200</b>	<b>27,200</b>	<b>27,900</b>	<b>27,900</b>	<b>33,100</b>	<b>34,100</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>323,800</b>	<b>287,322</b>	<b>356,400</b>	<b>329,025</b>	<b>334,400</b>	<b>321,500</b>



# City Manager Department Organization Chart



	Reclass
	Underfilled
	Seasonal Staff



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# CITY MANAGER DEPARTMENT

**Mission**

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

**Organization**

The Department is comprised of City Manager, Assistant City Manager, Senior Management Analyst (underfilled by Management Analyst), Communications Manager, Management Analyst, 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
<b>Program Goals</b>	<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 climate change mitigation, adaptation, and resiliency. 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 goal 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>
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage overall City operations, departments, and programs</li> <li>• Provide Council support</li> <li>• Oversee community relations and engagement, public information, social media, and website</li> <li>• Develop and manage the Council's strategic plan</li> <li>• Manage special projects and initiatives</li> <li>• Oversee the Climate Mitigation and Adaptation Plan and sustainability programs</li> <li>• Direct the activities of staff and consultants to plan and respond to an emergency</li> </ul>



**FY 2022-23  
Accomplishments**

- Organized series of new employee meet and greets, luncheon, and launched a new, monthly Employee Newsletter to develop cross departmental collaboration and information sharing
- Liaised with local and regional emergency teams to provide timely, consistent, and extensive communications related to 2022 brush fire and 2022/2023 flooding emergencies
- Curated a robust Mental Health Awareness Brochure for distribution to every residence in San Carlos (and included a digital copy on the City’s website), coordinated two Mental Health First Aid training sessions with the County, highlighted fentanyl awareness campaign and relationship abuse on billboards, and organized community outreach for September 8 Children’s Fund
- Updated the website with a new, interactive map of current City projects
- Prepared communications and provided support for Councilmembers’ replies to press inquiries, presentations to community groups and regional organizations, and local print publications
- Supported focused communications initiatives and community outreach for City departments including Public Works (Greater East San Carlos Street Calming website, four community outreach sessions, San Carlos Ave Phase III), Community Development (Small Business Spotlight social media campaign, community workshops outreach), Parks and Recreation (community events outreach, including the return of Hometown Days and the San Carlos Art & Wine Faire, Goblin Walk, Night of Holiday Lights, and more)
- Produced 23 electronic “Council Newsletters”, two print “Spotlights,” and four print “Good Living Newsletters.”
- Developed a Citywide, cross-departmental communications calendar and outreach request process to develop and improve proactive, timely information access and transparency
- Updated firearm safety, wildfire safety, and City’s zero communications plan on the City’s website
- Obtained two grants between June and October for a streamlined solar permitting tool from the California Energy Commission and water heater replacement from PG&E
- Conducted extensive sustainability outreach related to electrification, food ware, climate change, EV charging, energy efficiency programs, and composting
- Monitored potential legislative impacts to the City and advocated the City’s positions on Vehicle in Lieu Fee (“VLF”) shortfall and AB 2449 (re: Brown Act)

**FY 2023-25 Goals**

- Launch an accessible, intuitive, and cutting-edge City website and employee intranet
- Implement the Climate Mitigation and Adaptation Plan’s goal to expand availability of electric vehicle charging stations through a partnership agreement with Peninsula Clean Energy
- Adopt an Emergency Operations Plan
- Redevelop the Citizens Academy program to increase public awareness of, and participation in, San Carlos government
- Expand and grow social media outreach through the use of video and alternate forms of community engagement



### Management of City Operations Objective 1

Management of City departments, programs, and contracts.

Results from the community satisfaction survey conducted in 2023 reported high resident satisfaction with City services. We've continued efforts to maintain this high level of satisfaction.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
Community Satisfaction Survey Conducted*	No	Yes	No	Yes
% of residents finding City staff professional*	N/A	89%	N/A	92%
% of residents satisfied with City services*	N/A	83%	N/A	85%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsancarlos.org/community/community\\_surveys.php](https://www.cityofsancarlos.org/community/community_surveys.php)

### Strategic Plan Objective 2

Creation and management of the City Council adopted strategic plan, its objectives, and work plans.

The strategic plan tasks are in addition to the day-to-day operations of the City.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of citywide strategic plan tasks undertaken	65	63	63	63





### Community Engagement Objective 3

#### Community Engagement.

Per the 2023 Citizen Opinion Survey, “Whereas many cities have witnessed a significant decline in satisfaction with city-resident communications over the past decade, San Carlos has managed to keep the overall satisfaction level between 82% and 85% dating back to the first survey in 2014, with 2023’s 84% placing in the upper end of the range. The fact that San Carlos residents primarily rely on city-sponsored sources of information to find out about San Carlos news, events, and programming — including City newsletters, the City’s website, and email — is undoubtedly one of the reasons for this stability in satisfaction over the past nine years.”

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
% of residents who are satisfied with the City’s communications efforts*	N/A	84%	N/A	86%
# of Facebook and Twitter Postings				
<i>Facebook</i>	189	200	225	225
<i>Twitter</i>	280	300	300	300
# of Facebook likes and Twitter followers				
<i>Facebook likes</i>	6,107	6,125	6,140	6,155
<i>Twitter followers</i>	8,091	8,100	8,125	8,150
# of City related Nextdoor Postings	123	150	175	200
# of Instagram followers	2,320	2,335	2,350	2,365
# eNotify Subscribers	14,035	14,050	14,065	14,080
# of eNotify subscription topics available	55	55	55	55
# of Shape San Carlos subscribers	1,868	0	N/A	N/A
# of Shape San Carlos topics posted	2	0	N/A	N/A
# of news releases sent	51	50	50	50
# of requests handled by Inform San Carlos	2,196	2,200	2,200	2,200
Average # of days to resolve requests	19	19	19	19

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsanarlos.org/community/community\\_surveys.php](https://www.cityofsanarlos.org/community/community_surveys.php).

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of climate action items monitored	45	45	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 CMAP 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 CMAP.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of postings on green initiatives	115	125	140	160
% reduction in greenhouse gases community wide since 1990	9.2% as of 2019	9.2% as of 2019	9.2% as of 2019	9.2% as of 2019
% reduction in greenhouse gases by municipal government since 2015	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of emergency related postings	147	150	160	165
% of residents satisfied with City emergency planning/preparation*	N/A	83%	N/A	85%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsancarlos.org/community/community\\_surveys.php](https://www.cityofsancarlos.org/community/community_surveys.php).



**CITY MANAGER (0111000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	999,000	955,061	1,174,000	1,112,000	1,297,475	1,344,580
BENEFITS	497,700	440,734	602,700	566,405	649,500	680,800
<b>PERSONNEL TOTAL ----&gt;</b>	<b>1,496,700</b>	<b>1,395,796</b>	<b>1,776,700</b>	<b>1,678,405</b>	<b>1,946,975</b>	<b>2,025,380</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	8,000	7,599	8,200	8,200	8,600	8,900
PROFESSIONAL SERVICES	720,300	474,774	849,700	816,700	893,000	923,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	13,000	5,264	23,400	23,400	24,300	25,100
COMMUNITY RELATIONS	1,000	1,153	31,600	31,600	32,900	33,900
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	300	-	300	300	300	300
EQUIPMENT MAINTENANCE	500	-	500	500	500	500
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>743,100</b>	<b>488,790</b>	<b>913,700</b>	<b>880,700</b>	<b>959,600</b>	<b>991,900</b>
CAPITAL OUTLAY	4,000	12,077	4,100	4,100	4,300	4,400
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>4,000</b>	<b>12,077</b>	<b>4,100</b>	<b>4,100</b>	<b>4,300</b>	<b>4,400</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>2,243,800</b>	<b>1,896,663</b>	<b>2,694,500</b>	<b>2,563,205</b>	<b>2,910,875</b>	<b>3,021,680</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	13,000	13,000	13,400	13,400	17,200	17,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	4,000	4,000	4,100	4,100	5,300	5,500
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>17,000</b>	<b>17,000</b>	<b>17,500</b>	<b>17,500</b>	<b>22,500</b>	<b>23,200</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,260,800</b>	<b>1,913,663</b>	<b>2,712,000</b>	<b>2,580,705</b>	<b>2,933,375</b>	<b>3,044,880</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	120,000	45,658	120,000	120,000	124,000	127,100
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>120,000</b>	<b>45,658</b>	<b>120,000</b>	<b>120,000</b>	<b>124,000</b>	<b>127,100</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	205,700	205,700	211,900	211,900	250,300	257,800
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,400	1,400
ALLOCATIONS IN FROM GAS TAX	7,800	7,800	8,000	8,000	11,000	11,300
ALLOCATIONS IN FROM WORK COMP	3,200	3,200	3,300	3,300	3,400	3,500
ALLOCATIONS IN FROM RISK MGT	5,800	5,800	6,000	6,000	6,200	6,400
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>223,800</b>	<b>223,800</b>	<b>230,500</b>	<b>230,500</b>	<b>272,300</b>	<b>280,400</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>343,800</b>	<b>269,458</b>	<b>350,500</b>	<b>350,500</b>	<b>396,300</b>	<b>407,500</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>1,917,000</b>	<b>1,644,205</b>	<b>2,361,500</b>	<b>2,230,205</b>	<b>2,537,075</b>	<b>2,637,380</b>

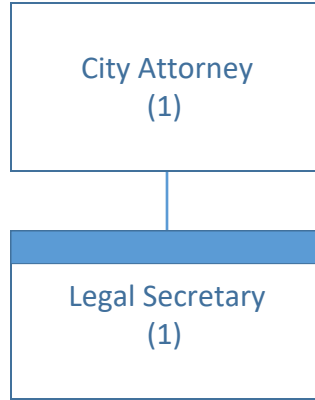


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# City Attorney Department

## Organization Chart



New FY 23-24



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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 and a Legal Secretary.

**Org Code**

01151000

**Dept #**

1510

**Description**

The City Attorney Department consists of two full-time regular employees.



## CITY ATTORNEY DEPARTMENT

Program Name	General Legal Services, Litigation and Specialized Services
<b>Program Goals</b>	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.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Advising staff and reviewing contracts</li> <li>• Attending City Council and most Planning Commission meetings</li> <li>• Participating in strategic planning for the City</li> <li>• Participating in negotiation and development projects</li> <li>• Participating in litigation involving the City</li> <li>• Drafting ordinances and resolutions</li> <li>• Overseeing code enforcement</li> <li>• Ensuring Public Records Act and Brown Act compliance</li> <li>• Overseeing election law</li> <li>• Participating in emergency management operations, such as COVID-19</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Advised staff on COVID-19 emergency declaration and changing orders</li> <li>• Advised on the new state mandated Housing Element with Outside Counsel</li> <li>• Advised on trails plan updates and implementation</li> <li>• Prepared declaration of Emergency for December 31, 2022 storm damage</li> <li>• Provided ethics advice to the City Council and Planning Commissioners</li> <li>• Advised on end of AB 361 and AB 2449 rules for remote meetings</li> <li>• Assisted staff in downtown plan and parklet program</li> <li>• Assisted staff on contracting and implementation for the Burton and Highland Park lighting project</li> <li>• Participated in Brown Act training for new and existing commissioners</li> <li>• Advised Mayor on code of conduct investigation involving City Treasurer; conducted investigation at her request; drafted report and presented results to the City Council</li> <li>• Drafted or assisted in preparing and implementing ordinances, including: construction time limits, amendment to minimum wage ordinance, permitting for EV charging, traffic impact fee update, planned unit developments such as 405 Industrial, Alexandria, and 642 Quarry, accessory dwelling units updates, consolidation of Planning Commission with Transportation commission, zoning ordinance changes, green building standards, urgency ordinance for heritage trees, disposable foodware, design review notice, organic waste reduction, permanent tree ordinance, moratorium for Northeast area and extension for 2 years, Urgency Ordinances for Northeast area and SB-9, updates to ADU ordinance per state law, childcare development fee ordinance, construction noise, and penalties for fireworks and explosives</li> <li>• Participated in ongoing negotiation of development agreements in the City including the Alexandria, 632 Quarry, 405 Industrial, the Sobrato project, Brittan Avenue projects and Bransten projects</li> <li>• Participated in code enforcement matters, in park after dark; solicitation; sleeping in vehicles; dog and animal complaints</li> <li>• Monitored liability claims with PLAN JPA appointed defense counsel</li> <li>• Assisted staff in community charitable response to the tragic murder on Laurel street in 2022</li> <li>• Supervised outside counsel on settlement of eminent domain litigation</li> </ul>





	<ul style="list-style-type: none"> <li>• Oversaw numerous Public Records Act requests</li> <li>• Assisted staff on San Carlos Avenue Eucalyptus removal project phases</li> <li>• Advised staff on density bonus project provisions and conditions of approval</li> <li>• Reported on recent litigation and legislation</li> <li>• Participated in Risk Management program meetings</li> <li>• Proactively addressed citizen concerns and issues, including easements, boundary disputes, development issues, tree maintenance, line 147</li> <li>• Participated in the implementation of San Carlos Strategic Plan</li> </ul>
<p><b>FY 2023-25 Goals</b></p>	<ul style="list-style-type: none"> <li>• Implement the Strategic Plan</li> <li>• Draft new ordinances as mandated by state or federal law or as directed by the City Council</li> <li>• Advise on the many residential and commercial housing projects being proposed</li> <li>• Work and advise on establishing process and implementation for the East Side Innovation District Visioning Plan</li> <li>• Assist in the development of affordable housing projects and units</li> <li>• Advise the Fire Department concerning disaster preparedness and fire issues</li> <li>• Monitor legislation, claims, and litigation</li> <li>• Update the municipal code</li> <li>• Monitor and negotiate amendments and updates with Redwood City and the Sheriff for fire and police services and code enforcement contracts</li> <li>• 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</li> <li>• Assist and provide legal advice for Downtown Laurel and Northeast Specific Plan</li> <li>• Advise on major development projects</li> </ul>

**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of legal updates provided	10	15	12	12
\$ Contract counsel services monitored	\$140,677	\$140,000	\$154,000	\$170,000
Ordinance Amendments	14	18	15	15
Total # of code enforcement cases	5	5	5	5
# of litigation cases handled in-house	2	2	2	2
Hours spent on public records act requests processed	125	90	90	90
Council, Public and staff meetings attended	50	50	50	50
Contracts Reviewed	120	120	120	120



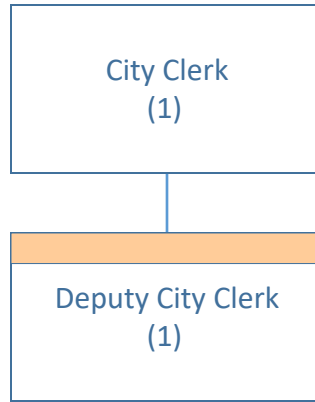
**CITY ATTORNEY/LEGAL SERVICES (01151000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	413,750	426,150
BENEFITS	44,300	46,752	48,600	48,600	199,100	208,800
<b>PERSONNEL TOTAL ----&gt;</b>	<b>44,300</b>	<b>46,752</b>	<b>48,600</b>	<b>48,600</b>	<b>612,850</b>	<b>634,950</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	6,000	6,200
PROFESSIONAL SERVICES	532,400	500,581	548,400	548,400	261,900	125,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	38,000	38,800
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>532,400</b>	<b>500,581</b>	<b>548,400</b>	<b>548,400</b>	<b>305,900</b>	<b>170,800</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>576,700</b>	<b>547,333</b>	<b>597,000</b>	<b>597,000</b>	<b>918,750</b>	<b>805,750</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	4,800	4,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	500	500	500	500	1,600	1,600
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>6,400</b>	<b>6,500</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>577,200</b>	<b>547,833</b>	<b>597,500</b>	<b>597,500</b>	<b>925,150</b>	<b>812,250</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	40,530	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>40,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	162,100	162,100	167,000	167,000	197,300	203,200
ALLOCATIONS IN FROM NPDES	2,600	2,600	2,700	2,700	2,800	2,900
ALLOCATIONS IN FROM GAS TAX	14,500	14,500	14,900	14,900	20,600	21,200
ALLOCATIONS IN FROM WORK COMP	4,900	4,900	5,000	5,000	5,200	5,400
ALLOCATIONS IN FROM RISK MGT	18,400	18,400	19,000	19,000	19,800	20,400
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>202,500</b>	<b>202,500</b>	<b>208,600</b>	<b>208,600</b>	<b>245,700</b>	<b>253,100</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>202,500</b>	<b>243,030</b>	<b>208,600</b>	<b>208,600</b>	<b>245,700</b>	<b>253,100</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>374,700</b>	<b>304,803</b>	<b>388,900</b>	<b>388,900</b>	<b>679,450</b>	<b>559,150</b>



# City Clerk Department

## Organization Chart



Reclass



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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 a Deputy City Clerk.

**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
<b>Program Goals</b>	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.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Agenda process management and meeting support</li> <li>• Administration of municipal elections</li> <li>• City Council/Treasurer candidate assistance and orientation</li> <li>• Research and retrieval of records</li> <li>• Maintenance of the City's records retention schedule</li> <li>• Recruitment management for the City's Commissions</li> <li>• New Commissioner orientation</li> <li>• Compliance Officer for the Fair Political Practices Commission</li> <li>• Mailroom management for all departments</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Implemented a new Agenda Management System and trained all users</li> <li>• Conducted an RFP for a scanning contract and worked with the new vendor on an ongoing process to digitize building permits and various long-term Planning Division records</li> <li>• Conducted a Municipal Election for three City Council seats and coordinated with the County Election's Office to prepare vote centers and ballot drop-boxes; and onboarded a new councilmember</li> <li>• Developed and implemented a process to conduct hybrid City Council and Planning &amp; Transportation Commission meetings</li> <li>• Prepared transition for remote participation pursuant to AB2449, including creation of a Reasonable Accommodation Policy</li> <li>• Updated the City's Conflict of Interest Code</li> <li>• Updated the Citywide Records Retention Schedule</li> <li>• Continued to provide trainings on the City's Document Management System for new employees and provided refresher courses</li> <li>• Managed recruitments to fill three Commission seats and 19 seats on the new Downtown Advisory Committee and provided orientations to 24 new commission/committee members</li> <li>• Conducted an RFP for publication of legal ad services</li> <li>• Ensured City Official's compliance with Ethics Training (AB 1234) and Fair Political Practices Commission's Conflict of Interest Statements and Campaign Statements</li> <li>• Continued to maintain the City's Do Not Knock and Refusal of Consent Registries</li> <li>• Conducted an RFP for broadcasting and video production of city meetings and special events</li> <li>• Hosted a San Mateo County Council of Cities meeting</li> <li>• Received and responded to over 400 public records requests</li> <li>• Processed over 120 Resolutions, 15 Ordinances, and 35 Proclamations and Certificates</li> </ul>

**FY 2023-25 Goals**

- Create a Records Management Policy and provide records training to each department
- Conduct an RFP for codifier services to incorporate adopted ordinances into the City's Municipal Code
- Update the City's Conflict of Interest Code in FY 2025
- Conduct a General Municipal Election in FY 2025

**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, 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**

	<b>FY 2022 Actuals</b>	<b>FY 2023 Projected</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
% 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	100%	100%	100%	100%
# of agendas prepared	31	33	30	30
# of public meetings supported	31	33	30	30
# of resolutions processed	140	120	120	120
# of ordinances processed	13	15	10	10
# of proclamations and certificates prepared	47	35	35	35
# Board/Commission recruitments	3	5	3	4
# Commissioners oriented	21	8	3	4

**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**

	<b>FY 2022 Actuals</b>	<b>FY 2023 Projected</b>	<b>FY 2024 Adopted</b>	<b>FY 2025 Adopted</b>
% of elections held without error	N/A	100%	N/A	100%
% of candidate nominations packets compiled on time	N/A	100%	N/A	100%
# of elections coordinated	0	1	0	1
# of interested candidates assisted	0	8	0	5
# of measures on the ballot	0	0	0	1



**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.

Digitizing long-term and permanent records not only reduces storage cost and saves time in retrieval, but also enables staff and the community to independently perform searches and easily access records.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
% of Public Record Act requests responded to within legal time frames	100%	100%	100%	100%
# of public record requests responded to	467	410	410	410
# of long-term and permanent records boxes added to City's electronic document management system	11	20	40	50
# of records boxes stored off-site	453	491	450	450





**CITY CLERK (01121000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	244,250	233,345	251,450	259,300	284,450	295,550
BENEFITS	133,600	114,224	142,500	123,100	151,200	158,500
<b>PERSONNEL TOTAL ----&gt;</b>	<b>377,850</b>	<b>347,569</b>	<b>393,950</b>	<b>382,400</b>	<b>435,650</b>	<b>454,050</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	91,100	27,592	93,800	93,800	89,600	92,300
PROFESSIONAL SERVICES	93,800	38,306	161,150	161,150	167,600	172,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	5,100	965	5,100	5,100	5,300	5,400
COMMUNITY RELATIONS	7,400	12,831	7,600	7,600	15,900	16,400
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>197,400</b>	<b>79,694</b>	<b>267,650</b>	<b>267,650</b>	<b>278,400</b>	<b>286,700</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>575,250</b>	<b>427,263</b>	<b>661,600</b>	<b>650,050</b>	<b>714,050</b>	<b>740,750</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,300	4,300	4,400	4,400	4,800	4,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,300	1,300	1,300	1,300	1,400	1,400
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>5,600</b>	<b>5,600</b>	<b>5,700</b>	<b>5,700</b>	<b>6,200</b>	<b>6,300</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>580,850</b>	<b>432,863</b>	<b>667,300</b>	<b>655,750</b>	<b>720,250</b>	<b>747,050</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	1,000	426	1,000	1,000	1,000	1,000
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>1,000</b>	<b>426</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	82,200	82,200	84,700	84,700	100,100	103,100
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,400	1,400
ALLOCATIONS IN FROM GAS TAX	7,500	7,500	7,700	7,700	10,600	10,900
ALLOCATIONS IN FROM WORK COMP	2,400	2,400	2,500	2,500	2,600	2,700
ALLOCATIONS IN FROM RISK MGT	7,000	7,000	7,200	7,200	7,500	7,700
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>100,400</b>	<b>100,400</b>	<b>103,400</b>	<b>103,400</b>	<b>122,200</b>	<b>125,800</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>101,400</b>	<b>100,826</b>	<b>104,400</b>	<b>104,400</b>	<b>123,200</b>	<b>126,800</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>479,450</b>	<b>332,037</b>	<b>562,900</b>	<b>551,350</b>	<b>597,050</b>	<b>620,250</b>



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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

<b>Program Name</b>	<b>Financial Review and Oversight</b>
<b>Program Goals</b>	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.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Review and sign payroll and vendor warrants</li> <li>• Provide investment advice as appropriate</li> <li>• Respond to rating agencies and public inquiries on financial data</li> <li>• Participate in professional development training focused on the City Treasurer's duties, responsibilities, and operational efficiency programs</li> <li>• Research and prepare lien release notices</li> <li>• Participate in special financial projects with the Finance division as needed</li> <li>• Conduct internal control and financial efficiency reviews</li> <li>• Serve as a member of the City's and the City/County Association of Governments' (C/CAG) investment committees</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Updated the City of San Carlos Investment Policy</li> <li>• Investments earned \$993,570 at a weighted average yield of 0.70% for the fiscal year ended June 2022</li> <li>• Reviewed and approved payroll and accounts payable invoices</li> <li>• Processed lien release requests within 24 to 48 hours of request</li> <li>• Collaborated with the Finance Division to select a new auditor, Badawi &amp; Associates, CPA, for the FY22-23, FY23-24, and FY24-25 audits.</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Process lien release requests within 24 to 48 hours of request</li> <li>• In collaboration with Finance Division:               <ul style="list-style-type: none"> <li>- Maintain and strengthen internal controls</li> <li>- Review, update, and implement the City's Investment Policy</li> <li>- Thorough, timely review and approval of payroll and accounts payable warrants</li> </ul> </li> </ul>

<b>Financial Review and Oversight Objective</b>	<p>Ensure safety of investments and maximize interest income.</p> <p>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.</p>
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Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of months in compliance with the City's Investment Policy	12	12	12	12
Total investment earnings	\$993,570	\$2,101,600	\$2,164,600	\$2,229,500
# of liens processed	1	1	1	1



**CITY TREASURER (01141000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	6,700	6,832	6,700	6,700	6,700	6,700
BENEFITS	24,000	14,744	25,200	16,300	25,200	26,400
<b>PERSONNEL TOTAL ----&gt;</b>	<b>30,700</b>	<b>21,576</b>	<b>31,900</b>	<b>23,000</b>	<b>31,900</b>	<b>33,100</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,500	-	1,500	1,500	1,500	1,500
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>32,200</b>	<b>21,576</b>	<b>33,400</b>	<b>24,500</b>	<b>33,400</b>	<b>34,600</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	400	400	400	400	500	500
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	100	100	100	100	100	100
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>600</b>	<b>600</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>32,700</b>	<b>22,076</b>	<b>33,900</b>	<b>25,000</b>	<b>34,000</b>	<b>35,200</b>
<b>REVENUE SUMMARY</b>						
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	10,500	10,500	10,800	10,800	12,700	13,100
ALLOCATIONS IN FROM NPDES	200	200	200	200	200	200
ALLOCATIONS IN FROM GAS TAX	900	900	900	900	1,200	1,200
ALLOCATIONS IN FROM WORK COMP	100	100	100	100	100	100
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>11,700</b>	<b>11,700</b>	<b>12,000</b>	<b>12,000</b>	<b>14,200</b>	<b>14,600</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>11,700</b>	<b>11,700</b>	<b>12,000</b>	<b>12,000</b>	<b>14,200</b>	<b>14,600</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>21,000</b>	<b>10,376</b>	<b>21,900</b>	<b>13,000</b>	<b>19,800</b>	<b>20,600</b>

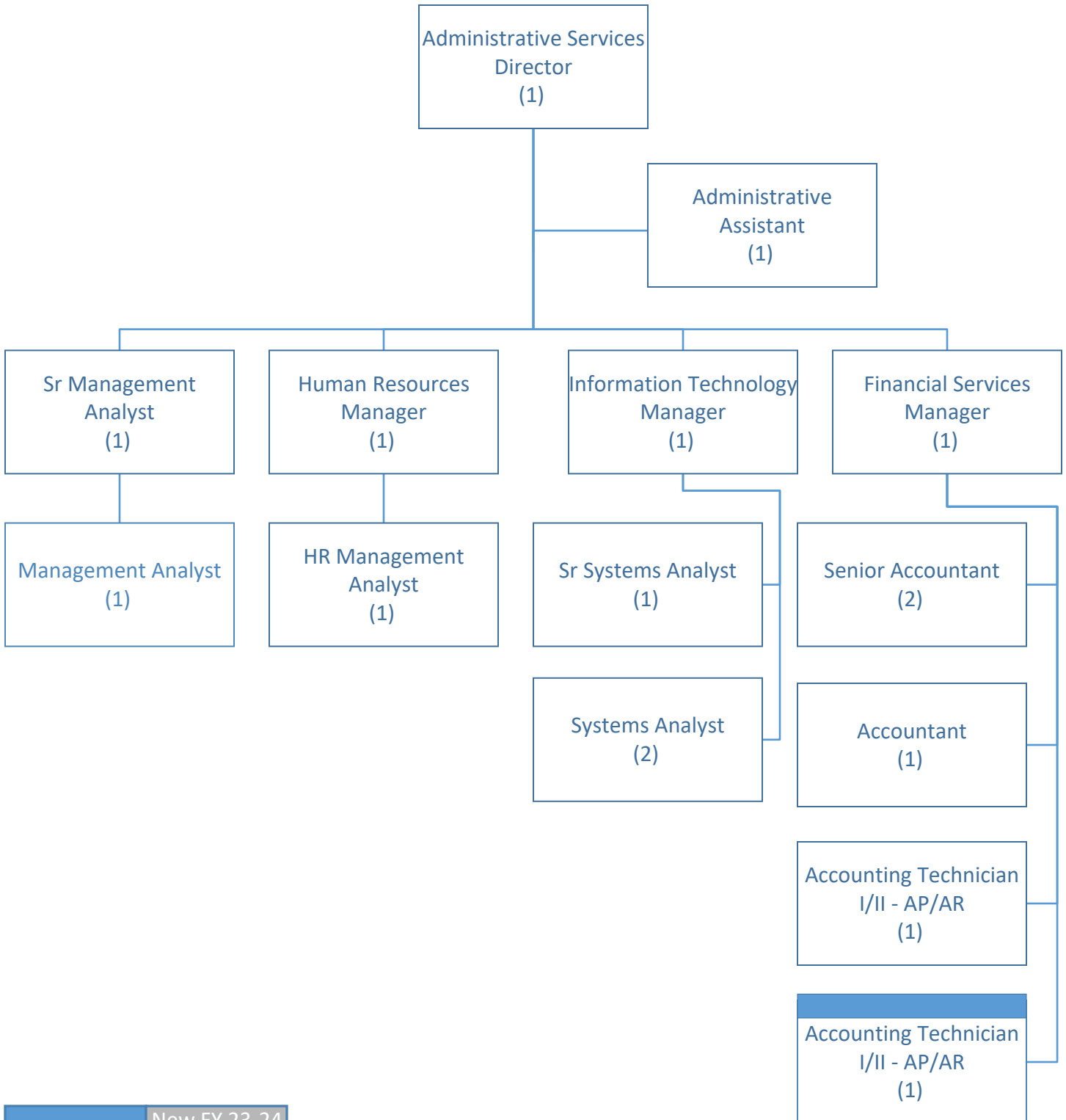


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# Administrative Services Department Organization Chart



New FY 23-24



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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, 10998000, 10999000

**Dept #**

2100-2130, 3210-3510, 9310, 9980, 9910

**Description**

Under the direction of the Administrative Services Director, the Administrative Services Department consists of 16 full-time regular employees in four programs.

Program	Management
Administration/Risk Management (4 FTEs)	Administrative Services Director/Senior Management Analyst
Finance (6 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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	1,894,700	1,860,820	2,109,200	2,116,220	2,344,650	2,423,950
BENEFITS	1,032,200	876,917	1,161,200	1,023,100	1,300,400	1,362,100
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,926,900</b>	<b>2,737,738</b>	<b>3,270,400</b>	<b>3,139,320</b>	<b>3,645,050</b>	<b>3,786,050</b>
UTILITIES	102,300	69,240	105,400	105,400	109,600	112,900
OFFICE ADMINISTRATIVE	208,600	199,811	236,200	236,200	249,500	261,000
PROFESSIONAL SERVICES	937,600	797,648	1,017,850	1,017,850	1,058,500	1,090,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	65,600	17,609	79,900	79,900	83,000	85,400
COMMUNITY RELATIONS	7,800	10,342	11,000	11,000	11,400	11,700
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	600	13	1,550	1,550	1,600	1,600
EQUIPMENT MAINTENANCE	371,100	347,270	402,200	402,200	385,800	397,300
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>1,693,600</b>	<b>1,441,932</b>	<b>1,854,100</b>	<b>1,854,100</b>	<b>1,899,400</b>	<b>1,960,100</b>
CAPITAL OUTLAY	12,700	10,915	21,000	19,500	21,800	22,500
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>12,700</b>	<b>10,915</b>	<b>21,000</b>	<b>19,500</b>	<b>21,800</b>	<b>22,500</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>4,633,200</b>	<b>4,190,585</b>	<b>5,145,500</b>	<b>5,012,920</b>	<b>5,566,250</b>	<b>5,768,650</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	32,500	32,500	33,400	33,400	38,600	39,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	36,500	36,500	37,500	37,500	40,700	41,900
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>69,000</b>	<b>69,000</b>	<b>70,900</b>	<b>70,900</b>	<b>79,300</b>	<b>81,600</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>4,702,200</b>	<b>4,259,585</b>	<b>5,216,400</b>	<b>5,083,820</b>	<b>5,645,550</b>	<b>5,850,250</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	996,000	1,110,893	1,063,400	1,217,300	1,265,900	1,316,600
CHARGES FOR CURRENT SERVICES	-	1,070	-	-	-	-
FINES & FORFEITURES	100	100	100	100	100	100
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	292,200	319,492	297,600	297,600	309,500	226,000
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	1,088,500	(1,680,901)	1,245,100	1,444,100	939,200	810,500
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>2,376,800</b>	<b>(249,346)</b>	<b>2,606,200</b>	<b>2,959,100</b>	<b>2,514,700</b>	<b>2,353,200</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	966,300	966,300	995,300	995,300	1,175,500	1,210,800
ALLOCATIONS IN FROM NPDES	14,000	14,000	14,400	14,400	15,000	15,400
ALLOCATIONS IN FROM GAS TAX	15,900	15,900	16,500	16,500	22,800	23,400
ALLOCATIONS IN FROM WORK COMP	88,500	88,500	91,200	91,200	94,800	97,600
ALLOCATIONS IN FROM RISK MGT	106,000	106,000	109,100	109,100	113,500	116,900
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>1,190,700</b>	<b>1,190,700</b>	<b>1,226,500</b>	<b>1,226,500</b>	<b>1,421,600</b>	<b>1,464,100</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>3,567,500</b>	<b>941,354</b>	<b>3,832,700</b>	<b>4,185,600</b>	<b>3,936,300</b>	<b>3,817,300</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>1,134,700</b>	<b>3,318,231</b>	<b>1,383,700</b>	<b>898,220</b>	<b>1,709,250</b>	<b>2,032,950</b>



# ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Administration/Risk Management
<b>Program Goals</b>	<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>
<b>Organization</b>	4 FTEs: Administrative Services Director, Senior Management Analyst, Management Analyst, Administrative Assistant
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Strategic Planning/Special Projects Oversight</li> <li>• Project Management</li> <li>• Board of Directors for the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) and Cities Group, currently staff are serving as President of the Board for both JPAs</li> <li>• Liaison for all public safety contracts</li> <li>• General Liability Insurance Oversight</li> <li>• Workers' Compensation and General Liability Claims Program Administration</li> <li>• Citywide Safety and Risk Management Committees Management</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Received Federal Emergency Management Agency ("FEMA") grant to recover COVID losses for the period prior to March 2021 in the amount of \$124,913</li> <li>• In collaboration with IT, developed the Incident Response Plan</li> <li>• In collaboration with Finance and IT, implemented and provided training to the Munis Contracts Module program citywide in effort to better record and track city contracts</li> <li>• Updated the Confined Space Entry Program</li> <li>• Contracted with a new medical clinic for occupational medical services</li> <li>• Responded to the COVID-19 pandemic by providing financial and staffing guidance and support</li> <li>• Assisted the City Manager's Department on the implementation of the new website</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Review and update existing safety plans as needed</li> <li>• Continue to manage the claims administration process for Workers' Compensation and General Liability claims and incidents</li> <li>• Provide support to the City through the post-pandemic transition back to work</li> <li>• Continue to work with FEMA on the Public Assistance grant reimbursement process related to the severe storms and flooding during the winter of 2022-23</li> </ul>



## 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. The City's 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of board/committee meetings attended	14	16	16	16

## 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of employee safety incidents reported	4	9	6	6
# of safety inspections conducted	2	2	2	2
# of Workers' Compensation claims processed	3	8	5	5
Total injury days lost	33	75	125	125
Total Workers' Compensation premium paid	\$178,930	\$178,056	\$237,409	\$308,622
% of FTEs without any on the job injury	97%	93%	96%	96%
# of liability claims received	16	46	17	17
Total General Liability claims paid				
<i>Claims paid</i>	\$163,464	\$200,000	\$300,000	\$400,000
<i>Premium paid</i>	\$1,078,246	\$966,300	\$1,053,100	\$1,213,000
# of insurance policies handled	9	9	9	9
# of safety and risk management training sessions offered	89	48	50	50



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	444,450	438,527	573,500	563,400	625,100	646,900
BENEFITS	225,900	206,058	310,600	273,500	327,100	343,200
<b>PERSONNEL TOTAL ----&gt;</b>	<b>670,350</b>	<b>644,585</b>	<b>884,100</b>	<b>836,900</b>	<b>952,200</b>	<b>990,100</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	6,700	3,613	11,800	11,800	12,200	12,600
PROFESSIONAL SERVICES	3,100	300	20,200	20,200	21,000	21,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	4,900	1,935	15,050	15,050	15,600	16,100
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	13	1,000	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>14,800</b>	<b>5,861</b>	<b>48,050</b>	<b>48,050</b>	<b>49,800</b>	<b>51,300</b>
CAPITAL OUTLAY	300	-	7,300	5,800	7,600	7,900
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>300</b>	<b>-</b>	<b>7,300</b>	<b>5,800</b>	<b>7,600</b>	<b>7,900</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>685,450</b>	<b>650,446</b>	<b>939,450</b>	<b>890,750</b>	<b>1,009,600</b>	<b>1,049,300</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	6,600	6,600	6,800	6,800	9,800	10,100
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	28,000	28,000	28,800	28,800	32,000	33,000
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>34,600</b>	<b>34,600</b>	<b>35,600</b>	<b>35,600</b>	<b>41,800</b>	<b>43,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>720,050</b>	<b>685,046</b>	<b>975,050</b>	<b>926,350</b>	<b>1,051,400</b>	<b>1,092,400</b>
<b>REVENUE SUMMARY</b>						
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	87,300	87,300	89,900	89,900	106,200	109,400
ALLOCATIONS IN FROM NPDES	1,300	1,300	1,300	1,300	1,400	1,400
ALLOCATIONS IN FROM GAS TAX	7,600	7,600	7,900	7,900	10,900	11,200
ALLOCATIONS IN FROM WORK COMP	61,300	61,300	63,200	63,200	65,700	67,700
ALLOCATIONS IN FROM RISK MGT	71,700	71,700	73,800	73,800	76,800	79,100
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>229,200</b>	<b>229,200</b>	<b>236,100</b>	<b>236,100</b>	<b>261,000</b>	<b>268,800</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>229,200</b>	<b>229,200</b>	<b>236,100</b>	<b>236,100</b>	<b>261,000</b>	<b>268,800</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>490,850</b>	<b>455,846</b>	<b>738,950</b>	<b>690,250</b>	<b>790,400</b>	<b>823,600</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	1,300	-	1,300	1,300	1,300	1,300
PROFESSIONAL SERVICES	71,300	6,575	73,400	73,400	76,300	78,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	13,200	3,351	13,500	13,500	14,000	14,400
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	1,383,500	1,241,711	1,448,900	1,271,251	1,397,000	1,536,900
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>1,469,300</b>	<b>1,251,636</b>	<b>1,537,100</b>	<b>1,359,451</b>	<b>1,488,600</b>	<b>1,631,200</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>1,469,300</b>	<b>1,251,636</b>	<b>1,537,100</b>	<b>1,359,451</b>	<b>1,488,600</b>	<b>1,631,200</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	138,000	138,000	142,100	142,100	147,800	152,200
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>138,000</b>	<b>138,000</b>	<b>142,100</b>	<b>142,100</b>	<b>147,800</b>	<b>152,200</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,607,300</b>	<b>1,389,636</b>	<b>1,679,200</b>	<b>1,501,551</b>	<b>1,636,400</b>	<b>1,783,400</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	2,255	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	14,900	(31,790)	17,100	18,100	26,300	27,500
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>14,900</b>	<b>(29,535)</b>	<b>17,100</b>	<b>18,100</b>	<b>26,300</b>	<b>27,500</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	228,500	228,500	235,200	235,200	269,000	277,200
ALLOCATIONS IN FROM SEWER	735,400	735,400	757,500	757,500	822,200	846,900
ALLOCATIONS IN FROM NPDES	100,600	100,600	103,600	103,600	113,900	117,300
ALLOCATIONS IN FROM GAS TAX	470,900	470,900	485,000	485,000	531,100	547,000
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>1,535,400</b>	<b>1,535,400</b>	<b>1,581,300</b>	<b>1,581,300</b>	<b>1,736,200</b>	<b>1,788,400</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,550,300</b>	<b>1,505,865</b>	<b>1,598,400</b>	<b>1,599,400</b>	<b>1,762,500</b>	<b>1,815,900</b>
<b>GENERAL LIABILITY NET EXPENSE (REVENUE) ----&gt;</b>	<b>57,000</b>	<b>(116,229)</b>	<b>80,800</b>	<b>(97,849)</b>	<b>(126,100)</b>	<b>(32,500)</b>





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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	1,500	149	1,500	1,500	4,100	4,200
PROFESSIONAL SERVICES	10,700	6,574	11,000	11,000	11,400	11,700
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	20,000	12,238	20,000	20,000	20,800	21,400
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	178,500	178,930	237,400	180,000	238,000	297,500
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>210,800</b>	<b>197,891</b>	<b>270,000</b>	<b>212,600</b>	<b>274,400</b>	<b>334,900</b>
CAPITAL OUTLAY	1,000	-	1,000	1,000	1,000	1,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>211,800</b>	<b>197,891</b>	<b>271,000</b>	<b>213,600</b>	<b>275,400</b>	<b>335,900</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	99,500	99,500	102,500	102,500	106,500	109,700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>99,500</b>	<b>99,500</b>	<b>102,500</b>	<b>102,500</b>	<b>106,500</b>	<b>109,700</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>311,300</b>	<b>297,391</b>	<b>373,500</b>	<b>316,100</b>	<b>381,900</b>	<b>445,600</b>
<b>REVENUE SUMMARY</b>						
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	5,400	(7,373)	6,200	5,200	5,700	5,000
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>5,400</b>	<b>(7,373)</b>	<b>6,200</b>	<b>5,200</b>	<b>5,700</b>	<b>5,000</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	190,800	190,800	196,500	196,500	268,600	276,500
ALLOCATIONS IN FROM SEWER	89,000	89,000	91,700	91,700	113,500	116,900
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>279,800</b>	<b>279,800</b>	<b>288,200</b>	<b>288,200</b>	<b>382,100</b>	<b>393,400</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>285,200</b>	<b>272,427</b>	<b>294,400</b>	<b>293,400</b>	<b>387,800</b>	<b>398,400</b>
<b>WORKERS COMP FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>26,100</b>	<b>24,964</b>	<b>79,100</b>	<b>22,700</b>	<b>(5,900)</b>	<b>47,200</b>



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	885,000	885,000	958,000	958,000	1,123,600	1,132,500
<b>PERSONNEL TOTAL ----&gt;</b>	<b>885,000</b>	<b>885,000</b>	<b>958,000</b>	<b>958,000</b>	<b>1,123,600</b>	<b>1,132,500</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>885,000</b>	<b>885,000</b>	<b>958,000</b>	<b>958,000</b>	<b>1,123,600</b>	<b>1,132,500</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>885,000</b>	<b>885,000</b>	<b>958,000</b>	<b>958,000</b>	<b>1,123,600</b>	<b>1,132,500</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	684,700	680,633	784,900	784,900	1,110,500	1,180,500
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	9,200	(5,599)	10,500	10,100	4,200	6,200
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>693,900</b>	<b>675,034</b>	<b>795,400</b>	<b>795,000</b>	<b>1,114,700</b>	<b>1,186,700</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>693,900</b>	<b>675,034</b>	<b>795,400</b>	<b>795,000</b>	<b>1,114,700</b>	<b>1,186,700</b>
<b>POST-EMPLOYMENT BENEFITS NET EXPENSE (REVENUE) ----&gt;</b>	<b>191,100</b>	<b>209,966</b>	<b>162,600</b>	<b>163,000</b>	<b>8,900</b>	<b>(54,200)</b>



**GENERAL FUND (NON-DEPARTMENTAL) (0100000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	150,586	140,000	-	-	-	-
BENEFITS	-	-	-	-	3,000,000	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>150,586</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	3,500	-	3,600	903,600	3,700	3,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	151,000	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	600,000	353,033	350,000	531,000	350,000	350,000
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>754,500</b>	<b>353,033</b>	<b>353,600</b>	<b>1,434,600</b>	<b>353,700</b>	<b>353,800</b>
CAPITAL OUTLAY	72,300	38,269	74,500	74,500	77,500	79,800
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>72,300</b>	<b>38,269</b>	<b>74,500</b>	<b>74,500</b>	<b>77,500</b>	<b>79,800</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>977,386</b>	<b>531,302</b>	<b>428,100</b>	<b>1,509,100</b>	<b>3,431,200</b>	<b>433,600</b>
TRANSFERS OUT	1,188,700	1,188,700	3,157,500	3,157,500	8,234,000	5,234,000
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>1,188,700</b>	<b>1,188,700</b>	<b>3,157,500</b>	<b>3,157,500</b>	<b>8,234,000</b>	<b>5,234,000</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,166,086</b>	<b>1,720,002</b>	<b>3,585,600</b>	<b>4,666,600</b>	<b>11,665,200</b>	<b>5,667,600</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	5,000	176,297	5,000	129,900	5,200	5,400
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	364	-	900	-	-
OTHER TAX	1,906,200	2,104,957	1,949,900	2,035,000	2,101,100	2,121,400
PROPERTY TAX	15,242,000	15,311,185	16,524,000	17,048,000	17,980,000	19,238,000
SALES TAX	11,426,200	13,019,557	12,038,500	12,559,600	13,063,900	13,430,670
TRANSIENT OCCUPANCY TAX	1,957,900	2,136,750	3,800,000	3,400,000	4,200,000	4,768,000
USE OF MONEY & PROPERTY	1,750,200	2,555,850	1,756,100	1,776,300	1,764,100	1,790,700
PAMF PROJECT	826,600	826,615	847,300	847,300	868,500	890,170
VEHICLE IN LIEU	2,907,000	3,504,285	3,560,000	5,745,500	3,911,000	4,157,000
<b>REVENUE TOTAL ----&gt;</b>	<b>36,021,100</b>	<b>39,635,861</b>	<b>40,480,800</b>	<b>43,542,500</b>	<b>43,893,800</b>	<b>46,401,340</b>
GENERAL TRANSFERS IN	658,700	658,700	685,000	685,000	712,400	855,800
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>658,700</b>	<b>658,700</b>	<b>685,000</b>	<b>685,000</b>	<b>712,400</b>	<b>855,800</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>36,679,800</b>	<b>40,294,561</b>	<b>41,165,800</b>	<b>44,227,500</b>	<b>44,606,200</b>	<b>47,257,140</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>(34,513,714)</b>	<b>(38,574,559)</b>	<b>(37,580,200)</b>	<b>(39,560,900)</b>	<b>(32,941,000)</b>	<b>(41,589,540)</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	-	-	-	-	-	-
CAPITAL OUTLAY	1,720,000	1,400	1,114,600	1,114,600	153,900	289,300
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	1,720,000	1,400	1,114,600	1,114,600	153,900	289,300
<b>EXPENDITURES TOTAL ----&gt;</b>	1,720,000	1,400	1,114,600	1,114,600	153,900	289,300
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	1,720,000	1,400	1,114,600	1,114,600	153,900	289,300
<b>REVENUE SUMMARY</b>						
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	-	-	-	-	-	-
GENERAL TRANSFERS IN	265,200	265,200	273,000	273,000	260,000	260,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	265,200	265,200	273,000	273,000	260,000	260,000
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	265,200	265,200	273,000	273,000	260,000	260,000
<b>EQUIPMENT FUND NET EXPENSE (REVENUE) ----&gt;</b>	1,454,800	(263,800)	841,600	841,600	(106,100)	29,300



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	-	-	-	-	-	-
CAPITAL OUTLAY	80,000	66,434	335,400	335,400	220,100	249,300
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>80,000</b>	<b>66,434</b>	<b>335,400</b>	<b>335,400</b>	<b>220,100</b>	<b>249,300</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>80,000</b>	<b>66,434</b>	<b>335,400</b>	<b>335,400</b>	<b>220,100</b>	<b>249,300</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>80,000</b>	<b>66,434</b>	<b>335,400</b>	<b>335,400</b>	<b>220,100</b>	<b>249,300</b>
<b>REVENUE SUMMARY</b>						
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	-	-	-	-	-	-
GENERAL TRANSFERS IN	35,700	35,700	100,000	100,000	200,000	200,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>35,700</b>	<b>35,700</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>	<b>200,000</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>35,700</b>	<b>35,700</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TECHNOLOGY FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>44,300</b>	<b>30,734</b>	<b>235,400</b>	<b>235,400</b>	<b>20,100</b>	<b>49,300</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	442,800	442,725	457,800	457,800	469,250	1,504,900
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>442,800</b>	<b>442,725</b>	<b>457,800</b>	<b>457,800</b>	<b>469,250</b>	<b>1,504,900</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>442,800</b>	<b>442,725</b>	<b>457,800</b>	<b>457,800</b>	<b>469,250</b>	<b>1,504,900</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>442,800</b>	<b>442,725</b>	<b>457,800</b>	<b>457,800</b>	<b>469,250</b>	<b>1,504,900</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	323,400	372,335	323,400	411,000	412,000	412,000
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	14,500	(16,593)	16,500	8,700	15,500	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>337,900</b>	<b>355,742</b>	<b>339,900</b>	<b>419,700</b>	<b>427,500</b>	<b>412,000</b>
TRANSFERS IN	-	-	-	-	-	322,870
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>322,870</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>337,900</b>	<b>355,742</b>	<b>339,900</b>	<b>419,700</b>	<b>427,500</b>	<b>734,870</b>
<b>SC LIBRARY DEBT FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>104,900</b>	<b>86,983</b>	<b>117,900</b>	<b>38,100</b>	<b>41,750</b>	<b>770,030</b>



# ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Financial Services
<b>Program Goals</b>	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.
<b>Organization</b>	6 FTEs: Financial Services Manager, 2 Senior Accountants, 1 Accountant, 2 Accounting Technicians
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Financial Planning/Budgeting</li> <li>• Accountability and Financial Reporting</li> <li>• Audit Management</li> <li>• Disbursements</li> <li>• Payroll</li> <li>• Business Registration</li> <li>• Banking/Cashiering/Revenue Management</li> <li>• Investment Management</li> <li>• Financial Services Provider for City/County Association of Governments (C/CAG) and the Peninsula Traffic Congestion Relief Alliance (Commute.org)</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Replaced the City cashiering system and provided training</li> <li>• Issued a Request for Proposal for auditing services and executed a multi-year contract</li> <li>• Collaborated with the City Treasurer to select a new auditor, Badawi &amp; Associates, CPA, for the FY 2022-23, FY 2023-24, and FY 2024-25 audits</li> <li>• Collaborated with Parks and Recreation on the cash handling process related to the Farmers Market and HomeTown Days ticket sales</li> <li>• Assisted the Public Works Department with the Wastewater Rate Study</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Updated the cash-handling procedures and will provide training to City Staff</li> <li>• Continue exploring options for requisition and accounts payable batch routing, and review workflow in the General Ledger System</li> <li>• Explore options for a new Fixed Asset and Capital Tracking System</li> <li>• Continue to work with Parks and Recreation to facilitate cash handling processes and procedures for all special events and programs</li> <li>• Evaluate on-line purchasing programs including the Cal-Card program and update policies as necessary</li> <li>• Assist the Community Development Department on the implementation of the new permit processing system</li> </ul>



## 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 controls 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
GFOA Distinguished Budget Presentation*	Yes	N/A	Yes	N/A
GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
# of journal entries processed	192	200	210	210
AA+ or higher Bond Rating	Yes	Yes	Yes	Yes
# of vendor payments processed	5851	5900	5950	6000
# of invoices/bills sent	927	940	960	960
# of cash receipts processed	5988	6030	6100	6100
% of outstanding receivables collected within 90 days	93%	94%	95%	95%
# of months in compliance with the City's Investment Policy	12	12	12	12
# of active business registrants	2,884	2,988	3,146	3,295
% of residents perceived that the City manages its finances well**	N/A	80%	N/A	80%

\*Typically measured biennially. However, Finance applied for the GFOA award for the FY 2020-21 budget and received it in FY 2021-22.

\*\*These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsanarlos.org/community/community\\_surveys.php](https://www.cityofsanarlos.org/community/community_surveys.php).





## 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) FY 2023-24, and just C/CAG in FY 2024-25.

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.

The City will perform billing and payment collections for Commute.org in FY 2023-24 in addition to the financial services, and has decided to discontinue providing all financial services to Commute.org starting in Fiscal Year 2024-25. The numbers below reflect the sudden ramp up in FY 2023-24 in the number of transactions and then the sharp decrease in FY 2024-25.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of journal entries processed	30	30	28	10
# of vendor payments processed	677	690	720	439
# of invoices/bills sent	59	60	165	65
# of cash receipts processed	250	260	270	130
% of outstanding receivables collected within 90 days	100%	100%	100%	100%
# of months in compliance with the C/CAG's Investment Policy	12	12	12	12



**FINANCIAL SERVICES (01211000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	606,800	572,993	666,950	681,670	787,600	815,800
BENEFITS	333,600	271,774	356,000	310,000	448,100	469,300
<b>PERSONNEL TOTAL ----&gt;</b>	<b>940,400</b>	<b>844,767</b>	<b>1,022,950</b>	<b>991,670</b>	<b>1,235,700</b>	<b>1,285,100</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	188,400	188,878	202,600	202,600	214,700	225,100
PROFESSIONAL SERVICES	596,900	518,599	616,000	616,000	640,600	659,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	6,500	4,371	9,650	9,650	10,000	10,300
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	150	-	200	200	200	200
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>791,950</b>	<b>711,847</b>	<b>828,450</b>	<b>828,450</b>	<b>865,500</b>	<b>895,400</b>
CAPITAL OUTLAY	1,200	-	1,200	1,200	1,200	1,200
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>1,200</b>	<b>-</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>1,733,550</b>	<b>1,556,615</b>	<b>1,852,600</b>	<b>1,821,320</b>	<b>2,102,400</b>	<b>2,181,700</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	12,900	12,900	13,200	13,200	14,400	14,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	4,000	4,000	4,100	4,100	4,200	4,300
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>16,900</b>	<b>16,900</b>	<b>17,300</b>	<b>17,300</b>	<b>18,600</b>	<b>19,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,750,450</b>	<b>1,573,515</b>	<b>1,869,900</b>	<b>1,838,620</b>	<b>2,121,000</b>	<b>2,200,800</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	996,000	1,110,893	1,063,400	1,217,300	1,265,900	1,316,600
CHARGES FOR CURRENT SERVICES	-	1,070	-	-	-	-
FINES & FORFEITURES	100	100	100	100	100	100
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	292,100	311,403	297,500	297,500	309,400	225,900
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	1,088,500	(1,680,901)	1,245,100	1,444,100	939,200	810,500
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>2,376,700</b>	<b>(257,436)</b>	<b>2,606,100</b>	<b>2,959,000</b>	<b>2,514,600</b>	<b>2,353,100</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	389,100	389,100	400,800	400,800	473,300	487,500
ALLOCATIONS IN FROM NPDES	6,900	6,900	7,100	7,100	7,400	7,600
ALLOCATIONS IN FROM GAS TAX	3,200	3,200	3,300	3,300	4,600	4,700
ALLOCATIONS IN FROM WORK COMP	16,300	16,300	16,800	16,800	17,500	18,000
ALLOCATIONS IN FROM RISK MGT	23,800	23,800	24,500	24,500	25,500	26,300
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>439,300</b>	<b>439,300</b>	<b>452,500</b>	<b>452,500</b>	<b>528,300</b>	<b>544,100</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,816,000</b>	<b>181,864</b>	<b>3,058,600</b>	<b>3,411,500</b>	<b>3,042,900</b>	<b>2,897,200</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>(1,065,550)</b>	<b>1,391,650</b>	<b>(1,188,700)</b>	<b>(1,572,880)</b>	<b>(921,900)</b>	<b>(696,400)</b>



# ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Human Resources
<b>Program Goals</b>	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.
<b>Organization</b>	2 FTEs: Human Resources Manager, Human Resources Analyst
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Labor Relations</li> <li>• Recruitment</li> <li>• Training</li> <li>• Benefit Administration</li> <li>• Employee Relations</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Modified the new hire orientation process so employees could submit required forms electronically</li> <li>• All employees completed required bi-annual anti-harassment training</li> <li>• Implemented a longer-term telecommuting policy</li> <li>• Selected a new employee assistance program vendor</li> <li>• Collaborated with the City Manager's Department on an employee survey regarding the onboarding process</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Introduce additional employee wellness programs and opportunities</li> <li>• Support upcoming labor negotiations</li> <li>• Use recruitment efforts to help the City recruit and maintain a diverse workforce</li> <li>• Decrease use of paper files and move more toward electronic</li> </ul>



## 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 are key components 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of employees served	139	161	165	175
<i>Full-time employees</i>	83	97	100	105
<i>Part-time employees</i>	56	64	65	70
# of recruitments processed	39	29	25	30
# of applications processed	854	631	525	630
# of new hires	61	68	50	55
<i>Full-time employees</i>	18	21	10	15
<i>Part-time employees</i>	43	42	40	40
# of trainings offered	97	105	100	100
employees supported per HR FTE	69.5	80	82.5	87.5



**HUMAN RESOURCES (01212000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	291,250	292,376	299,950	299,800	314,950	324,350
BENEFITS	180,600	148,152	190,700	180,200	202,000	211,100
<b>PERSONNEL TOTAL ----&gt;</b>	<b>471,850</b>	<b>440,528</b>	<b>490,650</b>	<b>480,000</b>	<b>516,950</b>	<b>535,450</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	9,000	3,846	16,300	16,300	16,900	17,400
PROFESSIONAL SERVICES	104,300	69,662	157,400	157,400	163,700	168,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	21,000	8,856	21,600	21,600	22,400	23,000
COMMUNITY RELATIONS	7,800	10,342	11,000	11,000	11,400	11,700
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	4,200	-	4,300	4,300	4,500	4,600
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>146,400</b>	<b>92,705</b>	<b>210,700</b>	<b>210,700</b>	<b>219,000</b>	<b>225,400</b>
CAPITAL OUTLAY	500	-	500	500	500	500
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>618,750</b>	<b>533,234</b>	<b>701,850</b>	<b>691,200</b>	<b>736,450</b>	<b>761,350</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,300	4,300	4,400	4,400	4,800	4,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,400	1,400	1,400	1,400	1,400	1,400
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>5,700</b>	<b>5,700</b>	<b>5,800</b>	<b>5,800</b>	<b>6,200</b>	<b>6,300</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>624,450</b>	<b>538,934</b>	<b>707,650</b>	<b>697,000</b>	<b>742,650</b>	<b>767,650</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	100	6,711	100	100	100	100
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>100</b>	<b>6,711</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	145,600	145,600	150,000	150,000	177,200	182,500
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>145,600</b>	<b>145,600</b>	<b>150,000</b>	<b>150,000</b>	<b>177,200</b>	<b>182,500</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>145,700</b>	<b>152,311</b>	<b>150,100</b>	<b>150,100</b>	<b>177,300</b>	<b>182,600</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>478,750</b>	<b>386,622</b>	<b>557,550</b>	<b>546,900</b>	<b>565,350</b>	<b>585,050</b>



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# ADMINISTRATIVE SERVICES DEPARTMENT

Program Name	Information Technology
<b>Program Goals</b>	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.
<b>Organization</b>	4 FTEs: IT Manager, Senior Systems Analyst, and 2 Systems Analysts
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• IT support services for all city departments</li> <li>• Network infrastructure and cybersecurity management</li> <li>• Phone system support</li> <li>• Software integration</li> <li>• Mobile device support</li> <li>• Hardware support</li> <li>• Technology replacement</li> <li>• Data management</li> <li>• Stream TV channel</li> <li>• Support Council and Commission meetings</li> <li>• Online services and resources</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Coordinated with Community Development on the 2<sup>nd</sup> floor library remodel</li> <li>• Successfully completed a comprehensive cybersecurity audit with ResolutGuard and acted on recommendations such as completing a technical assessment review and applying internal controls to better manage user accounts.</li> <li>• Implemented Tyler Cashiering to increase the ability to take online payments</li> <li>• Implemented BeyondTrust – VPN access for contractors to increase productivity</li> <li>• Replaced uninterruptible power supply (“UPS”).</li> <li>• Replaced 40 desktops with laptops.</li> <li>• Implemented eSentire Managed Security Services</li> <li>• Completed Virtual Server upgrade/migration</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Assist the Community Development Department with the implementation of the new permitting system</li> <li>• Complete firewall upgrade</li> <li>• Issue RFP/install phone system replacement</li> <li>• OnBase upgrade to cloud system</li> <li>• Assist Public Works on the Security Camera Installation</li> <li>• Issue RFP/ Upgrade Backup and Disaster Recovery project</li> <li>• Assist Public Works on the Door Access System Upgrade</li> </ul>



## 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of mobile devices supported	125	130	130	130
# of computers supported	142	145	145	150
# of telephone users supported	205	210	215	215
# of servers supported	49	47	47	47
# of upgrades implemented	12	10	15	15
# of support requests received	1,778	1,566	1,600	1,600
Median first reply time to tickets (in hours)	30	24	8	8
Median time to resolve tickets (in hours)	60	48	32	32
% of users who rate helpfulness of desktop services as good	92%	95%	98%	98%
Uptime of servers and infrastructure	99.8%	99.99%	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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	552,200	556,924	568,800	571,350	617,000	636,900
BENEFITS	292,100	250,932	303,900	259,400	323,200	338,500
<b>PERSONNEL TOTAL ----&gt;</b>	<b>844,300</b>	<b>807,857</b>	<b>872,700</b>	<b>830,750</b>	<b>940,200</b>	<b>975,400</b>
UTILITIES	102,300	69,240	105,400	105,400	109,600	112,900
OFFICE ADMINISTRATIVE	4,500	3,475	5,500	5,500	5,700	5,900
PROFESSIONAL SERVICES	233,300	209,087	224,250	224,250	233,200	240,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	33,200	2,447	33,600	33,600	35,000	36,000
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	250	-	250	250	300	300
EQUIPMENT MAINTENANCE	366,900	347,270	397,900	397,900	381,300	392,700
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>740,450</b>	<b>631,519</b>	<b>766,900</b>	<b>766,900</b>	<b>765,100</b>	<b>788,000</b>
CAPITAL OUTLAY	10,700	10,915	12,000	12,000	12,500	12,900
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>10,700</b>	<b>10,915</b>	<b>12,000</b>	<b>12,000</b>	<b>12,500</b>	<b>12,900</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>1,595,450</b>	<b>1,450,291</b>	<b>1,651,600</b>	<b>1,609,650</b>	<b>1,717,800</b>	<b>1,776,300</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	8,700	8,700	9,000	9,000	9,600	9,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,100	3,100	3,200	3,200	3,100	3,200
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>11,800</b>	<b>11,800</b>	<b>12,200</b>	<b>12,200</b>	<b>12,700</b>	<b>13,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,607,250</b>	<b>1,462,091</b>	<b>1,663,800</b>	<b>1,621,850</b>	<b>1,730,500</b>	<b>1,789,400</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	1,378	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>1,378</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	344,300	344,300	354,600	354,600	418,800	431,400
ALLOCATIONS IN FROM NPDES	5,800	5,800	6,000	6,000	6,200	6,400
ALLOCATIONS IN FROM GAS TAX	5,100	5,100	5,300	5,300	7,300	7,500
ALLOCATIONS IN FROM WORK COMP	10,900	10,900	11,200	11,200	11,600	11,900
ALLOCATIONS IN FROM RISK MGT	10,500	10,500	10,800	10,800	11,200	11,500
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>376,600</b>	<b>376,600</b>	<b>387,900</b>	<b>387,900</b>	<b>455,100</b>	<b>468,700</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>376,600</b>	<b>377,978</b>	<b>387,900</b>	<b>387,900</b>	<b>455,100</b>	<b>468,700</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>1,230,650</b>	<b>1,084,113</b>	<b>1,275,900</b>	<b>1,233,950</b>	<b>1,275,400</b>	<b>1,320,700</b>

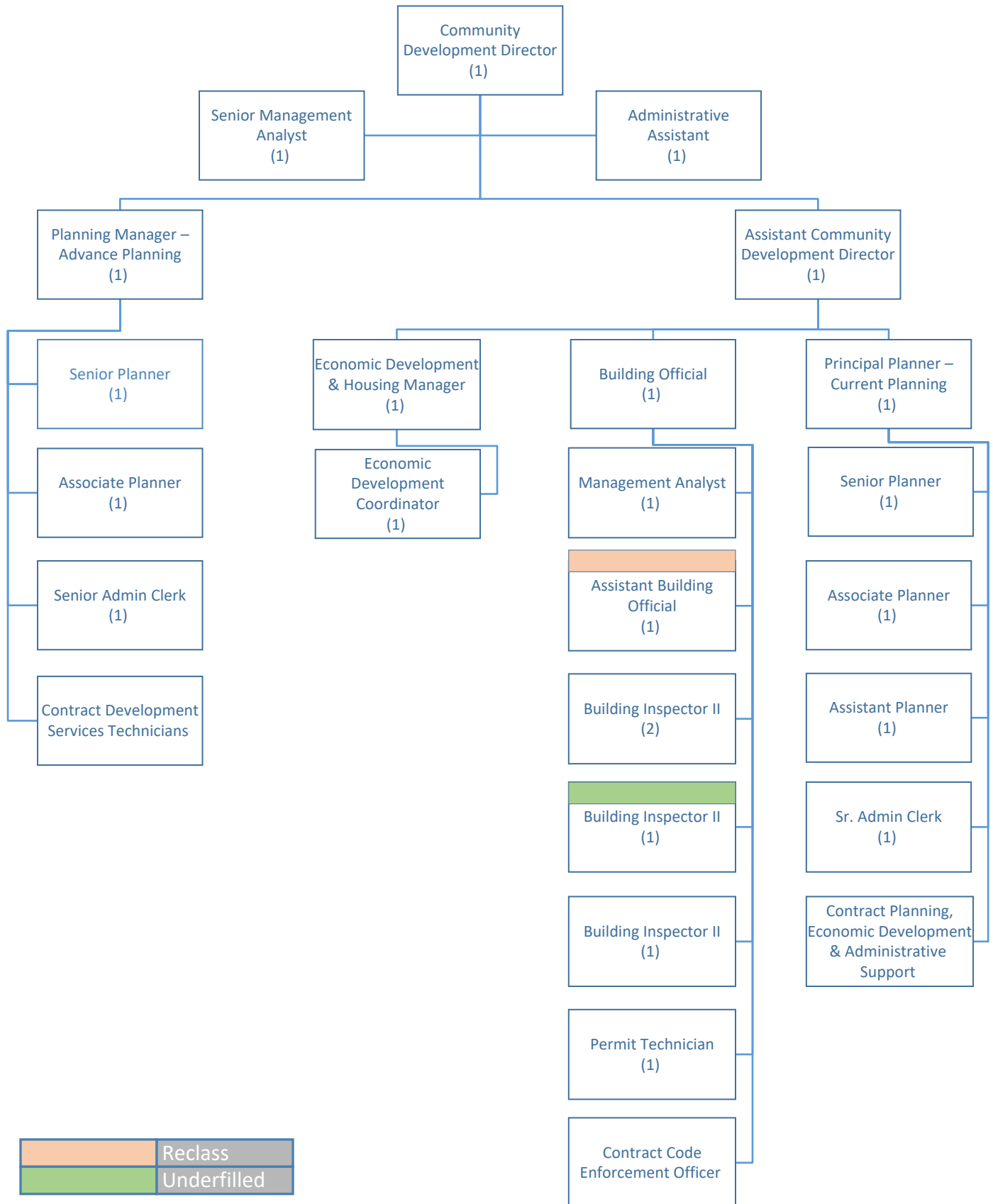


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# Community Development Department

## Organization Chart



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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, 2626100, 29291000, 31313000

### **Dept #**

1810, 1910, 1911, 2626, 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.

<b>Program</b>	<b>Management</b>
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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	2,193,700	1,979,242	3,118,000	2,606,200	3,352,900	3,459,600
BENEFITS	1,141,300	944,577	1,734,100	1,521,700	1,819,400	1,908,800
<b>PERSONNEL TOTAL ----&gt;</b>	<b>3,335,000</b>	<b>2,923,818</b>	<b>4,852,100</b>	<b>4,127,900</b>	<b>5,172,300</b>	<b>5,368,400</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	132,600	84,981	136,700	136,700	150,900	155,500
PROFESSIONAL SERVICES	3,682,700	3,269,134	3,285,100	3,285,100	3,302,800	3,401,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	69,400	28,561	71,300	71,300	88,700	91,300
COMMUNITY RELATIONS	10,000	9,296	10,300	10,300	10,700	11,000
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	800	-	800	800	800	800
EQUIPMENT MAINTENANCE	3,700	2,812	3,800	3,800	4,000	4,100
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>3,899,200</b>	<b>3,394,783</b>	<b>3,508,000</b>	<b>3,508,000</b>	<b>3,557,900</b>	<b>3,664,500</b>
CAPITAL OUTLAY	2,200	1,240	2,300	2,300	2,400	2,500
CAPITAL PROJECTS	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>2,200</b>	<b>1,240</b>	<b>2,300</b>	<b>2,300</b>	<b>2,400</b>	<b>2,500</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>7,236,400</b>	<b>6,319,841</b>	<b>8,362,400</b>	<b>7,638,200</b>	<b>8,732,600</b>	<b>9,035,400</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	34,600	34,600	35,600	35,600	55,200	56,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	38,400	38,400	39,600	39,600	47,200	48,700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>73,000</b>	<b>73,000</b>	<b>75,200</b>	<b>75,200</b>	<b>102,400</b>	<b>105,600</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>7,309,400</b>	<b>6,392,841</b>	<b>8,437,600</b>	<b>7,713,400</b>	<b>8,835,000</b>	<b>9,141,000</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	2,940,600	3,000,510	2,330,200	5,321,500	2,346,300	2,107,700
FINES & FORFEITURES	2,000	13,900	2,000	2,000	2,100	2,200
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	1,541,800	2,973,764	2,122,700	2,185,500	2,207,600	2,273,800
OTHER REVENUE	23,600	28,848	24,300	24,300	25,200	25,900
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>4,508,000</b>	<b>6,017,022</b>	<b>4,479,200</b>	<b>7,533,300</b>	<b>4,581,200</b>	<b>4,409,600</b>
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	102,000	102,000	100,100	100,100	104,100	107,200
ALLOCATIONS IN FROM HOUSING	102,000	102,000	305,100	305,100	317,300	326,900
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>204,000</b>	<b>204,000</b>	<b>405,200</b>	<b>405,200</b>	<b>421,400</b>	<b>434,100</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>4,712,000</b>	<b>6,221,022</b>	<b>4,884,400</b>	<b>7,938,500</b>	<b>5,002,600</b>	<b>4,843,700</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>2,597,400</b>	<b>171,819</b>	<b>3,553,200</b>	<b>(225,100)</b>	<b>3,832,400</b>	<b>4,297,300</b>



# COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Leadership & Management
<b>Program Goals</b>	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.
<b>Organization</b>	2.8 FTEs: Community Development Director, Assistant Community Development Director, Senior Management Analyst, Planning Manager, Principal Planner, Economic Development & Housing Manager, Economic Development Coordinator, Building Official, Administrative Assistant
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage development in the city</li> <li>• Enhance and protect the quality of life</li> <li>• Secure and enhance economic vitality and housing stock</li> <li>• Provide staff to numerous committees and the Planning Commission</li> <li>• Manage Divisions               <ul style="list-style-type: none"> <li>– Current Planning</li> <li>– Building &amp; Code Enforcement</li> <li>– Economic Development &amp; Housing</li> <li>– Advance Planning Division</li> </ul> </li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Developed Childcare Impact Fee</li> <li>• Finalized entitlements and secured financing for the Cherry Street project</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Adopt Objective Design Standards</li> <li>• Complete a Zoning Code Cleanup Update</li> <li>• Complete analysis of zoning for commercial childcare centers</li> <li>• Prepare Ordinance for biosafety lab regulations</li> </ul>



**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of regional planning initiatives staffed	4	4	4	4
# of intergovernmental meetings attended	15	15	15	15
# of City Council, Commission, and Subcommittee meetings staffed:				
<i>City Council</i>	32	19	20	20
<i>Planning Commission</i>	18	19	24	24
<i>Residential Design Review Committee (RDRC)</i>	19	20	15	15
<i>Zoning Administrator</i>	2	3	3	3
<i>Economic Development Advisory Commission</i>	6	6	6	6
<i>Transportation and Circulation Commission</i>	2	0	0	0
<i>City Council Subcommittees</i>	20	11	15	15
# of meetings attended to address the community regarding projects, City policy, and to provide education/information	3	4	6	6





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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	439,750	435,404	651,850	558,000	704,250	726,950
BENEFITS	224,200	223,436	339,700	331,750	360,800	378,200
<b>PERSONNEL TOTAL ----&gt;</b>	<b>663,950</b>	<b>658,840</b>	<b>991,550</b>	<b>889,750</b>	<b>1,065,050</b>	<b>1,105,150</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	94,900	46,864	97,900	97,900	101,800	104,800
PROFESSIONAL SERVICES	34,100	18,543	35,100	35,100	36,500	37,600
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	13,400	5,639	13,800	13,800	14,400	14,800
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	200	-	200	200	200	200
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>142,600</b>	<b>71,046</b>	<b>147,000</b>	<b>147,000</b>	<b>152,900</b>	<b>157,400</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>806,550</b>	<b>729,886</b>	<b>1,138,550</b>	<b>1,036,750</b>	<b>1,217,950</b>	<b>1,262,550</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	6,500	6,500	6,700	6,700	9,600	9,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	29,000	29,000	29,900	29,900	33,200	34,200
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>35,500</b>	<b>35,500</b>	<b>36,600</b>	<b>36,600</b>	<b>42,800</b>	<b>44,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>842,050</b>	<b>765,386</b>	<b>1,175,150</b>	<b>1,073,350</b>	<b>1,260,750</b>	<b>1,306,650</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>842,050</b>	<b>765,386</b>	<b>1,175,150</b>	<b>1,073,350</b>	<b>1,260,750</b>	<b>1,306,650</b>



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# COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	<b>Development and Permitting Services, Key Development Project Facilitation, Code Enforcement and Long Range Planning</b>
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, Assistant Building Official, 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"> <li>• Building <ul style="list-style-type: none"> <li>– Pre-project technical assistance</li> <li>– Issue permits and collect fees</li> <li>– Conduct project inspections</li> <li>– Coordinate all agency final approvals</li> <li>– Apartment inspection program</li> <li>– Flood plain management</li> </ul> </li> <li>• Code Enforcement <ul style="list-style-type: none"> <li>– Respond to complaints/resolve problems</li> <li>– Enforce zoning and municipal codes</li> <li>– Issue stop-work notices/construction without permits</li> </ul> </li> <li>• Planning <ul style="list-style-type: none"> <li>– Development project review</li> <li>– Zoning/Land use regulation</li> <li>– General Plan implementation</li> <li>– Environmental compliance</li> <li>– General Plan/Zoning Amendments</li> <li>– Housing Element</li> </ul> </li> </ul>
FY 2022-23 Accomplishments	<ul style="list-style-type: none"> <li>• Continued timely building and fire plan review for all projects</li> <li>• Provided timely and results-based response to Code Enforcement complaints</li> <li>• Adopted the 2022 California Building Code Series</li> <li>• Onboarded new City Arborist to review tree removal applications and tree protection plans per guidelines in newly adopted ordinance.</li> <li>• Adopted Housing Element and amended zoning to meet the Regional Housing Need Allocation (“RHNA”)</li> <li>• Adopted Safety Element</li> <li>• Approved 405 Industrial Road and entered into a Development Agreement providing community benefits</li> <li>• Approved 1021 Howard, new life science/research and development building</li> <li>• Initiated Downtown Specific Plan</li> <li>• Initiated Northeast Specific Plan</li> </ul>



	<ul style="list-style-type: none"> <li>Entitled large life science/research and development projects</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>Continue to facilitate timely pre-application project review</li> <li>Provide responsive building and fire review of projects</li> <li>Provide quick response and resolution of Code Enforcement complaints</li> <li>Provide responsive and thorough inspections</li> <li>Complete Objective Design Standards for Single-family units, SB-9 units and multi-family units.</li> <li>Adopt the Downtown Specific Plan</li> <li>Adopt the Northeast Area Specific Plan</li> <li>Adopt a General Plan Update for New Buildout and Continued Improvements to 2030</li> <li>Implement Housing Element</li> <li>Update General Plan Open Space Element</li> <li>Work with ABAG and Symbium to create a more streamlined review process for residential projects</li> </ul>

**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 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	476	595	600	600
<i>Appeals</i>	6	3	3	3
<i>Design Review – Single-Family</i>	90	98	100	100
<i>Design Review - Other</i>	20	24	35	35
<i>Zoning Amendment/Annexation</i>	7	6	6	6
<i>Minor Use Permits</i>	1	5	6	6
<i>Conditional Use Permits - Planning Commission</i>	6	14	12	12
<i>Grading and Dirt Haul</i>	3	6	8	8
<i>Variances</i>	0	1	2	2
<i>Subdivisions</i>	3	6	6	6
<i>Special Events</i>	5	5	5	5
<i>Pre-applications</i>	6	5	7	7
<i>Zoning Affidavits</i>	12	5	6	6
<i>Tree Removal Permits</i>	90	95	90	90
<i>Business Registrations</i>	165	183	180	180
<i>Signs</i>	62	50	55	60
# of building permits issued	1,722	1,700	1,800	1,800



# inspections conducted	6,524	6,500	7,000	7,000
# site visits per inspector per day	12 - 15	12 - 15	13 - 18	13 - 18
% of building inspections performed next day when requested	99%	99%	99%	99%
% 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of enforcement hours provided	1,580	1,580	1,580	1,580
# of cases resolved	168	170	180	180
# of cases opened	186	170	180	180
# of appeals processed	0	0	0	0
# of cases requiring abatement	1	2	2	2
# of days to respond to phone calls and emails	1 - 2	1 - 2	1 - 2	1 - 2
# of days to respond to notice of violation and citation inquiries	2 - 3	2 - 3	2 - 3	2 - 3
# 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# inspections performed per year	0	120	150	150
% of inspections that require first inspection	15%	15%	15%	15%
% of inspections that require second inspection	30%	30%	30%	30%
% of inspections that require a third inspection	30%	30%	30%	30%
% of inspections that require a fourth inspection	15%	15%	15%	15%
% of inspections that require a fifth inspection	15%	15%	15%	15%
# 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of projects facilitated	11	13	7	5
# of public hearings	3	13	11	9
# of key projects and initiatives completed	2	7	6	4
# of neighborhood/community meetings staffed	1	4	3	2
Average # hours per project manager spent on key development projects (average project is 40 hours)	110	110	110	110

*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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of General Plan actions implemented	6	9	12	12
# of updates to long range policies and ordinances	2	3	3	1



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	1,451,050	1,288,519	2,154,250	1,768,400	2,318,850	2,392,550
BENEFITS	762,500	596,956	1,228,300	1,035,650	1,281,900	1,345,800
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,213,550</b>	<b>1,885,475</b>	<b>3,382,550</b>	<b>2,804,050</b>	<b>3,600,750</b>	<b>3,738,350</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	32,800	33,961	33,800	33,800	43,900	45,300
PROFESSIONAL SERVICES	3,159,000	2,994,547	2,745,800	2,745,800	2,741,900	2,824,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	21,700	13,123	22,300	22,300	37,800	38,900
COMMUNITY RELATIONS	10,000	9,296	10,300	10,300	10,700	11,000
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	3,700	2,812	3,800	3,800	4,000	4,100
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>3,227,300</b>	<b>3,053,738</b>	<b>2,816,100</b>	<b>2,816,100</b>	<b>2,838,400</b>	<b>2,923,500</b>
CAPITAL OUTLAY	2,200	1,240	2,300	2,300	2,400	2,500
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>2,200</b>	<b>1,240</b>	<b>2,300</b>	<b>2,300</b>	<b>2,400</b>	<b>2,500</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>5,443,050</b>	<b>4,940,453</b>	<b>6,200,950</b>	<b>5,622,450</b>	<b>6,441,550</b>	<b>6,664,350</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	23,800	23,800	24,500	24,500	40,800	42,100
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	7,700	7,700	7,900	7,900	12,300	12,700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>31,500</b>	<b>31,500</b>	<b>32,400</b>	<b>32,400</b>	<b>53,100</b>	<b>54,800</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>5,474,550</b>	<b>4,971,953</b>	<b>6,233,350</b>	<b>5,654,850</b>	<b>6,494,650</b>	<b>6,719,150</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	2,940,600	3,000,510	2,330,200	5,321,500	2,346,300	2,107,700
FINES & FORFEITURES	2,000	13,900	2,000	2,000	2,100	2,200
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	1,541,800	2,973,764	2,122,700	2,185,500	2,207,600	2,273,800
OTHER REVENUE	23,600	28,848	24,300	24,300	25,200	25,900
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>4,508,000</b>	<b>6,017,022</b>	<b>4,479,200</b>	<b>7,533,300</b>	<b>4,581,200</b>	<b>4,409,600</b>
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	25,700	25,700	46,500	46,500	48,400	49,900
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>25,700</b>	<b>25,700</b>	<b>46,500</b>	<b>46,500</b>	<b>48,400</b>	<b>49,900</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>4,533,700</b>	<b>6,042,722</b>	<b>4,525,700</b>	<b>7,579,800</b>	<b>4,629,600</b>	<b>4,459,500</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>940,850</b>	<b>(1,070,769)</b>	<b>1,707,650</b>	<b>(1,924,950)</b>	<b>1,865,050</b>	<b>2,259,650</b>



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# COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	Economic Development
<b>Program Goals</b>	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.
<b>Organization</b>	1.2 FTEs: Community Development Director, Assistant Community Development Director, Economic Development & Housing Manager, Economic Development Coordinator, Administrative Assistant, and contractors
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Expand property and sales tax base to improve fiscal health</li> <li>• Retain, expand, and attract desirable businesses and jobs</li> <li>• Evaluate projects for fiscal and economic benefit</li> <li>• Promote and market the city</li> <li>• Support businesses seeking to expand</li> <li>• Administer and manage City land and building assets</li> <li>• Pursue strategic property acquisitions</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Evaluated cell antenna and restaurant proposals on city-owned land for fiscal and economic benefits</li> <li>• Executed agreement for a new digital billboard at 611 Industrial Road</li> <li>• Developed and adopted a Child Care Impact Fee for large commercial projects to help increase the availability of affordable childcare for San Carlos residents and employees</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Negotiate with developers of large commercial properties to procure best possible community benefits</li> <li>• Attract more revenue-producing businesses into the city, particularly on catalyst sites</li> <li>• Develop urban design strategies to attract more spending activity to strategic locations in the City (building materials outlets, industrial arts, downtown, etc.)</li> <li>• 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</li> <li>• 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</li> <li>• Work with the Industrial Arts Business Association (IABA) to promote the district as a prime destination for artisan, craft, and creative businesses</li> </ul>



## 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
% growth of active in-town businesses	8.2%	7.5%	6%	8%
R&D vacancy rate (and average asking rent per sq. ft.)	3.1% (\$6.50)	3.0% (\$7.00)	3.5% (\$7.50)	3.5% (\$7.50)
Industrial vacancy rate (and avg. asking rent per sq. ft.)	3.7% (\$2.11)	3.5% (\$2.30)	3.3% (2.50)	3.1% (2.70)
Office space vacancy rate (and avg. asking rent per sq. ft.)	10.2% (\$4.85)	10% (\$5.00)	9% (\$5.15)	8% (\$5.30)
# of non-meeting inquiries fielded from existing businesses and/or commercial property owners	95	100	100	100
# of meetings with existing businesses and/or commercial property owners	14	15	15	15
# of business group meetings attended (includes Chamber, HIA, EDP and EDAC)	23	20	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of email economic development newsletters sent	10	12	12	12
# of regional advocacy group meetings attended (includes SVEDA, ABAG, SPUR, Plan Bay Area, etc.)	11	10	15	15
# of development community networking events attended (includes ULI, ICSC, broker breakfasts, etc.)	13	10	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of new in-town business registrations issued	175	170	160	180
# of employees reported by new in-town businesses	843	800	750	1,000
# of inquiries from prospective businesses and/or developers and their brokers	6	10	10	10



**ECONOMIC DEVELOPMENT (01640033)  
BUDGET SUMMARY**

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	302,900	255,318	311,900	279,800	329,800	340,100
BENEFITS	154,600	124,186	166,100	154,300	176,700	184,800
<b>PERSONNEL TOTAL ----&gt;</b>	<b>457,500</b>	<b>379,503</b>	<b>478,000</b>	<b>434,100</b>	<b>506,500</b>	<b>524,900</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	4,900	4,156	5,000	5,000	5,200	5,400
PROFESSIONAL SERVICES	489,600	256,044	504,200	504,200	524,400	540,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	34,300	9,799	35,200	35,200	36,500	37,600
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	500	-	500	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>529,300</b>	<b>269,999</b>	<b>544,900</b>	<b>544,900</b>	<b>566,600</b>	<b>583,600</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>986,800</b>	<b>649,502</b>	<b>1,022,900</b>	<b>979,000</b>	<b>1,073,100</b>	<b>1,108,500</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,300	4,300	4,400	4,400	4,800	4,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,700	1,700	1,800	1,800	1,700	1,800
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>6,000</b>	<b>6,000</b>	<b>6,200</b>	<b>6,200</b>	<b>6,500</b>	<b>6,700</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>992,800</b>	<b>655,502</b>	<b>1,029,100</b>	<b>985,200</b>	<b>1,079,600</b>	<b>1,115,200</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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	102,000	102,000	100,100	100,100	104,100	107,200
ALLOCATIONS IN FROM HOUSING	76,300	76,300	258,600	258,600	268,900	277,000
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>178,300</b>	<b>178,300</b>	<b>358,700</b>	<b>358,700</b>	<b>373,000</b>	<b>384,200</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>178,300</b>	<b>178,300</b>	<b>358,700</b>	<b>358,700</b>	<b>373,000</b>	<b>384,200</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>814,500</b>	<b>477,202</b>	<b>670,400</b>	<b>626,500</b>	<b>706,600</b>	<b>731,000</b>



## COMMUNITY DEVELOPMENT DEPARTMENT

Program Name	<b>Housing Compliance and Assistance</b>
<b>Program Goals</b>	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.
<b>Organization</b>	1.2 FTE: Assistant Community Development Director, Economic Development & Housing Manger, Economic Development Coordinator, Administrative Assistant, and contractors
<b>Major Services</b>	<ul style="list-style-type: none"> <li>Support regional affordable housing programs</li> <li>Monitor affordable housing inventory in town</li> <li>Collect affordable housing impact and in lieu fees for affordable housing development</li> <li>Administer affordable housing funds</li> <li>Review and approve Below Market Rate (BMR) Plans</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>Executed a Disposition, Development, and Loan Agreement (DDLA) with HIP Housing and Eden Housing for the Cherry Street affordable housing project</li> <li>Finalized entitlements and secured financing for the Cherry Street project</li> <li>Completed sales to low-income households of three City-owned BMR units after adjusting income restrictions and extending affordability periods to preserve and deepen affordability</li> <li>Awarded \$162,300 in funding to non-profit organizations working to expand and preserve affordable housing in the San Carlos community</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>Explore strategically acquiring property for future affordable housing projects, maintaining relationships with the local broker community and bringing opportunities to the Council for direction as needed</li> <li>Explore the acquisition of Market Rate units to convert to BMR and complimentary strategies for leveraging BMR Housing Funds to increase BMR housing supply. Staff is reviewing and working with representatives from two programs, one from the California Community Housing Agency (CalCHA) and the other from the California Statewide Communities Development Authority (CSCDA)</li> <li>Begin construction of affordable housing project at 1232 Cherry Street</li> <li>Complete regulatory agreements for market rate multi-family projects building BMR units</li> <li>Calculate and collect commercial linkage fees for large development projects</li> </ul>



## 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of new BMR housing regulatory agreements processed	0	48	45	20
# of existing units monitored	5	3	3	3
# of housing organization assistance contracts processed	7	7	7	7
# of people who live or work in the city added to unit waitlist	232	170	160	150
# of people who do not live or work in the city added to until waitlist	1,248	1,300	1,350	1,400
# of affordable units in San Carlos	141	145	149	179
# of affordable units preserved or rehabilitated	1	0	6	0



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	500	-	500	500	500	500
PROFESSIONAL SERVICES	4,887,266	630,969	4,049,363	4,049,363	5,849,600	359,900
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	14,900	9,344	15,300	15,300	15,900	16,300
COMMUNITY RELATIONS	157,600	157,600	162,300	162,300	168,800	173,900
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	10,000	10,000	10,400	10,600
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>5,060,266</b>	<b>797,913</b>	<b>4,237,463</b>	<b>4,237,463</b>	<b>6,045,200</b>	<b>561,200</b>
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	540,000	-	450,000	450,000	10,000,000	10,000,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>540,000</b>	-	<b>450,000</b>	<b>450,000</b>	<b>10,000,000</b>	<b>10,000,000</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>5,600,266</b>	<b>797,913</b>	<b>4,687,463</b>	<b>4,687,463</b>	<b>16,045,200</b>	<b>10,561,200</b>
TRANSFERS OUT	-	-	-	310,000	-	-
ALLOCATIONS OUT TO GENERAL FUND	102,000	102,000	305,100	305,100	317,300	326,900
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>102,000</b>	<b>102,000</b>	<b>305,100</b>	<b>615,100</b>	<b>317,300</b>	<b>326,900</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>5,702,266</b>	<b>899,913</b>	<b>4,992,563</b>	<b>5,302,563</b>	<b>16,362,500</b>	<b>10,888,100</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	39,000	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	361,800	4,310,269	5,266,700	466,700	14,879,400	7,390,800
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	104,600	(267,372)	119,600	185,800	287,600	227,800
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>466,400</b>	<b>4,042,897</b>	<b>5,386,300</b>	<b>691,500</b>	<b>15,167,000</b>	<b>7,618,600</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>466,400</b>	<b>4,042,897</b>	<b>5,386,300</b>	<b>691,500</b>	<b>15,167,000</b>	<b>7,618,600</b>
<b>HOUSING IN LIEU FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>5,235,866</b>	<b>(3,142,984)</b>	<b>(393,737)</b>	<b>4,611,063</b>	<b>1,195,500</b>	<b>3,269,500</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	71,000	22,682	73,200	73,200	76,100	78,300
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	46,800	-	48,200	48,200	50,100	51,600
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	22,000	3,375	22,700	22,700	23,600	24,300
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>139,800</b>	<b>26,057</b>	<b>144,100</b>	<b>144,100</b>	<b>149,800</b>	<b>154,200</b>
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	3,173,176	21,100	3,152,076	3,294,251	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>3,173,176</b>	<b>21,100</b>	<b>3,152,076</b>	<b>3,294,251</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>3,312,976</b>	<b>47,157</b>	<b>3,296,176</b>	<b>3,438,351</b>	<b>149,800</b>	<b>154,200</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	102,000	102,000	100,100	100,100	104,100	107,200
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>102,000</b>	<b>102,000</b>	<b>100,100</b>	<b>100,100</b>	<b>104,100</b>	<b>107,200</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>3,414,976</b>	<b>149,157</b>	<b>3,396,276</b>	<b>3,538,451</b>	<b>253,900</b>	<b>261,400</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
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	126,500	29,843	141,100	32,800	34,300	35,300
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>126,500</b>	<b>29,843</b>	<b>141,100</b>	<b>32,800</b>	<b>34,300</b>	<b>35,300</b>
TRANSFERS IN	-	-	-	310,000	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310,000</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>126,500</b>	<b>29,843</b>	<b>141,100</b>	<b>342,800</b>	<b>34,300</b>	<b>35,300</b>
<b>LOW MOD HOUSING ASSET FUND NET EXP (REV) ----&gt;</b>	<b>3,288,476</b>	<b>119,315</b>	<b>3,255,176</b>	<b>3,195,651</b>	<b>219,600</b>	<b>226,100</b>





**CHILD CARE FUND (26261000)  
BUDGET SUMMARY**

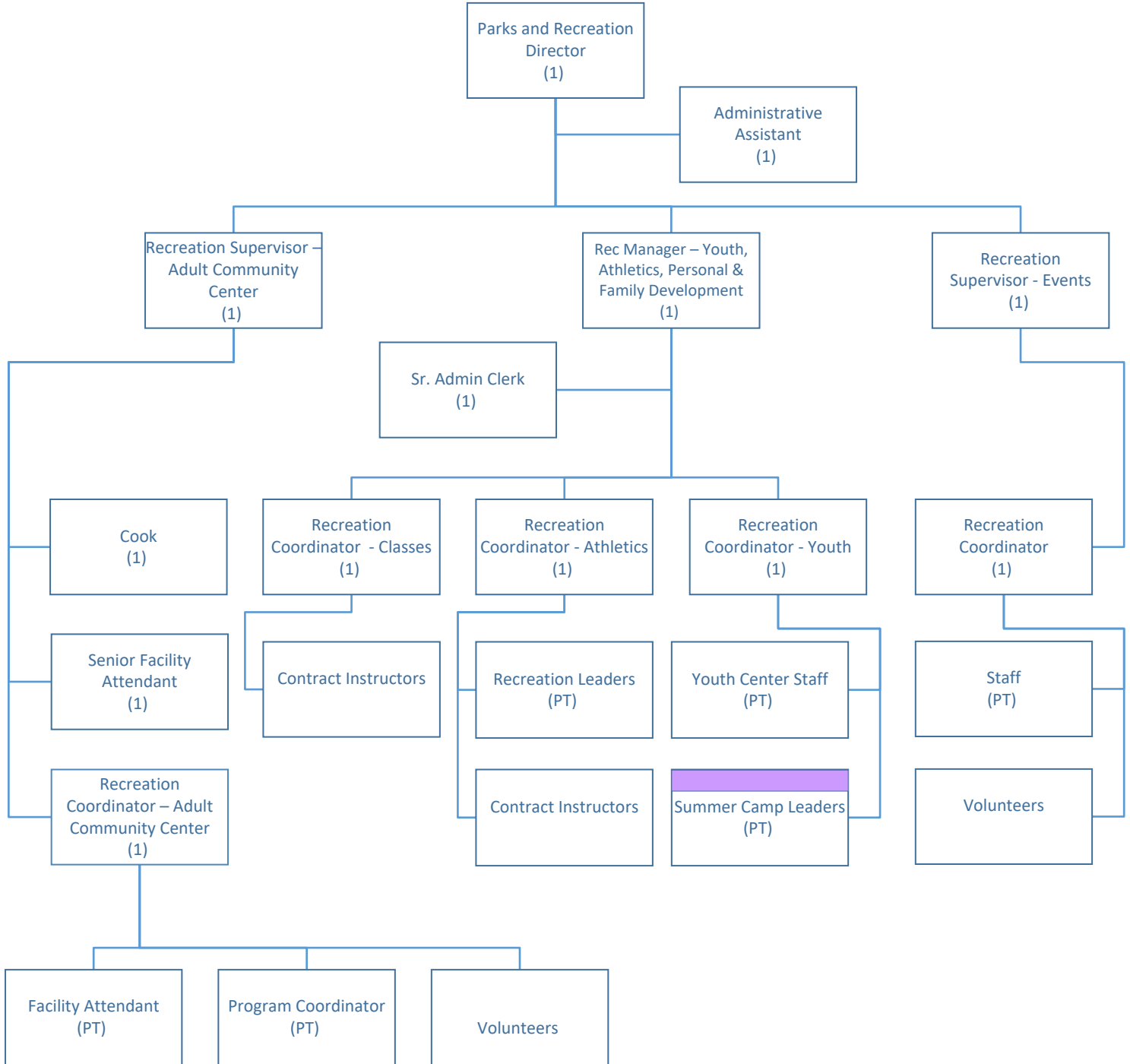
EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-	1,250,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	-	-	-	-	-	1,250,000
<b>EXPENDITURES TOTAL ----&gt;</b>	-	-	-	-	-	1,250,000
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	-	-	-	-	-	1,250,000
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	3,600,000	1,500,000
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	71,700	78,400
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	-	-	-	-	3,671,700	1,578,400
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	-	-	-	-	3,671,700	1,578,400
<b>CHILD CARE IMPACT FUND NET EXP (REV) ----&gt;</b>	-	-	-	-	(3,671,700)	(328,400)



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# Parks & Recreation Department Organization Chart



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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

**Dept #**

7010-7910

**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.

<b>Program</b>	<b>Management</b>
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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	1,671,550	1,513,512	1,870,450	1,766,600	2,043,450	2,103,000
BENEFITS	711,100	601,024	862,000	776,220	907,000	949,900
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,382,650</b>	<b>2,114,536</b>	<b>2,732,450</b>	<b>2,542,820</b>	<b>2,950,450</b>	<b>3,052,900</b>
UTILITIES	40,800	31,698	42,000	42,000	43,600	44,900
OFFICE ADMINISTRATIVE	467,000	459,091	626,350	626,350	710,400	745,900
PROFESSIONAL SERVICES	781,600	890,013	1,070,850	1,070,850	1,158,800	1,188,515
UNIFORMS & SAFETY EQUIPMENT	3,700	3,133	3,800	3,800	3,900	4,000
PROFESSIONAL DEVELOPMENT	23,400	21,622	27,900	27,900	28,800	29,600
COMMUNITY RELATIONS	11,300	3,711	75,700	75,700	108,700	111,900
INSURANCE	38,600	45,272	41,000	41,000	48,600	50,100
VEHICLE USAGE	2,500	-	2,500	2,500	2,500	2,500
EQUIPMENT MAINTENANCE	13,600	3,352	14,000	14,000	14,600	15,000
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>1,382,500</b>	<b>1,457,892</b>	<b>1,904,100</b>	<b>1,904,100</b>	<b>2,119,900</b>	<b>2,192,415</b>
CAPITAL OUTLAY	17,900	2,368	18,500	18,500	19,200	19,800
CAPITAL PROJECTS	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>17,900</b>	<b>2,368</b>	<b>18,500</b>	<b>18,500</b>	<b>19,200</b>	<b>19,800</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>3,783,050</b>	<b>3,574,797</b>	<b>4,655,050</b>	<b>4,465,420</b>	<b>5,089,550</b>	<b>5,265,115</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	54,200	54,200	55,800	55,800	69,500	71,500
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	13,200	13,200	13,500	13,500	15,200	15,700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>67,400</b>	<b>67,400</b>	<b>69,300</b>	<b>69,300</b>	<b>84,700</b>	<b>87,200</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>3,850,450</b>	<b>3,642,197</b>	<b>4,724,350</b>	<b>4,534,720</b>	<b>5,174,250</b>	<b>5,352,315</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	1,167,800	1,746,863	1,876,200	1,886,200	2,190,400	2,283,150
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	30,000	30,000	30,000	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	60,000	34,880	160,000	160,000	165,800	170,400
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	247,600	236,143	261,300	261,300	271,200	279,900
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>1,475,400</b>	<b>2,047,887</b>	<b>2,327,500</b>	<b>2,337,500</b>	<b>2,627,400</b>	<b>2,733,450</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,475,400</b>	<b>2,047,887</b>	<b>2,327,500</b>	<b>2,337,500</b>	<b>2,627,400</b>	<b>2,733,450</b>
<b>TOTAL PARKS &amp; RECREATION NET EXP (REV) ----&gt;</b>	<b>2,375,050</b>	<b>1,594,310</b>	<b>2,396,850</b>	<b>2,197,220</b>	<b>2,546,850</b>	<b>2,618,865</b>



# PARKS & RECREATION DEPARTMENT

<b>Program Name</b>	<b>Leadership &amp; Management</b>
<b>Program Goals</b>	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.
<b>Organization</b>	2 FTEs: Parks & Recreation Director, Administrative Assistant
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Meet with Boards and Commissions</li> <li>• Provide support to City Manager on matters related to Parks and Recreation</li> <li>• Oversee Capital Improvement Program projects for Parks, Recreation, and Facilities</li> <li>• Assign and oversee workloads for supervisory staff</li> <li>• Collaborate with Parks and Recreation Foundation of San Carlos on program and project funding needs</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Started construction of Phase II of the New Field Lighting Project at Madsen Field and Stadium Field</li> <li>• Transition of Parks and Recreation Full-time Employees – hired 4 new full-time staff, promoted three full-time staff to new positions and promoted one part-time employee to full-time</li> <li>• Completed the Burton Park Batting Cages Project</li> <li>• Completed an agreement with Parks and Recreation Foundation to partner on community events with committed annual event sponsorships</li> <li>• Converted two tennis courts to multi-lined tennis and pickle ball courts at Highlands Park</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Complete Phase II of the Field Lighting Project</li> <li>• Initiate Parks Master Plan process</li> <li>• Continue to explore new community trail opportunities</li> <li>• Continue to work with Parks and Recreation Foundation on funding partnerships</li> </ul>

<b>Leadership &amp; Management Objective</b>	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.
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Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
% of residents who rate the overall satisfaction of recreation programs for adults and seniors as good or excellent *	N/A	89.6%	N/A	90%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsanarlos.org/community/community\\_surveys.php](https://www.cityofsanarlos.org/community/community_surveys.php).



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	315,650	316,772	486,950	458,000	513,650	529,350
BENEFITS	155,300	141,756	253,100	231,500	266,000	278,600
<b>PERSONNEL TOTAL ----&gt;</b>	<b>470,950</b>	<b>458,528</b>	<b>740,050</b>	<b>689,500</b>	<b>779,650</b>	<b>807,950</b>
UTILITIES	800	-	800	800	800	800
OFFICE ADMINISTRATIVE	58,000	38,706	63,800	63,800	66,400	68,300
PROFESSIONAL SERVICES	9,600	-	39,900	39,900	41,500	42,700
UNIFORMS & SAFETY EQUIPMENT	100	-	100	100	100	100
PROFESSIONAL DEVELOPMENT	13,200	11,691	17,700	17,700	18,400	19,000
COMMUNITY RELATIONS	8,100	764	22,400	22,400	23,300	24,000
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	400	-	400	400	400	400
EQUIPMENT MAINTENANCE	300	-	300	300	300	300
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>90,500</b>	<b>51,162</b>	<b>145,400</b>	<b>145,400</b>	<b>151,200</b>	<b>155,600</b>
CAPITAL OUTLAY	11,900	-	12,300	12,300	12,800	13,200
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>11,900</b>	<b>-</b>	<b>12,300</b>	<b>12,300</b>	<b>12,800</b>	<b>13,200</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>573,350</b>	<b>509,690</b>	<b>897,750</b>	<b>847,200</b>	<b>943,650</b>	<b>976,750</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,500	4,500	4,600	4,600	7,500	7,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,300	1,300	1,300	1,300	2,000	2,100
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>5,800</b>	<b>5,800</b>	<b>5,900</b>	<b>5,900</b>	<b>9,500</b>	<b>9,800</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>579,150</b>	<b>515,490</b>	<b>903,650</b>	<b>853,100</b>	<b>953,150</b>	<b>986,550</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	2,100	7,559	5,100	5,100	5,300	5,500
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	1,135	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	247,600	236,143	261,300	261,300	271,200	279,900
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>249,700</b>	<b>244,837</b>	<b>266,400</b>	<b>266,400</b>	<b>276,500</b>	<b>285,400</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>249,700</b>	<b>244,837</b>	<b>266,400</b>	<b>266,400</b>	<b>276,500</b>	<b>285,400</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>329,450</b>	<b>270,653</b>	<b>637,250</b>	<b>586,700</b>	<b>676,650</b>	<b>701,150</b>





## PARKS & RECREATION DEPARTMENT

<b>Program Name</b>	<b>Athletics</b>
<b>Program Goals</b>	The goal of Athletics is to offer sports programs and facilities for City residents that foster sportsmanship and encourage and promote health and wellness.
<b>Organization</b>	1.3 FTEs: Recreation Manager, Recreation Coordinator
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Develop and promote sports camps and classes for children 2-17 years old</li> <li>• Coordinate adult sports leagues, including softball, basketball, soccer, bocce ball, and cornhole</li> <li>• Coordinate indoor adult drop-in pickleball &amp; indoor drop-in adult volleyball programs</li> <li>• Coordinate rentals for City-owned sports fields and facilities</li> <li>• Coordinate and schedule field use for San Carlos youth sports organizations for City and School District owned fields</li> <li>• Coordinate in-house youth basketball &amp; youth flag football programs</li> <li>• Recruit and assign volunteer coaches for in-house programs</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• 433 participants enrolled in our in-house Youth Basketball League</li> <li>• 322 participants enrolled in our in-house Youth Flag Football League</li> <li>• 2,673 participants enrolled in our sports user groups</li> <li>• Started a new drop-in pickleball program at Highlands Tennis courts</li> <li>• Coordinated an in-house flag football camp</li> <li>• Successfully increased adult bocce ball program to offer league three days a week</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Continue to grow in-house summer flag football camp</li> <li>• Develop in-house sports class offerings, coordinated by Parks and Recreation staff</li> <li>• Explore new adult fitness classes to include in class offerings</li> </ul>

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of youth sports league teams	72	72	74	74
# of registered adult sports league teams	249	250	255	260
# of registrations in sports classes				
<i>Youth</i>	905	1,353	1,393	1,450
<i>Adult</i>	198	310	330	345
# of sports classes offered	322	330	345	350
# of organized play participants	7,123	8,642	8,901	9,168
% of department program budget recovered through Athletics services to the community	120%	94%	101%	106%



**ATHLETICS (01741000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	141,200	163,953	145,500	137,900	178,600	185,000
BENEFITS	59,000	46,318	61,700	55,200	64,700	67,700
<b>PERSONNEL TOTAL ----&gt;</b>	<b>200,200</b>	<b>210,272</b>	<b>207,200</b>	<b>193,100</b>	<b>243,300</b>	<b>252,700</b>
UTILITIES	40,000	31,698	41,200	41,200	42,800	44,100
OFFICE ADMINISTRATIVE	44,600	44,106	45,800	45,800	56,400	58,000
PROFESSIONAL SERVICES	160,800	237,783	213,400	213,400	257,000	259,600
UNIFORMS & SAFETY EQUIPMENT	700	533	700	700	700	700
PROFESSIONAL DEVELOPMENT	3,500	3,495	3,500	3,500	3,600	3,700
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	200	-	200	200	200	200
EQUIPMENT MAINTENANCE	200	154	200	200	200	200
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>250,000</b>	<b>317,769</b>	<b>305,000</b>	<b>305,000</b>	<b>360,900</b>	<b>366,500</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>450,200</b>	<b>528,041</b>	<b>512,200</b>	<b>498,100</b>	<b>604,200</b>	<b>619,200</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	4,700	4,700	4,800	4,800	6,400	6,600
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,200	1,200	1,200	1,200	1,500	1,500
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>5,900</b>	<b>5,900</b>	<b>6,000</b>	<b>6,000</b>	<b>7,900</b>	<b>8,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>456,100</b>	<b>533,941</b>	<b>518,200</b>	<b>504,100</b>	<b>612,100</b>	<b>627,300</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	380,000	635,202	466,600	466,600	611,300	656,600
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>380,000</b>	<b>635,202</b>	<b>466,600</b>	<b>466,600</b>	<b>611,300</b>	<b>656,600</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>380,000</b>	<b>635,202</b>	<b>466,600</b>	<b>466,600</b>	<b>611,300</b>	<b>656,600</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>76,100</b>	<b>(101,261)</b>	<b>51,600</b>	<b>37,500</b>	<b>800</b>	<b>(29,300)</b>



## PARKS & RECREATION DEPARTMENT

Program Name	Adult Services
<b>Program Goals</b>	The goal of Adult Services is to provide a variety of programs, activities, and services that promote health and wellness, foster human development, strengthen community image and sense of place, and increase social interaction and cultural unity.
<b>Organization</b>	4 FTEs: Recreation Supervisor, Recreation Coordinator, Senior Facility Attendant, Cook
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Operate the Curbside Lunch Program four days per week</li> <li>• Organize and promote free and/or low-cost recreation and fitness classes for seniors</li> <li>• Develop and implement Special Events for seniors</li> <li>• Organize and promote the senior Trips and Tours Program</li> <li>• Partner with the San Carlos Service Clubs for Seniors to operate the Caring Cupboard Program</li> <li>• Collaborate with the Friends of the San Carlos Adult Community Center on program funding needs.</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• The City of San Carlos was designated as an Age-Friendly Community by the American Association of Retired Persons (AARP), an affiliate of the World Health Organization</li> <li>• Celebrated the 40<sup>th</sup> Anniversary of the Adult Community Center</li> <li>• Resumed the Trips and Tours Program and in person Special Events</li> <li>• Increased the Curbside Lunch Program offerings, serving over 27,000 meals</li> <li>• Received two grants from Sequoia Healthcare District to support senior programs, totaling \$44,160 (\$40,000 for the Curbside Lunch Program and \$4,160 for fitness classes)</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Increase number of in-person fitness class offerings</li> <li>• Develop a senior resource guide and host a Senior Resource Fair</li> <li>• Offer integrational programs, in partnership with the Youth Center</li> <li>• Continue to work with the Friends of the Adult Community Center on identifying funding partnerships</li> </ul>



**Adult Services Objective**

Adult Services offers a meal program, coordinates recreation activities and special events, provides social gatherings, provides wellness and educational classes, organizes and promotes adult trips and tours, 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
Average # of Adult Community Center (ACC) visits per day (includes drop-in activities)	175	240	255	270
# of meals served	21,310	27,212	28,000	28,500
# of ACC Facility Rentals	15	35	40	45
Total # of registrations in ACC programs				
<i># of ACC trips registrants</i>	0	432	563	678
<i># of class participants</i>	1,592	1,715	2,015	2,400
<i># of special event participants</i>	165	1,615	1,905	2,000
% of program participants who rate opportunity for social interaction as good or excellent	99%	99%	99%	99%



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	482,900	321,135	410,100	377,600	449,200	457,200
BENEFITS	247,000	174,974	231,100	215,100	242,400	254,300
<b>PERSONNEL TOTAL ----&gt;</b>	<b>729,900</b>	<b>496,108</b>	<b>641,200</b>	<b>592,700</b>	<b>691,600</b>	<b>711,500</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	58,300	86,739	113,300	113,300	123,900	127,600
PROFESSIONAL SERVICES	42,250	40,229	130,000	130,000	137,700	141,900
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,800	1,506	1,800	1,800	1,800	1,800
COMMUNITY RELATIONS	500	247	500	500	500	500
INSURANCE	4,400	1,008	4,500	4,500	4,700	4,800
VEHICLE USAGE	500	-	500	500	500	500
EQUIPMENT MAINTENANCE	2,700	366	2,800	2,800	2,900	3,000
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>110,450</b>	<b>130,095</b>	<b>253,400</b>	<b>253,400</b>	<b>272,000</b>	<b>280,100</b>
CAPITAL OUTLAY	6,000	2,368	6,200	6,200	6,400	6,600
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>6,000</b>	<b>2,368</b>	<b>6,200</b>	<b>6,200</b>	<b>6,400</b>	<b>6,600</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>846,350</b>	<b>628,572</b>	<b>900,800</b>	<b>852,300</b>	<b>970,000</b>	<b>998,200</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	13,900	13,900	14,300	14,300	19,000	19,600
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	3,300	3,300	3,400	3,400	3,800	3,900
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>17,200</b>	<b>17,200</b>	<b>17,700</b>	<b>17,700</b>	<b>22,800</b>	<b>23,500</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>863,550</b>	<b>645,772</b>	<b>918,500</b>	<b>870,000</b>	<b>992,800</b>	<b>1,021,700</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	87,000	136,419	257,600	257,600	266,100	274,000
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	30,000	30,000	30,000	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	3,895	15,000	15,000	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>87,000</b>	<b>170,314</b>	<b>302,600</b>	<b>302,600</b>	<b>266,100</b>	<b>274,000</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>87,000</b>	<b>170,314</b>	<b>302,600</b>	<b>302,600</b>	<b>266,100</b>	<b>274,000</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>776,550</b>	<b>475,458</b>	<b>615,900</b>	<b>567,400</b>	<b>726,700</b>	<b>747,700</b>



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## PARKS & RECREATION DEPARTMENT

Program Name	Youth Development
<b>Program Goals</b>	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.
<b>Organization</b>	1.3 FTEs: Recreation Manager, Recreation Coordinator
<b>Major Services</b>	<ul style="list-style-type: none"> <li>Operate the After School Drop-In program for youth ages 10-17 years</li> <li>Coordinate and promote summer camps for youth ages 4-12 years</li> <li>Manage private Youth Center rentals</li> <li>Coordinate the Birthday Party program</li> <li>Advise and provide leadership to the Youth Advisory Council</li> <li>Develop and train part-time staff in career development and skill building</li> </ul>
<b>FY 2022-2023 Accomplishments</b>	<ul style="list-style-type: none"> <li>Resumed Youth Center Special Events</li> <li>Resumed Youth Center tutoring program</li> <li>Successfully ran in-house Adventure Camp program for 8 weeks</li> <li>Held Part-Time staff training on mental wellness and well-being</li> <li>Promoted youth mental wellness and well-being through free Drop-In programs and workshops</li> <li>Led the Youth Advisory Council board and successfully coordinated cleanups, held toy, personal care item, and wellness supply drives, hosted the Halloween Haunted House, Pop-Up Thrift Shop</li> <li>Collaborated with the Community Foundation on the Art &amp; Wine Faire activity booth and Community Conversation on Gender Identity &amp; Inclusion</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>Increase number of Adventure Camp participants</li> <li>Expand YC Drop-In Program participation and special event offerings</li> <li>Expand part-time staff training with an emphasis on youth mental wellness</li> <li>Promote positive youth conflict resolution and mental wellness through programs and workshops</li> </ul>



## 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
Average # of After School Drop-In program daily participants	66	68	71	75
# of Youth Development Special Event participants	1,534	1,581	1,660	1,743
# of Summer Adventure Camp participants	990	1,040	1,071	1,103
# of Youth Center members	710	732	755	777
% of department program budget recovered through youth development services to the community	48%	50%	51%	50%
% of participants who rate youth programs as good or excellent	N/A	98%	98%	98%
% of residents who are satisfied with recreational opportunities for Youth*	N/A	94%	N/A	94%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsancarlos.org/community/community\\_surveys.php](https://www.cityofsancarlos.org/community/community_surveys.php).





**YOUTH DEVELOPMENT (01731000)  
BUDGET SUMMARY**

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	310,000	286,341	318,800	303,400	365,100	376,150
BENEFITS	68,600	56,241	71,600	62,300	79,000	82,200
<b>PERSONNEL TOTAL ----&gt;</b>	<b>378,600</b>	<b>342,582</b>	<b>390,400</b>	<b>365,700</b>	<b>444,100</b>	<b>458,350</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	84,400	81,032	114,500	114,500	119,100	133,600
PROFESSIONAL SERVICES	48,600	8,350	57,800	57,800	60,100	61,900
UNIFORMS & SAFETY EQUIPMENT	2,600	2,600	2,700	2,700	2,800	2,900
PROFESSIONAL DEVELOPMENT	3,300	4,010	3,300	3,300	3,400	3,500
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	700	624	700	700	6,700	6,900
VEHICLE USAGE	800	-	800	800	800	800
EQUIPMENT MAINTENANCE	7,500	2,832	7,700	7,700	8,100	8,300
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>147,900</b>	<b>99,448</b>	<b>187,500</b>	<b>187,500</b>	<b>201,000</b>	<b>217,900</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>526,500</b>	<b>442,030</b>	<b>577,900</b>	<b>553,200</b>	<b>645,100</b>	<b>676,250</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	22,100	22,100	22,800	22,800	18,300	18,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	4,600	4,600	4,700	4,700	3,400	3,500
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>26,700</b>	<b>26,700</b>	<b>27,500</b>	<b>27,500</b>	<b>21,700</b>	<b>22,300</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>553,200</b>	<b>468,730</b>	<b>605,400</b>	<b>580,700</b>	<b>666,800</b>	<b>698,550</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	189,900	212,458	274,900	274,900	326,900	336,800
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>189,900</b>	<b>212,458</b>	<b>274,900</b>	<b>274,900</b>	<b>326,900</b>	<b>336,800</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>189,900</b>	<b>212,458</b>	<b>274,900</b>	<b>274,900</b>	<b>326,900</b>	<b>336,800</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>363,300</b>	<b>256,272</b>	<b>330,500</b>	<b>305,800</b>	<b>339,900</b>	<b>361,750</b>



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## PARKS & RECREATION DEPARTMENT

<b>Program Name</b>	<b>Personal and Family Development</b>
<b>Program Goals</b>	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.
<b>Organization</b>	2.4 FTEs: Recreation Supervisor, Recreation Coordinator, Senior Administrative Clerk
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Develop and promote recreation classes for youth and adults</li> <li>• Coordinate Club Ed summer enrichment camps, partnering with the San Carlos School District for facility space</li> <li>• Produce seasonal Activity Guide three times per year and mail to all households</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Increased fee-based class registration numbers to nearly pre-pandemic levels</li> <li>• Resumed all in-person contract class programming and phased out virtual classes</li> <li>• Expanded promotion of the Fee Assistance Program, increasing fund allocations by over \$6,000 from prior year</li> <li>• Increased picnic reservation numbers by 10%</li> <li>• Worked with Parks and Recreation Foundation to update Fee Assistance allocation limits</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Continue to promote the Fee Assistance Program to offer more financial support to community</li> <li>• Continue to explore new recreation class and camp opportunities</li> <li>• Assess picnic rental program and process</li> </ul>

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of recreation class registrations	2,605	3,400	3,502	3,607
<i>Youths</i>	1,535	2,200	2,266	2,334
<i>Adults</i>	1,070	1,200	1,236	1,273
# of new class offerings	71	91	94	97
# of class sessions offered annually	508	800	824	848
% of department program budget recovered through personal and family development classes to the community	76%	84%	81%	81%
% of participants who rate the social and/or recreational experience as good or excellent				
<i>Youths</i>	95%	95%	95%	95%
<i>Adults</i>	100%	100%	100%	100%
# of picnic rentals	335	350	360	370



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	201,600	276,993	207,700	205,600	222,300	231,300
BENEFITS	103,800	130,894	116,200	107,150	120,300	126,000
<b>PERSONNEL TOTAL ----&gt;</b>	<b>305,400</b>	<b>407,887</b>	<b>323,900</b>	<b>312,750</b>	<b>342,600</b>	<b>357,300</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	15,000	7,113	15,500	15,500	16,200	16,700
PROFESSIONAL SERVICES	302,700	415,577	426,400	426,400	451,500	465,040
UNIFORMS & SAFETY EQUIPMENT	300	-	300	300	300	300
PROFESSIONAL DEVELOPMENT	1,600	920	1,600	1,600	1,600	1,600
COMMUNITY RELATIONS	500	500	500	500	500	500
INSURANCE	8,000	15,526	8,200	8,200	8,500	8,800
VEHICLE USAGE	600	-	600	600	600	600
EQUIPMENT MAINTENANCE	2,600	-	2,700	2,700	2,800	2,900
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>331,300</b>	<b>439,635</b>	<b>455,800</b>	<b>455,800</b>	<b>482,000</b>	<b>496,440</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>636,700</b>	<b>847,523</b>	<b>779,700</b>	<b>768,550</b>	<b>824,600</b>	<b>853,740</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	8,800	8,800	9,100	9,100	7,400	7,600
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	2,600	2,600	2,700	2,700	1,900	2,000
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>11,400</b>	<b>11,400</b>	<b>11,800</b>	<b>11,800</b>	<b>9,300</b>	<b>9,600</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>648,100</b>	<b>858,923</b>	<b>791,500</b>	<b>780,350</b>	<b>833,900</b>	<b>863,340</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	437,800	646,825	637,000	647,000	670,400	690,500
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>437,800</b>	<b>646,825</b>	<b>637,000</b>	<b>647,000</b>	<b>670,400</b>	<b>690,500</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>437,800</b>	<b>646,825</b>	<b>637,000</b>	<b>647,000</b>	<b>670,400</b>	<b>690,500</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>210,300</b>	<b>212,098</b>	<b>154,500</b>	<b>133,350</b>	<b>163,500</b>	<b>172,840</b>



## PARKS & RECREATION DEPARTMENT

Program Name	Special Community Events
<b>Program Goals</b>	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.
<b>Organization</b>	2 FTEs: Recreation Supervisor, Recreation Coordinator
<b>Major Services</b>	<ul style="list-style-type: none"> <li>Organize and promote City-run Community Events</li> <li>Partner with outside agencies for event sponsorships</li> <li>Facilitate and approve all non-profit Special Event permits, including youth sporting tournaments, school fun runs, community car show and neighborhood block parties</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>Successfully coordinated 22 public community events</li> <li>Transitioned Hometown Days and Art &amp; Wine Faire under City management</li> <li>Recruited over 200 volunteers to support community events</li> <li>Transitioned Farmers' Market operations to Urban Village Farmers' Market Association</li> <li>Resumed Farmers' Market in April to operate on a year-round basis moving forward</li> <li>Hosted the first community volunteer recognition dinner</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>Add a second Block Party event downtown</li> <li>Increase community engagement in sponsorships and volunteering</li> <li>Improve partnerships with local community service groups</li> <li>Expand knowledge on sustainable event practices</li> </ul>

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of Special Events sponsored or co-sponsored by Parks & Recreation	24	25	26	27
% of department program budget recovered through special community events	22%	40%	43%	43%
\$ of revenues generated from community sponsors	N/A	\$85,000	\$100,000	\$110,000
# of non-City sponsored special event permits issued	23	4	17	22
# of block party permits issued	27	3	12	24



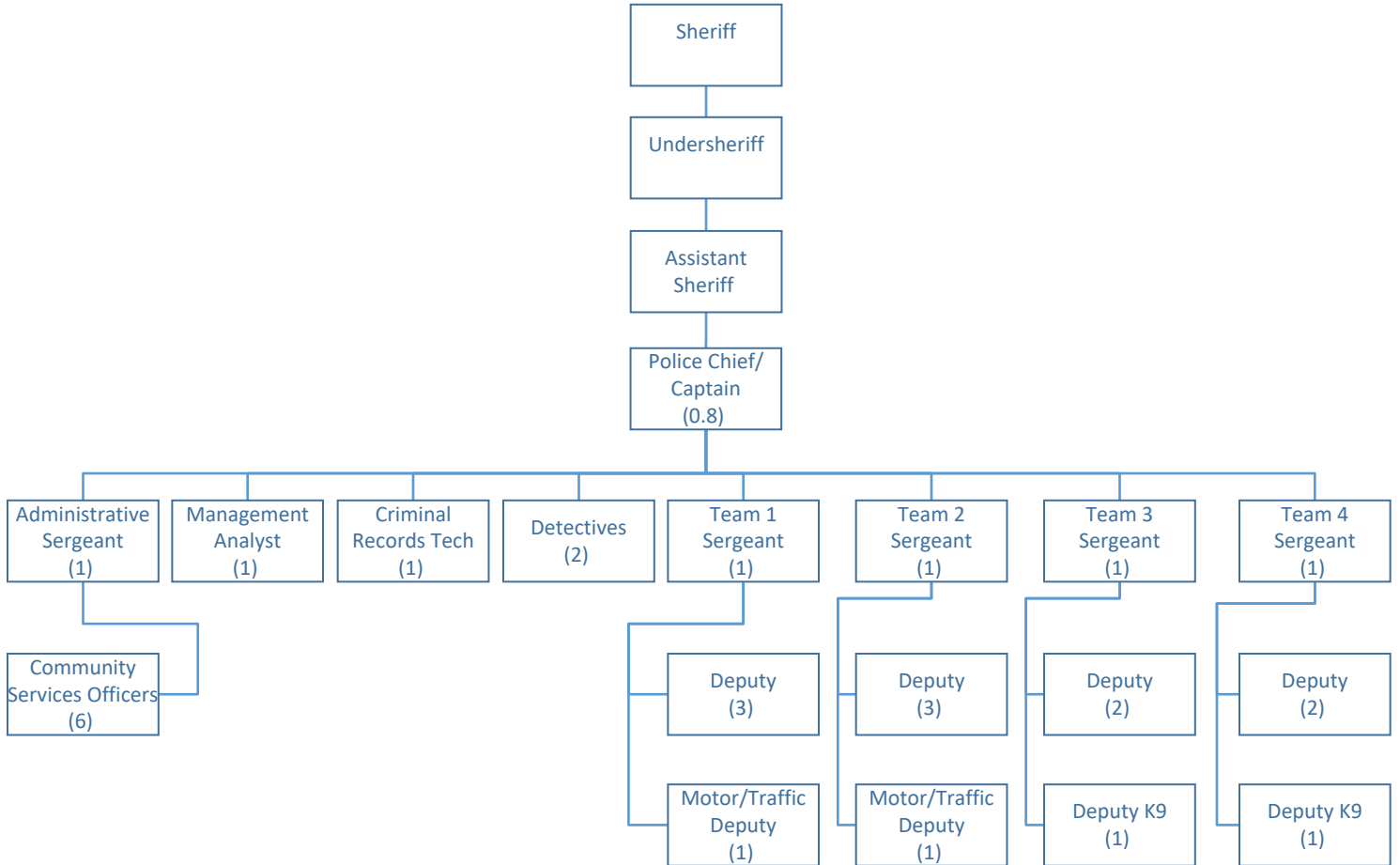
**SPECIAL COMMUNITY EVENTS (01791000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	220,200	148,318	301,400	284,100	314,600	324,000
BENEFITS	77,400	50,841	128,300	104,970	134,600	141,100
<b>PERSONNEL TOTAL ----&gt;</b>	<b>297,600</b>	<b>199,159</b>	<b>429,700</b>	<b>389,070</b>	<b>449,200</b>	<b>465,100</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	206,700	201,394	273,450	273,450	328,400	341,700
PROFESSIONAL SERVICES	217,650	188,074	203,350	203,350	211,000	217,375
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	2,200	2,200	52,300	52,300	84,400	86,900
INSURANCE	25,500	28,114	27,600	27,600	28,700	29,600
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	300	-	300	300	300	300
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>452,350</b>	<b>419,783</b>	<b>557,000</b>	<b>557,000</b>	<b>652,800</b>	<b>675,875</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>749,950</b>	<b>618,942</b>	<b>986,700</b>	<b>946,070</b>	<b>1,102,000</b>	<b>1,140,975</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	200	200	200	200	10,900	11,200
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	200	200	200	200	2,600	2,700
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>13,500</b>	<b>13,900</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>750,350</b>	<b>619,342</b>	<b>987,100</b>	<b>946,470</b>	<b>1,115,500</b>	<b>1,154,875</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	71,000	108,400	235,000	235,000	310,400	319,750
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	60,000	29,850	145,000	145,000	165,800	170,400
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>131,000</b>	<b>138,250</b>	<b>380,000</b>	<b>380,000</b>	<b>476,200</b>	<b>490,150</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>131,000</b>	<b>138,250</b>	<b>380,000</b>	<b>380,000</b>	<b>476,200</b>	<b>490,150</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>619,350</b>	<b>481,092</b>	<b>607,100</b>	<b>566,470</b>	<b>639,300</b>	<b>664,725</b>



# 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 engagement 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 consist of 29 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
<b>Program Goals</b>	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.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Dedicated Traffic Deputies</li> <li>• School Resource Deputies</li> <li>• Sheriff's Activities League/Community Engagement Unit</li> <li>• Sheriff's Volunteers in Policing (SVIPs)</li> <li>• Numerous other Sheriff's Office Resources</li> <li>• Public Safety Communications</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• <b>Traffic Safety Grant Funding.</b> Secured \$300,000 in grant funding from the California Office of Traffic Safety (OTS). The funding will support several innovative traffic enforcement programs and education campaigns in the City of San Carlos.</li> <li>• <b>Anonymous Gun Buy Back Event.</b> Hosted in the City of San Carlos, where individuals relinquished firearms with no questions asked and received compensation in return. <ul style="list-style-type: none"> <li>• 288 firearms were collected (the total included three non-functioning firearms, six assault weapons, and 18 "ghost" guns)</li> </ul> </li> <li>• <b>Traffic Enforcement Operations.</b> Enforced traffic laws to reduce traffic collisions and the resulting injuries and educated the public about the dangers of driving impaired. <ul style="list-style-type: none"> <li>• DUI-related traffic accidents are down from 2021</li> <li>• Conducted two Sobriety and Driver's License Checkpoints</li> <li>• Participated in the Saturation Traffic Enforcement Program</li> <li>• Conducted two Bicycle and Pedestrian Safety Operations</li> </ul> </li> <li>• <b>Enhanced Crisis Intervention Training.</b> Completion of the 40-hour Crisis Intervention Training Course by all San Carlos Patrol staff and the 24-hour Enhanced Crisis Intervention Training Course by 94% of staff. The staff was trained in de-escalation techniques and provided with more sophisticated approaches to making decisions on scene.</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Research and upgrade the Automated License Plate Readers (ALPR) system</li> <li>• Issue 6,000 parking citations</li> <li>• Increase data-driven traffic saturation and DUI education and enforcement.</li> <li>• Decrease crime</li> <li>• Continue to improve service to the residents of San Carlos</li> </ul>



### Police Services Objective 1

Respond to emergency and non-emergency calls, initiate activity and write reports.

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.

Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of calls for service	12,236	13,097	13,300	13,500
<i># of priority 1 calls</i>	123	121	150	125
<i># of non-emergency calls</i>	12,113	12,976	13,150	13,375
# of reports taken	1,998	2,132	2,250	2,300
# of traffic citations issued	3,805	4,435	4,350	4,000
# of arrests made	595	556	650	675
# of directed patrol activities completed	1,031	2,451	2,500	2,575
% of emergency calls responded to under 5 minutes	69%	73%	75%	80%
% of customers who are satisfied with police services*	N/A	81.4%	N/A	80%

\* These metrics are taken from the Citizen Opinion Survey that is conducted biennially. The latest survey was conducted in 2023 and the next survey will be conducted in 2025. As such, there are no metrics provided for 2022 and 2024. The latest community surveys can be found at [https://www.cityofsancarlos.org/community/community\\_surveys.php](https://www.cityofsancarlos.org/community/community_surveys.php).

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
% of violent crimes cleared	70%	72%	74%	73%
% of property crimes cleared	10%	13%	15%	17%

### Police Services Objective 3

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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of parking citations issued	5,033	4,041	3,350	4,000
# of warnings issued	279	550	575	600
% change in accidents reported year over year	27% increase compared to FY 2021	6% increase compared to FY 2022	5% increase compared to FY 2023	5% increase compared to FY 2024



**Police Services  
Objective 4**

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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of abandoned vehicles marked	411	307	360	375
<i># of marked vehicles moved</i>	388	291	325	335
<i># of marked vehicles towed</i>	23	16	35	40
% of abandoned vehicles abated	100%	100%	100%	100%



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	2,046,800	2,030,700	2,206,100	2,212,000	1,470,100	1,668,600
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,046,800</b>	<b>2,030,700</b>	<b>2,206,100</b>	<b>2,212,000</b>	<b>1,470,100</b>	<b>1,668,600</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	9,074,800	8,081,050	9,853,600	9,853,600	11,367,300	12,357,970
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	50,400	70,519	51,900	51,900	54,000	55,600
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>9,125,200</b>	<b>8,151,569</b>	<b>9,905,500</b>	<b>9,905,500</b>	<b>11,421,300</b>	<b>12,413,570</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>11,172,000</b>	<b>10,182,269</b>	<b>12,111,600</b>	<b>12,117,500</b>	<b>12,891,400</b>	<b>14,082,170</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>11,172,000</b>	<b>10,182,269</b>	<b>12,111,600</b>	<b>12,117,500</b>	<b>12,891,400</b>	<b>14,082,170</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	32,000	24,416	47,000	47,000	48,900	50,400
FINES & FORFEITURES	295,800	204,320	304,600	304,600	316,800	326,400
FROM OTHER AGENCIES	-	267	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	11,200	88,781	11,500	1,000	1,000	1,000
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>339,000</b>	<b>317,784</b>	<b>363,100</b>	<b>352,600</b>	<b>366,700</b>	<b>377,800</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>339,000</b>	<b>317,784</b>	<b>363,100</b>	<b>352,600</b>	<b>366,700</b>	<b>377,800</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>10,833,000</b>	<b>9,864,485</b>	<b>11,748,500</b>	<b>11,764,900</b>	<b>12,524,700</b>	<b>13,704,370</b>

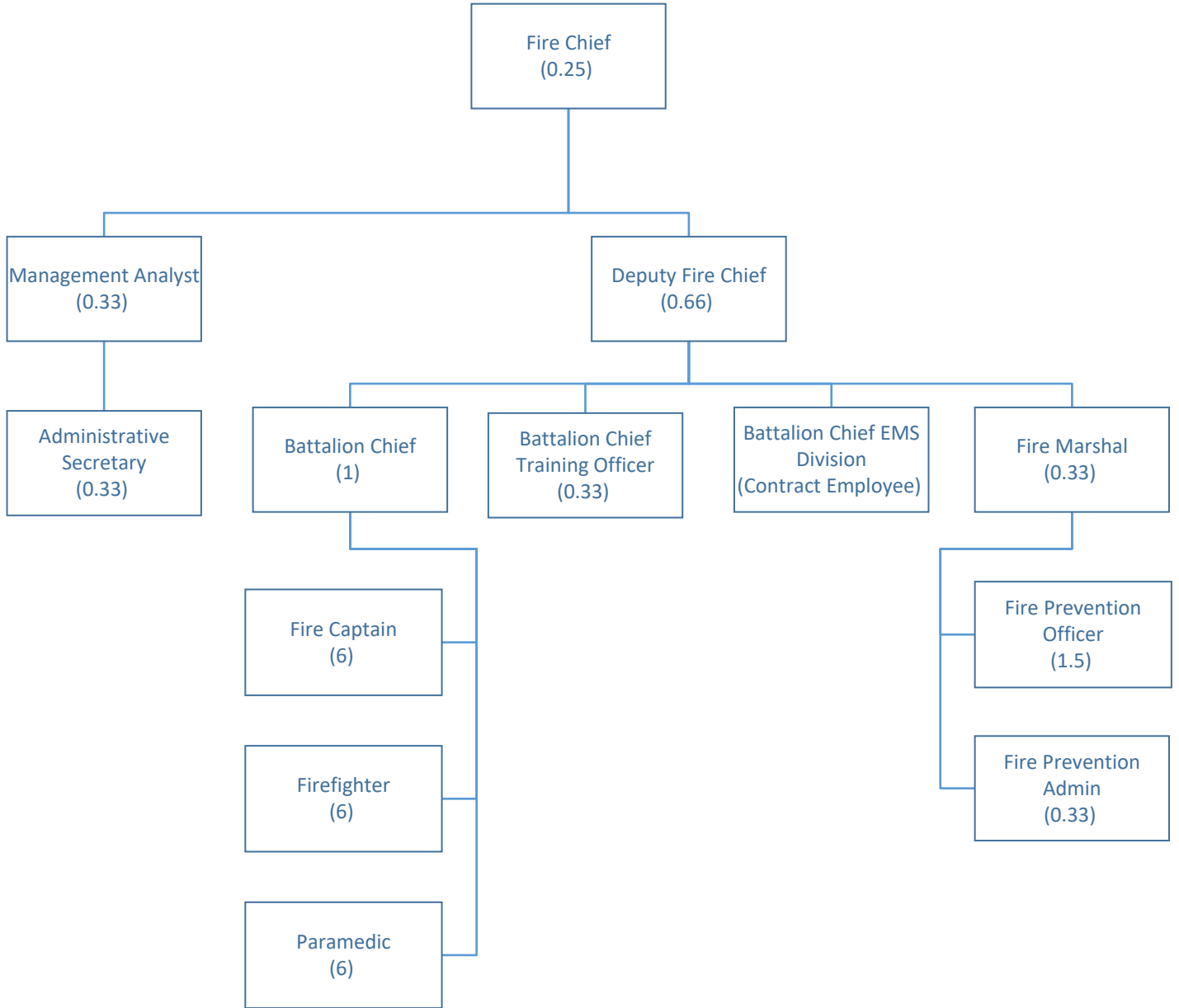


**POLICE GRANTS (17000000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	250,000	217,901	157,600	157,600	163,900	168,800
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>250,000</b>	<b>217,901</b>	<b>157,600</b>	<b>157,600</b>	<b>163,900</b>	<b>168,800</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>250,000</b>	<b>217,901</b>	<b>157,600</b>	<b>157,600</b>	<b>163,900</b>	<b>168,800</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>250,000</b>	<b>217,901</b>	<b>157,600</b>	<b>157,600</b>	<b>163,900</b>	<b>168,800</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	163,200	161,285	168,100	168,100	174,800	180,000
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	4,900	(5,615)	5,600	4,600	6,500	7,100
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>168,100</b>	<b>155,670</b>	<b>173,700</b>	<b>172,700</b>	<b>181,300</b>	<b>187,100</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>168,100</b>	<b>155,670</b>	<b>173,700</b>	<b>172,700</b>	<b>181,300</b>	<b>187,100</b>
<b>PD GRANT FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>81,900</b>	<b>62,231</b>	<b>(16,100)</b>	<b>(15,100)</b>	<b>(17,400)</b>	<b>(18,300)</b>



# 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
<b>Program Goals</b>	The goal of Fire Services is to protect life, property, and the environment from fire, hazards, and other types of emergencies.
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Fire suppression</li> <li>• Emergency medical services</li> <li>• Fire prevention               <ul style="list-style-type: none"> <li>– Fire and life safety inspections</li> <li>– Fire origin and cause investigations</li> <li>– Plan reviews</li> </ul> </li> <li>• Public assist calls for service               <ul style="list-style-type: none"> <li>– Lock-outs</li> <li>– Smoke investigation</li> <li>– Occupants stuck in elevators</li> <li>– Water leaks/flooding</li> <li>– Assist people with access and functional needs</li> <li>– Trees/wires down</li> <li>– Other non-emergency requests for service</li> </ul> </li> <li>• Rescue response</li> <li>• Community Emergency Response Team (CERT)</li> <li>• Public Education/Community Outreach               <ul style="list-style-type: none"> <li>– Station tours</li> <li>– School visits</li> <li>– Community vents (i.e., meetings, Public Safety Fair, Hometown Days, etc.)</li> <li>– Junior Fire Academy</li> </ul> </li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Held 2 CERT classes and engaged CERT members to take leadership roles in the program</li> <li>• Initiated the construction of Station 16</li> <li>• Updated the City Emergency Operations Plan (EOP)</li> <li>• Secured a Safer Grant to hire 6 additional firefighters</li> <li>• Created a “Firefighter Trainee” position to enable us to recruit from underserved communities</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Continue to provide staffing for the San Carlos Emergency Operations Center (“EOC”) operations related to COVID-19</li> <li>• Provide Emergency Management Training to City Staff for both the City of San Carlos and Redwood City</li> <li>• Continue to improve and expand Wildfire Fuel Mitigation efforts</li> <li>• Provide two CERT community classes and continue to expand the program</li> <li>• Continue to move forward with the rebuilding of Fire Station 16</li> </ul>

**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of fire & medical emergency incidents responded to (by type)				
<i>Fire</i>	393	368	380	389
<i>Rupture/Explosion</i>	12	15	16	17
<i>EMS/Rescue</i>	8,296	8,949	9,217	9,494
<i>Hazardous Condition</i>	386	527	542	559
<i>Service Call</i>	3,565	3,920	4,037	4,158
<i>Good Intent</i>	1,608	1,730	1,781	1,835
<i>False Call</i>	898	1,097	1,129	1,163

**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of public education events conducted	10	22	16	18
# of events participants	435	753	628	690
# of classes conducted	7	16	12	14
# of class participants	210	480	360	420

**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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of inspections conducted	426 (Fire & Life Safety)	300 (Fire & Life Safety)	400	415
% of inspections that are completed	100	100	100	100
# of plans reviewed	277	270	273	275
% of plans reviewed on time	100	100	100	100
# of investigations conducted	8	10	10	10
% of fire investigations with determined cause	50%	75%	50%	50%

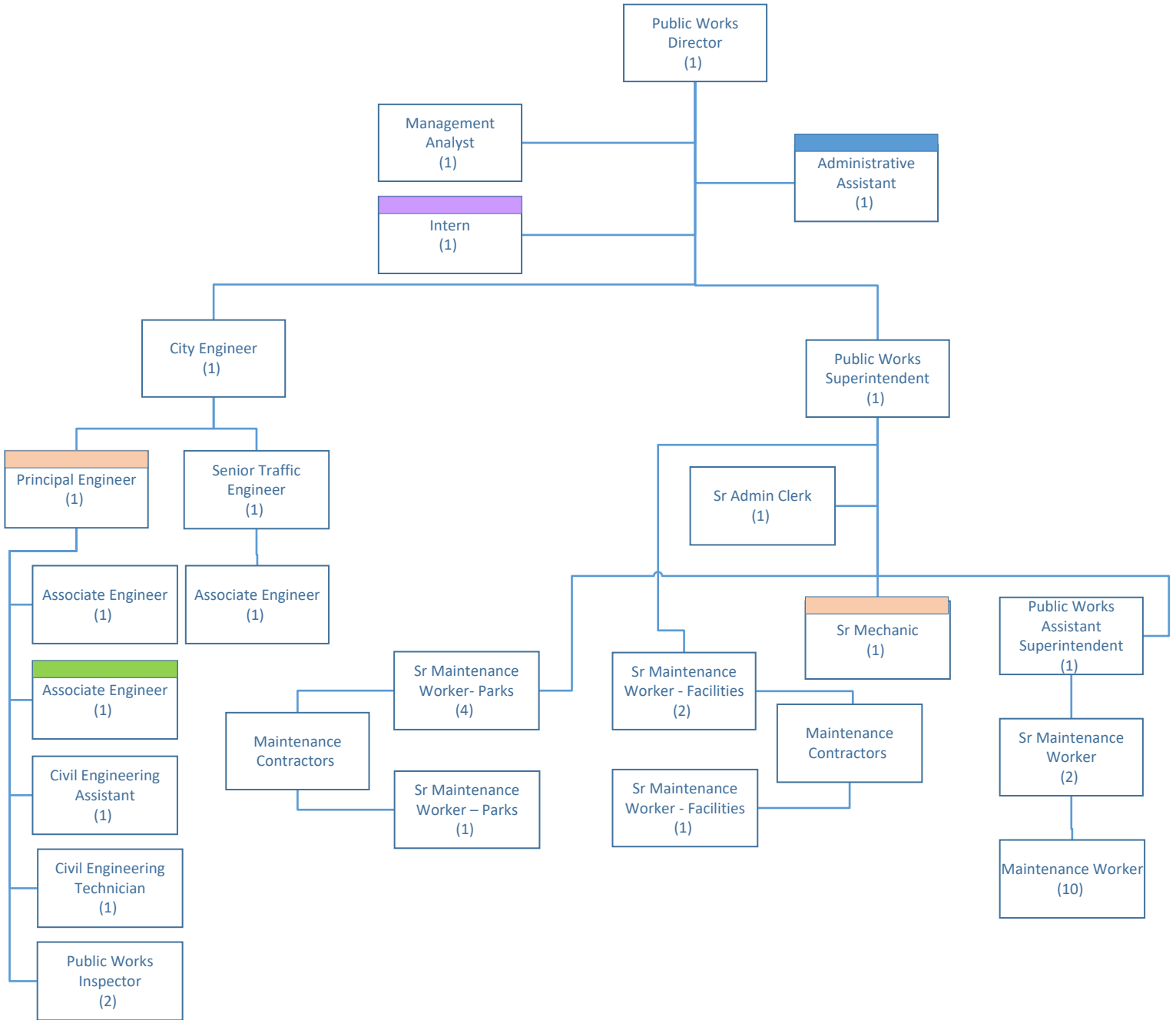


**FIRE & EMERGENCY SERVICES  
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	172,800	153,893	178,000	129,900	204,300	210,400
BENEFITS	2,036,500	1,954,135	2,066,600	2,078,531	2,075,100	2,078,200
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,209,300</b>	<b>2,108,028</b>	<b>2,244,600</b>	<b>2,208,431</b>	<b>2,279,400</b>	<b>2,288,600</b>
UTILITIES	39,800	32,512	41,000	41,000	42,700	44,000
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	8,775,000	8,567,276	9,228,500	9,153,950	9,800,500	9,952,100
UNIFORMS & SAFETY EQUIPMENT	600	-	600	600	600	600
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	113,500	68,914	116,900	116,900	121,600	125,200
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>8,928,900</b>	<b>8,668,702</b>	<b>9,387,000</b>	<b>9,312,450</b>	<b>9,965,400</b>	<b>10,121,900</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>11,138,200</b>	<b>10,776,730</b>	<b>11,631,600</b>	<b>11,520,881</b>	<b>12,244,800</b>	<b>12,410,500</b>
TRANSFERS OUT	112,200	112,200	115,500	115,500	76,000	76,000
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,200	2,200	6,500	6,700
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>114,300</b>	<b>114,300</b>	<b>117,700</b>	<b>117,700</b>	<b>82,500</b>	<b>82,700</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>11,252,500</b>	<b>10,891,030</b>	<b>11,749,300</b>	<b>11,638,581</b>	<b>12,327,300</b>	<b>12,493,200</b>
<b>REVENUE SUMMARY</b>						
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	192,700	270,743	192,100	192,100	199,800	205,800
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	30,600	44,571	31,500	35,000	32,800	33,800
OTHER REVENUE	-	45,727	-	24,800	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>223,300</b>	<b>361,041</b>	<b>223,600</b>	<b>251,900</b>	<b>232,600</b>	<b>239,600</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>223,300</b>	<b>361,041</b>	<b>223,600</b>	<b>251,900</b>	<b>232,600</b>	<b>239,600</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>11,029,200</b>	<b>10,529,989</b>	<b>11,525,700</b>	<b>11,386,681</b>	<b>12,094,700</b>	<b>12,253,600</b>



# Public Works Department Organization Chart



	Reclass
	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, 14571000, 15521000, 16610000, 18188000, 27271000, 28281000, 95951000

**Dept #**

1880, 2710, 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.

<b>Program</b>	<b>Management</b>
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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	2,260,725	1,974,137	3,072,075	2,603,225	3,270,775	3,369,075
BENEFITS	1,140,000	996,195	1,626,900	1,488,650	1,706,600	1,791,000
<b>PERSONNEL TOTAL ----&gt;</b>	<b>3,400,725</b>	<b>2,970,332</b>	<b>4,698,975</b>	<b>4,091,875</b>	<b>4,977,375</b>	<b>5,160,075</b>
UTILITIES	672,500	640,620	733,600	733,600	762,900	970,400
OFFICE ADMINISTRATIVE	217,800	224,371	224,200	224,200	233,200	240,100
PROFESSIONAL SERVICES	2,591,900	2,548,269	2,600,700	2,600,700	2,854,800	3,071,900
UNIFORMS & SAFETY EQUIPMENT	9,800	5,889	10,000	10,000	10,200	10,400
PROFESSIONAL DEVELOPMENT	32,600	8,659	33,500	33,500	34,700	35,600
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	400	-	400	400	400	400
EQUIPMENT MAINTENANCE	138,700	133,390	142,700	142,700	148,100	153,700
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>3,663,700</b>	<b>3,561,198</b>	<b>3,745,100</b>	<b>3,745,100</b>	<b>4,044,300</b>	<b>4,482,500</b>
CAPITAL OUTLAY	54,200	14,170	55,700	55,700	57,900	59,700
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>54,200</b>	<b>14,170</b>	<b>55,700</b>	<b>55,700</b>	<b>57,900</b>	<b>59,700</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>7,118,625</b>	<b>6,545,701</b>	<b>8,499,775</b>	<b>7,892,675</b>	<b>9,079,575</b>	<b>9,702,275</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	25,200	25,200	26,000	26,000	52,100	53,700
ALLOCATIONS OUT FOR WORKERS COMP	47,600	47,600	49,100	49,100	70,800	73,000
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	133,800	133,800	137,900	137,900	155,100	159,800
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>206,600</b>	<b>206,600</b>	<b>213,000</b>	<b>213,000</b>	<b>278,000</b>	<b>286,500</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>7,325,225</b>	<b>6,752,301</b>	<b>8,712,775</b>	<b>8,105,675</b>	<b>9,357,575</b>	<b>9,988,775</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	360,100	401,516	370,500	370,500	337,400	347,500
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	5,600	48,203	5,800	5,800	6,000	6,200
LICENSES & PERMITS	327,000	573,602	336,000	336,000	349,400	359,900
OTHER REVENUE	283,800	381,484	293,400	321,400	305,100	363,400
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	153,600
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>976,500</b>	<b>1,404,804</b>	<b>1,005,700</b>	<b>1,033,700</b>	<b>997,900</b>	<b>1,230,600</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	860,200	860,200	986,000	986,000	1,164,500	1,199,500
ALLOCATIONS IN FROM NPDES	141,900	141,900	146,200	146,200	152,000	156,600
ALLOCATIONS IN FROM GAS TAX	235,500	235,500	242,600	242,600	335,300	345,400
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>1,237,600</b>	<b>1,237,600</b>	<b>1,374,800</b>	<b>1,374,800</b>	<b>1,651,800</b>	<b>1,701,500</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,214,100</b>	<b>2,642,404</b>	<b>2,380,500</b>	<b>2,408,500</b>	<b>2,649,700</b>	<b>2,932,100</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>5,111,125</b>	<b>4,109,897</b>	<b>6,332,275</b>	<b>5,697,175</b>	<b>6,707,875</b>	<b>7,056,675</b>





## PUBLIC WORKS DEPARTMENT

Program Name	Administration/Engineering
<b>Program Goals</b>	<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>
<b>Organization</b>	12 FTEs: Public Works Director, City Engineer, Principal Engineer, Senior Traffic Engineer, 3 Associate Engineers, Civil Engineering Assistant, 2 Public Works Inspectors, Management Analyst, Administrative Assistant
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Capital Improvement Program/Engineering</li> <li>• Development and Permitting</li> <li>• Traffic Engineering</li> <li>• Traffic operations analysis and investigation services</li> <li>• Safety and effective movement of people and vehicles</li> <li>• Transportation and Circulation Commission</li> <li>• Parking Programs</li> <li>• Sidewalk Maintenance Program</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Repaired tripping hazards for over 80 properties.</li> <li>• Continued to reduce Sanitary Sewer Overflows to a historically low level.</li> <li>• Removed the remaining 36 eucalyptus trees along San Carlos Avenue.</li> <li>• Updated the current 5-year paving master plan.</li> </ul>



<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Complete Phase III of the San Carlos Avenue Pedestrian Safety Improvement Project</li> <li>• Build consensus on infrastructure and maintenance priorities</li> <li>• Enhance pedestrian and bicycle accessibility and safety</li> <li>• Complete major infrastructure and transportation CIP projects</li> <li>• Implement the Neighborhood Traffic Management Program</li> <li>• Work with partners on school traffic issues</li> <li>• Inform and educate the public about traffic options</li> <li>• Assist other departments with strategic plan goals and objectives</li> <li>• Identify critical traffic bottlenecks</li> </ul>
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<b>Leadership and Management Objective 1</b>	<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 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.</p>
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Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of staff reports taken to Council	70	50	50	50
# of non-CIP related public information notices created	10	10	10	10
# of Inform San Carlos requests received (Engineering)	437	200	200	200
# of programs managed	15	15	15	15

<b>Sidewalk Program Objective 2</b>	<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 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.</p>
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Key Performance Measures	FY 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
Sq. ft. of sidewalk repaired by City (in CIP)	4,776	2,500	2,500	2,500
Sq. ft. of driveway approaches repaired by City (in CIP)	528	1,000	1,000	1,000
Linear feet of curb/gutter repaired by City (in CIP)	243	500	500	500
# of sidewalk inspections conducted	46	150	150	150
# of sidewalk locations repaired by City program	88	150	150	150
# of private sidewalk permits issued	45	45	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of traffic and circulation studies conducted	4	5	5	5
# of studies resulting in implementation of a traffic calming measure	2	3	3	3
# of speed zone surveys done	25	10	10	10
# of speed zone surveys done in timely manner according to regulations	25	10	10	10
# of traffic investigations submitted	10	15	15	15
# of traffic investigations completed	10	15	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of Residential GESC permits issued	1,620	1,700	1,700	1,700
% of total Residential GESC permits issued	93%	98%	98%	98%
# of Business GESC permits issued	72	60	60	60
# of resident parking complaints received	5	25	25	25
% of parking complaints accepted and planned for action within one business day	40%	90%	90%	90%
% of parking complaints completed within 24 hours	40%	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# Encroachment permits issued	316	155	350	350
# Sewer Lateral permits issued	168	69	100	100
# Utility permits issued	562	266	300	300
# of grading permits reviewed	22	18	10	10
# of inspections conducted	2,032	2,500	2,500	2,500
# of projects reviewed during entitlement	22	18	50	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2024 Adopted
# of projects	42	40	40	40
\$ Capital invested	\$39,740,000	\$41,000,000	\$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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	1,290,950	1,098,364	1,838,650	1,466,300	1,965,650	2,023,450
BENEFITS	631,200	503,388	967,500	884,900	1,015,100	1,064,500
<b>PERSONNEL TOTAL ----&gt;</b>	<b>1,922,150</b>	<b>1,601,752</b>	<b>2,806,150</b>	<b>2,351,200</b>	<b>2,980,750</b>	<b>3,087,950</b>
UTILITIES	100	-	100	100	100	100
OFFICE ADMINISTRATIVE	10,200	8,316	10,500	10,500	10,900	11,200
PROFESSIONAL SERVICES	560,900	543,035	701,200	701,200	729,200	751,100
UNIFORMS & SAFETY EQUIPMENT	800	-	800	800	800	800
PROFESSIONAL DEVELOPMENT	20,500	7,653	21,100	21,100	22,000	22,600
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	300	-	300	300	300	300
EQUIPMENT MAINTENANCE	1,600	-	1,600	1,600	1,600	1,600
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>594,400</b>	<b>559,004</b>	<b>735,600</b>	<b>735,600</b>	<b>764,900</b>	<b>787,700</b>
CAPITAL OUTLAY	1,600	-	1,600	1,600	1,700	1,800
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>1,600</b>	<b>-</b>	<b>1,600</b>	<b>1,600</b>	<b>1,700</b>	<b>1,800</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>2,518,150</b>	<b>2,160,756</b>	<b>3,543,350</b>	<b>3,088,400</b>	<b>3,747,350</b>	<b>3,877,450</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR SEWER	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	23,300	23,300	24,000	24,000	37,300	38,400
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	56,300	56,300	58,000	58,000	66,600	68,600
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>79,600</b>	<b>79,600</b>	<b>82,000</b>	<b>82,000</b>	<b>103,900</b>	<b>107,000</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,597,750</b>	<b>2,240,356</b>	<b>3,625,350</b>	<b>3,170,400</b>	<b>3,851,250</b>	<b>3,984,450</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	360,100	401,516	370,500	370,500	337,400	347,500
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	43,047	-	-	-	-
LICENSES & PERMITS	327,000	573,602	336,000	336,000	349,400	359,900
OTHER REVENUE	62,000	78,843	67,000	67,000	69,700	71,800
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>749,100</b>	<b>1,097,008</b>	<b>773,500</b>	<b>773,500</b>	<b>756,500</b>	<b>779,200</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	653,900	653,900	773,500	773,500	913,500	940,900
ALLOCATIONS IN FROM NPDES	141,900	141,900	146,200	146,200	152,000	156,600
ALLOCATIONS IN FROM GAS TAX	235,500	235,500	242,600	242,600	335,300	345,400
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>1,031,300</b>	<b>1,031,300</b>	<b>1,162,300</b>	<b>1,162,300</b>	<b>1,400,800</b>	<b>1,442,900</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,780,400</b>	<b>2,128,308</b>	<b>1,935,800</b>	<b>1,935,800</b>	<b>2,157,300</b>	<b>2,221,100</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>817,350</b>	<b>112,049</b>	<b>1,689,550</b>	<b>1,234,600</b>	<b>1,693,950</b>	<b>1,762,350</b>



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## PUBLIC WORKS DEPARTMENT

Program Name	<b>Facilities Maintenance</b>
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"> <li>Manage maintenance for all City buildings</li> <li>Respond to service requests from City staff</li> <li>Respond to service requests from the public</li> </ul>
FY 2022-23 Accomplishments	<ul style="list-style-type: none"> <li>Painted with anti-graffiti coating at the Wheeler Plaza Garage</li> <li>Created Pest Control Program for facilities and the downtown area</li> <li>Provided excellent customer service</li> </ul>
FY 2023-25 Goals	<ul style="list-style-type: none"> <li>Paint exterior of City Library</li> <li>Complete the security camera upgrades at City facilities</li> <li>Install additional lighting at Wheeler Plaza Garage</li> </ul>

<b>Facilities Maintenance Objective</b>	<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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	229,050	203,403	353,275	320,800	370,375	381,475
BENEFITS	121,400	106,914	191,000	162,200	198,900	208,900
<b>PERSONNEL TOTAL ----&gt;</b>	<b>350,450</b>	<b>310,317</b>	<b>544,275</b>	<b>483,000</b>	<b>569,275</b>	<b>590,375</b>
UTILITIES	255,900	236,680	304,600	304,600	316,700	510,900
OFFICE ADMINISTRATIVE	500	603	500	500	500	500
PROFESSIONAL SERVICES	419,600	388,694	434,300	434,300	451,700	596,700
UNIFORMS & SAFETY EQUIPMENT	2,000	1,472	2,000	2,000	2,000	2,000
PROFESSIONAL DEVELOPMENT	500	-	500	500	500	500
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	110,000	98,062	113,200	113,200	117,700	122,500
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>788,500</b>	<b>725,511</b>	<b>855,100</b>	<b>855,100</b>	<b>889,100</b>	<b>1,233,100</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>1,138,950</b>	<b>1,035,828</b>	<b>1,399,375</b>	<b>1,338,100</b>	<b>1,458,375</b>	<b>1,823,475</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	5,700	5,700	5,900	5,900	9,000	9,300
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	1,800	1,800	1,900	1,900	2,500	2,600
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>7,500</b>	<b>7,500</b>	<b>7,800</b>	<b>7,800</b>	<b>11,500</b>	<b>11,900</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,146,450</b>	<b>1,043,328</b>	<b>1,407,175</b>	<b>1,345,900</b>	<b>1,469,875</b>	<b>1,835,375</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	49,100
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	153,600
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202,700</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	61,900	61,900	63,800	63,800	75,400	77,700
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>61,900</b>	<b>61,900</b>	<b>63,800</b>	<b>63,800</b>	<b>75,400</b>	<b>77,700</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>61,900</b>	<b>61,900</b>	<b>63,800</b>	<b>63,800</b>	<b>75,400</b>	<b>280,400</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>1,084,550</b>	<b>981,428</b>	<b>1,343,375</b>	<b>1,282,100</b>	<b>1,394,475</b>	<b>1,554,975</b>





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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	167,500	128,828	172,500	172,500	179,500	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	119,100	139,166	122,700	122,700	127,600	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	35,500	16,254	8,700	8,700	9,100	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>322,100</b>	<b>284,248</b>	<b>303,900</b>	<b>303,900</b>	<b>316,200</b>	<b>-</b>
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	1,202,485	-	1,352,485	1,352,485	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>1,202,485</b>	<b>-</b>	<b>1,352,485</b>	<b>1,352,485</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>1,524,585</b>	<b>284,248</b>	<b>1,656,385</b>	<b>1,656,385</b>	<b>316,200</b>	<b>-</b>
TRANSFERS OUT	-	-	-	-	-	1,134,534
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,134,534</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,524,585</b>	<b>284,248</b>	<b>1,656,385</b>	<b>1,656,385</b>	<b>316,200</b>	<b>1,134,534</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	44,600	(144,011)	45,800	45,800	47,600	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	226,800	155,247	237,000	238,600	236,200	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>271,400</b>	<b>11,236</b>	<b>282,800</b>	<b>284,400</b>	<b>283,800</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>271,400</b>	<b>11,236</b>	<b>282,800</b>	<b>284,400</b>	<b>283,800</b>	<b>-</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>1,253,185</b>	<b>273,012</b>	<b>1,373,585</b>	<b>1,371,985</b>	<b>32,400</b>	<b>1,134,534</b>



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## PUBLIC WORKS DEPARTMENT

<b>Program Name</b>	<b>Fleet Maintenance</b>
<b>Program Goals</b>	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.
<b>Organization</b>	1 FTE: Senior Mechanic
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage vehicle equipment maintenance and purchasing</li> <li>• Operate the Corp Yard fuel station</li> <li>• Dispose of surplus City vehicles and equipment</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• New EV infrastructure plan overview for fleet</li> <li>• 2024 plan for Zero Emissions on Small Engine Equipment mandate</li> <li>• New off-road Utility Vehicle for Parks &amp; Rec Equipment quote to purchase</li> <li>• Spec and submit purchase requests for new Sewer, Street, Traffic, and Building Inspector vehicle replacements</li> <li>• New Aerial Boom Truck Spec and Purchase for Traffic/Streets Department</li> <li>• Off Road Regulation plan change and update for certification</li> <li>• Smog all 2022 Even vin vehicles</li> <li>• Fuel Station Certification testing results</li> <li>• Surplus SC01 Fire Pumper Seagrave apparatus</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Surplus 184, 104, 109, 113, 121, 402 &amp; small engine equipment</li> <li>• Smog all Odd Vin vehicles &amp; Smoke test HD Trucks to new regulation implement</li> <li>• Purchase 108 Patch truck for Streets/Traffic department</li> <li>• Aerial Lift Training for Articulating Lift #404 and New #112 Altec Boom Truck</li> <li>• Hazmat Training for Corp yard</li> <li>• Equipment Best Practices and Safety Training to all Corp Yard Employees</li> <li>• Establish New Road Side Assistance Program with Towing services</li> </ul>

<b>Fleet Maintenance Objective</b>	<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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of inventory vehicles, equipment & misc. equipment	206	200	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	\$6,022	\$6,000	\$6,000	\$6,000
# of fuel station violations	0	0	0	0



**FLEET MAINTENANCE (01531000)  
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	114,425	99,562	117,725	113,625	127,125	130,525
BENEFITS	60,700	66,750	62,800	65,000	66,300	69,900
<b>PERSONNEL TOTAL ----&gt;</b>	<b>175,125</b>	<b>166,312</b>	<b>180,525</b>	<b>178,625</b>	<b>193,425</b>	<b>200,425</b>
UTILITIES	200	-	200	200	200	200
OFFICE ADMINISTRATIVE	4,500	4,322	4,600	4,600	4,800	4,900
PROFESSIONAL SERVICES	9,400	9,018	9,700	9,700	10,100	10,400
UNIFORMS & SAFETY EQUIPMENT	1,400	1,645	1,400	1,400	1,400	1,400
PROFESSIONAL DEVELOPMENT	1,100	-	1,100	1,100	1,100	1,100
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	3,100	12,356	3,200	3,200	3,300	3,400
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>19,700</b>	<b>27,341</b>	<b>20,200</b>	<b>20,200</b>	<b>20,900</b>	<b>21,400</b>
CAPITAL OUTLAY	46,300	11,287	47,600	47,600	49,500	51,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>46,300</b>	<b>11,287</b>	<b>47,600</b>	<b>47,600</b>	<b>49,500</b>	<b>51,000</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>241,125</b>	<b>204,940</b>	<b>248,325</b>	<b>246,425</b>	<b>263,825</b>	<b>272,825</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	2,100	2,100	2,200	2,200	2,400	2,500
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	600	600	600	600	600	600
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>2,700</b>	<b>2,700</b>	<b>2,800</b>	<b>2,800</b>	<b>3,000</b>	<b>3,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>243,825</b>	<b>207,640</b>	<b>251,125</b>	<b>249,225</b>	<b>266,825</b>	<b>275,925</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
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	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM SEWER	144,400	144,400	148,700	148,700	175,600	180,900
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>144,400</b>	<b>144,400</b>	<b>148,700</b>	<b>148,700</b>	<b>175,600</b>	<b>180,900</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>144,400</b>	<b>144,400</b>	<b>148,700</b>	<b>148,700</b>	<b>175,600</b>	<b>180,900</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>99,425</b>	<b>63,240</b>	<b>102,425</b>	<b>100,525</b>	<b>91,225</b>	<b>95,025</b>



## PUBLIC WORKS DEPARTMENT

<b>Program Name</b>	<b>Parks Maintenance</b>
<b>Program Goals</b>	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.
<b>Organization</b>	6 FTEs: Public Works Superintendent, 5 Senior Maintenance Workers 7.9 FTEs: Contractors
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage maintenance, upkeep, and safety of all City parks, playgrounds, medians, hiking trails, athletic fields and courts</li> <li>• Manage third party contractors who provide maintenance services</li> <li>• Maintain Water Conservation Plan</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Fire prevention ongoing on all open space area</li> <li>• Provided excellent customer service throughout the year</li> <li>• Installation of concrete pads for benches at Burton Park Corn hole area</li> <li>• Replace Burton Park benches</li> <li>• Completed Sports Field Lighting Project at Burton and Highlands Parks</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Laureola Park bench replacement</li> <li>• Replenish track at Arguello Park</li> <li>• Reconstruct the existing walking path at Highlands Park</li> </ul>

### 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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of acres of developed parks maintained	62.5	62.5	62.5	62.5
# of work orders completed in-house	800	800	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%	80%	80%
# 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	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	626,300	572,808	762,425	702,500	807,625	833,625
BENEFITS	326,700	319,144	405,600	376,550	426,300	447,700
<b>PERSONNEL TOTAL ----&gt;</b>	<b>953,000</b>	<b>891,952</b>	<b>1,168,025</b>	<b>1,079,050</b>	<b>1,233,925</b>	<b>1,281,325</b>
UTILITIES	221,600	260,826	228,200	228,200	237,400	244,500
OFFICE ADMINISTRATIVE	164,200	170,907	169,100	169,100	175,900	181,200
PROFESSIONAL SERVICES	1,095,600	1,116,655	970,400	970,400	1,159,200	1,194,000
UNIFORMS & SAFETY EQUIPMENT	3,900	2,772	4,100	4,100	4,300	4,500
PROFESSIONAL DEVELOPMENT	6,900	871	7,100	7,100	7,300	7,500
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	13,900	13,780	14,300	14,300	14,800	15,200
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>1,506,200</b>	<b>1,565,811</b>	<b>1,393,300</b>	<b>1,393,300</b>	<b>1,599,000</b>	<b>1,647,000</b>
CAPITAL OUTLAY	6,000	2,883	6,200	6,200	6,400	6,600
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>6,000</b>	<b>2,883</b>	<b>6,200</b>	<b>6,200</b>	<b>6,400</b>	<b>6,600</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>2,465,200</b>	<b>2,460,646</b>	<b>2,567,525</b>	<b>2,478,550</b>	<b>2,839,325</b>	<b>2,934,925</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT FOR WORKERS COMP	16,500	16,500	17,000	17,000	22,100	22,800
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	75,100	75,100	77,400	77,400	85,400	88,000
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>91,600</b>	<b>91,600</b>	<b>94,400</b>	<b>94,400</b>	<b>107,500</b>	<b>110,800</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>2,556,800</b>	<b>2,552,246</b>	<b>2,661,925</b>	<b>2,572,950</b>	<b>2,946,825</b>	<b>3,045,725</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	95,000	127,289	95,900	123,900	99,700	102,700
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>95,000</b>	<b>127,289</b>	<b>95,900</b>	<b>123,900</b>	<b>99,700</b>	<b>102,700</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>95,000</b>	<b>127,289</b>	<b>95,900</b>	<b>123,900</b>	<b>99,700</b>	<b>102,700</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>2,461,800</b>	<b>2,424,957</b>	<b>2,566,025</b>	<b>2,449,050</b>	<b>2,847,125</b>	<b>2,943,025</b>



## PUBLIC WORKS DEPARTMENT

<b>Program Name</b>	<b>Wastewater</b>
<b>Program Goals</b>	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.
<b>Organization</b>	10 FTEs: Public Works Assistant Superintendent, Civil Engineer Technician, Senior Maintenance Worker, 6 Maintenance Workers, Senior Administrative Clerk
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage maintenance of sanitary sewer mains, laterals, and lift station pumps</li> <li>• Manage capital projects for sewer collection system replacement</li> <li>• Respond to resident requests and emergencies</li> <li>• Respond to Silicon Valley Clean Water funding needs</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Reduced Sanitary Sewer Overflows (SSOs)</li> <li>• Provided excellent customer service for sewer emergency response</li> <li>• Continued to replace repairs existing sanitary sewer mains and defective laterals</li> <li>• Continued preventative maintenance for sanitary sewer mains including cleaning and root foaming treatment</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Continue to provide excellent customer service for sewer emergency response</li> <li>• Further reduce SSOs and backups</li> <li>• Increase the amount of mainline CCTV inspections and evaluations</li> <li>• Work with Engineering on the Wet Well upgrade project</li> </ul>

<b>Wastewater Objective</b>	<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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# sewer line point repairs	40	25	25	25
# linear feet of sewer lines cleaned	242,020	350,000	350,000	350,000
% of sewer system cleaned	44%	63%	63%	63%
# of emergency responses	313	300	300	300
# of citizen requests	140	75	75	75
Number of sanitary sewer overflows per 100 miles of sewer line per year	16	7	7	7
Number of sanitary sewer lower lateral spills	4	5	5	5
Number of capacity assurance projects completed (11 mandated per capacity assurance program)	0	2	0	0
# of feet of sewer line rehabilitated	6,500	7,500	7,500	7,500
% of sewer lines replaced per the sewer master plan	1.14%	1.38%	1.38%	1.38%
# of sanitary sewer overflows	16	8	8	8
# of laterals replaced (by City and permitted private work)	250	150	150	150
# of laterals cleaned	685	700	700	700



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	1,494,200	1,254,247	1,539,300	1,257,300	1,614,500	1,663,900
BENEFITS	845,000	(77,606)	879,900	750,900	924,400	971,700
<b>PERSONNEL TOTAL ----&gt;</b>	<b>2,339,200</b>	<b>1,176,641</b>	<b>2,419,200</b>	<b>2,008,200</b>	<b>2,538,900</b>	<b>2,635,600</b>
UTILITIES	16,700	19,878	17,200	17,200	17,800	18,300
OFFICE ADMINISTRATIVE	61,500	45,109	63,400	63,400	66,000	68,000
PROFESSIONAL SERVICES	5,471,007	4,524,217	5,572,634	5,349,024	5,430,300	5,573,300
UNIFORMS & SAFETY EQUIPMENT	14,600	27,028	15,000	15,000	15,600	16,100
PROFESSIONAL DEVELOPMENT	18,300	9,280	18,800	18,800	19,600	20,300
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	100	-	100	100	100	100
EQUIPMENT MAINTENANCE	74,400	80,265	76,600	76,600	79,700	82,100
SERIAL BONDS	3,491,800	3,248,995	3,500,300	3,500,300	3,307,700	4,339,100
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>9,148,407</b>	<b>7,954,772</b>	<b>9,264,034</b>	<b>9,040,424</b>	<b>8,936,800</b>	<b>10,117,300</b>
CAPITAL OUTLAY	43,800	1,193,879	167,228	167,228	220,000	78,400
CAPITAL PROJECTS	6,450,000	1,455,953	6,750,000	6,750,000	10,255,000	8,200,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>6,493,800</b>	<b>2,649,832</b>	<b>6,917,228</b>	<b>6,917,228</b>	<b>10,475,000</b>	<b>8,278,400</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>17,981,407</b>	<b>11,781,245</b>	<b>18,600,463</b>	<b>17,965,852</b>	<b>21,950,700</b>	<b>21,031,300</b>
TRANSFERS OUT	658,700	658,700	685,000	685,000	712,400	740,900
ALLOCATIONS OUT TO GENERAL FUND	2,311,100	2,311,100	2,480,500	2,480,500	2,929,700	3,017,700
ALLOCATIONS OUT FOR WORKERS COMP	89,000	89,000	91,700	91,700	113,500	116,900
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	735,400	735,400	757,500	757,500	822,200	846,900
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>3,794,200</b>	<b>3,794,200</b>	<b>4,014,700</b>	<b>4,014,700</b>	<b>4,577,800</b>	<b>4,722,400</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>21,775,607</b>	<b>15,575,445</b>	<b>22,615,163</b>	<b>21,980,552</b>	<b>26,528,500</b>	<b>25,753,700</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	20,950,000	21,836,541	21,904,000	20,870,323	27,129,200	26,931,400
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	317,200	(686,203)	362,800	530,800	737,300	814,600
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>21,267,200</b>	<b>21,150,338</b>	<b>22,266,800</b>	<b>21,401,123</b>	<b>27,866,500</b>	<b>27,746,000</b>
GENERAL TRANSFERS IN	-	-	-	-	-	-
ALLOCATIONS IN FROM GENERAL FUND	25,200	25,200	26,000	26,000	52,100	53,700
ALLOCATIONS IN FROM NPDES	279,000	279,000	290,100	290,100	351,700	362,300
ALLOCATIONS IN FROM GAS TAX	229,500	229,500	236,400	236,400	245,900	253,300
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>533,700</b>	<b>533,700</b>	<b>552,500</b>	<b>552,500</b>	<b>649,700</b>	<b>669,300</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>21,800,900</b>	<b>21,684,038</b>	<b>22,819,300</b>	<b>21,953,623</b>	<b>28,516,200</b>	<b>28,415,300</b>
<b>WASTEWATER FUND NET EXP (REV) ----&gt;</b>	<b>(25,293)</b>	<b>(6,108,594)</b>	<b>(204,137)</b>	<b>26,929</b>	<b>(1,987,700)</b>	<b>(2,661,600)</b>





## PUBLIC WORKS DEPARTMENT

<b>Program Name</b>	<b>Stormwater</b>
<b>Program Goals</b>	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.
<b>Organization</b>	2.5 FTEs: 0.5 Senior Maintenance Worker, 2 Maintenance Workers
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Monitoring and maintenance of storm drain systems</li> <li>• Levee maintenance and repair</li> <li>• Storm Drain Pipe/Culvert cleaning</li> <li>• Implementation of National Pollution Discharge Elimination System permit requirements</li> <li>• Creek Monitoring</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Completed Storm preparations</li> <li>• Cleaned over 250 trash captures 3 times a year</li> <li>• Provided excellent customer service during the storm season</li> <li>• Assisted Engineering with landslide covering throughout the city</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Work with Engineering to repair damage storm lines</li> <li>• Repair landslides and improve storm drain facilities for next winter storms</li> <li>• Clean Trash Capture devices 3 times a year</li> <li>• Prepare for the next storm season</li> </ul>

<b>Stormwater Objective</b>	<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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of inspections conducted (storm drain, creek, levee)	1,500	1,500	1,500	1,500
# of linear feet of culvert cleaned	6,000	6,000	6,000	6,000
# of catch basins cleaned	1,000	1,000	1,000	1,000
Linear feet of ditches cleaned (sediment removed)	2,500	2,500	2,500	2,500
Tons of debris removed from inlets and creek guards	35	35	35	35
Linear feet of storm drain lines installed	250	250	250	250
# of inlets replaced	15	15	15	15
% or # of MRP 2.0 internal deadlines met	100%	100%	100%	100%



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	3,700	3,737	3,800	3,700	3,900	4,000
OFFICE ADMINISTRATIVE	6,500	6,064	6,700	6,600	7,000	7,200
PROFESSIONAL SERVICES	77,500	86,394	79,800	79,800	83,000	85,500
UNIFORMS & SAFETY EQUIPMENT	2,500	1,665	2,500	2,500	2,600	2,600
PROFESSIONAL DEVELOPMENT	24,000	23,107	24,600	24,000	25,600	26,400
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	3,300	-	3,400	1,600	3,500	3,600
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>117,500</b>	<b>120,967</b>	<b>120,800</b>	<b>118,200</b>	<b>125,600</b>	<b>129,300</b>
CAPITAL OUTLAY	3,500	-	3,600	500	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>3,500</b>	<b>-</b>	<b>3,600</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>121,000</b>	<b>120,967</b>	<b>124,400</b>	<b>118,700</b>	<b>125,600</b>	<b>129,300</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	161,600	161,600	166,400	166,400	173,100	178,200
ALLOCATIONS OUT TO SEWER	279,000	279,000	290,100	290,100	351,700	362,300
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	100,600	100,600	103,600	103,600	113,900	117,300
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>541,200</b>	<b>541,200</b>	<b>560,100</b>	<b>560,100</b>	<b>638,700</b>	<b>657,800</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>662,200</b>	<b>662,167</b>	<b>684,500</b>	<b>678,800</b>	<b>764,300</b>	<b>787,100</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	623,200	640,206	628,100	628,100	633,100	638,300
OTHER TAX	69,500	66,550	76,700	66,000	66,000	68,000
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	7,500	(13,845)	8,600	9,400	14,000	13,400
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>700,200</b>	<b>692,911</b>	<b>713,400</b>	<b>703,500</b>	<b>713,100</b>	<b>719,700</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>700,200</b>	<b>692,911</b>	<b>713,400</b>	<b>703,500</b>	<b>713,100</b>	<b>719,700</b>
<b>STORMWATER FUND NET EXP (REV) ----&gt;</b>	<b>(38,000)</b>	<b>(30,744)</b>	<b>(28,900)</b>	<b>(24,700)</b>	<b>51,200</b>	<b>67,400</b>



## PUBLIC WORKS DEPARTMENT

<b>Program Name</b>	<b>Street Maintenance</b>
<b>Program Goals</b>	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.
<b>Organization</b>	2.5 FTEs: 0.5 Senior Maintenance Workers, 2 Maintenance Workers
<b>Major Services</b>	<ul style="list-style-type: none"> <li>• Manage bridge and retaining wall inspections</li> <li>• Pavement maintenance and repair</li> <li>• Maintain street lighting system and traffic signals and respond to requests</li> <li>• Maintain traffic signs and markings and respond to requests</li> </ul>
<b>FY 2022-23 Accomplishments</b>	<ul style="list-style-type: none"> <li>• Assisted Engineering with minor road repairs</li> <li>• Assisted Engineering with stripping intersections</li> <li>• Maintained traffic signs around the city</li> <li>• Updated the current 5-year paving plan</li> </ul>
<b>FY 2023-25 Goals</b>	<ul style="list-style-type: none"> <li>• Continue to assist with minor road repairs</li> <li>• Continue to maintain all city traffic signs</li> <li>• Work on CIP projects</li> <li>• Continue to work on minor asphalt repairs</li> </ul>

<b>Street Maintenance Objective 1</b>	<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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of street lights repaired	51	20	20	20
# of traffic signals repaired	27	30	30	30
# of linear feet of curb painted	4,000	8,000	8,000	8,000
# of street signs replaced	400	150	150	150
# of square feet of potholes repaired by Maintenance	1,200	1,500	1,500	1,500
# of Inform San Carlos requests received (PW Maintenance)	228	175	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 2022 Actuals	FY 2023 Projected	FY 2024 Adopted	FY 2025 Adopted
# of miles paved	1.4	2.5	2.5	2.5
% of total system paved since 2010	2.91	2.91	2.91	2.91
# miles of streets sealed	0	1.36	2.5	2.5
% of total system sealed since 2010	1.58	1.58	3	3
Linear feet of striping replaced	1,500	10,900	25,000	25,000
Square feet of markings replaced	1,000	1,862	15,000	15,000
Pavement Condition Index (PCI)	57	57	62	62



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	194,700	143,114	200,500	200,500	208,500	214,700
OFFICE ADMINISTRATIVE	38,400	40,221	39,500	39,500	41,100	42,300
PROFESSIONAL SERVICES	506,400	490,867	485,100	485,100	504,600	519,700
UNIFORMS & SAFETY EQUIPMENT	1,700	-	1,700	1,700	1,700	1,700
PROFESSIONAL DEVELOPMENT	3,600	135	3,700	3,700	3,800	3,900
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	10,100	9,193	10,400	10,400	10,700	11,000
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>754,900</b>	<b>683,530</b>	<b>740,900</b>	<b>740,900</b>	<b>770,400</b>	<b>793,300</b>
CAPITAL OUTLAY	300	-	300	300	300	300
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>755,200</b>	<b>683,530</b>	<b>741,200</b>	<b>741,200</b>	<b>770,700</b>	<b>793,600</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	25,200	25,200	26,000	26,000	52,100	53,700
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>25,200</b>	<b>25,200</b>	<b>26,000</b>	<b>26,000</b>	<b>52,100</b>	<b>53,700</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>780,400</b>	<b>708,730</b>	<b>767,200</b>	<b>767,200</b>	<b>822,800</b>	<b>847,300</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	5,600	5,156	5,800	5,800	6,000	6,200
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	126,800	175,352	130,500	130,500	135,700	139,800
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	-	-	-	-	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>132,400</b>	<b>180,508</b>	<b>136,300</b>	<b>136,300</b>	<b>141,700</b>	<b>146,000</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>132,400</b>	<b>180,508</b>	<b>136,300</b>	<b>136,300</b>	<b>141,700</b>	<b>146,000</b>
<b>GENERAL FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>648,000</b>	<b>528,222</b>	<b>630,900</b>	<b>630,900</b>	<b>681,100</b>	<b>701,300</b>



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	91,000	90,816	93,700	91,600	94,000	95,900
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>91,000</b>	<b>90,816</b>	<b>93,700</b>	<b>91,600</b>	<b>94,000</b>	<b>95,900</b>
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>91,000</b>	<b>90,816</b>	<b>93,700</b>	<b>91,600</b>	<b>94,000</b>	<b>95,900</b>
TRANSFERS OUT	750,000	750,000	1,150,000	1,150,000	1,200,000	1,236,000
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>750,000</b>	<b>750,000</b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>1,200,000</b>	<b>1,236,000</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>841,000</b>	<b>840,816</b>	<b>1,243,700</b>	<b>1,241,600</b>	<b>1,294,000</b>	<b>1,331,900</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Revised 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	859,000	1,050,507	905,600	1,197,700	1,221,700	1,246,100
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	10,600	(18,348)	12,100	9,200	12,800	10,900
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>869,600</b>	<b>1,032,159</b>	<b>917,700</b>	<b>1,206,900</b>	<b>1,234,500</b>	<b>1,257,000</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>869,600</b>	<b>1,032,159</b>	<b>917,700</b>	<b>1,206,900</b>	<b>1,234,500</b>	<b>1,257,000</b>
<b>MEASURE A FUND NET EXP (REV) ----&gt;</b>	<b>(28,600)</b>	<b>(191,343)</b>	<b>326,000</b>	<b>34,700</b>	<b>59,500</b>	<b>74,900</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES TOTAL ----&gt;</b>	-	-	-	-	-	-
TRANSFERS OUT	300,000	300,000	600,000	600,000	495,000	406,900
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>300,000</b>	<b>300,000</b>	<b>600,000</b>	<b>600,000</b>	<b>495,000</b>	<b>406,900</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>300,000</b>	<b>300,000</b>	<b>600,000</b>	<b>600,000</b>	<b>495,000</b>	<b>406,900</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Revised 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	363,650	466,964	383,350	383,350	395,000	406,900
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	-	(1,578)	-	3,400	500	600
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>363,650</b>	<b>465,386</b>	<b>383,350</b>	<b>386,750</b>	<b>395,500</b>	<b>407,500</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>363,650</b>	<b>465,386</b>	<b>383,350</b>	<b>386,750</b>	<b>395,500</b>	<b>407,500</b>
<b>MEASURE W FUND NET EXP (REV) ----&gt;</b>	<b>(63,650)</b>	<b>(165,386)</b>	<b>216,650</b>	<b>213,250</b>	<b>99,500</b>	<b>(600)</b>



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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	5,355,000	342,008	10,163,750	10,163,750	7,725,000	7,980,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>5,355,000</b>	<b>342,008</b>	<b>10,163,750</b>	<b>10,163,750</b>	<b>7,725,000</b>	<b>7,980,000</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>5,355,000</b>	<b>342,008</b>	<b>10,163,750</b>	<b>10,163,750</b>	<b>7,725,000</b>	<b>7,980,000</b>
TRANSFERS OUT	-	-	-	-	-	-
ALLOCATIONS OUT TO GENERAL FUND	283,700	283,700	292,200	292,200	403,800	415,800
ALLOCATIONS OUT TO SEWER	229,500	229,500	236,400	236,400	245,900	253,300
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	470,900	470,900	485,000	485,000	531,100	547,000
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>984,100</b>	<b>984,100</b>	<b>1,013,600</b>	<b>1,013,600</b>	<b>1,180,800</b>	<b>1,216,100</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>6,339,100</b>	<b>1,326,108</b>	<b>11,177,350</b>	<b>11,177,350</b>	<b>8,905,800</b>	<b>9,196,100</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	575,000	-	-	148,000	-	-
LICENSES & PERMITS	28,000	69,384	28,900	28,900	26,000	26,800
OTHER REVENUE	1,416,900	1,483,456	1,595,000	1,595,000	1,684,300	1,733,600
OTHER TAX	69,500	66,550	76,700	66,000	66,000	68,000
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	24,600	(173,133)	28,100	140,900	123,000	140,100
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>2,114,000</b>	<b>1,446,257</b>	<b>1,728,700</b>	<b>1,978,800</b>	<b>1,899,300</b>	<b>1,968,500</b>
GENERAL TRANSFERS IN	-	-	400,000	400,000	2,850,000	2,850,000
TRANSFER IN FROM MEASURE A (14571000)	750,000	750,000	1,150,000	1,150,000	1,200,000	1,236,000
TRANSFER IN FROM MEASURE W (14391000 and 18188000)	300,000	300,000	600,000	600,000	495,000	406,900
TRANSFER IN FROM CAPITAL IMPROVEMENT FUND (0025)	2,975,000	2,975,000	3,125,000	3,125,000	3,275,000	3,275,000
ALLOCATIONS IN FROM SEWER	-	-	-	-	-	-
ALLOCATIONS IN FROM NPDES	-	-	-	-	-	-
ALLOCATIONS IN FROM GAS TAX	-	-	-	-	-	-
ALLOCATIONS IN FROM WORK COMP	-	-	-	-	-	-
ALLOCATIONS IN FROM RISK MGT	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>4,025,000</b>	<b>4,025,000</b>	<b>5,275,000</b>	<b>5,275,000</b>	<b>7,820,000</b>	<b>7,767,900</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>6,139,000</b>	<b>5,471,257</b>	<b>7,003,700</b>	<b>7,253,800</b>	<b>9,719,300</b>	<b>9,736,400</b>
<b>GAS TAX FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>200,100</b>	<b>(4,145,148)</b>	<b>4,173,650</b>	<b>3,923,550</b>	<b>(813,500)</b>	<b>(540,300)</b>





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

EXPENDITURES SUMMARY	Revised 2021-22	Audited 2021-22	Revised 2022-23	Projected 2022-23	Adopted 2023-24	Adopted 2024-25
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	64,738	14,144	115,594	115,594	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>64,738</b>	<b>14,144</b>	<b>115,594</b>	<b>115,594</b>	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-	-
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>64,738</b>	<b>14,144</b>	<b>115,594</b>	<b>115,594</b>	-	-
TRANSFERS OUT	-	-	-	-	250,000	29,672
ALLOCATIONS OUT TO GENERAL FUND	-	-	-	-	-	-
ALLOCATIONS OUT TO SEWER	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	-	-	-	-	<b>250,000</b>	<b>29,672</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>64,738</b>	<b>14,144</b>	<b>115,594</b>	<b>115,594</b>	<b>250,000</b>	<b>29,672</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	3,100	4,793	3,200	3,200	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	3,800	(7,174)	4,300	5,400	700	-
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>6,900</b>	<b>(2,381)</b>	<b>7,500</b>	<b>8,600</b>	<b>700</b>	-
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	-	-	-	-	-	-
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>6,900</b>	<b>(2,381)</b>	<b>7,500</b>	<b>8,600</b>	<b>700</b>	-
<b>PARKING IN LIEU FUND NET EXPENSE (REV) ----&gt;</b>	<b>57,838</b>	<b>16,525</b>	<b>108,094</b>	<b>106,994</b>	<b>249,300</b>	<b>29,672</b>



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

<b>EXPENDITURES SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
SALARIES	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-
<b>PERSONNEL TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
UTILITIES	-	-	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
VEHICLE USAGE	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-
SERIAL BONDS	-	-	-	-	-	-
PROGRAM COSTS	-	-	-	-	-	-
OPERATING EXPENSE	-	-	-	-	-	-
<b>OPERATING EXPENSE TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL PROJECTS	826,124	209,982	800,642	800,642	900,000	500,000
<b>CAPITAL OUTLAY TOTAL ----&gt;</b>	<b>826,124</b>	<b>209,982</b>	<b>800,642</b>	<b>800,642</b>	<b>900,000</b>	<b>500,000</b>
<b>EXPENDITURES TOTAL ----&gt;</b>	<b>826,124</b>	<b>209,982</b>	<b>800,642</b>	<b>800,642</b>	<b>900,000</b>	<b>500,000</b>
TRANSFERS OUT	200,000	200,000	1,400,000	1,400,000	-	-
ALLOCATIONS OUT FOR WORKERS COMP	-	-	-	-	-	-
ALLOCATIONS OUT FOR GEN LIAB INSURANCE	-	-	-	-	-	-
<b>TRANSFER OUT TOTAL ----&gt;</b>	<b>200,000</b>	<b>200,000</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES &amp; TRANSFERS TOTAL ----&gt;</b>	<b>1,026,124</b>	<b>409,982</b>	<b>2,200,642</b>	<b>2,200,642</b>	<b>900,000</b>	<b>500,000</b>
<b>REVENUE SUMMARY</b>	<b>Revised 2021-22</b>	<b>Audited 2021-22</b>	<b>Revised 2022-23</b>	<b>Projected 2022-23</b>	<b>Adopted 2023-24</b>	<b>Adopted 2024-25</b>
BUSINESS REGISTRATION	-	-	-	-	-	-
CHARGES FOR CURRENT SERVICES	-	-	-	-	-	-
FINES & FORFEITURES	-	-	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-
OTHER REVENUE	419,100	721,518	426,400	426,400	288,300	1,136,100
OTHER TAX	-	-	-	-	-	-
PROPERTY TAX	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-	-	-
USE OF MONEY & PROPERTY	43,200	(49,545)	49,400	21,500	8,800	22,800
VEHICLE IN LIEU	-	-	-	-	-	-
<b>REVENUE TOTAL ----&gt;</b>	<b>462,300</b>	<b>671,973</b>	<b>475,800</b>	<b>447,900</b>	<b>297,100</b>	<b>1,158,900</b>
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	-	-	-	-	-	-
<b>TRANSFER AND ALLOCATIONS IN TOTAL ----&gt;</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE &amp; TRANSFERS TOTAL ----&gt;</b>	<b>462,300</b>	<b>671,973</b>	<b>475,800</b>	<b>447,900</b>	<b>297,100</b>	<b>1,158,900</b>
<b>PARK IN LIEU FUND NET EXPENSE (REVENUE) ----&gt;</b>	<b>563,824</b>	<b>(261,990)</b>	<b>1,724,842</b>	<b>1,752,742</b>	<b>602,900</b>	<b>(658,900)</b>



### 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 \$300 per month for transit passes and van pool services and up to \$300 per month for qualified parking expenses in 2023. 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 \$3,050 per calendar year (for 2023). Money in the reimbursement accounts must be used by the end of the calendar year. Up to \$610 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 \$22,500 of pre-tax dollars towards a 457(b) deferred compensation plan per year (in 2023). Employees age 50 or older may contribute up to an additional \$7,500 for a total of \$30,000 per year (in 2023).

**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.



## CITY OF SAN CARLOS CALPERS PENSION PLAN ANALYSIS

The City has seven different pension plans in the CalPERS system that can be grouped into three general categories: miscellaneous employees; safety employees; and the City’s remaining obligations related to the dissolution of the Belmont San Carlos Fire Department (“BSCFD”).

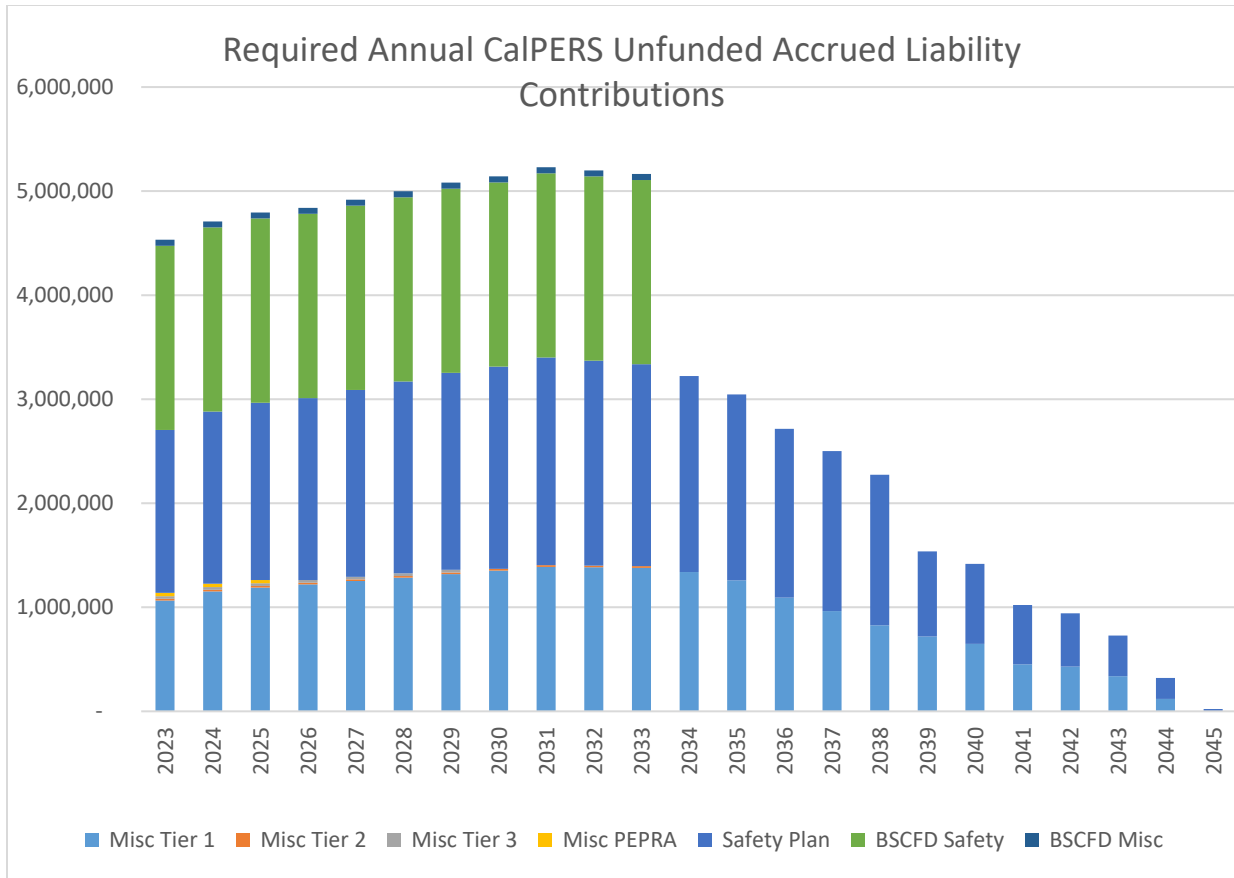
A pension plan’s obligations are the dollar value of the benefits that have been promised by the plan and earned by the employees and retirees. An unfunded liability occurs when the benefits owed to current and future retirees exceeds the amount of money that has already been contributed or the plan’s current assets.

Based on the last CalPERS actuarial reports dated July 2022, the City had a total pension obligation of \$201 million offset by the City’s Plan market value of assets totaling \$164.1 million, leaving an unfunded balance of approximately \$36.9 million.

	Misc Plan	Safety Plan	BSCFD Plan*	Total All Plans
Total Gross Accrued Liability (AL)	85,260,420	60,038,944	55,683,040	\$ 200,982,404
Plan’s Market Value of Assets (MVA) (funded portion)	78,236,809	42,992,255	42,874,774	164,103,838
Unfunded Accrued Liability (UAL) (AL-MVA)	7,023,611	17,046,689	12,808,266	36,878,566
Funded Ratio (MVA/AL)	91.76%	71.61%	77.00%	81.65%
<i>*BSCFD Plan numbers reflect San Carlos portion (52.9%) only</i>				

The annual amount of contribution is determined through an actuarial analysis. The Plan actuary determines the cost associated with new benefits earned that year (normal cost) plus any additional amount that might be required to make up short-falls that have developed over time. This amount is called the “annual required contribution” (“ARC”). The ARC amounts are incorporated into the annual operating budget. The normal cost is paid based on a percentage of the employee’s payroll. The remaining part of the ARC is the amount required to pay down the unfunded accrued liability (“UAL”) and is paid in one payment during July.

While the normal cost of the benefits is increasing, the largest part of the annual increase is related to the lump sum payment of the UAL. Over the last few years, the CalPERS Board has made a number of changes to its actuarial assumptions to help address the unfunded liabilities. Over the past two years, the City’s UAL has decreased 27.2% from \$50.7 million to \$36.9 million, mainly due to the one-time payments that the City made in 2018 and 2020. This has also resulted in a decrease in annual payments from \$1.3 million to \$0.9 million. The projected payments can be seen in the colored bars in the chart below. Payments are projected to average \$3.6 million over the next 11 years, at which time they are expected to drop off to approximately \$2.1 million, and then decline, as the UAL for the BSCFD Safety Plan is extinguished.



**PERSONNEL SUMMARY**

<b>Classification</b>	<b>Revised Budget 2020-21</b>	<b>Adopted Budget 2021-22</b>	<b>Revised Budget 2022-23</b>	<b>Adopted Budget 2023-24</b>	<b>Adopted Budget 2024-25</b>
<b>FULL TIME EQUIVALENT EMPLOYEES</b>					
Accountant <sup>1</sup>	0.00	0.00	1.00	1.00	1.00
Accounting Technician I <sup>2</sup>	1.00	0.00	0.00	0.00	0.00
Accounting Technician II <sup>3</sup>	2.00	2.00	1.00	2.00	2.00
Administrative Assistant <sup>4</sup>	4.00	4.00	5.00	4.00	4.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Assistant Building Official <sup>5</sup>	0.00	0.00	0.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Assistant Community Development Director <sup>6</sup>	0.00	0.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Engineer <sup>7</sup>	2.00	2.00	3.00	3.00	3.00
Associate Planner <sup>8</sup>	1.00	1.00	2.00	2.00	2.00
Building Inspector II <sup>9</sup>	4.00	3.00	4.00	4.00	4.00
Building Official	1.00	1.00	1.00	1.00	1.00
City Attorney <sup>10</sup>	0.00	0.00	0.00	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 <sup>11</sup>	0.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Communications Coordinator <sup>12</sup>	0.00	0.00	1.00	0.00	0.00
Communications Manager <sup>13</sup>	0.00	0.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00	1.00
Cook <sup>14</sup>	0.00	0.00	1.00	1.00	1.00
Deputy City Clerk <sup>15</sup>	0.00	0.00	0.00	1.00	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
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
Legal Secretary <sup>16</sup>	0.00	0.00	0.00	1.00	1.00
Maintenance Worker	10.00	10.00	10.00	10.00	10.00
Management Analyst <sup>17</sup>	4.00	4.00	3.00	4.00	4.00
Mechanic <sup>18</sup>	1.00	1.00	1.00	0.00	0.00
Parks and Recreation Director	1.00	1.00	1.00	1.00	1.00
Permit Technician <sup>19</sup>	0.00	0.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Principal Engineer <sup>20</sup>	0.00	0.00	0.00	1.00	1.00
Principal Planner	1.00	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 <sup>21</sup>	1.00	1.00	2.00	2.00	2.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator <sup>22</sup>	4.00	5.00	5.00	5.00	5.00
Recreation Manager <sup>23</sup>	0.00	0.00	1.00	1.00	1.00
Recreation Supervisor <sup>24</sup>	3.00	3.00	2.00	2.00	2.00
Senior Accountant	2.00	2.00	2.00	2.00	2.00
Senior Administrative Clerk <sup>25</sup>	1.00	3.00	4.00	4.00	4.00
Senior Building Inspector <sup>26</sup>	0.00	1.00	1.00	0.00	0.00
Senior Engineer <sup>27</sup>	1.00	1.00	1.00	0.00	0.00
Senior Facility Attendant <sup>28</sup>	0.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker <sup>29</sup>	8.00	8.00	10.00	10.00	10.00
Senior Management Analyst	3.00	3.00	3.00	3.00	3.00
Senior Mechanic <sup>30</sup>	0.00	0.00	0.00	1.00	1.00
Senior Planner <sup>31</sup>	0.00	1.00	2.00	2.00	2.00



### PERSONNEL SUMMARY

Classification	Revised Budget 2020-21	Adopted Budget 2021-22	Revised Budget 2022-23	Adopted Budget 2023-24	Adopted Budget 2024-25
Senior Sustainability Analyst <sup>32</sup>	0.00	0.00	1.00	1.00	1.00
Senior Systems Analyst	1.00	1.00	1.00	1.00	1.00
Senior Traffic Engineer <sup>33</sup>	0.00	0.00	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00	2.00	2.00
<b>TOTAL REGULAR FULL-TIME EMPLOYEES</b>	<b>78.00</b>	<b>83.00</b>	<b>98.00</b>	<b>101.00</b>	<b>101.00</b>
<b>ELECTED &amp; APPOINTED OFFICIALS</b>					
City Council	5.00	5.00	5.00	5.00	5.00
City Treasurer	1.00	1.00	1.00	1.00	1.00
<b>TOTAL ELECTED AND APPOINTED OFFICIALS</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>PART-TIME FUNDING BY DEPARTMENT</b>					
Recreation Division	338,200	445,200	431,500	504,300	519,550
Sewer Fund	7,200	7,300	7,500	7,700	7,900
<b>TOTAL PART-TIME FUNDING BY DEPARTMENT</b>	<b>\$ 345,400</b>	<b>\$ 452,500</b>	<b>\$439,000</b>	<b>\$512,000</b>	<b>\$527,450</b>

<sup>1</sup> Accountant position upgraded from Account Technician II position on the October 24, 2022 Council Meeting as a part of succession planning efforts to offer growth opportunities and reduce high turnover rate in this position

<sup>2</sup> Account Technician I position eliminated in FY2021-22 as the business registration function was outsourced to HDL

<sup>3</sup> Account Technician II position added in FY2023-24 to support the increased volume of needs in the division

<sup>4</sup> Administrative Assistant position in the Public Works Department added in FY2022-23 to support administrative duties in the Engineering Division; Administrative Assistant position in the City Clerk's Department upgraded to Deputy City Clerk in FY2023-24 to provide City Clerk with support requiring greater depth of skill and expertise above and beyond basic clerical functions

<sup>5</sup> Assistant Building Official position upgraded from Senior Building Inspector position in FY2023-24 in order to assume a lead role with large scale development projects as well as assisting the Building Official with training and coordination of field inspections and mentoring of field inspectors and permit technicians

<sup>6</sup> Assistant Community Development Director added in FY2022-23 to assist and implement at least 5 to 10 years of anticipated work in the Community Development Department

<sup>7</sup> Associate Engineer position added in FY2022-23 to support the increasing number of Capital Improvement Program projects

<sup>8</sup> Associate Planner position added in FY2022-23 to support the Advance Planning Division

<sup>9</sup> Building Inspector II positions upgraded to Senior Building Inspector in FY2021-22 to assist with large scale development projects, electronic plan review, and assist the Building Official with training and coordination of field inspections; Building Inspector II position added in FY2022-23 to assist with ongoing resident projects, minor tenant improvement projects, permit intake, and electronic plan review

<sup>10</sup> City Attorney position converted from a contract position to a full time in house position in FY2023-24 to support increasing legal services

<sup>11</sup> Civil Engineering Assistant position eliminated in FY2020-21 as a cost saving measure, and restored in FY2021-22 to support the increasing commercial development applications

<sup>12</sup> Communications Coordinator position added in FY2022-23 to support communications and outreach efforts and upgraded to Management Analyst in FY2023-24 to better represent the full scope of services provided by the Communications Coordinator

<sup>13</sup> Communications Manager position upgraded from the Management Analyst position in the City Manager's Department in FY2022-23 to support the increasing demand for City communication in the department

<sup>14</sup> Cook position upgraded from Part Time to Full Time in FY2022-23 to support the expansion of the Adult Community Center Lunch Program

<sup>15</sup> Deputy City Clerk position added FY2023-24 to provide City Clerk with support requiring greater depth of skill and expertise above and beyond basic clerical functions

<sup>16</sup> Legal Secretary position added in FY2023-24 to support the full time in house City Attorney

<sup>17</sup> 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 to support the increasing needs in the department; Management Analyst position in the City Manager's Office reclassified from Communications Coordinator position in FY2023-24 to better represent the full scope of services provided by the Communications Coordinator

<sup>18</sup> Mechanic position upgraded to Senior Mechanic position in FY2023-24 to support the transition from internal combustion engines to an EV platform which requires senior level skill set

<sup>19</sup> Permit Technician position in the Public Works Department added in FY2022-23 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

<sup>20</sup> Principal Engineer position upgraded from the Senior Engineer position in FY2023-24 to manage and deliver Capital Improvement Program projects

<sup>21</sup> Public Works Inspector position added in FY2022-23 to support the increasing number of capital improvement projects

<sup>22</sup> Recreation Coordinator position added on the January 24th, 2022 Council Meeting to support the coordination and management of special events

<sup>23</sup> Recreation Manager position downgraded to the Recreation Supervisor position in FY2020-21 as a cost savings measure, and upgraded from the Recreation Supervisor position in FY2022-23 to support the growth of the department and impending staffing transitions

<sup>24</sup> Recreation Supervisor position downgraded from the Recreation Manager position in FY2020-21 as a cost saving measure but upgraded to the Recreation Manager position in FY2022-23 to support the growth of the department and impending staff transitions; another Recreation Supervisor position added in FY2020-21 on the April 12th, 2021 Council Meeting to support the coordination and management of special events

<sup>25</sup> Senior Administrative Clerk position in Planning Division eliminated in FY2020-21 as a cost saving measure; Senior Administrative Clerk position in Advance Planning Division was eliminated in FY2020-21, and restored in FY2021-22 to support the management of long-range planning projects; Senior Administrative Clerk position in Parks & Recreation eliminated in FY2020-21 as a cost saving measure but restored in FY2021-22 to support administrative duties in the Parks and Recreation Department; Senior Administrative Clerk position in Current Planning Division added in FY2022-23 to provide administrative support in the division

<sup>26</sup> Senior Building Inspector upgraded from Building Inspector II in FY2021-22 to assist with large scale development projects, electronic plan review, and assist the Building Official with training and coordination of field inspections; and upgraded to Assistant Building Official in FY2023-24 in order to assume a lead role with large scale development projects as well as assisting the Building Official with training and coordination of field inspections and mentoring of field inspectors and permit technicians

<sup>27</sup> Senior Engineer position upgraded to Principal Engineer position in FY2023-24 to manage and deliver Capital Improvement Program projects

<sup>28</sup> Senior Facility Attendant position was eliminated in FY2020-21 as a cost saving measure and reinstated in FY2021-22 to support the Adult Community Center activities

<sup>29</sup> Two Senior Maintenance Worker positions added in FY2022-23 to support parking a lot maintenance and open space maintenance

<sup>30</sup> Senior Mechanic position upgraded from Mechanic in FY2023-24 to support the transition from internal combustion engines to an EV platform which requires senior level skill set

<sup>31</sup> Senior Planner position was eliminated in FY2020-21 as a cost saving measure and restored FY2021-22 to help manage long-range planning projects; another Senior Planner position added in FY2022-23 to provide support to the Current Planning Division

<sup>32</sup> Senior Sustainability Analyst position in the City Manager's Department added in FY2022-23 to support the implementation of the Climate Mitigation and Adaptation Plan ("CMAP")

<sup>33</sup> Senior Traffic Engineer added in FY2022-23 to better respond to traffic calming request and to manage mobility and transportation infrastructure projects and initiatives





PERSONNEL SUMMARY BY DEPARTMENT

Classification	Revised Budget 2020-21	Revised Budget 2021-22	Revised Budget FY22-23	Adopted Budget FY23-24	Adopted Budget FY24-25
<b>FULL TIME EQUIVALENT EMPLOYEES BY DEPARTMENT</b>					
<b>CITY MANAGER'S OFFICE</b>					
<b>CITY MANAGER - 01111000</b>					
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	0.00	0.00	1.00	0.00	0.00
Communications Manager	0.00	0.00	1.00	1.00	1.00
Senior Sustainability Analyst*	0.00	0.00	1.00	1.00	1.00
Management Analyst	2.00	2.00	0.00	1.00	1.00
<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
*Position underfilled					
<b>CITY CLERK - 01121000</b>					
City Clerk/Community Relations Director	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00
<b>TOTAL CITY CLERK</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>CITY ATTORNEY- 01151000</b>					
City Attorney	0.00	0.00	0.00	1.00	1.00
Legal Secretary	0.00	0.00	0.00	1.00	1.00
<b>TOTAL CITY ATTORNEY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>
<b>COMMUNITY DEVELOPMENT - ADMINISTRATION</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	0.00	1.00	1.00	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
<b>TOTAL ADMINISTRATION DIVISION</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>BUILDING DIVISION - 01181000</b>					
Building Official	1.00	1.00	1.00	1.00	1.00
Assistant Building Official	0.00	0.00	0.00	1.00	1.00
Senior Building Inspector	0.00	1.00	1.00	0.00	0.00
Building Inspector II*	4.00	3.00	4.00	4.00	4.00
Permit Technician	0.00	0.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Senior Administrative Clerk	0.00	0.00	0.00	0.00	0.00
<b>TOTAL BUILDING DIVISION</b>	<b>6.00</b>	<b>6.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
*Position underfilled					
<b>ECONOMIC DEVELOPMENT DIVISION - 01640033</b>					
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
<b>TOTAL ECONOMIC DEVELOPMENT DIVISION</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>PLANNING DIVISION - 01191000</b>					
Planning Manager	0.00	0.00	0.00	0.00	0.00
Principal Planner	1.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	0.00	1.00	1.00	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	0.00	0.00	1.00	1.00	1.00
<b>TOTAL PLANNING DIVISION</b>	<b>3.00</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>ADVANCED PLANNING DIVISION - 01191001</b>					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	1.00	1.00	1.00	1.00
Associate Planner	0.00	0.00	1.00	1.00	1.00
Senior Administrative Clerk	0.00	1.00	1.00	1.00	1.00
<b>TOTAL ADVANCED PLANNING DIVISION</b>	<b>1.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



**PERSONNEL SUMMARY BY DEPARTMENT**

Classification	Revised Budget 2020-21	Revised Budget 2021-22	Revised Budget FY22-23	Adopted Budget FY23-24	Adopted Budget FY24-25
<b>ADMINISTRATIVE SERVICES</b>					
<b>ADMINISTRATIVE SERVICES - 01210000</b>					
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	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FINANCE DIVISION - 01211000</b>					
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
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Technician II	2.00	2.00	1.00	2.00	2.00
Accounting Technician I	1.00	0.00	0.00	0.00	0.00
<b>TOTAL FINANCE DIVISION</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
<b>HUMAN RESOURCES DIVISION - 01212000</b>					
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
<b>TOTAL HUMAN RESOURCES DIVISION</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>INFORMATION TECHNOLOGY DIVISION - 01213000</b>					
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
<b>TOTAL INFORMATION TECHNOLOGY DIVISION</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FIRE DEPARTMENT - 01491031</b>					
Fire Prevention Officer	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FIRE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
<b>PUBLIC WORKS ENGINEERING DIVISION - 01511000</b>					
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
Principal Engineer	0.00	0.00	0.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	0.00	0.00
Senior Traffic Engineer	0.00	0.00	1.00	1.00	1.00
Associate Engineer*	2.00	2.00	3.00	3.00	3.00
Public Works Inspector	1.00	1.00	2.00	2.00	2.00
Civil Engineering Assistant	0.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
<b>TOTAL PUBLIC WORKS ENGINEERING</b>	<b>7.00</b>	<b>8.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
*Position underfilled					
<b>FLEET MAINTENANCE DIVISION - 01531000</b>					
Mechanic	1.00	1.00	1.00	0.00	0.00
Senior Mechanic	0.00	0.00	0.00	1.00	1.00
<b>TOTAL FLEET MAINTENANCE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PARKS DEPARTMENT</b>					
<b>PARKS ADMINISTRATION - 01701000</b>					
Parks and Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>TOTAL PARKS ADMINISTRATION</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>RECREATION DIVISIONS - 01721000 - 01771000</b>					
Recreation Manager	0.00	0.00	0.00	0.00	0.00
Recreation Supervisor	3.00	3.00	2.00	2.00	2.00
Recreation Coordinator	4.00	5.00	5.00	5.00	5.00
Senior Administrative Clerk	0.00	1.00	1.00	1.00	1.00
Facility Attendant	0.00	0.00	0.00	0.00	0.00
Senior Facility Attendant	0.00	1.00	1.00	1.00	1.00
Cook	0.00	0.00	1.00	1.00	1.00
<b>TOTAL RECREATION DIVISIONS</b>	<b>7.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>



**PERSONNEL SUMMARY BY DEPARTMENT**

Classification	Revised Budget 2020-21	Revised Budget 2021-22	Revised Budget FY22-23	Adopted Budget FY23-24	Adopted Budget FY24-25
<b>PARK MAINTENANCE DIVISION - 01711000</b>					
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	4.00	4.00	5.00	5.00	5.00
<b>TOTAL PARK MAINTENANCE</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>BUILDING MAINTENANCE DIVISION 01712000 - 01718000</b>					
Senior Maintenance Worker	2.00	2.00	3.00	3.00	3.00
<b>TOTAL BUILDING MAINTENANCE</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>SEWER FUND - 06631000</b>					
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
<b>TOTAL SEWER FUND</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
<b>TOTAL REGULAR FULL-TIME EMPLOYEES</b>	<b>78.00</b>	<b>83.00</b>	<b>98.00</b>	<b>101.00</b>	<b>101.00</b>
<b>CONTRACT POSITIONS:</b>					
<b>LEGAL SERVICES</b>					
<b>Burke, Williams, &amp; Sorenson, LLP</b>					
City Attorney	1.00	1.00	1.00	0.00	0.00
<b>TOTAL LEGAL SERVICES CONTRACT</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LAW ENFORCEMENT SERVICES</b>					
<b>San Mateo County Sheriff's Office</b>					
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	6.00	6.00	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
<b>TOTAL POLICE SERVICES CONTRACT</b>	<b>28.80</b>	<b>29.80</b>	<b>29.80</b>	<b>29.80</b>	<b>29.80</b>
<b>FIRE AND EMERGENCY OPERATIONS SERVICES</b>					
<b>City of Redwood City Fire Department</b>					
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
<b>TOTAL FIRE SERVICES CONTRACT</b>	<b>22.06</b>	<b>22.06</b>	<b>22.06</b>	<b>22.06</b>	<b>22.06</b>
<b>DISPATCH SERVICES**</b>					
<b>City of Menlo Park / SM County Communications Office</b>					
Communications Officer	4.00	4.00	4.00	4.00	4.00
<b>TOTAL DISPATCH SERVICES CONTRACT</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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



**PERSONNEL SUMMARY BY DEPARTMENT**

<b>Classification</b>	<b>Revised Budget 2020-21</b>	<b>Revised Budget 2021-22</b>	<b>Revised Budget FY22-23</b>	<b>Adopted Budget FY23-24</b>	<b>Adopted Budget FY24-25</b>
<b>PARKS MAINTENANCE</b>					
<b>Landscape Providers</b>					
Maintenance Worker	2.10	3.10	3.10	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
<b>TOTAL PARK MAINTENANCE CONTRACT</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>MEDIAN &amp; OPEN SPACE MAINTENANCE</b>					
<b>Median Landscaper</b>					
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
<b>Open Space Landscaper</b>					
Maintenance Worker	1.50	1.50	1.50	1.50	1.50
<b>TOTAL MEDIAN &amp; OPEN SPACE CONTRACT</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>
<b>BUILDING MAINTENANCE</b>					
<b>Janitorial Services</b>					
Janitor	5.00	5.00	5.00	5.00	5.00
<b>TOTAL BUILDING MAINTENANCE CONTRACT</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>CITY PLANNING SERVICES</b>					
<b>Planning Contractor Services</b>					
Sr. Planner	0.40	0.40	0.40	0.40	0.40
Principal Planner	0.60	0.80	0.80	0.80	0.80
Assistant Planner	0.00	2.00	1.00	1.00	1.00
Associate Planner	1.00	0.40	1.00	1.00	1.00
Planning Technician	2.00	1.00	1.00	1.00	1.00
<b>TOTAL PLANNING CONTRACT</b>	<b>4.00</b>	<b>4.60</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>
<b>BUILDING SERVICES</b>					
<b>San Mateo County Code Enforcement</b>					
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
<b>TOTAL BUILDING SERVICES CONTRACT</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## FISCAL YEARS 2023-25 CAPITAL IMPROVEMENT PROGRAM INTRODUCTION

The capital project budget funds significant one-time capital infrastructure improvement needs and recurring or routine maintenance items, including: resurfacing and sidewalk projects; traffic safety improvements; park construction and improvements; storm drainage improvements; facility improvements; and enterprise technology projects. Funds are often accumulated in this budget over a period of years and then spent when a sufficient amount of revenue is available to pay for desired projects.

For the past 15 years, the City has adopted a “pay as you go” funding method for capital projects. Conservative budgeting and strong fiscal controls have generated an annual operating surplus of \$5 million per year. These operating savings are combined with dedicated funding sources to pay for capital projects without relying on debt.

The projects listed in the capital budget are developed from several sources including City Council direction, strategic planning, departmental recommendations, and policy plan documents. Additional sources include, but are not limited to, the Development Impact Fee Program, the Bicycle and Pedestrian Master Plan, the Parks Master Plan and projects that address regulatory compliance requirements.

The proposed projects are prioritized based on the City Council’s direction, public safety concerns, public expectations, and any projects that are grant funded. Once prioritized, the projects are approved based on available funding. Any projects that are not approved are placed on the Unfunded Project List for review when funds are available. A study session to review the capital budget recommendations is held before final adoption of the budget.

Capital assets are tangible and intangible assets acquired for use in operations that will benefit the local government for more than a single fiscal period. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

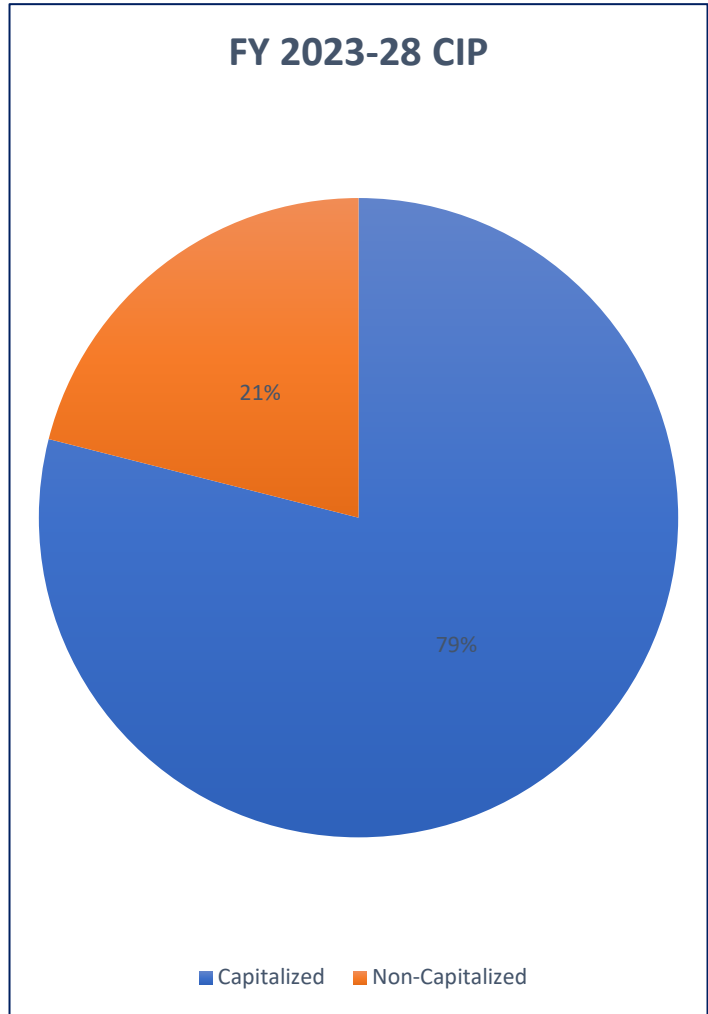
All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Capital assets received in a service concession arrangement should be reported at acquisition value rather than fair value. The City's policy is to capitalize all assets with costs exceeding the \$5,000 threshold and a useful life of more than one year. Donated capital assets, donated works of art and similar items are reported at acquisition value rather than fair value.

The Fiscal Years (FY) 2023-28 Capital Improvement Program Budget (CIP) contains \$187.7 million in spending over the five-year period. Of this, the majority of the spending, or \$148.2 million, will be capitalized projects and the remainder, or \$39.5 million, are routine or non-capitalized items.

CIP projects can further be broken down into project categories: sewer improvements and replacements, street improvements, storm drainage system, traffic and transit, parks and recreation, planning, child care, housing, and facilities and technology.



<b>FY 2023-28 CIP BY CATEGORY</b>	
(in millions)	
<b>Capitalized Projects</b>	
Sewer	\$ 46.0
Streets	27.2
Storm	5.6
Traffic and Transit	2.9
Parks and Recreation	7.0
Planning	3.5
Child Care	5.0
Housing	48.0
Facilities/Technology	3.0
<b>Total Capitalized</b>	<b>\$ 148.2</b>
<b>Routine/Non-Capitalized</b>	
Sewer	\$ 8.5
Streets	21.9
Storm	2.2
Traffic and Transit	-
Parks and Recreation	1.8
Planning	0.6
Child Care	4.0
Housing	-
Facilities/Technology	0.5
<b>Total Non-Capitalized</b>	<b>\$ 39.5</b>
<b>Total CIP Budget</b>	<b>\$ 187.7</b>





## CAPITAL IMPROVEMENT PROGRAM BUDGET

During the Capital Improvement Program budget process, departments submit Project Request Forms for existing and potential projects. These forms capture the costs spent to date, five-year budget requests, total estimated project costs, and funding sources. Each form also captures any potential operating or staffing costs that the project will require. These operating costs are then incorporated into the appropriate operating budgets.

The City Council held a budget study session on May 5, 2023 to review the City's five-year capital project budget recommendations. The Capital Improvement Program Budget Detail schedule that follows this summary shows the full list of projects.

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 and Transportation Commission reviewed the Capital Improvement Program Budget at its June 5, 2023 meeting and concluded that the proposed capital projects are in conformance with the goals, policies, and actions contained within the General Plan.

The Fiscal Years (FYs) 2023-28 Capital Improvement Program budget summary, organized by funding source, is provided below. The projects are listed in project number order within each of the funds.

The proposed FYs 2023-28 CIP is funded with capital project funds, as outlined in the CIP Fund Summary. If approved by the City Council, the CIP will draw down on capital fund balances over the course of the projects. The total proposed CIP budget will fund the following project categories over the next five years.

PROJECTED SPENDING OVER NEXT FIVE YEARS (FY 2023 - FY 2028)						
Project Category	Wastewater Fund	Gas Tax Fund	General Capital Fund	Child Care Fund	Parks in Lieu	Housing Funds
Sewage Improvements and Replacements	\$ 54,630,000					
Street Improvements		\$ 41,145,000	\$ 8,025,000			
Storm Drainage System			\$ 7,750,000			
Traffic and Transit			\$ 2,850,000			
Parks and Recreation			\$ 7,100,000		\$ 1,650,000	
Planning			\$ 4,050,000			
Child Care				\$ 9,000,000		
Housing						\$ 48,000,000
Facilities and Technology			\$ 3,527,100			
<b>TOTAL</b>	<b>\$ 54,630,000</b>	<b>\$ 41,145,000</b>	<b>\$ 33,302,100</b>	<b>\$ 9,000,000</b>	<b>\$ 1,650,000</b>	<b>\$ 48,000,000</b>

In addition to the direct funding received into the capital funds, the recommended CIP Budget includes transfers from various funds. The transfers include the closure of the Parking in Lieu Fund and the closure of the Library Improvement Fund. The Parking In Lieu fund has been combined with the General Capital Fund and any future revenue will be restricted for parking projects. The Library Improvement Fund will be closed following the payoff of the Library General Obligation Bonds in FY 2024-25 and any future revenue will be restricted for library building maintenance or improvement projects.



The FYs 2023-28 Capital Improvement Program budget summary by funding source is provided below. The projects are listed in project number order within each of the funds.

***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 the sewage treatment, transmission, major capital replacements, and improvements to the sewer system. Over the next five years, staff proposes an investment of \$54.6 million in City's wastewater system.

**Completed projects in FY 2022-23:**

- Shelford Drive Landslide Investigation (C9610)

**Staff requested continued and additional funding where applicable for the following previously approved projects:**

- **Wastewater Financial Plan and Rate Study Project (C9609).** \$120,000 was previously approved for FY 2022-23. The rate study started in early 2023. No additional funding was needed.
- **Annual Sewer System Rehabilitation Program (C9617).** \$5 million was appropriated in FY 2022-23. Staff proposed funding of \$35 million over five years, or \$7 million per year, for FY 2023-24 through FY 2027-28 to continue the rehabilitation work. The additional appropriation will be used to repair, rehabilitate, and replace significant structural deficiencies. The annual rehabilitation project has steadily addressed grade 4 and 5 defects, as well as replaced additional lower laterals.
- **Annual On-call Sewer Contracts (C1702).** \$900,000 was previously approved for FY 2022-23 and \$300,000 was rolled forward from FY 2021-22. Staff proposed \$900,000 per year for FYs 2023-24 through 2027-28 to retain sewer contractors and to replace failed sewer infrastructure on an as-needed basis.
- **Sewer System CCTV Inspection (C1736).** \$400,000 was previously approved in FY 2021-22. Since not all of this was spent, \$145,935 was rolled forward into FY 2022-23 to cover the cost of contracted work. Staff proposed an additional \$400,000 per year in FY 2023-24 and requested an additional \$400,000 per year in FYs 2025-26 and 2027-28 to continue the schedule of cleaning and inspections of the City's sewer system.
- **Annual Sewer Lateral Replacement (C1737).** \$300,000 was previously appropriated in FY 2022-23. Staff proposed \$300,000 per year for FYs 2023-24 through 2027-28 to continue to conduct annual sewer lateral replacements.
- **Annual Sewer System Root Foaming (C1752).** \$175,000 was previously approved by Council for FY 2022-23 to hire a contractor to remove roots from sewer lines using a non-toxic chemical root control method and an additional \$30,793 was approved by the Council on April 12, 2023. Staff proposed \$175,000 each year for FYs 2023-24 through 2024-25 and requested \$175,000 each year for FYs 2025-26 through 2027-28 to continue with this work, thereby reducing and preventing root defects until each sewer pipe is scheduled for complete repair or replacement.





- **Generator Installation at Sewer Pump Stations (C2101).** \$250,000 of funding was previously approved by the Council for FY 2021-22 to design transfer switches and permanent generators at three sewer pumps located throughout the city. Installing permanent generators will reduce risks of sanitary sewer overflows during an emergency and free up staff time to address other emergencies. No additional funding was needed.

**The following new and future Wastewater Fund capital projects were approved. Detailed descriptions can be found in the attachments that follow:**

- **Sewer and Storm Pump Station Assessment (C2301).** Funding of \$150,000 in FY 2023-24 was adopted to perform a sewer and storm pump station assessment. The assessment will assist in evaluating the storage of waste and stormwater, the condition of the pumps, and necessary improvements to the electrical panels and services to improve efficiency. The pump stations are crucial in order to collect, store, and lift waste and stormwater, as failures can cause sewer overflows or flooding in the streets. Assessing the improvements will also reduce the cost of preventative maintenance and staff time to regularly repair or improve efficiency.
- **Sewer Model Update (C2302).** Funding of \$300,000 in FY 2023-24 was adopted for a sewer model update. The model update will allow staff to plan for future infrastructure improvements and maintenance strategies. Staff will also identify any capacity issues for improving the overall safety of the sanitary sewer system and reducing the potential for sanitary sewer overflows.
- **Shoreway Road Sewer Main Relocation Project (C2303).** Funding of \$605,000 in FY 2023-24 was adopted. The existing sewer main can no longer be rehabilitated or repaired due to the severity of defects, which can cause sewer overflows and back-ups. Existing utilities and permanent structures along the alignment pose difficulty and challenges to perform repairs. Relocating the sewer main will also reduce ongoing preventative maintenance and staff time needed.
- **Tierra Linda Pump Station Improvements (C2304).** Funding of \$1,000,000 in FY 2023-24 was adopted. Relocating and replacing the sewer main will reduce the potential for overflows and backups. The existing pump station poses difficulty and challenges to staff because it cannot be fully utilized to lift, transport, and clear wastewater. The two pumps cannot be used simultaneously for safety and concern of sewer overflows and back-ups within the force main along San Carlos Avenue.
- **Sewer Capacity Assurance Improvements (C2305).** Total funding of \$9,500,000 in FYs 2025-26 to FY 2027-28 was adopted. Completing sewer capacity assurance improvements will reduce the number of sanitary sewer overflows, staff time in maintaining and addressing overflows, and retaining contractors to perform emergency repairs at higher costs.

### ***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. The 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. The law provides approximately \$500,000 for the City’s local streets and roads. This revenue has been incorporated into the five-year capital project proposal. Local Street Rehabilitation (LSR) revenues are projected at \$1.64 million in FY 2023-24 and \$1.69 million in FY 2024-25.

Measure A/K. Measure A was passed originally in 1988 and then extended by voters in 2017 as Measure K (to 2043) to improve transit and relieve traffic congestion and 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.

The transfer from Fund 14 (Measure A/K) and Fund 18 (Measure W) into Fund 16 (Gas Tax Fund) is recommended to be \$1.7 million in FY 2023-24 and \$1.64 million in FY 2024-25.

To raise the Pavement Condition Index from 57 to 62 for City streets in the next five years, staff recommends an investment in the street resurfacing project of \$39 million over the next five years. This includes funding from the General Capital Fund in the amount of \$8.55 million.

**Staff proposed continued and additional funding where applicable for the following previously approved programs:**

- **Annual Street Resurfacing Project (C9416).** \$9.35 million was previously approved for this project in FY 2022-23. Over the next five years, staff proposed an investment of \$39 million which includes \$8.55 million in funding from the Facility/Infrastructure Reserve. Timely and regular maintenance and rehabilitation will prevent costly reconstruction, and spending at this level will raise the Pavement Condition Index from its current level of 57 “at risk” to a level of 62 or “fair” condition over the next five years.
- **Annual Traffic Markings & Striping (C9417).** \$300,000 was requested for FY 2023-24 and FY 2024-25. Staff proposed to continue the funding of \$300,000 for FY 2025-26 through FY 2027-28. This work is done in conjunction with the annual resurfacing project and includes striping, signage, and/or marking changes initiated by staff, suggested by the public, or approved by the Planning and Transportation Committee. This funding is necessary to continue maintaining public safety, minimizing liability, and improving pedestrian crossings. Additionally, the Safe Routes to School Plan has identified specific intersections and streets where traffic striping and pavement marking improvements can be made.
- **Annual Sidewalk Replacement/Reconstruction (C9465).** \$120,000 was requested in FY 2023-24 and FY 2024-25. Staff proposed additional funding of \$180,000 in FY 2023-24 and \$60,000 in FY 2024-25. The City performs sidewalk repair projects annually and then bills property owners for their cost of the work. The sidewalk program continues to grow as more property owners are participating. In addition, this project includes repairs along sidewalk, curb, gutter and driveway approaches around City-owned buildings and parks.



- **Arroyo Avenue and Cherry Street Safe Routes to School Improvements and Paving (C2201).** \$375,000 was previously budgeted and was recommended to move this project to the General Fund Capital Projects Fund 25.

### **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. Over the next five-year period, staff proposed \$33.3 million in infrastructure improvements and one-time projects.

The major sources of revenue for this fund are the franchise fee revenue received from the Shoreway Transfer Station, estimated at approximately \$2.5 million in FY 2023-24 and \$2.6 million in FY 2024-25, with increases of \$50,000 per year in 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 \$1.5 million per year.

Staff was recommending a transfer of approximately \$3 million from the General Fund “Assigned” Reserve balance in FY 2023-24, and another \$2 million from the General Fund in FY 2023-24 and FY 2024-25 to fund infrastructure projects, including storm drain improvements and four landslide repair projects located at Big Canyon Park and Dartmouth Road.

Staff also proposed a transfer of approximately \$3.3 million in FY 2023-24 and FY 2024-25 from the General Capital Fund to the Gas Tax Fund to help offset the increasing annual street resurfacing costs.

### **Completed projects in FY 2022-23:**

- South Laurel Employee Parking Lot on El Camino Real (C1706)
- Network Security and Monitoring (C1715)
- GIS Upgrade (C1727)
- Permit Management and Inspection Coordination Application (TrakIt) Upgrade (C1745)
- Traffic Study -General Plan Environmental Impact Traffic Update (C1747)
- City Hall EOC Furniture & Equipment Updates (C1749)
- Alameda de las Pulgas Landslide Repair (C1751)
- Bicycle and Pedestrian Master Plan (C1802)
- Climate Mitigation and Adaptation Plan (C1814)
- Burton Park Batting Cages (C2001)
- Crestview Track Replacement (C2002)
- Integrated Cashiering System (C2005)
- Replacement of Scoreboards at Burton Park (C2104)
- Fire Station 13 Upgrade (C2109)
- Installation of Downtown Compost Receptacles (C2112)

### **Project near completed in FY 2022-23:**

- Roof Repairs at Various Buildings (C1721)



**Previously approved projects moved back to the unfunded list due to limited resources and other higher priority projects:**

- Park Water Feature Modification (C1810)

**Storm Drainage System**

**Staff requested additional \$7.75 million in funding over the next five years for the previously approved projects:**

- **Annual Storm Drain Improvements (3017 Brittan Ave, 1000 Drake Ct., 1005 Drake Ct., Eaton Park & Arguello Park) (C9531).** \$500,000 was requested in FY 2023-24 and FY 2024-25. However, staff recommended additional funding of \$1.1 million for FY 2023-24, and an additional \$500,000 for FY 2024-25. \$1.0 million per year for FY 2025-26 through FY 2027-28 was also requested. During the 2022-23 winter storms, the storm drain facilities in these locations were overwhelmed causing flood and property damage. Additional funding is needed to fund the recommended improvements, minimize impact and flooding, continue to address storm drain deficiencies and erosion, and improve the storm drain infrastructure throughout the city. After the recent storms, significant maintenance staff time was spent on clearing and repairing the damage.
- **Belmont Creek Watershed Improvement (C9806).** \$500,000 was previously approved for this project for the construction of an upstream detention facility to be located in the City of Belmont to reduce downstream flooding of Belmont Creek. San Carlos is partnering with Belmont and San Mateo County on this joint project since a portion of the creek is the responsibility of the City of San Carlos. No additional funding was requested.
- **Storm Channel Sediment Removal (C9828).** \$150,000 was previously requested for FY 2023-24 and FY 2024-25. Staff proposed an additional \$350,000 in FY 2024-25 and requested \$500,000 per year for FY 2025-26 through FY 2027-28. The Industrial Road area experiences frequent flooding, which has a detrimental effect on the economic viability of the area and sediment removal imposes significant cleanup costs for the City and for private property owners.
- **Storm Water Motor Control Center and Pump Replacements (C2108).** \$500,000 in funding was adopted in FY 2021-22 to upgrade the Motor Control Centers and standardize the pump size to improve maintenance efficiency. This project is in line with the objectives in the City Council's Strategic Plan to maintain infrastructure. No additional funding was requested.

**Streets and Sidewalks**

**In addition to the street and sidewalk projects in the Gas Tax Fund, staff proposed additional \$5 million over the next five years where applicable for the following previously approved projects:**

- **Illuminated Street Name Sign Replacement (C1712).** \$105,000 of total project funding was originally approved and an additional \$100,000 was adopted in FY 2022-23 due to the increase in costs, supplies, materials, and labor as a result of the pandemic. This affected 24 signalized intersections or a total of 96 signs. No additional funding was requested



- **San Carlos Avenue Asphalt Pathway Replacement (Alameda de las Pulgas to Corilleras Ave.) (C1722).** \$1.11 million was previously appropriated. The funding will be used for removal of large eucalyptus trees and restoration of the existing asphalt pathway. The City Council appropriated an additional \$200,000 to change the asphalt pathway to a sidewalk during the Council meeting on June 14, 2021. No additional funding was requested.
- **Upgrade Pedestrian Signal Heads to Countdown Pedestrian Signals (C1725).** \$200,000 in funding was adopted for this project. No additional funding was requested at this time.
- **5KV Streetlight Conversion (C1728).** \$335,000 was previously adopted for FY 2022-23. No additional funding was needed.
- **El Camino Real/Rail Corridor Tree Planting and Irrigation Installation (C1746).** \$610,000 was previously appropriated and \$150,000 was received from the Transit Village developer to offset the costs. No additional funding was needed.
- **GIS Sign Inventory (C1808).** \$125,000 was previously approved for this project. This project will allow all City-maintained signs, traffic signals, and pedestrian crosswalks to be GPS located. All information collected will be in a digital map format that will integrate with the City's computerized maintenance management system. No additional funding was needed.
- **Repave Asphalt Walking Path at Highlands Park (C1811).** \$150,000 was previously approved to repave the lower park entrance of Highlands Park on Coronado Street. No additional funding was needed.
- **Arroyo Avenue and Chestnut Street Safe Routes to School Improvements and Paving (C2201).** \$375,000 was appropriated previously and staff proposes \$150,000 in additional funding for FY 2023-24 and to move the project from Fund 16 to Fund 25. The improvements at this intersection of Arroyo Avenue and Chestnut Street are identified in the City's Safe Routes to School Plan because of their proximity to the Central Middle and Arroyo Elementary schools. The improvements at this intersection will also provide connectivity for pedestrians going to Burton Park and for students going to the Youth Center. No additional funding was needed.
- **477 Hillcrest Wall Replacement (C2203).** \$450,000 of funding was adopted for FY 2022-23 and the City Council appropriated an additional \$181,980 during the Council meeting on August 22, 2022. 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. No additional funding was needed.



- **Tree Well Replacement on Industrial Road (C2212).** \$400,000 was adopted 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. No additional funding was needed.
- **Intersection Pedestrian Improvements (C2213).** Total funding of \$1.5 million, \$500,000 each year, was proposed for FYs 2023-24 through 2024-25 and requested for FY 2025-26 to 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 include costs for design and construction. No additional funding was needed.
- **Safe Routes to School (SRTS) Intersection and Sidewalk Improvements (Tamarack, Belle, Elm, Arroyo, Belmont, Cedar, and St. Francis) (C2214).** \$500,000 was previously requested each year for FY 2023-24 to 2025-26. Staff requested an additional \$1.5 million each year in FY 2026-27 and FY 2027-28 to focus on constructing sidewalks and pathways recommended in the SRTS.
- **San Carlos Ave Pedestrian Safety Improvements (C1806).** \$4.1 million was previously appropriated for this project to complete Phases 1 and 2 between Wellington Drive and Sycamore Street. Additional funding of \$1.2 million was adopted in FY 2021-22 to continue Phase 3, which would improve the remaining section of San Carlos Avenue between Beverly Drive and Wellington Drive. The costs are offset by developer donations, Measure A bicycle and pedestrian funding, and from the Traffic Mitigation Fee Reserve. No additional requests were needed.
- **Brittan Avenue Sidewalk Improvements (Between Rogers Ave & Sunset Drive) (C2106).** \$2,025,000 was appropriated previously for this project and an additional \$2 million was proposed to be offset by Traffic Mitigation Fee Reserve in FY 2023-24 to 2025-26. This project improves safety and provides a safer path of travel for pedestrians between Milano Way and Alameda de las Pulgas along Brittan Avenue.

**The following new and future General Fund capital project was approved.**

- **San Carlos Avenue Pedestrian Safety Improvement Phase IV (C2325).** \$300,000 in funding was adopted for FY 2023-24 and \$1.2 million was adopted for FY 2024-25. Phase IV of the San Carlos Avenue Pedestrian Safety Improvements will include pavement rehabilitation as well as traffic striping and pavement markings to introduce a new buffered green bike lane from Beverly Drive to City of Belmont limits in accordance with the City's adopted Bicycle and Pedestrian Master Plan. The Traffic Mitigation Fee Reserve will cover \$150,000 each year, respectively.

**Traffic and Transit**

**Staff requested \$850,000 additional funding for the next five years for the traffic and transit category previously approved project:**

- **Brittan Avenue Widening at Industrial Road (C9461).** \$846,000 was previously appropriated for this project with \$300,000 transferred from Traffic Mitigation Fee Reserve. No additional funding was requested.
- **Four Corners Traffic Improvements (C9838).** \$250,000 was previously approved for this project. An additional \$2 million was previously requested in FY 2024-25 moved to FY 2027-28 for the construction phase of this project. No additional changes were recommended for this project.
- **Traffic Signal System Analysis/Study (C2007).** \$350,000 for FY 2021-22 was previously approved for this project to analyze and inspect the existing traffic signal systems and components; to identify upgrades needed to the existing infrastructure; to adopt and implement new technology; to establish battery back-up for traffic signals, video detection systems, and wireless communication; and to provide connectivity to enhance safety and mobility. No additional funding was needed.
- **East Side Innovation District Zoning Code: Transportation Demand Management Ordinance Amendment (C2210).** \$80,000 of funding was adopted 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 #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. No additional funding was needed.
- **Preliminary Study for Citywide Way-Finding Program (C1719).** \$100,000 was previously approved for appropriation for Phase 1 – design and construction drawings – to improve the flow of traffic throughout San Carlos. Phase 1 was completed and \$455,000 was approved for FYs 2020-21 and 2022-23 for Phase 2 – fabrication and installation. No additional funds were needed.
- **Guardrail Installation at Torino/Winding Way Intersection (C1744).** Installing guardrails on Torino Drive at the intersection of Winding Way is a safety improvement. \$93,500 was previously approved and an additional funding of \$30,000 was adopted for FY 2022-23 based on updated construction quotes. No additional funds were needed.
- **Brittan Ave and Alameda de las Pulgas Widening (C1803).** \$250,000 was previously approved for this project for design work and \$850,000 was approved to proceed with the construction phase to widen Alameda de las Pulgas to provide a separate northbound right turn lane at the intersection with Brittan Avenue to reduce the bottleneck. This \$1.1 million funding is covered by the Traffic Mitigation Fee Reserve and no additional funding was needed.
- **Traffic Circle and Midblock Crossing (Alameda de las Pulgas (ADLP), Industrial, Crestview, and Morse) (C1807).** \$2,121,000 was appropriated previously. Staff recommended \$850,000 in additional funds for FY 2023-24. This project funds various traffic calming improvements throughout the city to address community safety concerns. The focus in FY 2023-24 will be along Alameda de las Pulgas, Industrial Road, Crestview Drive, and Morse Boulevard, which will include mid-block crossings and traffic circles.



- **Greater East San Carlos Neighborhood Slow Street (C2219).** \$35,000 funding was adopted in the Council meeting on February 13, 2023. The soft closures are intended to limit cut through traffic in the neighborhood, slow vehicular speeds, and increase safety while not interfering with emergency access.

### **Parks & Recreation**

**Staff proposed continued funding where applicable for the following previously approved projects:**

- **City Tree Consultant (C1815).** \$100,000 was previously approved. The funding is to assist in determining a tree maintenance program to properly prune trees. No additional funding was needed.
- **Installation of New Sports Field Lighting at Flanagan and Stadium Fields (C1818).** \$200,000 was approved for FY 2021-22 and \$2.1 million for FY 2022-23 to cover the total project costs which includes the addition of lighting to the batting cages as recommended by the City Council. No additional funding was needed.
- **Upgrade of Existing Tennis and Basketball Court Lighting (C2102).** \$50,000 of funding was adopted in FY 2021-22 and \$300,000 in FY 2022-23. The annual utility cost for the upgraded LED court lighting will decrease significantly as a result of the energy savings. No additional funding was needed.

**The following new and future General Fund capital projects were approved.**

- **Madsen Scorebooth at Burton Park (C2306).** \$450,000 of funding was adopted for FY 2023-24. This project will include demolition of the existing scorebooth and design and construction of a new scorebooth at Burton Park at Madsen Field. \$25,000 is expected to be covered by a donation from the San Carlos Parks and Recreation Foundation. The existing scorebooth roof leaks and without significant repairs or a new structure there will continue to be damage and potential mold issues.
- **Replacement of Existing Fencing in Parks (C2307).** \$150,000 in funding each year in FY 2023-24 and 2024-25 to replace park and field fencing was adopted. The locations include Highlands, Burton, Cedar, Neighborhood, Laureola, and Arguello parks.
- **Arguello Scoreboard (C2308).** \$20,000 in funding was adopted for FY 2023-24 and will be fully offset by community donations. This project is to replace the existing scoreboard at Arguello Park, which was installed in 2007, with an updated model, similar to the new scoreboards installed at Burton Park.
- **Big Canyon Park Landslide Repair (Behind 995 Crestview Drive) (C2318).** \$1 million in funding was adopted for FY 2023-24. During the recent winter storms, the hillside above Big Canyon Trail and behind 995 Crestview Drive slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope. This failure needs repair with permanent mitigation measures that consist of grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope.





- **Big Canyon Park Landslide Repair (Above 3144 Brittan Avenue) (C2319).** \$1.5 million in funding was adopted for FY 2023-24. During the recent winter storms, the hillside below Big Canyon Trail and behind 3144 Brittan Avenue slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope and into the property owner's rear yard. This failure needs repair with permanent mitigation measures that consist of grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope. To minimize impact to the residents, access will be required through Big Canyon Park and the trail.
- **Big Canyon Park Landslide Repair (Behind 3141-3161 Melendy Drive) (C2320).** \$1.5 million in funding was adopted for FY 2023-24. During the recent winter storms, the hillside above Big Canyon Trail, behind 3141-3161 Melendy Drive, slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope and through a portion of Big Canyon Trail. This failure needs repair with permanent mitigation measures that consist of grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope. To minimize impact to the residents, access will be required through Big Canyon Park and the trail.
- **Dartmouth Road Landslide Repair (Between Garden Lane & Northam Ave) (C2321).** \$1 million in funding was adopted for FY 2023-24. During the recent winter storms, the hillside below Dartmouth Avenue between Garden Lane and Northam Court slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope and walking path above Arguello Park. This failure needs repair with permanent mitigation measures that consist of grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope.
- **City of San Carlos Centennial Celebration (C2309).** \$250,000 in funding was adopted for FY 2023-24 and \$750,000 in FY 2024-25. The City of San Carlos was incorporated in 1925 and will be turning 100 in 2025. The celebration includes expansion of community events to incorporate the centennial, downtown banners, City swag, apparel and etc. and other programs.
- **Tree Replacement (C2334).** \$150,000 in funding was adopted for FY2023-24 to replace most of the fallen trees and install temporary irrigation, as needed, in order to fully establish the trees for successful growth.
- **Landslide Review and Inspection (Geotech Engineer) (C2335).** \$180,000 in funding was adopted for FY 2023-24 to assess the structural support of the soils and develop mitigation measures to reduce the reoccurrence of landslides.

## Planning

**Staff proposed continued and additional funding where applicable for the following previously approved projects:**

- **Greater East San Carlos (GESC) Street Tree/Neighborhood Improvement (C1903).** \$83,340 was previously appropriated that was covered by developer contributions. No additional funding was needed.
- **Downtown Planning Initiative (C2105).** \$1 million in funding was adopted for FY 2021-22. This initiative includes: creating a framework and informing the community; determining staff resources and budget need to develop a plan; and finally developing a scope of work to create a downtown plan. No additional funding was needed.



- **East Side Innovation District Parking Strategy (C2206).** \$100,000 in funding was adopted 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 #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. No additional funding was needed.
- **East Side Innovation District Master Streetscape Plan (C2207).** \$200,000 in funding was adopted 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. No additional funding was needed.
- **East Side Innovation District Pulgas Creek Watershed Study (C2208).** \$500,000 of funding was adopted 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 #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. No additional funding was needed.
- **East Side Innovation District Zoning Code: Stream Development and Maintenance Overlay District Amendment (C2209).** \$30,000 in funding was adopted 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 #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. No additional funding was needed.
- **Northeast Area Specific Plan (C2211).** Funding of \$1.5 million was adopted in FY 2022-23 for consulting fees. As part of the 2022 Strategic Plan, the 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, workability, housing, and district-wide maintenance. No additional funding was needed.



- **Downtown Renovation Plan Design/Implementation (C2215).** \$3.5 million fund in FY2024-25 was adopted for the conceptual planning, design, and construction of various improvements downtown. All of the funding will be offset by developer contributions.

The following new and future General Fund capital projects were approved. Detailed descriptions can be found in the attachments that follow:

- **2030 General Plan Amendment - Resetting Buildout to Allow Continued Improvements to 2030 (C2311).** \$250,000 in funding was adopted for FY 2023-24 which will be covered by the General Plan Update Reserve. This project would reset the City of San Carlos' General Plan buildout numbers (for commercial, office, and industrial) to the year 2030. This work would involve a General Plan amendment and an accompanying environmental analysis pursuant to the California Environmental Quality Act (CEQA).
- **General Plan Open Space Element Update (C2324).** \$300,000 in funding was adopted for FY 2024-25 and \$123,903 will be covered by the General Plan Update Reserve. This work would involve a General Plan amendment and an accompanying environmental analysis pursuant to the California Environmental Quality Act (CEQA).

### **Facilities, Technology and Equipment**

Staff requested continued and additional funding where applicable for the following previously approved project:

- **Fire Station 16 Replacement (C9823).** A total of \$12.4 million was adopted for this project. 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. No additional funding was requested at this time.
- **Fire Stations Repair (C1711).** \$158,500 was previously approved with a transfer from the Facility Infrastructure Improvement Reserve to upgrade Fire Station 13 and 16 electrical panels and utility rooms. On March 9, 2020, the City Council approved a resolution to transfer \$27,725 of the project funding to the Fire Station 13 HVAC Replacement (C1805) project. No additional funding was requested at this time.
- **Wheeler Plaza Garage Parking Management System Expansion and Extension (C1753).** \$184,728 was appropriated previously. The funding is to replace the current obsolete parking sensor equipment with an Automatic License Plate Reader ("ALPR") system. An ALPR parking management system will provide real-time parking space availability. No additional funding was requested at this time.
- **Transfer Switches for Portable Generators (C1813).** \$250,000 was previously appropriated to add transfer switches for portable generators for all sewer/storm pump station locations and the Adult Community Center, Youth Center, and Library. No additional funding was needed.



- **Wheeler Plaza Garage Extra Lighting, Painting and EV Stations (C1904).** Funding in the amount of \$295,000 was appropriated previously. An additional \$50,000 was approved for FY 2023-24. \$250,000 will be transferred in from the Parking in-lieu Fund to help offset the costs. There was \$18,000 of contributions that came in FY 2022-23. Additional lighting will increase safety and security in the Wheeler Plaza garage.
- **1201 San Carlos Ave Property Acquisition (C1908).** \$500,000 was originally approved for appropriation from the General Fund in November 2018 to purchase a 15 by 99-foot strip of land adjacent to the planned Wheeler Plaza redevelopment site. A portion of the land will be developed as a mixed-use commercial building and a portion as a public plaza. In FY 2019-20, the budget was transferred to Fund 25. No additional funding was needed.
- **Wheeler Plaza Parking Garage Wayfinding Signage Installation (C2003).** \$50,000 was previously approved for FY 2020-21 to allow signage, which has already been designed, to be fabricated and installed within the Wheeler Plaza parking garage to improve the flow of traffic through the garage and increase its use by the community. No additional funding was needed.
- **Drone Unmanned Aerial Vehicle (“UAV”) Program (C2111).** \$10,000 in funding was adopted for FY 2021-22 to leverage technology to improve public safety. UAV systems to improve safety for both the public and fire personnel. No additional funding was needed.
- **2nd Floor Library Remodel (Old Chamber Area Suite 206) (C2202).** A total of \$1.35 million of funding was adopted 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 requires remodeling as well as furniture, cabling, and electrical to meet the growing needs of the city. No additional funding was needed.
- **City Facility Cameras (C2205).** It was previously approved to consolidate three projects totaling \$450,000 into one new project and City Council approved adding \$100,000 to this project during the Council meeting on November 28, 2022. 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. No additional funding was needed.
- **Website and Intranet Refreshment (C2217).** \$100,000 was previously appropriated in FY22-23 for the development of a new City website and intranet. The City is interested in a site that has ADA accessibility, ease of use, online services, and an intuitive user interface for both staff and the community. No additional funding was needed.
- **Permitting Software (C2218).** \$500,000 was previously adopted the Council meeting of November 28, 2022 and the full cost was approved to be offset by the Technology Fee Reserve. This project would consist of a complete replacement/upgrade of the City's current permitting system. No additional funding was needed.



The following new and future General Fund capital projects were approved. Detailed descriptions can be found in the attachments that follow:

- **Filing Cabinet System (C2310).** \$200,000 in funding was adopted for FY 2025-26. This project is to replace the old filing cabinets in the Finance and Human Resources/City Clerk's offices with a new filing system.
- **Backup & Disaster Recovery (C2312).** \$100,000 in funding in FY 2023-24 was adopted to upgrade the backup and disaster recovery environment. The existing backup and disaster recovery environment has been in service since 2013 and an updated system is recommended to protect City data.
- **Door Access System Upgrade (C2313).** \$150,000 in funding was adopted for FY 2024-25 to upgrade the physical card readers and hardware to support a newer, secured door system and to add Corporation Yard doors that are still controlled by physical keys.
- **OnBase Upgrade (SaaS) (C2314).** Funding in the amount of \$180,000 was adopted for FY 2023-24. This project is to upgrade the Enterprise Content Management (ECM), OnBase to the latest Cloud (SaaS) version.
- **Phone System Replacement (C2315).** Funding in the amount of \$90,000 was adopted for FY 2023-24 to replace the ShoreTel Voice over Internet Protocol (VoIP) phone system and to eliminate the majority of desktop phones.
- **Plan Design for Phase II of the 2nd Floor Library Remodel and City Hall 2nd Floor Remodel (C2317).** \$100,000 in funding was adopted for FY 2023-24. This project is to provide a more efficient layout and employee work areas for Parks & Recreation Services, City Manager's Office, Emergency Operations, Public Works, and Information Systems.
- **2nd Floor Library Remodel (Phase II) (C2316).** \$1.5 million in funding in FY 2024-25 was adopted. City Hall continues to have limited space and capacity for growth. As such, it has become necessary to expand into space on the second floor of the library. The space, as it is currently configured, is inadequate and will need new offices, work cubicles, and network connections, as well as electrical, mechanical, and plumbing upgrades.
- **Citywide Pole Banners (C2322).** Staff initially proposed \$205,000 in funding for FY 2023-24 and during the May 5, 2023 Budget Study Session, the City Council asked that \$30,000 be added to include banners for the Industrial Arts area. This project will include the design and purchase of a full new set of pole banners to be located on El Camino Real and Laurel Street. Banners will include promotion for events and the general community. There will be a total of 27 poles and banners, double sided. Additionally, this project will include replacement of all hardware on the poles along El Camino Real.
- **Industrial Equipment and New Vehicle Purchases for Corp Yard (C2323).** \$347,100 in funding was adopted for FY 2023-24 and \$75,000 for FY 2024-25. This appropriation includes the purchase of new industrial equipment, specifically a floor scrubber, mini excavator, skid steer, portable light plant, and electric lawn equipment in addition to a new Ford F600 dump truck to assist in better maintaining the City's streets, parks, and creeks.
- **EV Charging Stations in City Facility (C2336).** \$100,000 each year from FY 2023-24 through FY2027-28 were adopted to accommodate the influx of new EV vehicles. Installing new EV chargers in City parking lots will make these facilities available to a larger segment of the community.



**Others**

**Staff requested continued funding for the following previously approved project:**

- **Standards of Cover Study (C2110).** \$40,000 in funding was adopted for FY 2022-23 for this study. A standards of cover study can assist the Fire Department in ensuring a safe and effective response force. No additional funding was needed.
- **Objective Design and Development Standards for Single-Family, Multi-Family and Mixed-Use Residential Projects (C2115).** \$305,095 was previously adopted. Single-family design standards are expected to be adopted in Fall 2023. Multi-family objective design standards are expected to be adopted at the end of 2023.
- **Greenhouse Gas In-Lieu Fee Study (C2220).** \$50,000 was adopted in FY 2022-23 for professional services to conduct a study needed to create a greenhouse gas in-lieu fee for commercial development exempted from the City’s all-electric reach code. No additional funding was needed.

***Child Care Development Fund 26***

The Child Care Fund accounts for development fees collected and used to finance the new childcare facility development and childcare space.

**The following new and future Child Care Fund capital projects were approved. Detailed descriptions can be found in the attachments that follow:**

- **New Child Care Facility Development (C2326).** \$5 million in funding in FY 2025-26 was adopted. The City may use impact fee revenue to develop new child care space in the City. This may include acquiring, adapting, rehabilitating, renovating, etc. existing space and converting to childcare or developing new child care space.
- **Child Care Space Reimbursement (C2327).** 1 million in funding was adopted for FY 2024-25 and \$1 million was adopted each year for FY 2025-26 and FY 2026-27. This project may help to expedite the development of child care facilities in San Carlos as it allows projects to move forward at larger scales than initially feasible.
- **Family and Commercial Daycare Grant Program (C2333).** \$250,000 in funding each year for FY2024-25 through FY2027-28 was adopted. This project falls under a strategic goal of the City and may help to expand existing child care providers or attract new providers to San Carlos.

***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.

**Completed projects in FY 2022-23:**

- North Crestview Passive Park Improvement (C1716)
- Highlands Park Tennis Court Resurfacing (C2113)

**Staff requested continued funding for the following previously approved project:**

- **Chilton Park Improvements (C1905).** \$500,000 was previously approved for park improvements following development of a master plan for Chilton Park through a community input process that began in June 2018. Specific areas of focus for the project will include improved pathways, accessible trails, a defined park entrance, infant play area, drinking fountain, new plantings, and signs. \$178,000 of Prop 68 funding is expected to be received to help to offset the costs of the project. No additional funding was needed.
- **Laureola Park Improvements Project (C1732).** \$600,000 was previously appropriated and was paid for by park-in-lieu fees from the Transit Village development. No additional funding was needed.
- **North Crestview Park New Master Plan (C2221).** \$200,000 was previously appropriated in FY2022-23. This project is under the new strategic plan goal and objective of exploring new recreational opportunities. No additional funding was needed.

**Staff requested continued and moved to a different fund for the following previously approved project:**

- **Replace Turf at Burton Playground (C2204).** Staff recommended moving this project from Fund 25 General Capital Fund to Fund 27 Park-in-Lieu Fund as development fees are collected within Fund 27 and will be used to fund this project. The proposed funding is \$200,000 for FY 2023-24.

**The following new and future Park-in-Lieu capital projects were approved. Detailed descriptions can be found in the attachments that follow:**

- **Arguello Shade Structure (C2328).** \$50,000 in funding was adopted for FY 2023-24 to add new shade canopies over the sunny picnic site at Arguello Park. \$10,000 is expected to be covered by San Carlos Parks and Recreation Foundation.
- **Parks Master Plan (C2329).** \$400,000 in funding was adopted for FY 2023-24. This project will include a new assessment of all City developed parks, open space parks, and recreational facilities. Staff will engage the community to better understand current recreational opportunities and needs and provide recommendations for improvements for all parks and facilities.
- **Trail Improvements, Expansion and Connections (C2330).** \$250,000 in funding was adopted for FY 2023-24 and \$300,000 for FY 2024-25 and requested \$250,000 for FY 2025-26 to cover the cost of any identified trail improvements, connections, and land acquisitions. San Carlos Park and Recreation Foundation will cover \$20,000 per year for the three fiscal years.
- **Conceptual Design of Community Center (C2331).** \$200,000 in funding was adopted for FY 2024-25. This project will include a community input process to identify the needs and wants of a community center for residents.

***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. No amendments and new projects are recommended at this time.

**Staff requested continued funding for the following previously approved project:**

- **Reconfiguration Public Parking Plazas (C1750).** \$60,000 was previously approved in FY 2017-18 to conduct site surveys of Williams and Clark Plazas and engage a consulting firm to propose parking plaza reconfiguration to maximize pedestrian safety, parking spaces, and secure, long-term bike storage. No additional funding was needed.
- **Parking Occupancy Study (C1816).** \$10,000 was previously approved in FY 2018-19. The purpose of this project is to complete a parking occupancy study to determine if the new parking lot along El Camino Real in the south area has reduced parking demand in the adjacent residential neighborhood. An additional \$65,000 in funding was adopted for FY 2022-23 as the study started in late 2019, but paused due to the Coronavirus (COVID-19) shelter in place orders. The study continues once the order is lifted and a more normal parking pattern emerges. No additional funding was needed.

***Housing Funds 29 and 31***

The Housing-in-Lieu Fund (Fund 29) accounts for development fees and the Low and Moderate Incoming (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 projects in FY 2022-23:**

- 817 Walnut Street Redevelopment (C1733)

**Staff requested continued and additional funding where applicable for the following previously approved projects:**

- **Cherry Street Below Market Rate Housing Acquisition (C9754).** \$6,625,000 was previously adopted. 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. \$5.5 million of additional funding was adopted to fund the redevelopment of a site on Cherry Street to create new affordable housing.
- **Study Land Use and Regulatory Options (C1906).** \$821,276 was previously approved to analyze zoning and make adjustments to incentivize the production of different types of housing, including affordable housing. \$160,000 is being covered by the Senate Bill ("SB") 2 Planning Grant, \$150,000 covered by a Local Early Action Planning ("LEAP") Grant and \$39,441 covered by a Rural Energy for America Program ("REAP") Grant. No additional funding was needed.





- **1232 Cherry Street Building Demolition (C2216).** \$250,000 was approved to transfer 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. No additional funding was needed.

**The following new and future Housing Fund capital projects were adopted. Detailed descriptions can be found in the attachments that follow:**

- **Affordable Housing Site Acquisition/Construction (C2332).** \$10 million each year in funding were adopted for FY 2023-24 and FY 2024-25 and \$10 million, \$7.5 million and \$5 million were requested for FY 2025-26 to FY 2027-28, respectively. This project will explore the acquisition, conversion, and future development of properties for the expansion of affordable housing in the City.
- **817 Walnut Oven Installation (C2222).** \$200,000 in funding was adopted for FY 2022-23 in the Council Meeting on May 22, 2023. This project covers the cost of installing full-sized ovens with four burner stovetops at the 817 Walnut Street affordable housing project. No additional funding was needed.

### ***Library Improvement Fund 95***

The Library Improvement Fund accounts for rents and other tenant activities at the San Carlos Library. Revenues are used to offset building maintenance, improvements and/or large maintenance projects in the library building. No amendments and new projects are recommended at this time.

#### **Project near completed in FY 2022-23:**

- City Library Foundation Study and Stair Repair (C2114)

#### **Staff requested continued funding for the following previously approved project:**

- **Library Furnishings, Restroom, and Exterior Improvement (C1734).** \$458,568 was previously appropriated. \$400,000 was offset by San Mateo County Library Fund. No additional funding was needed.
- **Library Building Emergency Backup Power (C2008).** \$1 million of funding in FY 2021-22 was previously proposed to design and install a diesel generator to provide emergency backup power for the library building. Providing backup power will allow the building to be functional during an emergency, particularly for an evacuation event or PG&E Public Safety Power Shutoff ("PSPS"). \$400,000 was offset by San Mateo County Library Fund. No additional funding was needed.

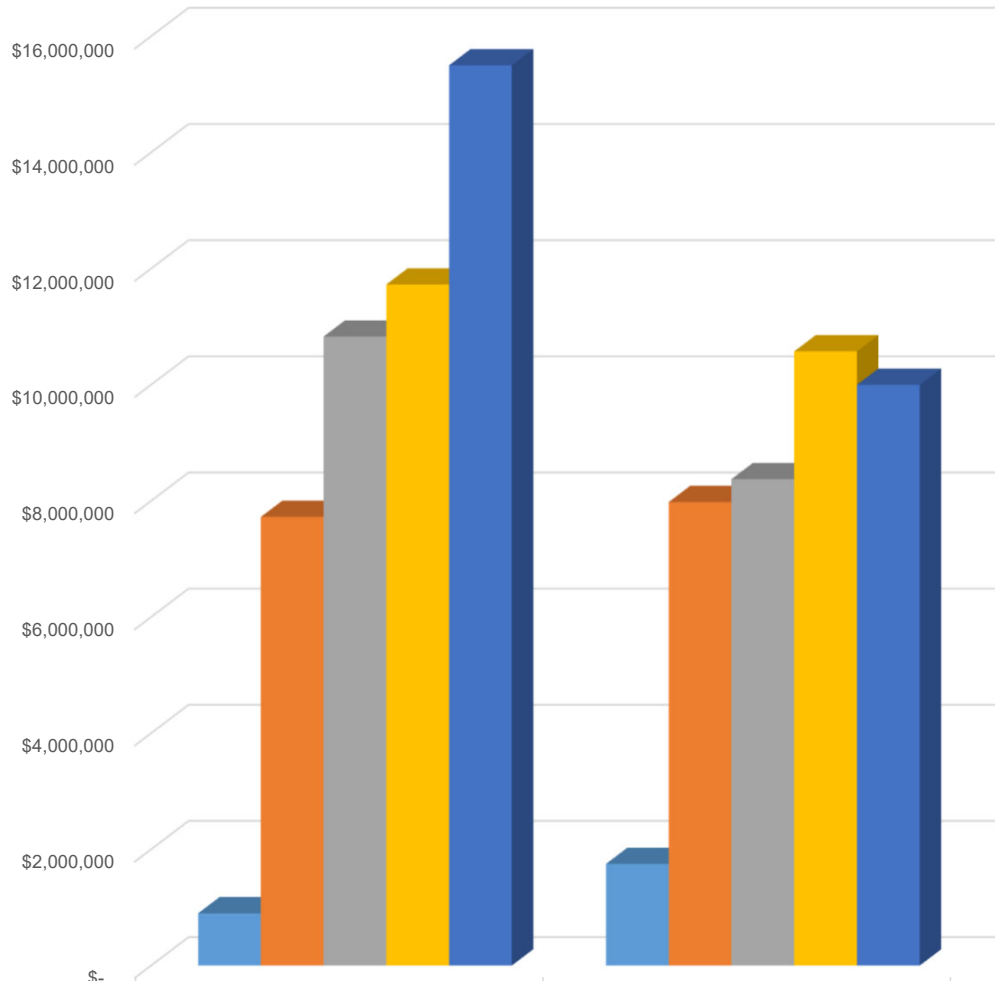


### ***Unfunded List***

The unfunded list represents projects totaling approximately \$204 million that have been requested but have not been recommended for funding at this time. After the audit has been completed, if there are savings from FY 2022-23, the City Manager may bring forward a recommendation to possibly fund some of these projects.



### CAPITAL IMPROVEMENT PROGRAM FY 2023-24 and FY 2024-25



	FY 2023-24 Adopted	FY 2024-25 Adopted
Other Funds	\$900,000	\$1,750,000
Gas Tax Fund	\$7,725,000	\$7,980,000
Wastewater Fund	\$10,830,000	\$8,375,000
General Projects Fund	\$11,727,100	\$10,575,000
Housing Fund	\$15,500,000	\$10,000,000



**CAPITAL IMPROVEMENT PROGRAM  
FUND SUMMARY**

	<b>FY 21-22 Audited</b>	<b>FY 22-23 Revised</b>	<b>FY 22-23 Projected</b>
<b>Wastewater Fund - Fund 0006 Restricted</b>			
Restricted Fund Balance	\$ 26,438,991	\$ 33,858,624	\$ 33,858,624
SVCW Investment	8,848,015	8,625,973	8,625,973
<b>Total Restricted Fund Balance</b>	<b>35,287,006</b>	<b>42,484,597</b>	<b>42,484,597</b>
<b>Projected Sewer Rate Increase</b>		4.5%	4.5%
Operating Revenues *	21,372,382	22,266,800	22,559,800
General Operating Expenses	(2,679,277)	(3,389,328)	(2,978,328)
Capital Projects	(1,852,449)	(7,279,934)	(7,221,728)
SVCW Operating Expenses	(3,471,000)	(3,821,700)	(3,656,296)
Existing SVCW Bonds	(2,963,137)	(2,983,300)	(2,983,300)
SCVW Future Bonds	-	-	-
SCVW Future SRF Loans	-	-	-
State Revolving Loan & Reserve Requirement	(285,858)	(517,000)	(517,000)
SVCW Capital Contributions	(529,524)	(609,200)	(609,200)
Net Transfers & Allocations to other funds	(3,260,500)	(3,462,200)	(3,462,200)
Investment in SVCW	(222,042)	-	(1,158,677)
<b>Net change in current year</b>	<b>6,108,594</b>	<b>204,138</b>	<b>(26,929)</b>
SVCW Investment	8,625,973	8,625,973	7,467,296
<b>Wastewater Fund - Est. Restricted Ending Balance</b>	<b>\$ 33,858,624</b>	<b>\$ 34,062,761</b>	<b>\$ 34,990,372</b>
* Note: Sewer Projected Revenues include Fee Increases that will need to be approved by Council and will be subject to Prop 218 hearings			
<b>Gas Tax Fund - Fund 0016</b>			
Beginning Fund Balance	\$ 4,828,207	\$ 8,973,354	\$ 8,973,354
Other Operating Revenues	(103,749)	57,000	317,800
Gas Tax Revenues	1,315,327	1,555,000	1,555,000
Measure M	66,550	76,700	66,000
Outside Funding for Capital Projects	168,128	40,000	40,000
Capital Projects	(342,009)	(10,163,750)	(10,163,750)
Transfer from GF - Facility/Infrastructure Reserve	-	400,000	400,000
Transfer from GF - PG&E Settlement	-	-	-
Transfer from General Capital Fund 25	2,975,000	3,125,000	3,125,000
Transfer from Measure A/K (F14) and Measure W (F18) Funds	1,050,000	1,750,000	1,750,000
Net Transfers & Allocations from/(to) other funds*	(984,100)	(1,013,600)	(1,013,600)
<b>Net Change in Fund Balance</b>	<b>4,145,147</b>	<b>(4,173,650)</b>	<b>(3,923,550)</b>
<b>Gas Tax Fund - Estimated Ending Balance</b>	<b>\$ 8,973,354</b>	<b>\$ 4,799,704</b>	<b>\$ 5,049,804</b>
<b>Capital Projects Fund - Fund 0025</b>			
Unrestricted Fund Balance	\$ 26,324,068	\$ 30,685,441	\$ 30,685,441
Restricted	3,992,089	4,965,907	4,965,907
<b>Total Beginning Fund Balance</b>	<b>30,316,157</b>	<b>35,651,348</b>	<b>35,651,348</b>
Operating Revenues	5,090,830	3,674,200	5,706,401
Restricted Revenues	995,764	873,900	399,100
Outside Funding for Capital Projects	3,440,212	3,610,447	3,610,447
Capital Projects	(2,416,614)	(36,505,177)	(35,722,952)
Net Transfers & Allocations from/(to) other funds	(1,775,000)	775,000	775,000
<b>Net Change in Fund Balance</b>	<b>5,335,192</b>	<b>(27,571,630)</b>	<b>(25,232,005)</b>
Restricted Fund (Bldg. Maintenance/lmp)	79,500	79,500	79,500
Turf Replacement Reserve	222,657	347,657	347,657
Technology Fee Reserve	567,159	599,559	107,159
Traffic Mitigation Fee Reserve	2,728,811	3,082,911	1,317,839
General Plan Update Reserve	290,203	322,603	340,203
Levee Assessment Reserve	121,450	151,450	151,450
PEG Fund Reserve	166,059	166,059	166,059
Parks and Recreation Reserve	790,068	790,068	790,068
<b>Total Restricted Fund</b>	<b>4,965,907</b>	<b>5,539,807</b>	<b>3,299,935</b>
<b>Capital Fund - Est Unrestricted Ending Balance</b>	<b>\$ 30,685,441</b>	<b>\$ 2,539,911</b>	<b>\$ 7,119,408</b>



**CAPITAL IMPROVEMENT PROGRAM  
FUND SUMMARY**

<b>FY 23-24 Adopted</b>	<b>FY 24-25 Adopted</b>	<b>FY 25-26 Requested</b>	<b>FY 26-27 Requested</b>	<b>FY 27-28 Requested</b>
\$ 34,990,372 7,467,296	\$ 36,978,072 7,467,296	\$ 39,639,672 7,467,296	\$ 39,354,372 7,467,296	\$ 33,628,572 7,467,296
42,457,668	44,445,368	47,106,968	46,821,668	41,095,868
0.0%	3.0%	3.0%	3.0%	4.0%
27,866,500 (3,594,000) (10,830,000) (3,660,000) (2,987,700) - - (320,000) (559,000) (3,928,100) -	27,746,000 (3,574,200) (8,375,000) (3,960,000) (2,989,100) - (1,050,000) (300,000) (783,000) (4,053,100) -	32,936,700 (4,114,700) (13,275,000) (4,170,000) (2,975,900) - (1,050,000) (300,000) (3,002,000) (4,334,400) -	24,665,400 (3,879,800) (11,875,000) (4,330,000) (2,973,500) - (1,050,000) (300,000) (1,500,000) (4,482,900) -	25,522,800 (4,384,300) (10,275,000) (4,480,000) (2,976,800) (1,700,000) (1,050,000) (300,000) (1,500,000) (4,637,900) -
1,987,700 7,467,296	2,661,600 7,467,296	(285,300) 7,467,296	(5,725,800) 7,467,296	(5,781,200) 7,467,296
<b>\$ 36,978,072</b>	<b>\$ 39,639,672</b>	<b>\$ 39,354,372</b>	<b>\$ 33,628,572</b>	<b>\$ 27,847,372</b>
\$ 5,049,804 149,000 1,644,300 66,000 40,000 (7,725,000) 2,850,000 - 3,275,000 1,695,000 (1,180,800) 813,500	\$ 5,863,304 166,900 1,693,600 68,000 40,000 (7,980,000) 2,850,000 - 3,275,000 1,642,900 (1,216,100) 540,300	\$ 6,403,604 186,800 1,744,200 70,000 40,000 (7,980,000) 2,850,000 - 3,275,000 1,692,100 (1,252,400) 625,700	\$ 7,029,304 128,800 1,796,300 72,100 40,000 (8,480,000) - 2,850,000 1,742,700 (1,289,800) (3,139,900)	\$ 3,889,404 37,900 1,849,900 74,300 40,000 (8,980,000) - 2,850,000 1,794,700 (1,328,500) (3,661,700)
<b>\$ 5,863,304</b>	<b>\$ 6,403,604</b>	<b>\$ 7,029,304</b>	<b>\$ 3,889,404</b>	<b>\$ 227,704</b>
\$ 7,119,408 3,299,935	\$ 3,427,508 4,431,835	\$ 806,147 4,947,432	\$ 2,115,947 9,935,532	\$ 2,612,047 10,240,832
10,419,343 4,115,200 3,031,900 45,000 (11,727,100) 1,975,000 (2,560,000)	7,859,343 4,228,300 1,289,500 3,500,000 (10,575,000) (548,564) (2,105,764)	5,753,579 4,384,800 5,988,100 - (2,800,000) (1,275,000) 6,297,900	12,051,479 4,446,100 305,300 - (3,100,000) (850,000) 801,400	12,852,879 4,507,800 313,500 - (5,100,000) (850,000) (1,128,700)
79,500 476,457 140,859 2,473,539 123,903 181,450 166,059 790,068 4,431,835	79,500 609,157 175,559 2,880,939 34,700 211,450 166,059 790,068 4,947,432	79,500 745,857 211,259 7,630,939 70,400 241,450 166,059 790,068 9,935,532	79,500 886,657 248,059 7,691,839 107,200 271,450 166,059 790,068 10,240,832	79,500 1,031,657 285,959 7,754,539 145,100 301,450 166,059 790,068 10,554,332
<b>\$ 3,427,508</b>	<b>\$ 806,147</b>	<b>\$ 2,115,947</b>	<b>\$ 2,612,047</b>	<b>\$ 1,169,847</b>



**CAPITAL IMPROVEMENT PROGRAM  
FUND SUMMARY**

	<b>FY 21-22 Audited</b>	<b>FY 22-23 Revised</b>	<b>FY 22-23 Projected</b>
<b>Child Care Fund - Fund 26</b>			
Beginning Fund Balance	-	-	-
Operating Revenues	-	-	-
Operating Expenses - private grant program	-	-	-
Outside Funding for Capital Projects	-	-	-
Capital Projects	-	-	-
Net Transfers & Allocations to other funds	-	-	-
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Child Care Fund - Est Ending Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Park In Lieu Fund - Fund 27</b>			
Beginning Fund Balance	\$ 2,277,643	\$ 2,539,633	\$ 2,539,633
Operating Revenues	671,972	297,800	269,900
Operating Expenses	-	-	-
Outside Funding for Capital Projects	-	178,000	178,000
Capital Projects	(209,982)	(800,642)	(800,642)
Net Transfers & Allocations to other funds	(200,000)	(1,400,000)	(1,400,000)
<b>Net Change in Fund Balance</b>	<b>261,990</b>	<b>(1,724,842)</b>	<b>(1,752,742)</b>
<b>Park In Lieu Fund - Est Ending Balance</b>	<b>\$ 2,539,633</b>	<b>\$ 814,791</b>	<b>\$ 786,891</b>
<b>Parking In Lieu Fund - Fund 0028</b>			
Beginning Fund Balance	\$ 402,491	\$ 385,966	\$ 385,966
Operating Revenues	(2,381)	7,500	\$ 8,600
Operating Expenses	-	-	-
Capital Projects	(14,144)	(115,594)	(115,594)
Net Transfers & Allocations to other funds	-	-	-
<b>Net Change in Fund Balance</b>	<b>(16,525)</b>	<b>(108,094)</b>	<b>(106,994)</b>
<b>Parking In Lieu Est Ending Balance</b>	<b>\$ 385,966</b>	<b>\$ 277,872</b>	<b>\$ 278,972</b>
<b>Housing Fund - Fund 0029 and 0031</b>			
Beginning Fund Balance	\$ 20,125,582	\$ 23,149,252	\$ 23,149,252
Operating Revenues	4,072,740	5,527,400	724,300
Operating Expenses	(211,167)	(668,400)	(668,400)
Capital Projects	(633,903)	(7,315,239)	(7,457,414)
Net Transfers & Allocations to other funds	(204,000)	(405,200)	(405,200)
<b>Net Change in Fund Balance</b>	<b>3,023,670</b>	<b>(2,861,439)</b>	<b>(7,806,714)</b>
<b>Housing in Lieu Est Ending Balance</b>	<b>\$ 23,149,252</b>	<b>\$ 20,287,813</b>	<b>\$ 15,342,538</b>
<b>Library Improvements Fund 0095</b>			
Beginning Fund Balance	\$ 2,811,931	\$ 2,538,919	\$ 2,538,919
Operating Revenues	11,235	282,800	284,400
Operating Expenses	(284,247)	(303,900)	(303,900)
Outside Funding for Capital Projects	-	-	-
Capital Projects	-	(1,352,485)	(1,352,485)
Net Transfers & Allocations to other funds	-	-	-
<b>Net Change in Fund Balance</b>	<b>(273,012)</b>	<b>(1,373,585)</b>	<b>(1,371,985)</b>
<b>Library Improvements Est Ending Balance</b>	<b>\$ 2,538,919</b>	<b>\$ 1,165,334</b>	<b>\$ 1,166,934</b>



**CAPITAL IMPROVEMENT PROGRAM  
FUND SUMMARY**

<b>FY 23-24 Adopted</b>	<b>FY 24-25 Adopted</b>	<b>FY 25-26 Requested</b>	<b>FY 26-27 Requested</b>	<b>FY 27-28 Requested</b>
-	3,671,700	4,000,100	2,293,800	1,061,800
3,671,700	1,578,400	4,543,700	18,000	13,000
-	-	-	-	-
-	-	-	-	-
-	(1,250,000)	(6,250,000)	(1,250,000)	(250,000)
-	-	-	-	-
<b>\$ 3,671,700</b>	<b>\$ 328,400</b>	<b>\$ (1,706,300)</b>	<b>\$ (1,232,000)</b>	<b>\$ (237,000)</b>
<b>\$ 3,671,700</b>	<b>\$ 4,000,100</b>	<b>\$ 2,293,800</b>	<b>\$ 1,061,800</b>	<b>\$ 824,800</b>
\$ 786,891	\$ 183,991	\$ 842,891	\$ 912,091	\$ 2,085,591
267,100	1,138,900	299,200	1,173,500	349,600
-	-	-	-	-
30,000	20,000	20,000	-	-
(900,000)	(500,000)	(250,000)	-	-
-	-	-	-	-
(602,900)	658,900	69,200	1,173,500	349,600
<b>\$ 183,991</b>	<b>\$ 842,891</b>	<b>\$ 912,091</b>	<b>\$ 2,085,591</b>	<b>\$ 2,435,191</b>
\$ 278,972	\$ 29,672	\$ 0	\$ 0	\$ 0
700	-	-	-	-
-	-	-	-	-
-	-	-	-	-
(250,000)	(29,672)	-	-	-
(249,300)	(29,672)	-	-	-
<b>\$ 29,672</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
\$ 15,342,538	\$ 13,927,438	\$ 10,431,838	\$ 17,856,038	\$ 9,765,638
15,201,300	7,653,900	18,608,100	629,100	477,100
(695,000)	(715,400)	(736,800)	(758,900)	(781,500)
(15,500,000)	(10,000,000)	(10,000,000)	(7,500,000)	(5,000,000)
(421,400)	(434,100)	(447,100)	(460,600)	(474,500)
(1,415,100)	(3,495,600)	7,424,200	(8,090,400)	(5,778,900)
<b>\$ 13,927,438</b>	<b>\$ 10,431,838</b>	<b>\$ 17,856,038</b>	<b>\$ 9,765,638</b>	<b>\$ 3,986,738</b>
\$ 1,166,934	\$ 1,134,534	\$ 0	\$ 0	\$ 0
283,800	-	-	-	-
(316,200)	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	(1,134,534)	-	-	-
(32,400)	(1,134,534)	-	-	-
<b>\$ 1,134,534</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0006</b>										
<u>Completed Projects</u>										
C9610	Shelford Drive Landslide Investigation	273,000	214,793	-	-	-	-	-	-	273,000
<u>Previously Approved/ongoing Projects</u>										
C9609	Wastewater Financial Plan & Rate Study	120,000	-	120,000	-	-	-	-	-	120,000
C9617	Annual Sewer System Rehabilitation Program	5,000,000	1,698,032	5,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	40,000,000
C1702	Annual On-Call Sewer Contracts	1,200,000	512,771	1,200,000	900,000	900,000	900,000	900,000	900,000	5,700,000
C1736	Sewer System CCTV Inspection	982,701	935,364	-	400,000	-	400,000	-	400,000	2,182,701
C1737	Annual Sewer Lateral Replacement	300,000	196,280	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
C1752	Annual Sewer System Root Foaming	205,793	142,481	205,793	175,000	175,000	175,000	175,000	175,000	1,080,793
C2101	Generator Installation for Sewer Pump Stations	250,000	-	-	-	-	-	-	-	250,000
<u>New Proposing Projects</u>										
C2301	Sewer and Storm Pump Station Assessment	-	-	-	150,000	-	-	-	-	150,000
C2302	Sewer Model Update	-	-	-	300,000	-	-	-	-	300,000
C2303	Shoreway Road Sewer Main Relocation Project	-	-	-	605,000	-	-	-	-	605,000
C2304	Tierra Linda Pump Station Improvements	-	-	-	1,000,000	-	-	-	-	1,000,000
C2305	Capacity Improvements	-	-	-	-	-	4,500,000	3,500,000	1,500,000	9,500,000
	<i>Total Outside Funding</i>	-	-	-	-	-	-	-	-	-
	<i>Total Capital</i>	8,058,494	3,484,928	6,825,793	10,830,000	8,375,000	13,275,000	11,875,000	10,275,000	62,688,494
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
<b>Total Wastewater Fund 0006</b>		<b>8,058,494</b>	<b>3,484,928</b>	<b>6,825,793</b>	<b>10,830,000</b>	<b>8,375,000</b>	<b>13,275,000</b>	<b>11,875,000</b>	<b>10,275,000</b>	<b>62,688,494</b>
<b>Ending Fund Balance Wastewater Fund 0006</b>				<b>34,990,372</b>	<b>36,978,072</b>	<b>39,639,672</b>	<b>39,354,372</b>	<b>33,628,572</b>	<b>27,847,372</b>	



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**C9609: Wastewater Financial Plan & Rate Study**

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 rate study started in early 2023. At that time, we also updated 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.

**Duration**

July 2022 to June 2024.

**Status**

In process

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
New Request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C9617: Annual Sewer System Rehabilitation Program - AMENDED**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Master Plan; Safety; Legal mandate and requirement; and Council's Strategic Plan
Category:	Sewer	Priority Rating:	1

**Description**

The Sewer Master Plan was approved by the Council in March 2013. The estimated cost of repair, rehabilitation, or replacement cited in the Sewer Master Plan will range between \$60 and \$72 million for a comprehensive repair approach that would include manhole-to-manhole pipe rehabilitation and replacement targeted at restoring the sewers to a better overall condition to maximize their remaining service lives. Additionally, the project replaces or installs the lower portion of the sanitary sewer laterals and property line clean-outs to prevent or reduce sanitary sewer overflows. The upgrades are funded by sewer rate fee increases over the next few years as approved by the Council in 2019. A new rate study is going to be completed in 2023.

**Justification**

Sewer System rehabilitation is necessary to maintain the City's aging sewer collection system. Based on the condition assessment from the Sewer Master Plan, it was estimated that over 40 percent of the pipes in the collection system are in need of repair, rehabilitation, or replacement to address significant structural deficiencies. The annual rehabilitation project has steadily addressed grade 4 and 5 defects to reduce the estimate provided in the Sewer Master Plan. Replacing the programmed funding is based on the San Carlos Wastewater Cash Flow projections of the Sewer Financial Plan & Rate Studies prepared by Bartle Wells Associates in 2019 and HF&H Consultants in 2023. The additional appropriations will address more grade 4 and 5 defects as well as replace additional lower laterals. Overall, the Project aims to reduce sanitary sewer overflows, additional staff time needed to address and maintain the sewer system, and retaining contractors to perform emergency repairs at higher costs.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ 5,000,000	\$ 1,698,032	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 30,000,000
New request	-	-	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
<b>Total</b>	<b>\$ 5,000,000</b>	<b>\$ 1,698,032</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 40,000,000</b>
<b>Fund Financing Sources</b>								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<b>\$ 5,000,000</b>	<b>\$ 1,698,032</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ 40,000,000</b>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C1702: Annual On-Call Sewer Contracts**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Sewer Fund, Master Plan, Safety, Cost of Deferred Maintenance
Category:	Sewer	Priority Rating:	1

**Description**

The City is responsible for maintenance and rehabilitation of the sewer collection system, which consists of 106 miles of sewer mains, one mile of force main, and over 8,000 lower laterals. As the sanitary sewer collection system continues to age and deteriorate, there is a high risk of the system failing and sewage spilling into the environment causing sanitary sewer overflows (SSOs). Once a sewer main overflows or fails, it is necessary to have a contractor mobilize and make immediate repairs to prevent sewage from further spilling into the environment. Being proactive to prevent main failures or recurring overflows enables the City to reduce SSOs within sanitary sewer collection system and continue the positive progress made by the City.

**Justification**

Retaining a sewer contractor through the Annual On-Call Sewer Contracts project to replace and rehabilitate failed sewer infrastructure on an as-needed basis allows the City to reduce SSOs for sanitary sewer collection system.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,200,000	\$ 512,711	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 5,700,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,200,000</u>	<u>\$ 512,711</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 5,700,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 1,200,000</u>	<u>\$ 512,711</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 5,700,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care		
	Climate Change Mitigation, Adaptation & Resilience		
	Downtown		
	Housing		
	Mobility, Traffic & Transportation Infrastructure		
	Northeast Area Specific Plan		
	Recreation Services		
Capitalized Project		Non-Capitalized Project	<b>X</b>





**C1736: Sewer System CCTV Inspection**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan, Safety, Previously Funded
Category:	Sewer	Priority Rating:	2

**Description**

Sewer Closed Circuit Television (CCTV) Inspection Program.

**Justification**

The last citywide sewer cleaning and inspection project was completed in 2017 and included video inspection and condition ratings for all pipes in the City's sewer system (approximately 106 miles of pipeline). Staff uses the closed circuit television footage and defect data from this past project to prioritize lines for repair, rehabilitation, or replacement in upcoming sewer rehabilitation projects. Over time, sewer pipe conditions change due to deterioration, tree roots intrusion, grease, or other causes, so it is crucial to regularly monitor and record the condition of the sewer pipes to identify potential issues before sanitary sewer overflows (SSOs) or backups occur in the system. The City plans to conduct sewer cleaning and inspection projects consisting of three to five sewer basins each. The result will be that the City will have inspected the entire collection system every four to five years and will coordinate the schedule of inspection with anticipated future sewer rehabilitation projects. Video recordings and inspection data are archived on the City's server and Computerized Maintenance Management System (CMMS), and are used jointly by Engineering and Maintenance staff to monitor the system. The estimated cost of cleaning and inspection will range from \$200,000 - \$400,000 every other year, depending upon the number, size, and accessibility of sewer lines to be cleaned and inspected.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 982,701	\$ 935,364	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 2,182,701
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 982,701</u>	<u>\$ 935,364</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 2,182,701</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 982,701</u>	<u>\$ 935,364</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 2,182,701</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C1737: Annual Sewer Lateral Replacement**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety, Previously Funded, Legal Requirement and Mandate
Category:	Sewer	Priority Rating:	1

**Description**

Annual Sewer Lateral Replacement Program.

**Justification**

The typical sanitary sewer lateral is broken into two parts: the upper lateral extending from the house to the City right-of-way line and the lower lateral extending from the City right-of-way line to the sewer main in the street. Typically, the private property owner is responsible for the upper lateral, and when a clean-out either exists or is provided in conjunction with needed repairs to the lower lateral, the City will accept future maintenance responsibility for the lower lateral. This maintenance involves as-needed cleaning to resolve blockages, such as roots, or repair and replacement if the integrity of the pipe is compromised and there have been repeated calls for service. City Maintenance staff generates a list of laterals that require replacement but are not connected to a planned main rehabilitation or replacement project. Aging laterals are prone to root intrusion, structural deficiencies, and grease build-up, and contribute to sewer backups, blockages and rainwater intrusion into the sewer. In August 2013, the Sewer Lateral Replacement Program (Program) was created to reduce sanitary sewer overflows (SSOs) caused by defective laterals and reduce recurring maintenance costs. Sewer Lateral Replacement projects are conducted annually.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

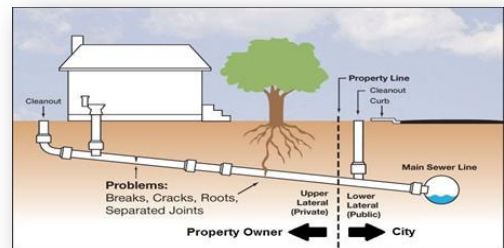
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 300,000	\$ 196,280	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,800,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 300,000</u>	<u>\$ 196,280</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,800,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 300,000</u>	<u>\$ 196,280</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,800,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C1752: Annual Sewer System Root Foaming**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety, Legal Requirement and Mandate, Previously Funded
Category:	Sewer	Priority Rating:	1

**Description**

Annual Sewer Root Foaming Program.

**Justification**

Tree root growth inside sewer pipes is a significant cause of sanitary sewer overflows (SSOs) in San Carlos. Root intrusions cause approximately 30% of SSOs. Though sewer line rehabilitation and replacement are still the City's primary means of repairing sewer line defects, the use of chemical root control can be an effective means of reducing and preventing root defects until a pipe is scheduled for complete repair or replacement. Over the past eight years, root control has been managed by the City's Maintenance staff, but to address the large number of lines with root defects and to coordinate the work with planned rehabilitation projects, the City's Engineering staff will take over the root control program. The chemical used is non-toxic and approved by the Environmental Protection Agency for root control. It is also approved for use by the Silicon Valley Clean Water sewer treatment plant and does not impair the health of trees. The City plans to hire a contractor to conduct annual sewer root foaming to chemically control root growth within sewer pipelines. Sewer lines will be prioritized by sewer basin and number of root defects as identified by Closed Circuit Television (CCTV) inspections, and by maintenance history, such as the number of blockages caused by roots. Chemical root control kills roots on contact inside pipe walls and the foam penetrates through wye connections to kill roots in lateral lines. Trees and other above-ground vegetation are not harmed. Six months after root foaming, when the roots have decayed, the City will use a separate contractor to clean the sewer lines to knock off any decayed roots. The herbicidal treatment will prevent root re-growth for two to three years, reducing or preventing sewer line blockages caused by roots.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 175,000	\$ 142,481	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 1,050,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 175,000</u>	<u>\$ 142,481</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 1,050,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 175,000</u>	<u>\$ 142,481</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 1,050,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	Non-Capitalized Project <b>X</b>







**C2101: Generator Installation at Sewer Pump Stations**

Fund Number:	Sewer Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Lou Duran	Priorities:	Safety
Category:	Facilities	Priority Rating:	2

**Description**

This project will design transfer switches and permanent generators at three sewer pumps located throughout the city.

**Justification**

Sewer pumps stations do not have permanent generators and staff must transport the portable generators during a power outage. Installing permanent generators will reduce risks of Sanitary Sewer Overflows (SSOs) during an emergency and free up staff time to address other emergencies. The project is consistent with the objectives in the City Council's Strategic Plan for public safety planning.

**Duration**

July 2021 through June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<input checked="" type="checkbox"/>
Non-Capitalized Project	<input type="checkbox"/>





**C2301: Sewer and Storm Pump Station Assessment - NEW**

Fund Number:	Wastewater Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel and Lou Duran	Priorities:	Master Plan; Safety; & Council's Strategic Plan
Category:	Sewer	Priority Rating:	2

**Description**

The existing sewer and storm pump stations across the city need to be inspected and assessed to improve capacity and discharge. Staff performs yearly preventative maintenance; however, staff is no longer able to maintain efficiency through preventative maintenance due to the age of the pumps and electrical equipment. The assessment will assist in evaluating the storage of waste and stormwater, the condition of the pumps, improvements to the electrical panels, and services to improve efficiency.

**Justification**

Assessing the sewer and storm pump stations will address City Council's priorities of safety and the cost of deferred maintenance. The pump stations are crucial to collect, store, and lift waste and stormwater and failures can cause sewer overflows at manholes or flooding within the streets. Assessing the improvements will also reduce the cost of preventative maintenance and staff time to constantly repair or improve efficiency.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	150,000	-	-	-	-	150,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C2302: Sewer Model Update - NEW**

Fund Number:	Wastewater Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety
Category:	Sewer	Priority Rating:	1

**Description**

The original hydraulic model of the sanitary sewer model was done in 2013, which needs to be updated to reflect aging infrastructure, population growth, and future/proposed development. The model will assist to plan for future infrastructure improvements, maintenance strategies, and identify any capacity issues.

**Justification**

The model update will allow staff plan for future infrastructure improvements, maintenance strategies, and identify any capacity issues improving the overall safety of the sanitary sewer system and reducing the potential for sanitary sewer overflows.

**Duration**

July 2023 - June 2024.

**Status**

New request

**Programmed Funding**

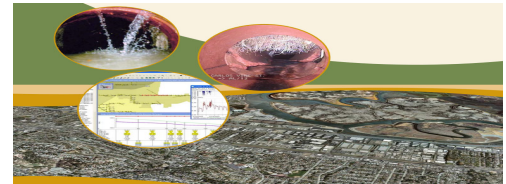
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	300,000	-	-	-	-	300,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
<b>X</b>	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2303: Shoreway Road Sewer Main Relocation Project - NEW**

Fund Number:	Wastewater Fund - 0006	Location:	Shoreway Road
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; & Council's Strategic Plan
Category:	Facilities	Priority Rating:	1

**Description**

The existing sewer main along Shoreway Road is currently located behind the sidewalk, which was previously rehabilitated; however, it no longer can be rehabilitated and needs to be replaced. The previous rehabilitation included relining the sewer main to fill defects and voids, which cannot be lined any further because it will reduce flow and staff will not be able to maintain the main. Additionally, replacing it in the same alignment cannot be accomplished with the existing structures, utilities, and other conflicts. Lastly, there are sags within the main that cause issues with flow, which cannot be repaired unless it is fully exposed and replaced with a new main, which in turn, could cause other utility conflicts. Therefore, it is recommended that the existing sewer main be abandoned. A new alignment is proposed within the street to improve access and maintenance. Staff will be seeking funding for engineering services for the planning, design, and permitting for the project in FY 2023-24 and funding for construction will be requested in the following budget cycle after an engineer's estimate has been prepared. The amount below is for design only.

**Justification**

The existing sewer main can no longer be rehabilitated or repaired due to the severity of defects, which can cause sewer overflows and back-ups. Existing utilities and permanent structures along the alignment pose difficulty and challenges to perform repairs. Additionally, relocating the sewer main will reduce on-going preventative maintenance and staff time needed. Safety has been identified as a priority by City Council and relocating and replacing the sewer main will reduce the potential for overflows and back-ups.

**Duration**

July 2023 - June 2024

**Status**

New project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	605,000	-	-	-	-	605,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 605,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 605,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 605,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 605,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care	
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2304: Tierra Linda Pump Station Improvements - NEW**

Fund Number:	Wastewater Fund - 0006	Location:	Tierra Linda Pump Station
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; & Council's Strategic Plan
Category:	Sewer	Priority Rating:	1

**Description**

Staff engaged Mott MacDonald, Inc. to assess and evaluate the Tierra Linda Pump Station to provide recommendations for improvements. The pump station currently houses two pumps that lift and carry wastewater from the pump station through a force main down San Carlos Avenue. Only one pump can be utilized at a time because of overflow issues as it exits the station and travels through the force main. Staff frequently will have to lift and carry wastewater through alternate means when the station is at capacity. The assessment concluded that electrical improvements or replacement pumps may not improve efficiency or allow staff to utilize both pumps, instead it may be a combination of replacing the pumps and upsizing the sewer main downstream of the force main to improve storage and capacity within the mains.

**Justification**

Safety has been identified as a priority by City Council and relocating and replacing the sewer main will reduce the potential for overflows and back-ups. The existing pump station poses difficulty and challenges to staff because it cannot be fully utilized to lift, transport, and clear wastewater. The two pumps cannot be used simultaneously for safety and concern of sewer overflows and back-ups within the force main along San Carlos Avenue.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	1,000,000	-	-	-	-	1,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





**C2305: Sewer Capacity Assurance Improvements - NEW**

Fund Number:	Wastewater Fund - 0006	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes Master Plan; Legal Requirement and Mandate; Safety; and Council's Strategic Plan
Project Manager:	Vatsal Patel	Priorities:	Plan
Category:	Sewer	Priority Rating:	1

**Description**

The original hydraulic model of the sanitary sewer model was done in 2013, which will be updated in FY 2023-24 to address aging infrastructure, population growth, and future/proposed development. This model will also identify capacity assurance improvements that are needed such as, adding or upsizing sewer mains.

**Justification**

Capacity assurance improvements are needed improvements needed to address capacity deficiencies, accommodate and convey peak wet weather flows without causing a sanitary sewer overflow during a "design storm," identify and remove major sources of infiltration and inflow, and ensure there is sufficient capacity, or divert flows to other existing sanitary sewers with available capacity. Completing these improvements will reduce the number of sanitary sewer overflows, staff time in maintaining and addressing overflows, and retaining contractors to perform emergency repairs at higher costs.

**Duration**

On-going

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	-	4,500,000	3,500,000	1,500,000	9,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,500,000</u>	<u>\$ 3,500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 9,500,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,500,000</u>	<u>\$ 3,500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 9,500,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0016</b>										
<i>Previously Approved/ongoing Projects</i>										
C9416	Annual Street Resurfacing	9,350,000	2,783,004	9,350,000	7,500,000	7,500,000	7,500,000	8,000,000	8,500,000	48,350,000
C9416	Facility/Infrastructure Reserve	(2,250,000)	(2,250,000)	(400,000)	(2,850,000)	(2,850,000)	(2,850,000)	-	-	(10,800,000)
C9416	PG&E Settlement	-	-	-	-	-	-	-	-	-
C9416	Transportation for Livable Communities (TLC) Grant	(374,278)	(522,368)	-	-	-	-	-	-	(522,368)
C9417	Annual Traffic Markings & Striping	300,000	50	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
C9465	Annual Sidewalk Repair/Reconstruction	138,750	232,508	138,750	300,000	180,000	180,000	180,000	180,000	1,158,750
C9465	Property Owners Contribution	(40,000)	(168,128)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(240,000)
C2201	Arroyo Avenue and Chestnut Street Safe Routes to School Improvements and Paving	375,000	-	375,000	(375,000)	-	-	-	-	-
	<i>Total Outside Funding</i>	(414,278)	(690,497)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(762,368)
	<i>Total Capital</i>	10,163,750	3,015,562	10,163,750	7,725,000	7,980,000	7,980,000	8,480,000	8,980,000	51,308,750
	<i>Total Transfers (Inter-project)</i>	(2,250,000)	(2,250,000)	(400,000)	(2,850,000)	(2,850,000)	(2,850,000)	-	-	(10,800,000)
	<b>Total Gas Tax Fund 0016</b>	<b>7,499,472</b>	<b>75,066</b>	<b>9,723,750</b>	<b>4,835,000</b>	<b>5,090,000</b>	<b>5,090,000</b>	<b>8,440,000</b>	<b>8,940,000</b>	<b>39,746,382</b>
	<b>Ending Fund Balance Gas Tax Fund 0016</b>			<b>5,049,804</b>	<b>5,863,304</b>	<b>6,403,604</b>	<b>7,029,304</b>	<b>3,889,404</b>	<b>227,704</b>	



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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 including: 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 "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's 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 or "at risk" 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**

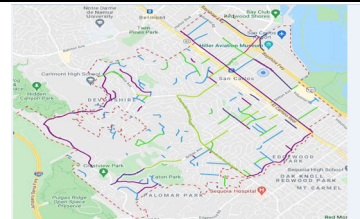
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 9,350,000	\$ 2,783,004	\$7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 46,850,000
New request	-	-	-	-	-	500,000	1,000,000	1,500,000
<b>Total</b>	<u>\$ 9,350,000</u>	<u>\$ 2,783,004</u>	<u>\$7,500,000</u>	<u>\$ 7,500,000</u>	<u>\$ 7,500,000</u>	<u>\$ 8,000,000</u>	<u>\$ 8,500,000</u>	<u>\$ 48,350,000</u>
<b>Fund Financing Sources</b>								
Facility/Infrastructure Reserve	\$ 2,250,000	\$ 2,250,000	\$2,850,000	\$ 2,850,000	\$ 2,850,000	\$ -	\$ -	\$ 10,800,000
PG&E Settlement	-	-	-	-	-	-	-	-
TLC Grant	374,278	522,368	-	-	-	-	-	522,368
<b>Total</b>	<u>\$ 2,624,278</u>	<u>\$ 2,250,000</u>	<u>\$2,850,000</u>	<u>\$ 2,850,000</u>	<u>\$ 2,850,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,322,368</u>
<b>Total Capital Project</b>	<u>\$ 6,725,722</u>	<u>\$ 533,004</u>	<u>\$ 4,650,000</u>	<u>\$ 4,650,000</u>	<u>\$ 4,650,000</u>	<u>\$ 8,000,000</u>	<u>\$ 8,500,000</u>	<u>\$ 37,027,632</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care		
	Climate Change Mitigation, Adaptation & Resilience		
	Downtown		
	Housing		
<b>X</b>	Mobility, Traffic & Transportation Infrastructure		
	Northeast Area Specific Plan		
	Recreation Services		
Capitalized Project	<b>X</b>	Non-Capitalized Project	<b>X</b>





**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:	Master Plan; Legal Requirement or Mandate; Safety; and Council's Strategic Plan
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 Planning and Transportation Commission. Traffic striping and markings improvements are also identified in the Bicycle and Pedestrian Master and Safe Routes to School Plan. They include high-visibility crosswalks, green bike lanes, painting red curbs, and signage. Additionally, traffic striping and markings for City-owned parking lots, garages, and facilities also need refreshing.

**Justification**

The City continues to receive an increased number of 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 in order to maintain public safety, minimize liability, and improve pedestrian crossings. Additionally, the Safe Routes to School Plan has identified specific intersections and streets where traffic striping and pavement marking improvements can be made. Lastly, 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 five years.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 300,000	\$ 50	\$ 175,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 775,000
New request	-	-	125,000	225,000	\$ 225,000	\$ 225,000	\$ 225,000	1,025,000
<b>Total</b>	<u>\$ 300,000</u>	<u>\$ 50</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,800,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 300,000</u>	<u>\$ 50</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,800,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C9465: Annual Sidewalk Replacement/Reconstruction - AMENDED**

Fund Number:	Gas Tax Fund - 0016	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes Legal requirement or mandate; Safety; and Council's Strategic Plan
Project Manager:	Vatsal Patel	Priorities:	Council's Strategic Plan
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

In San Carlos, property owners are responsible for the maintenance and repair of the curb, gutter, and sidewalk across the frontage of their properties. The City's Sidewalk Maintenance Program is intended to reduce tripping hazards and improve pedestrian circulation. The City performs sidewalk repair projects annually, and then bills property owners for their cost of the repair work. There continues to be a need for sidewalk repair. The project also includes repairs along sidewalk, curb, gutter, and driveway approaches around City-owned buildings and parks, as well as other areas maintained by the City. In addition to sidewalk repair, staff also seeks to complete concrete shaving to eliminate areas that are below the Maintenance Program threshold, but still require mitigation. These areas were identified through an assessment completed by an outside vendor of the existing sidewalks throughout the City.

**Justification**

On March 13, 2017, the City Council adopted a resolution to share 50% of the sidewalk repair cost with property owners. The Sidewalk Repair Program continues to grow as more property owners are participating. There has always been a need to repair sidewalk, curb, gutter, and driveway approaches throughout the City for damage caused by trees and other factors. Similarly, sidewalk along City-owned facilities and parks also require repair. This project would address these major tripping hazards, increase pedestrian safety, and reduce the potential for claims. Furthermore, concrete shaving will further reduce tripping hazards that are below the Sidewalk Maintenance Program threshold. Concrete shaving will not be included as part of the shared with the property owners as they are minor, don't require full repair, increase pedestrian safety, and reduce the potential for claims.

**Duration**

Continuous.

**Status**

On-going.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ 138,750	\$ 232,508	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 738,750
New request	-	-	180,000	60,000	60,000	60,000	60,000	420,000
<b>Total</b>	<u>\$ 138,750</u>	<u>\$ 232,508</u>	<u>\$ 300,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 1,158,750</u>
<b>Fund Financing Sources</b>								
Property Owner								
Contribution	\$ 40,000	\$ 168,128	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000
<b>Total</b>	<u>\$ 40,000</u>	<u>\$ 168,128</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 240,000</u>
<b>Total Capital Project</b>	<u>\$ 98,750</u>	<u>\$ 64,380</u>	<u>\$ 260,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 918,750</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0025</b>										
<u>Completed Projects</u>										
C1706	South Laurel Employee Parking Lot on El Camino Real	764,953	764,953	-	-	-	-	-	-	764,953
C1715	Network Security and Monitoring	100,000	19,893	-	-	-	-	-	-	100,000
C1727	GIS Upgrade	100,000	29,088	-	-	-	-	-	-	100,000
C1745	Permit Management and Inspection Coordination Application (Trakit) Upgrade	60,000	60,000	-	-	-	-	-	-	60,000
C1745	Technology Fee Reserve	(60,000)	(60,000)	-	-	-	-	-	-	(60,000)
C1747	Traffic Study -General Plan Environmental Impact Traffic Update	110,100	47,278	-	-	-	-	-	-	110,100
C1749	City Hall EOC Furniture & Equipment Updates	90,000	79,481	-	-	-	-	-	-	90,000
C1749	Sheriff Trust Account	(40,000)	(40,000)	-	-	-	-	-	-	(40,000)
C1749	SLEF Fund	(50,000)	(50,000)	-	-	-	-	-	-	(50,000)
C1751	Alameda de las Pulgas Landslide Repair	412,847	412,847	-	-	-	-	-	-	412,847
C1751	FEMA Program	-	-	-	-	-	-	-	-	-
C1802	Bicycle and Pedestrian Master Plan	200,000	200,000	-	-	-	-	-	-	200,000
C1802	TDA Article 3 Grant	(100,000)	(100,000)	-	-	-	-	-	-	(100,000)
C1814	Climate Mitigation and Adaptation Plan	196,516	196,516	-	-	-	-	-	-	196,516
C2001	Burton Park Batting Cages	440,944	440,944	-	-	-	-	-	-	440,944
C2001	Parks & Recreation Foundation	(215,000)	(215,000)	-	-	-	-	-	-	(215,000)
C2002	Crestview Track Replacement	125,000	119,817	-	-	-	-	-	-	125,000
C2005	Integrated Cashiering System	150,000	35,828	-	-	-	-	-	-	150,000
C2005	Technology Fee Reserve	(75,000)	(75,000)	-	-	-	-	-	-	(75,000)
C2104	Replacement of Scoreboards at Burton Park	30,745	30,745	-	-	-	-	-	-	30,745
C2104	Youth Sports Orgs	(15,000)	-	-	-	-	-	-	-	(15,000)
C2104	PR Foundation	(25,000)	(20,000)	-	-	-	-	-	-	(25,000)
C2109	Fire Station 13 Upgrade	56,200	-	-	-	-	-	-	-	56,200
C2112	Installation of Downtown Compost Receptacles	35,000	-	-	-	-	-	-	-	35,000
<u>Projects Nearing Completion</u>										
C1721	Roof Repairs at Various Buildings	250,000	204,154	-	-	-	-	-	-	250,000
<u>Previously Approved/Ongoing/New Proposing Projects</u>										
<u>Storm Drainage System</u>										
C9531	Annual Storm Drain Improvements (3017 Brittan Ave, 1000 Drake Ct., 1005 Drake Ct., Eaton Park & Arguello Park	962,123	626,343	500,000	1,600,000	1,000,000	1,000,000	1,000,000	1,000,000	6,562,123
C9806	Belmont Creek Watershed Improvement	500,000	231,516	-	-	-	-	-	-	500,000
C9828	Storm Channel Sediment Removal	868,982	1,018	150,000	150,000	500,000	500,000	500,000	500,000	3,018,982
C2108	Storm Water Motor Control Center and Pump Replacements (Holly Street/Old County and Brittan/Old County)	500,000	-	-	-	-	-	-	-	500,000
<u>Streets and Sidewalks</u>										
C1712	Illuminated St Name Sign Replacement	205,000	1,596	100,000	-	-	-	-	-	205,000
C1722	San Carlos Avenue Asphalt Pathway Replacement (ADLP to Cordilleras Ave)	1,309,644	922,706	-	-	-	-	-	-	1,309,644



CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
C1725	Upgrade Pedestrian Signal Heads to Countdown Pedestrian Signals	200,000	-	-	-	-	-	-	-	200,000
C1728	5KV Streetlight Conversion	335,000	-	335,000	-	-	-	-	-	335,000
C1746	ECR/Rail Corridor Tree Planting and Irrigation Installation	610,000	25,829	350,000	-	-	-	-	-	610,000
C1746	Transit Village	(150,000)	(150,000)	-	-	-	-	-	-	(150,000)
C1808	GIS Sign Inventory	125,000	47,500	-	-	-	-	-	-	125,000
C1811	Repave Asphalt Walking Path at Highlands Park	150,000	12,034	-	-	-	-	-	-	150,000
C2201	Arroyo Avenue and Chestnut Street Safe Routes to School Improvements and Paving	-	-	-	525,000	-	-	-	-	525,000
C2203	447 Hillcrest Wall Replacement	631,980	347,489	631,980	-	-	-	-	-	631,980
C2212	Tree Well Replacement on Industrial Road	400,000	-	400,000	-	-	-	-	-	400,000
C2213	Intersection Pedestrian Improvements (Arroyo/Woodland, Olive/Elm)	-	-	-	500,000	500,000	500,000	-	-	1,500,000
C2214	SRTS Intersection and Sidewalk Improvements (Tamarack, Belle, Elm, Arroyo, Belmont, Cedar, and St. Francis)	-	-	-	500,000	500,000	500,000	1,500,000	1,500,000	4,500,000
C1806	San Carlos Ave Pedestrian Safety Improvements Phase III	5,300,000	4,065,796	-	-	-	-	-	-	5,300,000
C1806	Developer Donation	(8,000)	(8,000)	-	-	-	-	-	-	(8,000)
C1806	Measure A Bike/Ped	(1,400,000)	(1,000,000)	(400,000)	-	-	-	-	-	(1,400,000)
C1806	Traffic Mitigation Fee Reserve	-	-	-	(1,000,000)	-	-	-	-	(1,000,000)
C2106	Brittan Avenue Sidewalk Improvements (Between Rogers Ave & Sunset Drive)	2,025,000	25,255	1,800,000	-	-	-	-	-	2,025,000
C2106	Traffic Mitigation Fee Reserve	-	-	-	(500,000)	(500,000)	(1,000,000)	-	-	(2,000,000)
C2325	San Carlos Avenue Pedestrian Safety Improvement Phase IV	-	-	-	300,000	1,200,000	-	-	-	1,500,000
C2325	Traffic Mitigation Fee Reserve	-	-	-	(150,000)	(150,000)	-	-	-	(300,000)
<b><u>Traffic and Transit</u></b>										
C9461	Brittan Ave Widening at Industrial Road	846,000	349,083	-	-	-	-	-	-	846,000
C9461	Traffic Mitigation Fee Reserve	(300,000)	-	-	-	-	-	-	-	(300,000)
C9838	Four Corners Traffic Improvements	250,000	128,603	-	-	-	-	-	2,000,000	2,250,000
C2007	Traffic Signal System Analysis/Study	350,000	28,449	-	-	-	-	-	-	350,000
C2210	East Side Innovation District Zoning Code: Transportation Demand Management Ordinance Amendment	80,000	-	80,000	-	-	-	-	-	80,000
C1719	Citywide Way-finding Program	555,000	71,579	-	-	-	-	-	-	555,000
C1744	Guardrail Installation at Torino/Winding Way Intersection	123,500	22,288	30,000	-	-	-	-	-	123,500
C1803	Brittan Ave & Alameda de las Pulgas Widening	1,100,000	-	-	-	-	-	-	-	1,100,000
C1803	Traffic Mitigation Fee Reserve	(1,100,000)	(1,100,000)	-	-	-	-	-	-	(1,100,000)
C1807	Traffic Circle and Midblock Crossing (ADLP, Industrial, Crestview, and Morse)	2,121,000	1,260,621	371,000	850,000	-	-	-	-	2,971,000
C2219	Greater East San Carlos Neighborhood Slow Street	35,000	-	35,000	-	-	-	-	-	35,000
<b><u>Parks &amp; Recreation</u></b>										
C1815	City Tree Consultant	100,000	32,187	-	-	-	-	-	-	100,000
C1818	Installation of New Sports Field Lighting at Flanagan and Stadium Fields	2,337,565	1,605,254	2,137,565	-	-	-	-	-	2,337,565
C2102	Upgrade of Existing Tennis & Basketball Court Lighting	350,000	-	300,000	-	-	-	-	-	350,000
C2204	Burton and Harrington Park Maintenance	350,000	-	350,000	(350,000)	-	-	-	-	-
C2306	Madsen Scorebooth @ Burton Park	-	-	-	450,000	-	-	-	-	450,000



CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
C2306	Parks & Recreation Foundation				(25,000)	-	-	-	-	(25,000)
C2307	Replacement of Existing Fencing in Parks				150,000	150,000	-	-	-	300,000
C2308	Arguello Scoreboard				20,000	-	-	-	-	20,000
C2308	Community Donation				(20,000)					(20,000)
C2318	Big Canyon Park Landslide Repair (Behind 995 Crestview Drive)				1,000,000	-	-	-	-	1,000,000
C2319	Big Canyon Park Landslide Repair (Above 3144 Brittan Avenue)				1,500,000	-	-	-	-	1,500,000
C2320	Big Canyon Park Landslide Repair (Behind 3141-3161 Melendy Drive)				1,500,000	-	-	-	-	1,500,000
C2321	Dartmouth Road Landslide Repair (Between Garden Lane & Northam Ave)				1,000,000	-	-	-	-	1,000,000
C2309	City of San Carlos Centennial Celebration				250,000	750,000	-	-	-	1,000,000
C2334	Tree Replacement				150,000	-	-	-	-	150,000
C2335	Landslide Review and Inspection (Geotech Engineer)				180,000	-	-	-	-	180,000
<b><u>Planning</u></b>										
C1903	GESC Tree/Neighborhood Improvement	83,340	5,581	-	-	-	-	-	-	83,340
C1903	Developer Contributions	(83,340)	(83,340)	-	-	-	-	-	-	(83,340)
C2105	Downtown Planning Initiative	1,000,000	218,701	-	-	-	-	-	-	1,000,000
C2206	East Side Innovation District Parking Strategy	100,000	-	100,000	-	-	-	-	-	100,000
C2207	East Side Innovation District Master Streetscape Plan	200,000	-	200,000	-	-	-	-	-	200,000
C2208	East Side Innovation District Pulgas Creek Watershed Study	500,000	-	500,000	-	-	-	-	-	500,000
C2209	East Side Innovation District Zoning Code: Stream Development and Maintenance Overlay District Amendment	30,000	-	30,000	-	-	-	-	-	30,000
C2211	Northeast Area Specific Plan Downtown Renovation Plan	1,500,000	103,787	1,500,000	-	-	-	-	-	1,500,000
C2215	Design/Implementation	-	-	-	-	3,500,000	-	-	-	3,500,000
C2215	Developer Contributions	-	-	-	-	(3,500,000)	-	-	-	(3,500,000)
C2311	2030 General Plan Amendment - Resetting Buildout to Allow Continued Improvements to 2030				250,000	-	-	-	-	250,000
C2311	General Plan Update Reserve				(250,000)					(250,000)
C2324	General Plan Open Space Element Update				-	300,000	-	-	-	300,000
C2324	General Plan Update Reserve				-	(123,903)	-	-	-	(123,903)
<b><u>Facilities, Technology and Equipment</u></b>										
C9823	Fire Station 16 Replacement	12,400,000	1,076,102	-	-	-	-	-	-	12,400,000
C9823	American Rescue Plan Act (ARPA)	(7,050,659)	(7,050,659)	(3,610,447)	-	-	-	-	-	(7,050,659)
C1711	Fire Stations Repair	130,775	44,278	-	-	-	-	-	-	130,775
C1711	Tsf Fm Facility Infrastructure Improvement Reserve	(158,500)	(158,500)	-	-	-	-	-	-	(158,500)
C1753	Wheeler Plaza Garage Parking Management System Expansion & Extension	184,728	-	-	-	-	-	-	-	184,728
C1813	Transfer Switches for Portable Generators	250,000	-	-	-	-	-	-	-	250,000
C1904	Wheeler Plaza Garage Extra Lighting, Painting and EV Stations	295,000	266,993	100,000	50,000	-	-	-	-	345,000
C1904	Parking In-Lieu Fund	-	-	-	(250,000)	-	-	-	-	(250,000)
C1904	Contributions	-	(18,000)	-	-	-	-	-	-	-
C1908	1201 San Carlos Ave Property Acquisition	500,000	-	-	-	-	-	-	-	500,000
C2003	Wheeler Plaza Garage Wayfinding Signage Installation	50,000	-	-	-	-	-	-	-	50,000
C2111	Drone Unmanned Aerial Vehicle (UAV) Program	10,000	9,998	-	-	-	-	-	-	10,000
C2202	2nd Floor Library Remodel (Old Chamber Area Suite 206)	1,350,000	739,753	1,350,000	-	-	-	-	-	1,350,000



CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
C2205	City Facility Cameras	550,000	265,625	550,000	-	-	-	-	-	550,000
C2217	Website and Intranet Refreshment	100,000	12,500	100,000	-	-	-	-	-	100,000
C2218	Permitting Software	500,000	-	500,000	-	-	-	-	-	500,000
C2218	Technology Fee Reserve	(500,000)	-	(500,000)	-	-	-	-	-	(500,000)
C2310	Filing Cabinet System				-	-	200,000	-	-	200,000
C2312	Backup & Disaster Recovery				100,000	-	-	-	-	100,000
C2313	Door Access System Upgrade				-	150,000	-	-	-	150,000
C2314	OnBase Upgrade (SaaS)				180,000	-	-	-	-	180,000
C2315	Phone System Replacement				90,000	-	-	-	-	90,000
C2317	2nd Floor City Hall Remodel Design				100,000	-	-	-	-	100,000
C2316	2nd Floor Library Remodel (Phase II)				-	1,500,000	-	-	-	1,500,000
C2322	Citywide Pole Banners				235,000	-	-	-	-	235,000
C2323	Industrial Equipment and new vehicle Purchases for Corp Yard				347,100	75,000	-	-	-	422,100
C2336	EV Charging Stations in City Facility				100,000	100,000	100,000	100,000	100,000	500,000
<b><u>Others</u></b>										
C2110	Standards of Cover Study	40,000	-	40,000	-	-	-	-	-	40,000
C2115	Objective Design and Development Standards for Single-Family, Multi-Family and Mixed-Use Residential Projects	305,095	54,412	-	-	-	-	-	-	305,095
C2220	Greenhouse Gas In-Lieu Fee Study	50,000		50,000	-	-	-	-	-	50,000
	<i>Total Outside Funding</i>	(9,136,999)	(8,734,999)	(4,010,447)	(45,000)	(3,500,000)	-	-	-	(12,681,999)
	<i>Total Capital</i>	45,972,036	15,244,416	12,140,545	11,727,100	10,225,000	2,800,000	3,100,000	5,100,000	78,924,136
	<i>Total Transfers (Inter-project)</i>	(2,193,500)	(1,393,500)	(500,000)	(2,150,000)	(773,903)	(1,000,000)	-	-	(6,117,403)
	<b>Total General Capital Fund 0025</b>	<b>34,641,537</b>	<b>5,115,917</b>	<b>7,630,098</b>	<b>9,532,100</b>	<b>5,951,097</b>	<b>1,800,000</b>	<b>3,100,000</b>	<b>5,100,000</b>	<b>60,124,734</b>
	<b>Ending Fund Balance General Capital Fund 0025</b>			<b>7,119,408</b>	<b>3,427,508</b>	<b>806,147</b>	<b>2,115,947</b>	<b>2,612,047</b>	<b>1,169,847</b>	





**C9531: Storm Drain Improvements (3017 Brittan Ave, 1000 Drake Ct., 1005 Drake Ct., Eaton Park & Arguello Park) - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Various
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; & Council's Strategic Plan
Category:	Storm	Priority Rating:	1

**Description**

During major storm events, many areas of the city experience flooding. Per the 2016 Citywide Storm Drain System Master Plan, the cost to fully address drainage issues in San Carlos would be \$53 million. This Annual Storm Drain Improvements project will fund recommended improvements as well as address any new deficiencies within the storm drain infrastructure throughout the city. During the 2022-23 winter storms, the storm drain facilities in the rear yard easements for 3017 Brittan Avenue and 1000 Drake Court were overwhelmed from the stormwater runoff, dirt, and debris off the hillsides and open space, causing flood and other damage to the properties. Improvements to the storm drain facilities were already identified under this project, but additional improvements are needed after assessing the damage from the 2022-23 storms. In addition, staff is proposing similar storm drain improvements to 1005 Drake Court, which has similar conditions and should have similar improvements as 1000 Drake Court. Staff has also identified storm drain improvements in parks and open space areas including, Eaton Park and Arguello Park, where there are constant blockages, overflows, and erosion. Both the trail within Eaton Park and the emergency access road within Arguello Park were washed out in the recent storms.

**Justification**

In January 2016, the City completed a Citywide Storm Drain System Master Plan that identifies storm drainage deficiencies throughout the city. The Master Plan identified \$53 million in improvement work to upsize existing storm infrastructure. Additional funding is needed to fund the recommended improvements, minimize impact and flooding, continue address storm drain deficiencies, erosion, and improve storm drain infrastructure throughout the city. After the recent 2022-23 storm, significant maintenance staff time was spent on clearing and repairing the damage. This project will reduce staff time and preventative maintenance cost.

**Duration**

Continuous.

**Status**

Funding needs to be accumulated to implement and complete the prioritized improvement projects and continue to address deficiencies within the storm drain infrastructure throughout the city.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 962,123	\$ 626,343	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,462,123
New request	-	-	1,100,000	500,000	500,000	500,000	500,000	3,100,000
<b>Total</b>	<u>\$ 962,123</u>	<u>\$ 626,343</u>	<u>\$ 1,600,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 6,562,123</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 962,123</u>	<u>\$ 626,343</u>	<u>\$ 1,600,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 6,562,123</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

Current Strategic Plan Objective	
Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C9806: Belmont Creek Watershed Improvement**

Fund Number:	General Fund Capital Project - 0025	Location:	Belmont Creek
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety; Response to Nature or Emergency
Category:	Storm	Priority Rating:	5

**Description**

This project would construct an upstream detention facility in the City of Belmont to reduce downstream flooding from Belmont Creek. San Carlos is partnering with the City of Belmont and San Mateo County on this joint project.

**Justification**

Historically, during major storm events, Belmont Creek floods out of its channel into surrounding properties. A portion of the creek is the responsibility of the City of San Carlos. City staff will continue to work cooperatively with the City of Belmont, San Mateo County, and private property owners to study and develop the solutions to minimize flooding.

**Duration**

July 2023 through June 2024.

**Status**

The County is currently leading the design effort.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 500,000	\$ 231,516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ 231,516</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 500,000</u>	<u>\$ 231,516</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C9828: Storm Channel Sediment Removal - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Industrial Road Area
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel/Lou Duran	Priorities:	Master Plan; Safety; Council's Strategic Plan
Category:	Storm	Priority Rating:	1

**Description**

The purpose of this project is to remove accumulated sediment in channels under and adjacent to Industrial Road. Channel dredging requires various federal and state permits. The first phase is to obtain all necessary permits for annual maintenance dredging.

**Justification**

The Industrial Road area experiences frequent flooding, which has a detrimental effect on the economic viability of the area. Furthermore, sediment removal imposes significant cleanup costs for the City and for private property owners.

**Duration**

Permitting efforts in FY 2023-24, with annual dredging in the following years.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 868,982	\$ 1,018	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,618,982
New request	-	-	-	350,000	350,000	350,000	350,000	1,400,000
<b>Total</b>	<u>\$ 868,982</u>	<u>\$ 1,018</u>	<u>\$ 150,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 3,018,982</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 868,982</u>	<u>\$ 1,018</u>	<u>\$ 150,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 3,018,982</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C2108: Storm Water Motor Control Center and Pump Replacements**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Public Works	Strategic Plan:	No
Project Manager:	Lou Duran	Priorities:	Infrastructure Maintenance
Category:	Facilities	Priority Rating:	2

**Description**

This project will evaluate and replace the existing motor control centers (MCC) and storm water pumps at the Holly Street/Old County and Brittan/Old County pump stations. The improvements will upgrade the MCCs and standardize the pump sizes to improve maintenance efficiency and provide easier pump replacement when a component fails.

**Justification**

The MCCs control the operation of the stations via the City's Supervisory Control and Data Acquisition (SCADA) system. The MCCs have reached the end of their useful lives so replacing them will provide more operational reliability. The pumps will also be evaluated and replaced with standardize sized pumps for maintenance efficiency and to minimize the pump parts inventory in the City's warehouse.

**Duration**

July 2021 through June 2024

**Status**

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>Appropriations</b>								
Approved Expenses	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C1712: Illuminated Street Name Sign Replacement**

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 2024.

**Status**

Construction anticipated late 2022 to 2024.

**Programmed Funding**

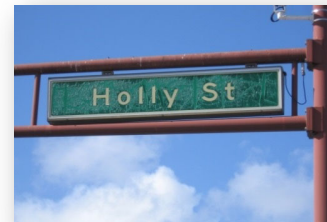
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 205,000	\$ 1,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000
New request	-	-	-	\$ -	-	-	-	-
<b>Total</b>	<u>\$ 205,000</u>	<u>\$ 1,596</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 205,000</u>	<u>\$ 1,596</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,000</u>

**Future Impact on Operating Budget**

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

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C1722: San Carlos Avenue Asphalt Pathway Replacement (ADLP to Cordilleras Ave)**

Fund Number:	General Fund Capital Project - 0025	Location:	San Carlos Avenue
Department:	Public Works	Strategic Plan:	Yes Master Plan; Legal Requirement and Mandate; Safety; & Council's Strategic Plan
Project Manager:	Vatsal Patel	Priorities:	Plan
Category:	Street; and Traffic & Transportation	Priority Rating:	1

**Description**

During the Eucalyptus Tree Removal Project, the Council recommended reconstruction of the existing asphalt concrete pathway along the south side of San Carlos Avenue, between Alameda de las Pulgas and Cordilleras Avenue. The asphalt concrete pathway has been damaged and raised by eucalyptus tree roots and creates a tripping hazard. All the eucalyptus trees have been removed and the pathway can be reconstructed and replaced with a concrete sidewalk, curb, and gutter in accordance with City standard details. The project will also include installation of high-visibility thermoplastic traffic striping and pavement markings, installation of green bike lanes, and roadway resurfacing.

**Justification**

Many residents have expressed concerns about the condition of the pedestrian pathway along San Carlos Avenue, between Cordilleras and the Alameda de las Pulgas, as a result of the roots from the eucalyptus trees. Safety has been identified as a Council priority and replacing with concrete sidewalk will: provide a safe and improved path of travel for pedestrians; provide additional connectivity to the downtown and transit center; reduce tripping hazards; and reduce the cost of maintenance and staff time; increase longevity; and, create a clear and visible separation between pedestrians and vehicles.

**Duration**

July 2023 - June 2024

**Status**

On-going

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,309,644	\$ 922,706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,309,644
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,309,644</u>	<u>\$ 922,706</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,309,644</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 1,309,644</u>	<u>\$ 922,706</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,309,644</u>

**Future Impact on Operating Budget**

Future Impact on the Operating Budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
	Non-Capitalized Project





**C1725: Upgrade Pedestrian Signal Heads to Countdown Pedestrian Signals**

Fund Number:	General Fund Capital Project - 0025	Location:	Various
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Lou Duran / Vatsal Patel	Priorities:	Safety
Category:	Traffic & Transportation	Priority Rating:	3

**Description**

This project will fund the upgrade of pedestrian signal heads at signalized intersections to Countdown Pedestrian Signal (CPS) heads.

**Justification**

Countdown pedestrian signals (CPSs) are used to supplement traditional pedestrian signals with flashing numbers that count down the number of seconds remaining until the end of the pedestrian change interval. Studies of the effectiveness of CPSs have concluded that they provide pedestrians with more useful information that helps them to cross the street more safely. Additional funding is requested as the cost has increased and grant funding is no longer available.

**Duration**

July 2021 to June 2024.

**Status**

Design will start in summer of 2021.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
Grant Funding								
New request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**


Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





<b>C1728: 5kv Streetlight Conversion</b>								
Fund Number:	General Fund Capital Project - 0025	Location:	Various locations					
Department:	Public Works	Strategic Plan:	Yes					
Project Manager:	Lou Duran / Vatsal Patel	Priorities:	Safety, Maintenance, Environment					
Category:	Street	Priority Rating:	3					
Description								
Convert existing 5 kilovolt Regulated Output streetlights to LED.								
Justification								
The City currently has 56 streetlights that are powered by 5 kilovolt Regulated Output Circuits. These streetlights are outdated and replacement parts are no longer available to perform repairs when needed. Because of this, some of these streetlights have been out of service for many months; some for a year or more. Converting these to LED will eliminate maintenance issues and most importantly, restore street lighting to the areas where the lights are out of service to improve public safety.								
Duration								
July 2022 to June 2024.								
Status								
Programmed Funding								
	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
<b>Appropriations</b>	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
Expenses	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 335,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 335,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,000
<b>Future Impact on Operating Budget</b>								
Negligible impact.								
Current Strategic Plan Objective								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
<b>X</b>	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project	<b>X</b>	Non-Capitalized Project						





**C1746: ECR/Rail Corridor Tree Planting and Irrigation Installation**

Fund Number:	General Fund Capital Project - 0025	Location:	South of Arroyo Avenue to City Limits
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Condition for Development, Climate
Category:	Environmental Sustainability	Priority Rating:	3

**Description**

Plant new street trees and install irrigation from Arroyo Avenue to the southern City limits where feasible. The conceptual design is complete and the tree locations are established. The next step is to prepare the design, including the construction details, tree selection, planting and irrigation design, and other amenities. The cost for the design is \$110,000. The estimated construction cost is \$500,000, of which, \$150,000 was provided by the Transit Village towards the project. The \$350,000 balance represents the additional funds needed to construct the project in FY 2022-23.

**Justification**

Per the Transit Village project conditions of approval, the developer provided \$150,000 to the City towards the project landscaping and irrigation improvements. The intent is to continue the beautification of the transit corridor south from the Transit Village and Transit Center to the southern City limits.

**Duration**

TBD

**Status**

Conceptual design is complete. The next phase is to complete the final design.

**Programmed Funding**

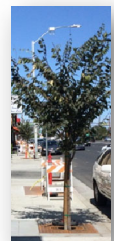
Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ 610,000	\$ 25,829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 610,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 610,000</b>	<b>\$ 25,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610,000</b>
<b>Fund Financing Sources</b>								
Transfer from Transit Village								
Village	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>Total Capital Project</b>								
	\$ 460,000	\$ (124,171)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,000

**Future Impact on Operating Budget**

Negligible impact. SamTrans to maintain the trees.

**Current Strategic Plan Objective**

	Child Care	
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C1808: GIS Sign Inventory**

Fund Number: General Fund Capital Project - 0025      Location: Various  
 Department: Public Works      Strategic Plan: No  
 Project Manager: Lou Duran      Priorities: None  
 Category: Technology      Priority Rating: 2

**Description**

This project will enable all City-maintained signs, traffic signals, and pedestrian crosswalks to be GPS located. There are approximately 3,500 signs, 17 intersections, and 6 pedestrian crosswalks in San Carlos. All information collected will be in a digital map format that would integrate with the City's computerized maintenance management system.

**Justification**

An inventory of the City-maintained signs, crosswalks, and traffic signals would allow the Maintenance Department to track all installations, routine maintenance, and modifications. The inventory would be integrated into our computerized maintenance management system (CMMS) and a layer will be added to our City GIS maps. This will be important information for litigation purposes as it will show the condition, last service maintenance, and all hardware, including photographs. In addition, by having this information in our CMMS, the staff time required to survey signs that are in need of maintenance or replacement will be reduced. All information integrated will be used to schedule replacement or maintenance every 1 to 3 years.

**Duration**

July 2019 through June 2024.

**Status**

On-going.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 125,000	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 125,000</u>	<u>\$ 47,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 125,000</u>	<u>\$ 47,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





**C1811: Repave Asphalt Walking Path at Highlands Park**

Fund Number:	General Fund Capital Project - 0025	Location:	Highlands Park
Department:	Parks & Recreation	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Cost of Deferred Maintenance, Safety
Category:	Parks	Priority Rating:	2

**Description**

This project will fund repaving of the lower park entrance of Highlands Park on Coronado Street.

**Justification**

This project will repave the pathway at the lower park entrance to improve pedestrian safety. There are many cracks, potholes, and root intrusions in the current pathway. The work will include the repair of potholes, root removal, and grading and repaving of the walkway. Because the pathway is used to implement the City's open space fire mitigation program, the pathway needs to be accessible and level to bring in necessary equipment. The current condition puts the City at risk for litigation.

**Duration**

July 2021 through June 2024.

**Status**

Ongoing.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ 150,000	\$ 12,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 150,000</u>	<u>\$ 12,034</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 150,000</u>	<u>\$ 12,034</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2201: Arroyo Ave and Chestnut St Safe Routes to School Improvements and Paving - AMENDED**

Fund Number:	Capital Fund - 0025	Location:	Arroyo Ave and Chestnut Street; Burton Park
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; Council's Strategic Plan
Category:	Street; Traffic & Transportation	Priority Rating:	1

**Description**

This project will construct Safe Routes to School improvements at the intersection of Arroyo Avenue and Chestnut Street. Improvements will include: upgrades to existing crosswalks; construction and reconstruction of curb ramps; and installation of a rectangular rapid flashing beacon system, thermoplastic traffic striping, pavement markings, and signage. In addition, the exposed aggregate concrete sidewalk on Arroyo Avenue, between Cedar and Chestnut Streets, and on Chestnut Street, between Arroyo Avenue and Baytree Road, will be reconstructed to match the area surrounding Burton Park. Lastly, the existing roadway along Chestnut Street and valley gutter on Chestnut Street will be rehabilitated. This budget request includes costs for design and construction.

**Justification**

The improvements at intersection of Arroyo Avenue and Chestnut Street are identified in the City's Safe Routes to School Plan because of their proximity to the Central Middle and Arroyo Elementary Schools. The improvements at this intersection will also provide connectivity for pedestrians to Burton Park and students to the Youth Center. The project also includes replacing the exposed aggregate sidewalk and replacing it with standard sidewalk surrounding the Burton Park perimeter along Arroyo Avenue and Chestnut Street, which has been failing and are in need of replacement, poses a safety risk, and removes potential trip hazards.

**Duration**

July 2023 - June 2024

**Status**

On-going

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
New request	-	-	150,000	-	-	-	-	150,000
<b>Total</b>	<u>\$ 375,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 525,000</u>
<b>Fund Financing Sources</b>								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 375,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 525,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





**C2203: 477 Hillcrest Wall Replacement**

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**

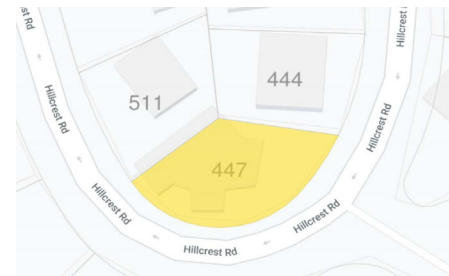
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 631,980	\$ 347,489	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 631,980
New request	-	-	-	\$ -	-	-	-	-
<b>Total</b>	<u>\$ 631,980</u>	<u>\$ 347,489</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 631,980</u>
<b>Fund Financing Sources</b>								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 631,980</u>	<u>\$ 347,489</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 631,980</u>

**Future Impact on Operating Budget**

Negligible impact. Will be added to our annual maintenance program once complete.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C2212: Tree Well Replacement on Industrial Road**

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 2024

**Status**

Programmed Funding								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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	
	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
	Non-Capitalized Project





**C2213: Intersection Pedestrian Improvements (Arroyo/Woodland, Olive/Elm)**

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 including curb extensions, high visibility crosswalk markings, and curb ramps in high priority intersections listed in the Bicycle Pedestrian Master Plan. This project will construct improvements at the intersections of Alameda De Las Pulgas and Howard Avenue, Olive Avenue and Elm Street, and Arroyo Avenue and Woodland Avenue. This 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**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>

**Future Impact on Operating Budget**

Future Impact on the Operating Budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
	Non-Capitalized Project





**C2214: SRTS Intersection and Sidewalk Improvements (Tamarack, Belle, Elm, Arroyo, Belmont, Cedar, & St. Francis) - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Master Plan; Safety; Council's Strategic Plan
Category:	Street; & 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. Improvement will include high-visibility thermoplastic traffic striping and pavement markings, ladder crosswalks, curb ramps, and signage. This budget request includes costs for design and construction. The focus for FY 2023-24 will be the intersections of Tamarack and Belle Avenues, Elm Street and Arroyo Avenue, Belmont Avenue and Cedar Street, and St. Francis Way and Cedar Street. In FY 2026-27 and FY 2027-28, the focus will be to construct sidewalks and pathways recommended in the SRTS.

**Justification**

Walk audits were conducted at six school sites: 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 the 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 - July 2026

**Status**

On-going

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,500,000
New request	-	-	-	-	-	1,500,000	1,500,000	3,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 4,500,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>	<u>\$ 4,500,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project







**C1806: San Carlos Avenue Pedestrian Safety Improvements Phase III**

Fund Number:	General Fund Capital Project - 0025	Location:	San Carlos Avenue
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan, Council Approved, Safety, Grant Funded
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

Phase III of the San Carlos Avenue Pedestrian Safety Improvements will include the installation of sidewalk, curb, and gutter along the north side of San Carlos Avenue, between Wellington Drive and Beverly Drive. The improvements will also include the installation of green infrastructure and/or landscaping, signage and striping, utility improvements, and intersection improvements.

**Justification**

The project aligns with the Council's goal of improving public safety along San Carlos Avenue. Staff completed Phases I and II of the project in FY 2019-20, which included similar improvements along San Carlos Avenue, between Wellington Drive and Sycamore Street. Phase III would improve the remaining section of San Carlos Avenue between Beverly Drive and Wellington Drive that currently does not have sidewalk along the northside. Additionally, the project would provide complete connectivity along the northside of San Carlos Avenue for pedestrians traveling from Dartmouth Avenue to downtown.

**Duration**

September 2020 through June 2024.

**Status**

Phase I-II are complete and Phase III design is underway.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 5,300,000	\$ 4,065,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,300,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 5,300,000</u>	<u>\$ 4,065,796</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,300,000</u>
<b>Fund Financing Sources</b>								
Developer Donation	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Measure A Bike/Ped	\$ 1,400,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000
Traffic Mitigation Fee Reserve	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
<b>Total</b>	<u>\$ 1,408,000</u>	<u>\$ 1,008,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,408,000</u>
<b>Total Capital Project</b>	<u>\$ 3,892,000</u>	<u>\$ 3,057,796</u>	<u>\$ (1,000,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,892,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2106: Brittan Avenue Sidewalk Improvements (Between Rogers Ave & Sunset Drive) - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Brittan Avenue
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; and Council's Strategic Plan
Category:	Street; Traffic & Transportation	Priority Rating:	2

**Description**

Brittan Avenue, between Milano Way and Alameda de las Pulgas, is unimproved and does not have a safe path of travel for pedestrians on either side. This segment of Brittan Avenue has been identified in the City's Bicycle and Pedestrian Master Plan, which seeks to improve pedestrian safety and connectivity to the downtown and the transit center. This project would improve this segment of Brittan Avenue with the following: sidewalk, curb, and gutter construction; reconstruction/construction of curb ramps; roadway resurfacing; and drainage and utility improvements. The project will also include green bike lanes, with a buffer to improve safety for bicyclists. The buffer will reduce the level of stress and the green paint will improve visibility for bicyclists.

**Justification**

The project improves safety and provides a safer path of travel for pedestrians between Milano Way and Alameda de las Pulgas along Brittan Avenue, which aligns with Council's Strategic Plan and priorities. The improvements are also consistent with the City's Bicycle and Pedestrian Master Plan which prioritizes bicycle and pedestrian safety improvements for the intersection of Brittan Avenue and Alameda de las Pulgas. \$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**

July 2023 - June 2025

**Status**

On-going

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 2,025,000	\$ 25,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,025,000
New Request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 2,025,000</u>	<u>\$ 25,255</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,025,000</u>
<b>Fund Financing Sources</b>								
Traffic Mitigation Fee Reserve	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ -	\$ -	\$ 2,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>
<b>Total Capital Project</b>	<u>\$ 2,025,000</u>	<u>\$ 25,255</u>	<u>\$ (500,000)</u>	<u>\$ (500,000)</u>	<u>\$ (1,000,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C2325: San Carlos Avenue Pedestrian Safety Improvements Phase IV - NEW**

Fund Number:	Fund 25	Location:	San Carlos Avenue
Department:	Public Works	Strategic Plan:	Yes Master Plan; Safety; & Council's Strategic Plan
Project Manager:	Vatsal Patel	Priorities:	Plan
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

Phase IV of the San Carlos Avenue Pedestrian Safety Improvements Project will include pavement rehabilitation, as well as traffic striping and pavement markings, to introduce a new buffered green bike lane from Beverly Drive to City of Belmont limits in accordance with the City's adopted Bicycle and Pedestrian Master Plan. Staff completed Phases I and II of the project in FY 2019-20, which included similar improvements along San Carlos Avenue, between Wellington Drive and Sycamore Street. Phase III will improve the remaining section of San Carlos Avenue between Beverly Drive and Wellington Drive that currently does not have sidewalk along the northside. The Project will also require extensive outreach with the residents directly impacted, community meetings, Commission meetings, and City Council meetings.

**Justification**

The project aligns with the Council's strategic goal of improving public safety as well as mobility, transportation, and traffic by improving bicycle and pedestrian safety along one of the City's major arterial road. These improvements are also consistent with the City's adopted Bicycle and Pedestrian Master Plan. Additionally, it would provide complete connectivity along the northside of San Carlos Avenue for pedestrians to get from Dartmouth Avenue to the downtown areas and transit center, thereby encouraging and increasing other modes of transportation and reducing carbon emissions.

**Duration**

July 2023 - June 2025

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	300,000	1,200,000	-	-	-	1,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 1,200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
Traffic Mitigation Impact Fee	\$ -	\$ -	150,000	150,000	\$ -	\$ -	\$ -	\$ 300,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 1,050,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,200,000</u>

**Future Impact on Operating Budget**

After implementation, the annual maintenance costs will increase from what was originally budgeted. The cost cannot be estimated at this time as it depends on the type of improvement.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





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**C9461: Brittan Avenue Widening at Industrial Road**

Fund Number:	General Fund Capital Project - 0025	Location:	Brittan Avenue at Industrial Way
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Master Plan, Safety
Category:	Traffic & Transportation	Priority Rating:	5

**Description**

The project would improve the intersection of Industrial Road and Brittan Avenue by widening sections of both roadways near the intersection, adding a turning median on Brittan Avenue to the west of the intersection, adding a left turn lane on eastbound Brittan Avenue, and adding a second left turn lane on southbound and northbound Industrial Road. The Palo Alto Medical Foundation (PAMF) Environmental Impact Report (EIR) identified the need to widen Brittan Avenue at Industrial Road to address cumulative traffic congestion. This project was included in the Traffic Impact Fee Program. The project is mandated as a General Plan Environmental Impact Report mitigation measure. A portion of this project is funded by PAMF traffic mitigation fees.

**Justification**

The Palo Alto Medical Foundation (PAMF) Environmental Impact Report (EIR) identified the project as a measure needed to improve traffic at the Industrial Road/Brittan Avenue intersection.

**Duration**

TBD.

**Status**

Project pending right-of-way acquisition opportunity.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>Appropriations</b>								
Expenses	\$ 846,000	\$ 349,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 846,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 846,000</u>	<u>\$ 349,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 846,000</u>
<b>Fund Financing Sources</b>								
Traffic Mitigation Fee								
Reserve	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
<b>Total</b>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>
<b>Total Capital Project</b>	<u>\$ 546,000</u>	<u>\$ 349,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 546,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





**C9838: Four Corners Traffic Improvements**

Fund Number:	General Fund Capital Project - 0025	Location:	San Carlos Avenue and Alameda de las Pulgas
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Safety
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

The geographically named Four Corners Working Group was convened as a multi-jurisdictional committee to recommend solutions to various traffic concerns involving pedestrian, bicycle, and vehicular circulation issues through the Alameda de las Pulgas/San Carlos Avenue corridor in the vicinity of Carlmont High School and Tierra Linda Middle School. The working group includes staff and elected members of the Cities of Belmont and San Carlos, the Sequoia Union High School District, and the San Carlos School District. The preferred alternative from the Corridor Plan was approved by the respective agencies. Belmont and San Carlos entered into a Memorandum of Understanding to design the preferred alternative.

**Justification**

During the school year, the corridor is heavily congested in the area due to traffic accessing Carlmont High School, Immaculate Heart of Mary School, Charles Armstrong School, and Tierra Linda Middle School. In the AM peak hour, southbound queues on Alameda de las Pulgas, extending from Carlmont Drive to 500 feet east of Dartmouth Avenue, while northbound queues extend from Dartmouth Avenue to Carlmont Drive.

**Duration**

July 2015 through June 2028. Construction anticipated at a later date as grant funding opportunities are being pursued.

**Status**

Design in progress.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 250,000	\$ 128,603	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,250,000
New request	-	-	-	(2,000,000)	-	-	2,000,000	-
<b>Total</b>	<u>\$ 250,000</u>	<u>\$ 128,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>	<u>\$ 2,250,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 250,000</u>	<u>\$ 128,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>	<u>\$ 2,250,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2007: Traffic Signal System Analysis**

Fund Number:	General Fund Capital Project - 0025	Location:	Various
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety, Plan-based
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

This project will analyze and inspect existing traffic signal systems and components to identify upgrades needed to the existing infrastructure; adopt and implement new technology; establish battery back-up for traffic signals, video detection systems, wireless communication and connectivity, bicycle detection, and inclusion to the Smart Corridor.

**Justification**

Traffic and Transportation has been identified as part of the Council's Strategic Plan. The project will identify and implement the use of new technology and infrastructure to enhance safety and mobility.

**Duration**

September 2021 through June 2024.

**Status**

Study will commence Fiscal Year 2021-22.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 350,000	\$ 28,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 350,000</u>	<u>\$ 28,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 350,000</u>	<u>\$ 28,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2210: Zoning Code: Transportation Demand Management Ordinance Amendment**

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 Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project		Non-Capitalized Project <b>X</b>

**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.





**C1719: Citywide Wayfinding Program**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Cristian Padilla	Priorities:	Previously Funded
Category:	Streets, Facilities	Priority Rating:	2

**Description**

The Citywide Wayfinding Program was initiated to develop a consistent signage program for the City of San Carlos. Under Phase 1 of the program, the City engaged Hunt Design to develop a branded and coherent signage plan for the City that incorporated the following areas and elements:

- Gateway/monument elements
- Vehicular directional signage
- Pedestrian directional signage
- Parking directional signage
- Map kiosks
- District signage elements
- Historical areas signage
- Bicycle signage
- Banners and other environmental enhancement media

Design and construction drawings for these elements is now complete and the City has moved into Phase 2 or fabrication and installation. The City has hired a sign manufacturer to fabricate and install this signage throughout San Carlos. In January of 2023 the sign manufacturer experienced damage to their facilities as a result of winter storms, resulting in delays to sign fabrication. However, as of March 2023 production is expected to resume shortly.

**Justification**

This project will improve the flow of traffic throughout San Carlos while making the City a more inviting place to visit, live, and work. Additionally, the Council-adopted 2016-2019 Economic Development Plan under which this project began, included an initiative to develop a Citywide Wayfinding Program.

**Duration**

July 2016 to October 2023.

**Status**

Continuing project.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 555,000	\$ 71,549	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 555,000</u>	<u>\$ 71,549</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 555,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 555,000</u>	<u>\$ 71,549</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 555,000</u>

**Future Impact on Operating Budget**

Additional maintenance may be required if, as currently planned, signs are added in areas where none currently exist.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project		Non-Capitalized Project <b>X</b>





**C1744: Guardrail Installation at Torino/Winding Way Intersection**

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 a 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, staff recommends 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 it 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 2024.

**Status**

Design is complete. Construction anticipated be completed in 2024.

**Programmed Funding**

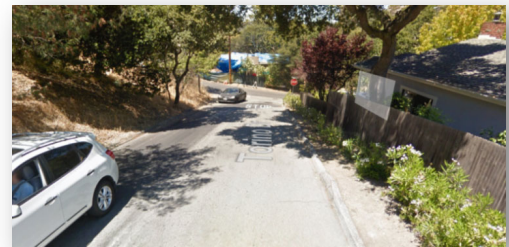
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 123,500	\$ 22,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,500
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 123,500</u>	<u>\$ 22,288</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,500</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 123,500</u>	<u>\$ 22,288</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,500</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C1803: Brittan Avenue and Alameda de las Pulgas Widening Project**

Fund Number:	General Fund Capital Project - 0025	Location:	Alameda and Brittan Avenue
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety, TIF Funded
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

This project will fund design and construction of the Alameda De Las Pulgas widening project to provide a separate northbound right turn lane on Alameda de las Pulgas, as well as a feasibility study of an additional, dedicated left turn pocket to east and westbound Brittan Avenue at the existing signal.

**Justification**

As development proceeds within San Carlos, improvements to the transportation system will be needed to serve the increase in traffic volume. This intersection was identified by Hexagon Transportation Consultants, Inc. as one of the "bottleneck" locations in the Traffic Impact Fee Plan for the City of San Carlos. This intersection is projected to operate at unacceptable Level of Service (LOS) D (V/C = 0.87) during the PM peak hour under cumulative conditions. To maintain operating levels within acceptable levels (mid-level LOS D or better) at the intersection of Alameda de las Pulgas and Brittan Avenue, the addition of a separate, northbound right turn lane is recommended. With implementation of this improvement, the intersection is projected to operate at LOS B under cumulative conditions. In 2016, Hexagon conducted a separate evaluation of signal operations at the intersection and determined the signal will operate more efficiently by converting the east and west approaches on Brittan Avenue from split phase control to protected left-turn control.

**Duration**

TBD.

**Status**

Project is pending right-of-way acquisition opportunity.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,100,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 1,100,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>
<b>Fund Financing Sources</b>								
Traffic Mitigation Fee	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
<b>Total</b>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ (1,100,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

After implementation, the annual maintenance costs increase from what was originally budgeted will be negligible as this intersection is already maintained by the City.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>   Non-Capitalized Project





**C1807: Traffic Circle and Midblock Crossings (ADLP, Industrial, Crestview, and Morse) - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Various
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Master Plan; Safety; & Council's Strategic Plan
Category:	Traffic & Transportation	Priority Rating:	1

**Description**

This project will fund various traffic calming improvements throughout the city to address community safety concerns. The focus in Fiscal Year 2023-24 will be along Alameda de las Pulgas, Industrial Road, Crestview Drive, and Morse Boulevard, and will include mid-block crossings and traffic circles. The project includes constructing mid-block crossings, along with a rectangular rapid flashing beacon system, at the intersection of Alameda de las Pulgas near Hilltop Drive and Industrial Road between Bing and Commerical Streets. The project also includes constructing traffic circles at the intersections of Crestview Drive and Edmunds Road and Morse Boulevard and Rosewood Avenue. The project will also include reconstructing or constructing curb ramps for ADA accessibility, high-visibility thermoplastic traffic striping and pavement markings, high-visibility crosswalks, and signage.

**Justification**

In 2018, the Council approved a Neighborhood Traffic Management Program (NTMP) to help meet the needs of San Carlos community members. The NTMP was based on past efforts by the City, guidance provided by the City's General Plan, policies and lessons learned from other jurisdictions, practices published by the transportation industry, and community input regarding traffic concerns and ideas for improvement. The traffic calming measures were categorized as Level 1 or Level 2. Level 1 measures focus on easily implementable and relatively low cost features such as enhancing the visibility of crosswalks, striping narrow lanes, providing speed limit signs, installing high visibility crosswalks, providing additional informational signs and installing new regulatory signs, which is mainly funded by our striping and marking project. Level 2 measures focus on a combination of Level 1 measures, plus vertical or horizontal deflections such as speed humps, speed bumps, speed cushions, speed tables, pedestrian refuges or islands, median diverters, chicanes, or barriers. Since Level 2 measures impact many people in a neighborhood and the measures tend to be more costly, it is necessary to dedicate a separate funding source to fund the Level 2 traffic calming improvements.

**Duration**

July 2023 - June 2024

**Status**

On-going

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ 2,121,000	\$ 1,260,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,121,000
New request	-	-	850,000	-	-	-	-	850,000
<b>Total</b>	<b>\$ 2,121,000</b>	<b>\$ 1,260,621</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,971,000</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 2,121,000	\$ 1,260,621	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 2,971,000

**Future Impact on Operating Budget**

After implementation, the annual maintenance costs will increase from what was originally budgeted. The cost can not be estimated at this time as it depends on the type of improvement.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
<b>X</b>	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2219: Greater East San Carlos Neighborhood Slow Street**

Fund Number: 0025	Location: Various Streets in Greater East San Carlos
Department: Public Works	Strategic Plan: Yes
Project Manager: Hanieh Houshmandi	Priorities: Council's Strategic Plan
Category: Traffic & Transportation	Priority Rating: High

**Description**

This project will install bollards, red curbs, and signage at eight intersections along Old County and Industrial Roads at McCue Avenue, Cherry, Montgomery, and Hall Streets in Greater East San Carlos to create soft closures as part of the Greater East San Carlos Slow Streets Pilot Program. In addition, high visibility crosswalks at five intersections of Bayport Ave with McCue Ave, San Carlos Ave, Montgomery St, Cherry St, and Hall St will be installed

**Justification**

The soft closures are intended to limit cut through traffic in the neighborhood, slow vehicular speeds, and increase safety while not interfering with emergency access.

**Duration**

The construction period is estimated at two weeks in June 2023. The project is on a pilot basis and will be evaluated within one year of installation for effectiveness June 2023 to June 2024.

**Status**

New

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>

**Future Impact on Operating Budget**

Yes, we anticipate replacing 20% of the paddles at the total cost of \$2000.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>x</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





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**C1815: City Tree Consultant**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Parks & Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	General Plan
Category:	Parks	Priority Rating:	3

**Description**

This budget request is to hire a consultant to help with identification of all City trees (in developed parks, downtown, and street medians); complete GIS mapping of tree locations with ID numbers; prepare a certified arborist assessment report for pruning and/or removal; and recommend a maintenance schedule.

**Justification**

Neither Public Works nor Parks & Recreation have a master inventory list of City-owned and maintained trees. The Parks Maintenance budget lacks funding for annual tree maintenance. Tree care is handled on a reactive basis, and trees are pruned or removed as needed. This project will assist in establishing a tree maintenance program to properly track, prune, and maintain our trees.

**Duration**

July 2021 through June 2024.

**Status**

In progress.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 100,000	\$ 32,187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 100,000</u>	<u>\$ 32,187</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 100,000</u>	<u>\$ 32,187</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

**Future Impact on Operating Budget**

After completion of the tree study, there will be ongoing costs to the operating budget to implement the recommended tree trimming program. At this time, the costs are unknown.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





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

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-December 31, 2023

**Status**

Existing

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
Expenses	\$ 2,337,565	\$ 1,605,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,337,565
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,337,565</b>	<b>\$ 1,605,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,337,565</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 2,337,565	\$ 1,605,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,337,565

**Future Impact on Operating Budget**

None.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project







**C2102: Upgrade of Existing Tennis & Basketball Court Lighting**

Fund Number:	General Fund Capital Project - 0025	Location:	Burton Park & Highlands Park (3 courts)
Department:	Parks & Recreation	Strategic Plan:	No
Project Manager:	Amy Newby	Priorities:	Cost of Deferred Maintenance, Master Plan, Energy Savings
Category:	Parks, Environmental Sustainability	Priority Rating:	1

**Description**

This project would update existing lighting at the tennis and basketball courts at Burton Park and tennis courts at Highlands Park with new LED lights adequate for night play. Requested funding will cover the cost for design consultants and replacement lighting fixtures. If approved, the project could be combined with the Field Lighting Project to save on design and construction costs.

**Justification**

The existing system at the Highlands Park tennis courts uses parking lot lights for night play and is too dim for the intended use. The City recently replaced all facility and sports field lighting at Burton and Highlands parks with LED lighting. To continue this effort, staff is recommending the outdoor court lighting also be replaced at Burton and Highlands parks as recommended in the Zero Energy Feasibility Report and the Parks Master Plan.

**Duration**

July 2021 through June 2024

**Status**

New project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>

**Future Impact on Operating Budget**

After completion, the annual utility cost for the upgraded LED court lighting will decrease by approximately 70%.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project <b>X</b>





**C2306: Madsen Scorebooth - NEW**

Fund Number:	25	Location:	Burton Park
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Amy Newby	Priorities:	No
Category:	Parks	Priority Rating:	1

**Description**

This project will include demolition of the existing scorebooth and design and construction of a new scorebooth at Burton Park at Madsen Field (corner of Brittan Avenue and Cedar Street). Currently, this scorebooth serves as a storage space for Parks and Recreation league and field supplies, and is the primary location for the part-time employee scorekeeper/field monitor for adult leagues. More recently, the electrical panel for the field lights was installed at this site during Phase I of the field lighting project. The current structure is approximately 200 square feet.

**Justification**

The existing scorebooth roof leaks, which recently resulted in a mold issue that was remedied this past year. However, without significant repairs or a new structure, excess moisture and mold will continue to be an issue until it is resolved. Additionally, there is not adequate ventilation for the electrical panel in the scorebooth nor is there enough storage space for the sports leagues' and field supplies. The majority of the costs in the proposed budget are costs related to construction.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	450,000	-	-	-	-	450,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>
<b>Fund Financing Sources</b>								
P&R Foundation	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,000</u>

**Future Impact on Operating Budget**

There are no future additional impacts on the operating budget for this request. Ongoing maintenance will be covered under current budget.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<input checked="" type="checkbox"/> Non-Capitalized Project





**C2307: Replacement of Existing Fencing in Parks - NEW**

Fund Number:	25	Location:	All Parks
Department:	Parks and Recreation	Strategic Plan:	Yes
Project Manager:	Lou Duran	Priorities:	Safety, Necessary Upgrade
Category:	Parks	Priority Rating:	3

**Description**

This project will include replacement of all park and ball field fencing. Locations include Highlands, Burton, Cedar, Neighborhood, Laureola, and Arguello Parks. Staff will assess the integrity of the existing poles and reuse all that are deemed safe.

**Justification**

This project is consistent with City Council's priorities of safety and necessary upgrades. The safety fencing around all the parks and ball fields is intended to protect cars, homes, and the public. The current fencing around City parks is more than 20 years old, and the protective coating is failing in some locations. There are many areas where the fencing has been stretched and can no longer be repaired. New fencing will be added to all locations providing a City standard for appearance and replacement parts moving forward, and will match existing upgrades at ball fields (lights, poles, walkways, synthetic field, etc.). New fencing will also include new maintenance gates making it safer and easier for staff to access.

**Duration**

July 1, 2023 - June 30, 2025

**Status**

New, one-time project covered over two fiscal years.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	150,000	150,000	-	-	-	300,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	-	-	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>

**Future Impact on Operating Budget**

There are no future additional impacts on the operating budget for this request.

**Current Strategic Plan Objective**

- Child Care
- Climate Change Mitigation, Adaptation & Resilience
- Downtown
- Housing
- Mobility, Traffic & Transportation Infrastructure
- Northeast Area Specific Plan
- Recreation Services



Capitalized Project	<b>X</b>	Non-Capitalized Project	
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**C2308: Arguello Park Scoreboard - NEW**

Fund Number:	25	Location:	Arguello Park
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Tyler Muela	Priorities:	No
Category:	Parks	Priority Rating:	3

**Description**

This project will replace the existing scoreboard at Arguello Park, which was installed in 2007, with an updated model, similar to the new scoreboards installed at Burton Park. The new scoreboard will not require new poles, and will be installed on the existing scoreboard poles in the outfield.

**Justification**

San Carlos Little League approached the City and requested replacement of the existing scoreboard. The League committed to reimbursing the City for the full cost of the scoreboard purchase and installation. The new scoreboard will have the functionality and ability to keep score via an app on a phone, making it much easier for multiple user groups to use.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	20,000	-	-	-	-	20,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>
<b>Fund Financing Sources</b>								
Community Donation	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

There are no future, additional impacts on the operating budget for this request.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





<b>C2318: Big Canyon Park Landslide Repair (Behind 995 Crestview Dr) - NEW</b>								
Fund Number:	General Capital Fund - 0025			Location:	Big Canyon Park			
Department:	Public Works			Strategic Plan:	Yes			
Project Manager:	Vatsal Patel			Priorities:	Safety; & Council's Strategic Plan			
Category:	Storm Drainage			Priority Rating:	1			
Description								
<p>During the 2022-2023 winter storms, the hillside above Big Canyon Trail and behind 995 Crestview Drive slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope. The failure was temporarily protected and secured to prevent further erosion of the soil during the remainder of the wet season. This failure needs permanent repair and mitigation measures including grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope.</p>								
Justification								
<p>This project is consistent with the Council's priorities of safety and storm drainage. Mitigation measures are needed to: prevent further or future erosion of the hillside; eliminate or reduce impact and damage the residences adjacent to the hillside; provide a safe path of travel for pedestrians using Big Canyon Trail above the hillside; and improve drainage to reduce the amount of runoff, dirt, and debris that enters adjacent properties. Mitigation measures will also reduce annual preventative maintenance costs and staff time needed to secure the hillside during every winter season with tarpaulin, sandbags, and other protective measures.</p>								
Duration								
July 2023 - June 2024								
Status								
New request								
Programmed Funding								
<b>Appropriations</b>	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	1,000,000	-	-	-	-	1,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
Future Impact on Operating Budget								
Future impact on the operating budget is negligible.								
Current Strategic Plan Objective								
	Child Care							
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project	<b>X</b>	Non-Capitalized Project						





**C2319: Big Canyon Park (Above 3144 Brittan Avenue) Landslide Repair - NEW**

Fund Number: 25	Location: Big Canyon Park
Department: Public Works	Strategic Plan: Yes
Project Manager: Vatsal Patel	Priorities: Safety; & Council's Strategic Plan
Category: Storm Drainage	Priority Rating: 1

**Description**

Due to the 2022-2023 winter storms, the hillside below Big Canyon Trail and behind 3144 Brittan Avenue slipped and eroded due to oversaturated soil, causing soil and debris to mobilize down the slope and into a property owner's rear yard. The area was temporarily protected and secured to prevent further erosion of the soil during the remainder of the wet season. Permanent repair and mitigation measures including grading, construction of a keyway, drainage improvements, and hydroseeding are required to secure and stabilize the slope. To minimize impact to the residents, access will be required through Big Canyon Park and trail.

**Justification**

This project is consistent with Council's priorities to ensure public safety and storm drainage. Mitigation measures are needed to: prevent further or future erosion of the hillside; eliminate or reduce any impact and damage to the residences adjacent to the hillside; provide a safe path of travel for pedestrians using Big Canyon Trail above the hillside; and improve drainage to reduce the amount of runoff, dirt, and debris that enters adjacent properties. Mitigation measures will also reduce annual preventative maintenance costs and staff time needed to secure the hillside with tarpaulin, sandbags, and other protective measures during every winter season. Project costs include additional work such as, grading, demolition, and reconstruction of pathways needed to bring equipment and materials through Big Canyon Park and to avoid further impact to the residents.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	1,500,000	-	-	-	-	1,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2320: Big Canyon Park Landslide Repair (Behind 3141-61 Melendy Drive) - NEW**

Fund Number:	General Capital Fund - 0025	Location:	Big Canyon Park
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Vatsal Patel	Priorities:	Safety; & Council's Strategic Plan
Category:	Storm Drainage	Priority Rating:	1

**Description**

During the recent winter storms, the hillside above Big Canyon Trail, behind 3141-3161 Melendy Drive, slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope and through a portion of Big Canyon Trail. The area was temporarily protected and secured to prevent further erosion of the soil during the remainder of the wet season. This area now needs to be repaired with permanent mitigation measures including grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope. To minimize the impact to the residents, access will be required through Big Canyon Park and trail.

**Justification**

This project is consistent with the Council's priorities of safety and storm drainage. Mitigation measures are needed to: prevent further or future erosion of the hillside; eliminate or reduce the impact and damage to the residences adjacent to the hillside; provide a safe path of travel for pedestrians using Big Canyon Trail above the hillside; restabilize the trail; and improve drainage to reduce the amount of runoff, dirt, and debris that enters adjacent properties. Mitigation measures will reduce annual preventative maintenance costs and staff time needed to secure the hillside with tarpaulin, sandbags, and other protective measures during every winter season. Project costs include additional work such as, grading, demolition, and reconstruction of pathways needed to bring equipment and materials through Big Canyon Park and to avoid further impact to the residents.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	1,500,000	-	-	-	-	1,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2321: Dartmouth Road Landslide Repair (Between Garden Ln and Northam Ave) - NEW**

Fund Number: 25	Location: Dartmouth Road
Department: Public Works	Strategic Plan: Yes
Project Manager: Vatsal Patel	Priorities: Safety; & Council's Strategic Plan
Category: Storm Drainage	Priority Rating: 1

**Description**

During the 2022-2023 winter storms, the hillside below Dartmouth Avenue, between Garden Lane and Northam Court, slipped and eroded due to oversaturated soil and caused soil and debris to mobilize down the slope and walking path above Arguello Park. The slip has also caused the sidewalk and portions of the roadway to erode and become unsafe for vehicles and pedestrians. The area was temporarily protected and secured to prevent further erosion of the soil during the remainder of the wet season. This failure needs repair with permanent mitigation measures including grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope.

**Justification**

This project is consistent with the Council's priorities of safety and storm drainage. Mitigation measures are needed to: prevent further or future erosion of the hillside; eliminate or reduce impact and damage the residences adjacent to the hillside; provide a safe path of travel for pedestrians using the trail below the hillside; and improve drainage. Mitigation measures will also reduce annual preventative maintenance costs and staff time needed to secure the hillside with tarpaulin, sandbags, and other protective measures during every winter season.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	1,000,000	-	-	-	-	1,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project







**C2309: City of San Carlos Centennial Celebration - NEW**

Fund Number:	25	Location:	Citywide
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Amy Newby	Priorities:	No
Category:	Citywide	Priority Rating:	1

**Description**

Staff seeks funding to prepare for the celebration and commemoration of the City's centennial in 2025. Funds will be applied towards developing community festivities and pride for the City's 100th anniversary. Ideas include expansion of community events to incorporate the centennial celebration, downtown banners, City swag, apparel, etc., and other programs.

**Justification**

The City of San Carlos was incorporated in 1925 and will be turning 100 in 2025. The community and Council have expressed interest in celebrating this milestone for the City.

**Duration**

July 1, 2023 - June 30, 2025

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	250,000	750,000	-	-	-	1,000,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 750,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 750,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

**Future Impact on Operating Budget**

There are no future additional impacts on the operating budget for this request.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2334: Tree Replacement in Developed Parks - NEW**

Fund Number:	25	Location:	Developed Parks
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Lou Duran	Priorities:	Yes
Category:	Parks	Priority Rating:	1

**Description**

This is for a citywide tree replacement project to replace trees in developed parks, including but not limited to, Highlands Park, Burton Park, Cedar Park, Neighborhood Park, as well as some trees along the island medians on El Camino Real. The City experienced a significant number of fallen trees in the last several months due to winter storms. This project is to purchase mature trees, as well as plant and provide irrigation as necessary, in order for the trees to be well established for successful growth and health.

**Justification**

Due to extensive regional and state drought conditions subsequently followed by record-setting rainfall that occurred during the 2022-2023 winter season, the City of San Carlos has lost many mature trees in developed parks. With this project, staff proposes to replace most of the fallen trees, and will install temporary irrigation, as needed, in order to fully establish the trees for successful growth.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project covered over one fiscal year.

**Programmed Funding**

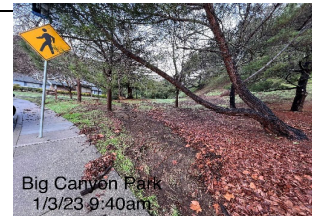
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	150,000	-	-	-	-	150,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>

**Future Impact on Operating Budget**

There are minor costs associated with planting new trees including irrigation.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Resiliency
	Downtown
	Housing
	Mobility, Traffic and Transportation Infrastructure
	Northeast Specific Plan
	Recreation Opportunities
Capitalized Project	<b>X</b> Non-Capitalized Project





**C2335: Geotechnical Evaluation for Landslide Repair - NEW**

Fund Number: 25	Location: Citywide
Department: Public Works	Strategic Plan: Yes
Project Manager: Vatsal Patel	Priorities: Safety; & Council's Strategic Plan
Category: Storm Drainage	Priority Rating: 1

**Description**

During the 2022-2023 winter storms, hillsides in several open space parks and along City roads slipped and eroded due to oversaturated soil. This further caused soil and debris to mobilize down the slope. The failures were temporarily protected and secured to prevent further erosion of the soil during the remainder of the wet season. These failures now need repair with permanent mitigation measures that consist of grading, construction of a keyway, drainage improvements, and hydroseeding to secure and stabilize the slope.

**Justification**

This project is consistent with the Council's priorities of safety and storm drainage. Mitigation measures are needed to: prevent further or future erosion of the hillsides; eliminate or reduce the impact and damage to the residences adjacent to the hillside; provide a safe path of travel for pedestrians; restabilize the trails and roads; and, improve drainage to reduce the amount of runoff, dirt, and debris that enters adjacent properties. This project will assess the structural support of the soil and develop mitigation measures to reduce the recurrence of landslides. With the mitigation measures in place, the annual preventative maintenance costs and staff time needed to secure the hillsides with tarpaulin, sandbags, and other

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	180,000	-	-	-	-	180,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





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**C1903: GESC Tree/Neighborhood Improvement**

Fund Number:	General Fund Capital Project - 0025	Location:	East San Carlos
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Al Savay	Priorities:	Development Agreement, Climate
Category:	Community Enhancement	Priority Rating:	1

**Description**

Prometheus, the Developer of the Transit Village Project along El Camino Real, has agreed to fund the establishment of a Street Tree/Neighborhood Improvement Fund for the area east of Old County Road to Industrial Road and extending north from Hall Street to Northwood Drive. The Developer shall provide a total of \$83,339.50 to the fund with an initial deposit of \$25,000. These funds will be managed by the City. Representatives of the neighborhood, who will be responsible for the maintenance of street trees and trees planted on private property in accordance with the City's requirements in the San Carlos Municipal Code, shall determine where the trees will be planted and/or how funds should be used for other neighborhood improvement purposes. Requests for payment reimbursement by individuals planting trees in the public right of way or on private property must include receipts and a summary explanation of the tree planting to the City's Planning Division prior to reimbursement from the fund. There are delays in planting trees on the berm due to coordination with the Caltrain Electrification Project and the drought.

**Justification**

The Street Tree/Neighborhood Improvement Fund for the East San Carlos neighborhood was established as a condition of approval for the Transit Village development project. The Developer, Prometheus, is contributing all of the funds necessary.

**Duration**

1-2 years.

**Status**

Delayed to accommodate Caltrain Electrification and drought concerns.

**Programmed Funding**

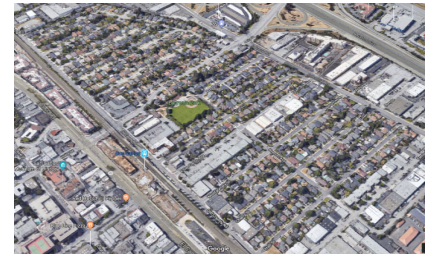
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 83,340	\$ 5,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,340
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 83,340</u>	<u>\$ 5,581</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,340</u>
<b>Fund Financing Sources</b>								
Revenue	\$ 83,340	\$ 83,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,340
<b>Total</b>	<u>\$ 83,340</u>	<u>\$ 83,340</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,340</u>
<b>Total Capital Project</b>	\$ -	\$ (77,759)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan**

	Child Care	
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2105: Downtown Planning Initiative**

Fund Number:	General Fund Capital Project - 0025	Location:	Downtown Planning Initiative
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Lisa Porras	Priorities:	Downtown Goal
Category:	Community Enhancement	Priority Rating:	1

**Description**

As part of the 2021 Strategic Plan, the City Council directed staff to prepare a plan to 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 the downtown meets the needs of the community and businesses now and into the future. This initiative includes creating a framework and informing the community; determining staff resources and budget needed to develop a plan; and finally developing a scope of work to create a downtown plan. Considerations include land use, urban design, infrastructure, street functions/operations, building design and massing, public realm and events, traffic/circulation, including multiple modalities for travel, walkability, dining, parklets, and plazas, housing, maintenance, City governance, the potential for a business improvement district, and partnership with the Chamber of Commerce.

**Justification**

The adopted City Council 2021 Strategic Plan directs staff to request funding for the Downtown Strategic Goal by June 30, 2021. Based on a understanding of the project components outlined above, staff is estimating that this project will require at least \$1,000,000 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 early 2022. Any unused funds would go back to the General Fund.

**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 2022 and be completed by March 2024.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,000,000	\$ 218,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,000,000</u>	<u>\$ 218,701</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 1,000,000</u>	<u>\$ 218,701</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
<b>X</b>	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2206: East Side Innovation District Parking Strategy**

Fund Number:	General Fund Capital Project - 0025	Location:	East Side Innovation District
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Lisa Porras		East Side Innovation District
Category:	Community Enhancement	Priorities:	Implementation
		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 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>

**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. Encourage public parking is available on law



**C2207: East Side Innovation District Master Streetscape Plan**

Fund Number:	General Fund Capital Project - 0025	Location:	East Side Innovation District
Department:	Community Development & Public Works	Strategic Plan:	Yes East Side Innovation District
Project Manager:	Lisa Porras	Priorities:	Implementation
Category:	Community Enhancement	Priority Rating:	2

**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 #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 proposals 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		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care		
	Climate Change Mitigation, Adaptation & Resilience		
	Downtown		
	Housing		
	Mobility, Traffic & Transportation Infrastructure		
	Northeast Area Specific Plan		
	Recreation Services		
Capitalized Project		Non-Capitalized Project	X







**C2208: Pulgas Creek Watershed Study**

Fund Number:	General Fund Capital Project - 0025	Location:	Pulgas Creek Watershed
Department:	Community Development & Public Works	Strategic Plan:	Yes
			East Side Innovation District
Project Manager:	Lisa Porras	Priorities:	Implementation
Category:	Community Enhancement	Priority Rating:	4

**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 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 in order to study the entire watershed and develop improvement recommendations in the district, and along Pulgas Creek, specifically.

**Justification**

Staff estimates that this project would require at least \$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. Big Move #3 is a 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 Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**Future Impact on Operating Budget**

Negligible.

Current Strategic Plan Objective			
	Child Care		
	Climate Change Mitigation, Adaptation & Resilience		
	Downtown		
	Housing		
	Mobility, Traffic & Transportation Infrastructure		
	Northeast Area Specific Plan		
	Recreation Services		
Capitalized Project		Non-Capitalized Project	<b>X</b>

**3. Promote Environmental Stewardship**

**GOAL**  
Improve environmental and outdoor recreation for the District to enhance health and environmental stewardship, and increase the ecological value of the area with new connections to nature for the greater community to enjoy.

**PRINCIPLES**  
A. Prioritize rehabilitation efforts throughout the District  
B. Increase the use of natural resources  
C. Increase the use of green infrastructure  
D. Increase the use of green infrastructure



**C2209: Zoning Code: Stream Development and Maintenance Overlay District Amendment**

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**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care	
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2211: Northeast Area Specific Plan**

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, the City 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 an 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 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**

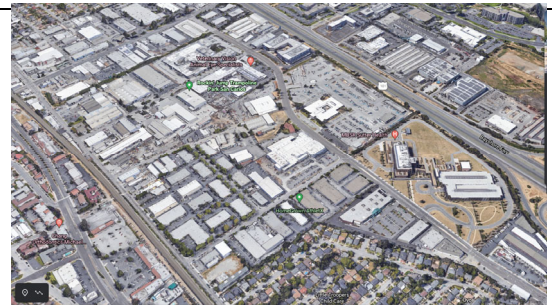
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
<b>X</b>	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C2215: Downtown Renovation Plan Implementation - AMENDED**

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 project is for 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 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500,000</u>
<b>Fund Financing Sources</b>								
Developer Contribution	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500,000</u>
<b>Total Capital Project</b>	<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**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
<b>X</b>	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2311: 2030 General Plan Amendment - Resetting Buildout to Allow Continued Improvements to 2030 - NEW**

Fund Number:	25	Location:	Citywide
Department:	Community Development Department	Strategic Plan:	Indirectly
Project Manager:	Lisa Porras	Priorities:	Legal Mandate
Category:	General Plan Implementation	Priority Rating:	1

**Description**

This project would reset the City of San Carlos' General Plan buildout numbers (for commercial, office, and industrial) to the year 2030. This work would involve a General Plan amendment and an accompanying environmental analysis pursuant to the California Environmental Quality Act (CEQA). The scope of work would also require thoughtful civic engagement to determine the appropriate level of growth through the year 2030. The estimated cost for this project is \$250,000, which could go up or down depending on proposals received.

**Justification**

California state law requires each city and county to adopt a general plan to guide land use planning decisions. General Plans identify how much growth is expected to occur over a certain period of time; this planned growth is then analyzed pursuant to CEQA. In 2009, San Carlos' current General Plan was adopted with an identified amount of residential and non-residential growth anticipated to the year 2030. In 2022, the expected amount of growth for office, commercial and industrial was reached 7 years sooner than anticipated due to the influx of new growth in the life science and biotechnology sectors. This CIP project would reset the buildout numbers to the year 2030. Under state law, subdivisions, capital improvements, development agreements, and many other land use actions must be consistent with the adopted general plan. In counties and general law cities, like San Carlos, zoning and specific plans are required to conform to the general plan. In order to allow for continued improvements that arise when new development is permitted and constructed, resetting the buildout numbers is a necessity. Without it, future projects, including the buildout to be identified in the Northeast Area Specific Plan, would not be consistent with the General Plan.

**Duration**

One Year (12 months)

**Status**

New Project.

**Programmed Funding**

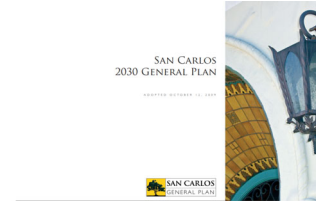
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	250,000	-	-	-	-	250,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Fund Financing Sources</b>								
General Plan Update Reserve	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**


There are no ongoing maintenance or other costs associated with this project following completion.

**Current Strategic Plan Objective**

Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	Non-Capitalized Project <b>X</b>





C2324: General Plan Open Space Element Update - NEW									
Fund Number:	25	Location:	Citywide	Department:	Community Development	Strategic Plan:	Yes	Project Manager:	Lisa Porras
Category:	Open Space	Priorities:	Legal Mandate	Priority Rating:	2				
Description									
This project responds to a State mandate to update the City of San Carlos' General Plan's Environmental Management (Open Space and Conservation) Element by January 1, 2026. This work would involve a General Plan amendment and an accompanying environmental analysis pursuant to the California Environmental Quality Act (CEQA). The scope of work would also require community engagement. The estimated costs for this project are \$300,000, which could go up or down depending on proposals received.									
Justification									
Existing law requires cities and counties to prepare, adopt, and amend general plans and elements of those plans, as specified. Existing law requires the general plan to include an open-space element. New legislation requires every city and county to review and update its local open-space plan by January 1, 2026. The update must address climate resilience and other co-benefits of open space, correlated with the safety element. Specifically it would address: (1) Access to open space for all residents in a manner that considers social, economic, and racial equity, correlated with any environmental justice policies in the general plan, if applicable; (2) Climate resilience and other co-benefits of open space, correlated with the safety element; and (3) "Rewilding" opportunities, correlated with the land use element. "Rewilding" means: (1) Opportunities to preserve, enhance, and expand an integrated network of open space to support beneficial uses, such as habitat, recreation, natural resources, historic and tribal resources, water management, and aesthetics and, (2) Establishing a natural communities conservation plan to provide for coordinated mitigation of the impacts of new development.									
Duration									
1.5 years.									
Status									
New Project.									
Programmed Funding									
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding	
Appropriations									
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
New request	-	-	-	300,000	-	-	-	300,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	
Fund Financing Sources									
General Plan Surcharge Fees	\$ -	\$ -	\$ -	\$ 123,903	\$ -	\$ -	\$ -	\$ 123,903	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,903</b>	
<b>Total Capital Project</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,097</b>	
Future Impact on Operating Budget									
Undetermined at this time.									
Current Strategic Plan Objective				<p><b>6 ENVIRONMENTAL MANAGEMENT ELEMENT</b> </p> <p>The Environmental Management Element aims to protect, preserve and enhance natural resources in San Carlos. The Element identifies San Carlos' important open space areas and ensures that future development will respect the natural and scenic qualities of those places, helping to inspire the desired physical form of the community by encouraging open space for future generations. The Environmental Management Element also provides direction on the conservation of biological resources in and near San Carlos, including study and analysis, as well as water and air quality. Additionally, the Element identifies ways to reduce greenhouse gas emissions and build more and supports strategies for adaptation to climate change.</p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li>112 Biological Resources</li> <li>125 Open Space</li> <li>127 Hydrology</li> <li>135 Air Quality</li> <li>142 Greenhouse Gas Emissions</li> <li>149 Land Use</li> <li>172 Community Investment</li> </ul> <p><b>Introduction</b></p> <p>State law requires that a General Plan include both a Conservation Element and an Open Space Element. The General Plan contains these two elements and a single Environmental Management Element that addresses both elements' similar and overlapping components, and outlines the legal requirements for both.</p> <p>State law identifies a series of topics which must be addressed in the Conservation and Open Space Elements. The Conservation Element is required to address the conservation, development and utilization of natural resources, including forests, rivers and other waters, fisheries, plants and wildlife, scientific and</p>					
X	Child Care								
	Climate Change Mitigation, Adaptation & Resilience								
	Downtown								
	Housing								
	Mobility, Traffic & Transportation Infrastructure								
	Northeast Area Specific Plan								
	Recreation Services								
Capitalized Project		Non-Capitalized Project	X						



**C9823: Fire Station 16 Replacement**

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.

It was approved 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 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 12,400,000	\$ 1,076,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,400,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 12,400,000</u>	<u>\$ 1,076,102</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,400,000</u>
<b>Fund Financing Sources</b>								
ARPA Funding	7,050,659	7,050,659	-	-	-	-	-	\$ 7,050,659
<b>Total</b>	<u>\$ 7,050,659</u>	<u>\$ 7,050,659</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,050,659</u>
<b>Total Capital Project</b>	<u>\$ 5,349,341</u>	<u>\$ (5,974,557)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,349,341</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care		
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience		
	Downtown		
	Housing		
	Mobility, Traffic & Transportation Infrastructure		
	Northeast Area Specific Plan		
	Recreation Services		
Capitalized Project	<b>X</b>	Non-Capitalized Project	<b>X</b>





**C1711: Fire Stations Repairs**

Fund Number: General Fund Capital Project - 0025      Location: Fire Stations #13 and #16  
 Department: Public Works      Strategic Plan: Yes  
 Project Manager: Lou Duran      Priorities: Previously Funded  
 Category: Facilities      Priority Rating: 1

**Description**

This project will upgrade the safety and utility of several areas at Fire Stations #13 and #16, including the laundry room, electrical panel, kitchen, stairs, and balcony at Station #13, and fencing of the generator and propane tank area at Station #16.

**Justification**

The balcony at Fire Station #13 has been closed due to rotted beams and crews are not allowed on the balcony due to safety concerns. Repair will cost approximately \$25,000. Trip hazards exist at Fire Station #13, which can be eliminated through stair cap repairs estimated at \$15,000. Many of the cabinets in Fire Station #13's kitchen are missing hardware and have damaged surfacing and broken doors. Replacing the cabinets is estimated to cost \$50,000. The laundry room at Fire Station #13 needs to be modified to accommodate a second washer and dryer to keep domestic clothing laundry separate from industrial fire gear laundry. This modification is estimated at \$20,000. The electrical panel at Fire Station #13 needs to be updated for sub panels and is estimated to cost \$3,500. A fence around the generator and propane tanks is needed at Fire Station #16 to prevent vandalism, which is estimated to cost \$10,000.

**Duration**

January 2018 through June 2024.

**Status**

In progress.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 130,775	\$ 44,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,775
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 130,775</u>	<u>\$ 44,278</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,775</u>
<b>Fund Financing Sources</b>								
Facility Infrastructure Improvement Reserve	\$ 158,500	\$ 158,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,500
<b>Total</b>	<u>\$ 158,500</u>	<u>\$ 158,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 158,500</u>
<b>Total Capital Project</b>	<u>\$ (27,725)</u>	<u>\$ (114,222)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (27,725)</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	<b>X</b>
Non-Capitalized Project	







**C1753: Parking Management System Expansion and Extension**

Fund Number:	General Fund Capital Project - 0025	Location:	Downtown - Laurel Street, San Carlos Avenue and the Wheeler Plaza Garage
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Steven Machida	Priorities:	Transportation Infrastructure
Category:	Traffic & Transportation, Facilities	Priority Rating:	3

**Description**

This project will provide a parking management system and guided parking enforcement program in the Wheeler Plaza Parking Garage. Streetline, Inc. was hired to equip the garage with parking sensors; however, they are no longer in business. Therefore, Vigilant Solutions was contacted to provide this service in the garage. The project will use Automated License Plate Reader (ALPR) cameras instead of individual parking sensors in each stall.

**Justification**

This proposed project will replace the now obsolete parking sensor equipment with an ALPR system. The Sheriff's Office staff is already familiar with the Vigilant Solution platform, and attended a demonstration and provided operational feedback. The use of ALPRs as a parking management system will provide real time parking space availability, which is relayed to the electronic parking sign on Walnut Street. Additionally, ALPRs will enhance enforcement, serve as an abandoned vehicle investigative aid, and reduce the need to mark vehicles with chalk or stickers in most cases. The system will provide the ALPR images to TurboData, our electronic citation management platform. Enforcement staff will be able to link ALPR reads to the citations issued, providing evidence when reviewing arguments from violators who contest that they moved their vehicle. The system will also assist with confirming if a citation was issued in error during any review.

**Duration**

July 2021 to June 2024

**Status**

On-going

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
Expenses	\$ 184,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,278
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 184,278</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 184,278</b>
<b>Fund Financing Sources</b>								
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>	<b>\$ 184,278</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 184,278</b>

**Future Impact on Operating Budget**

Approximately \$11,400 per fiscal year for Camera License Keys and software integration subscription, which will be integrated into the Police Services Contract.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project		Non-Capitalized Project
		<b>X</b>





**C1813: Transfer Switches for Portable Generators**

Fund Number: General Fund Capital Project - 0025      Location: Various  
 Department: Public Works      Strategic Plan: Yes  
 Project Manager: Lou Duran      Priorities: Safety  
 Category: Facilities      Priority Rating: 2

**Description**

This project will add transfer switches for portable generators for all storm pump station locations and the Adult Community Center and Youth Center.

**Justification**

To use portable generators at all storm pump station locations, the Adult Community Center building and the Youth Center building during an emergency, a transfer switch needs to be added to the existing facilities. The new transfer switches will accommodate the new connection points for the portable generator. The project is in line with Emergency Operations Center (EOC) upgrade objectives in the City Council's Strategic Plan.

**Duration**

July 2021 through June 2024.

**Status**

Design will begin July 2021.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C1904: Wheeler Plaza Garage Extra Lighting, Painting and EV Stations - AMENDED**

Fund Number:	General Fund Capital Project - 0025	Location:	Wheeler Plaza Parking Garage
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Lou Duran	Priorities:	Safety; and Transportation and Mobility
Category:	Facilities	Priority Rating:	1

**Description**

The Wheeler Plaza Parking Garage is accessible 24-hours a day. The project to install of EV charging stations and paint anti-graffiti coating to brighten up the parking levels and reduce vandalism has been completed. This new project would install additional lighting in dark corners for the purposes of reducing vandalism and increasing public safety and security during the evening hours and overnight.

**Justification**

Wheeler Plaza Parking Garage use has increased, especially during the evening and overnight hours. The garage was recently painted to brighten up the parking levels but there are still some dark areas that need additional lighting to increase safety and security, which can be achieved by installing additional lighting. Lighting will also reduce the areas and amount of vandalism.

**Duration**

July 2021 through June 2024.

**Status**

On-going.

**Programmed Funding**

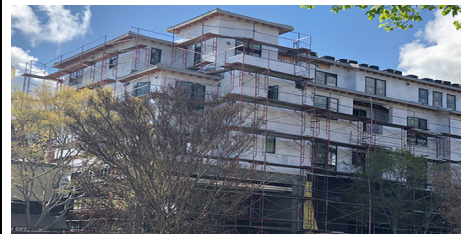
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 295,000	\$ 266,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295,000
New request	-	-	50,000	-	-	-	-	50,000
<b>Total</b>	<u>\$ 295,000</u>	<u>\$ 266,993</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 345,000</u>
<b>Fund Financing Sources</b>								
Contribution	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Parking-in-Lieu	-	-	250,000	-	-	-	-	250,000
<b>Total</b>	<u>\$ -</u>	<u>\$ 18,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Total Capital Project</b>	<u>\$ 295,000</u>	<u>\$ 248,993</u>	<u>\$ (200,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,000</u>

**Future Impact on Operating Budget**

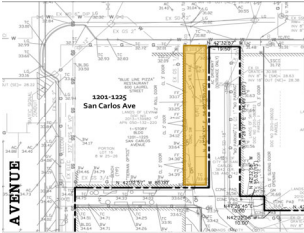
Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
<b>X</b>	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





<b>C1908: 1201 San Carlos Ave Property Acquisition</b>																																			
Fund Number:	0025	Location:	1201 San Carlos Avenue																																
Department:	Community Development Department	Strategic Plan:	Yes																																
Project Manager:	Adam Aronson	Priorities:	Previously Funded																																
Category:	Mobility, Traffic and Transportation Infrastructure	Priority Rating:	1																																
Description																																			
<p>This funding request will be used to acquire a 15 foot by 99 foot strip of land at 1201 San Carlos Avenue, adjacent to the planned Wheeler Plaza Redevelopment site. The City acquired the Foodville property at 616 Laurel Street, now the Wheeler Plaza parking lot, to develop a portion with mixed-use commercial building and a portion of the site as a public plaza. The use of the site as a public plaza will necessitate the closing of the existing curb cut on Laurel Street.</p>																																			
Justification																																			
<p>While the City owns the property at 616 Laurel Street, the neighboring property at 1201 San Carlos Avenue is privately owned. This property includes a 15 foot strip of land made up of a drive aisle, parking spaces, and trash enclosures. To round out a future redevelopment of the Wheeler Plaza parking lot, the acquisition of this property is necessary as the drive aisle straddles both properties. In conjunction with the purchase of this property, the City negotiated the following details with the property owner to be included in the purchase and sale agreement:</p> <ol style="list-style-type: none"> <li>1. Purchase price in the amount of \$500,000.</li> <li>2. Grant owner an easement to allow access to rear building doors and to allow external openings to remain on the new property line.</li> <li>3. Construct a trash enclosure for tenants of the 1201 San Carlos Avenue building with the future commercial development at 616 Laurel Street.</li> <li>4. License agreement for 1201 San Carlos Avenue tenant to allow outdoor seating in the new public plaza.</li> <li>5. Credit the property five public parking spaces for any future development of the building at 1201 San Carlos Avenue.</li> <li>6. If the City fails to use the acquired property as a park or public plaza, the owner has right to purchase back the property.</li> <li>7. City will prepare all closing documents and pay all associated transaction fees.</li> </ol>																																			
Duration																																			
<p>Unknown. \$500,000 was approved by the City Council in November of 2018 to purchase the site. Negotiations underway.</p>																																			
Status																																			
<p>Purchase is pending.</p>																																			
Programmed Funding																																			
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding																											
Appropriations	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000																											
Expenses	-	-	-	-	-	-	-	-																											
New request	-	-	-	-	-	-	-	-																											
<b>Total</b>	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000																											
Fund Financing Sources	-	-	-	-	-	-	-	-																											
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																											
<b>Total Capital Project</b>	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000																											
Future Impact on Operating Budget																																			
<p>Subsequent to acquisition of this property, the City intends to enter into a joint venture with a developer for the redevelopment of the existing parking lot. The future impact on the operating budget will be unknown until there is a development agreement executed.</p>																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="3" style="text-align: left; padding: 2px;">Current Strategic Plan Objective</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;"></td> <td style="width: 60%;">Child Care</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>Climate Change Mitigation, Adaptation &amp; Resilience</td> <td></td> </tr> <tr> <td></td> <td>Downtown</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>X</b></td> <td>Housing</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>X</b></td> <td>Mobility, Traffic &amp; Transportation Infrastructure</td> <td></td> </tr> <tr> <td></td> <td>Northeast Area Specific Plan</td> <td></td> </tr> <tr> <td></td> <td>Recreation Services</td> <td></td> </tr> <tr> <td>Capitalized Project</td> <td style="text-align: center;"><b>X</b></td> <td>Non-Capitalized Project</td> </tr> </tbody> </table>									Current Strategic Plan Objective				Child Care			Climate Change Mitigation, Adaptation & Resilience			Downtown		<b>X</b>	Housing		<b>X</b>	Mobility, Traffic & Transportation Infrastructure			Northeast Area Specific Plan			Recreation Services		Capitalized Project	<b>X</b>	Non-Capitalized Project
Current Strategic Plan Objective																																			
	Child Care																																		
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	Northeast Area Specific Plan																																		
	Recreation Services																																		
Capitalized Project	<b>X</b>	Non-Capitalized Project																																	
																																			



**C2003: Wheeler Plaza Garage Wayfinding Signage Installation**

Fund Number:	0025	Location:	Wheeler Plaza
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Cristian Padilla	Priorities:	Council's Strategic Plan
Category:	Traffic & Transit	Priority Rating:	1

**Description**

The City engaged consultant Hunt Design to develop wayfinding signage for the Wheeler Plaza Garage. This project included the development of the following elements: 1.

- Branding Scheme for Two Levels within the Parking Structure
- 2. Directional Signage for Motorists
- 3. Directional Signage for Pedestrians
- 4. Level or Zone Identification within the Parking Structure
- 5. Identification and Wayfinding to Bicycle Parking Areas
- 6. Regulatory and/or Parking Information Signs

These designs have since been completed and are now ready for fabrication and installation. As of March 2023, the City is in the final stages of hiring a sign manufacturer. Installation will occur after ongoing repairs to the garage are completed.

**Justification**

This project will improve the flow of vehicle, bicycle, and pedestrian traffic through the garage while making the garage a more inviting place to park. Highlighting the garage's availability will increase its usage by the community.

**Duration**

September 2020 to July 2023.

**Status**

In process.

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Expenses	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Future Impact on Operating Budget**

No additional regular maintenance beyond existing maintenance of the Wheeler Plaza Garage.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2111: Drone Unmanned Aerial Vehicle (UAV) Program**

Fund Number: 0025	Location: Citywide
Department: Fire	Strategic Plan: Yes
Project Manager: Chuck Lax	Priorities: Wildfire and Public Safety Planning
Category: Technology	Priority Rating: 1

**Description**

This CIP budget request would be for the ongoing maintenance of the Unmanned Aerial Vehicle (UAV) fleet, training, and a one-time purchase of a UAV.

**Justification**

Leveraging technology to improve public safety is an identified need in our department. UAV systems provide an opportunity to improve safety for both the public and fire personnel. UAVs have several uses in public safety. Existing technology allows for live streaming of both standard and infrared video. This capability will improve situational awareness on the fireground by enabling fire personnel to see heat signatures from the aerial platform that will indicate the location of a fire, even in large buildings. This will allow for a more informed decision making process when deploying fire resources. A UAV will greatly assist in locating and determining the severity of a wildland fire, especially in difficult to reach areas of the city, and improve the ability to locate victims during search and rescue operations, both on land and in the water. Fireboat 9 is frequently requested for search and rescue operations on the south end of San Francisco Bay, and our UAV has located stranded victims, even before Fireboat 9 has left its dock.

This resource would be available to neighboring public safety partners as well as other City departments. Our UAVs have been used to photograph City facilities and construction in progress. They can also be used for tasks such as building inspections, preplans, and fire investigations.

**Duration**

This project is expected to be completed within a year, during the period from July 1, 2021 to June 30, 2023.

**Status**

This is a new project. We are asking for one time funding to purchase UAV fleet and replacement costs of \$10,000 every three years.

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Approved Expenses	\$ 10,000	\$ 9,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 9,998</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 10,000	\$ 9,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

**Future Impact on Operating Budget**

This request includes a replacement budget of \$10,000 every three years.

**Current Strategic Plan Objective**

	Child Care
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C2202: 2nd Floor Library Remodel (Old Chamber Area Suite 206)**

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 will remodel and update Suite 206 on the 2nd floor of the library 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. Therefore, it has become necessary to expand into this space which is expected to be vacated July 1, 2024. 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**

July 2024 to June 2025

**Status**

New project

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Approved Expenses	\$ 1,350,000	\$ 739,753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
New Request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,350,000</u>	<u>\$ 739,753</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,350,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 1,350,000</u>	<u>\$ 739,753</u>	<u>\$ -</u>	<u>\$ -</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**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C2205: City Facility Cameras**

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 install 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.

Staff recommends 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 2024.

**Status**

Ongoing.

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Approved Expenses	\$ 550,000	\$ 265,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 550,000</u>	<u>\$ 265,625</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 550,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	\$ 550,000	\$ 265,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000

**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**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project







**C2117: Website and Intranet Refreshment**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	City Manager	Strategic Plan:	
Project Manager:	Nil Blackburn	Priorities:	Communications & Transparency
Category:	Information Technology	Priority Rating:	1

**Description**

This project is for the development of a new City website and intranet. As part of this solution, the vendor will provide: a needs assessment and gap analysis to ensure the new website/intranet will meet the latest usability, accessibility, and content management standards; template development and content management system integration; quality assurance, accessibility, and custom development; site map development and content migration; beta site review; and training.

**Justification**

The City's website and intranet were last updated in 2017. The useful life of a website is three to five years and by June 2023, the City's website will be six years old. The City is interested in a site that has ADA accessibility, ease of use, online services, and an intuitive user interface for both staff and the community.

**Duration**

October 2022 to June 2023

**Status**

The one-time capital appropriation of \$100,000 is for design and implementation of the new website and intranet, including template development and CMS integration, quality assurance, accessibility solutions, custom development, site map development, content migration, core editor training, beta site review, and full staff training. This does NOT include the cost of annual maintenance and hosting fees.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 100,000	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 100,000</u>	<u>\$ 12,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 100,000</u>	<u>\$ 12,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

**Future Impact on Operating Budget**

Beginning FY 2023-24, annual maintenance and hosting costs are funded by the operating budget and will cost \$16,400 per year in years two through four and \$17,548 in years five through eight.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>



**C2218: Permitting Software**

Fund Number: General Fund Capital Project - 0025      Location: City Hall  
 Department: Community Development & IT      Strategic Plan: No  
 Project Manager: Chris Valley & Will Hoch      Priorities: Infrastructure  
 Category: Facilities & Technology      Priority Rating:

**Description**

This project would consist of a complete replacement / upgrade of the City's current permitting system.

**Justification**

Our current permitting system, Central Square, has been purchased numerous times and currently lacks functionality that it had under previous versions. Permitting software systems can become outdated when support is no longer available or when a software system itself is no longer available.

**Duration**

Estimated start of project is late 2023 with completion estimated in mid 2024.

**Status**

New project.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Technology Fee Reserve	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

Maintenance of the permitting software will be covered by technology fees collected with each permit issuance.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C2310: Filing Cabinet System - NEW**

Fund Number: 25	Location: City Hall
Department: ASD	Strategic Plan:
Project Manager: Cheryl Hong	Priorities: Necessary upgrade
Category: Facilities	Priority Rating: 2

**Description**

This project will replace the old filing system in the Finance and City Clerk's offices with a new filing system. This will include removal, purchase of new cabinet system, and installation. The current tracks cannot be reused and everything will have to be removed. A new carpet will also need to be installed under the location where the current filing cabinets are.

**Justification**

The filing cabinets in the Finance and City Clerk's offices have been in use for more than ten years. They are faulty and a hazard for staff. The company that installed and made the existing cabinets no longer exists. This project would be to replace these cabinets for a new filing system.

**Duration**

Estimated to start July 2023 and complete by June 2025.

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	-	200,000	-	-	200,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**

No.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<input checked="" type="checkbox"/> Non-Capitalized Project





**C2312: IT Backup & Disaster Recovery - NEW**

Fund Number: 25	Location: City Hall
Department: ASD	Strategic Plan:
Project Manager: William Hoch	Priorities: Necessary upgrade
Category: Information Technology	Priority Rating: 2

**Description**

This project seeks to upgrade the City's IT backup and disaster recovery environment.

**Justification**

The existing backup and disaster recovery environment has been in service since 2013. Hardware and software have been upgraded over the years. Backup technology has changed to better protect against ransomware. Immutable backup will allow the City to transition to a paperless environment. On premise storage appliance is expected to cost between \$30,000 to \$50,000. The cost will depend on the amount of data that needs to be backed up and the type of storage selected. Software and licensing cost are expected cost between \$10,000 to \$20,000. The remaining budget will be used for cloud storage.

**Duration**

Estimated to start in July 2023 and be completed by June 2024.

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	100,000	-	-	-	-	100,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

**Future Impact on Operating Budget**

The backup environment costs are currently covered by the IT budget. Cloud storage cost are variable based on the amount of data and retention periods.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	X





**C2313: Door Access System Upgrade - NEW**

Fund Number: 25	Location: City Hall
Department: ASD	Strategic Plan:
Project Manager: William Hoch	Priorities: Necessary upgrade
Category: Information Technology	Priority Rating: 2

**Description**

This project will upgrade the physical card readers located in City Hall, the Adult Community Center, the Library, the Youth Center, and the Corp Yard, as well as the hardware to support a newer, secured door system.

**Justification**

The original door readers were installed approximately 20 years ago. About 50% are more than 10 years old. Security on door systems have improved but our current readers are not compatible with the new technology. The system has approximately 140 readers. Several doors at the Corp Yard still use physical keys and need to be added to system. The system will require many hardware controllers to be updated as well. This upgrade will not address issues related to scheduling or card access permissions.

**Duration**

Estimated to start in July 2024 and be completed by June 2025.

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	150,000	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

The system does have annual maintenance for the software which is covered by rue IT budget.

**Current Strategic Plan Objective**

- Child Care
- Climate Change Mitigation, Adaptation & Resilience
- Downtown
- Housing
- Mobility, Traffic & Transportation Infrastructure
- Northeast Area Specific Plan
- Recreation Services



Capitalized Project	Non-Capitalized Project	<b>X</b>
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<b>C2314: OnBase Upgrade (SaaS) - NEW</b>								
Fund Number:	25	Location:	City Hall					
Department:	ASD	Strategic Plan:						
Project Manager:	William Hoch	Priorities:	Necessary upgrade					
Category:	Information Technology	Priority Rating:	2					
<b>Description</b>								
This project will upgrade the Enterprise Content Management (ECM), OnBase, to the latest Cloud (SaaS) version.								
<b>Justification</b>								
The existing OnBase application has not been upgraded since 2018 and is several versions behind. With staff working remotely, the cloud option provides ease of access of files. The total cost for migration services is \$60,000.								
<b>Duration</b>								
Estimated to start in July 2023 and be completed by June 2024.								
<b>Status</b>								
New request								
<b>Programmed Funding</b>								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	180,000	-	-	-	-	180,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
<b>Future Impact on Operating Budget</b>								
Cloud version would be a subscription cost which is estimated to be between \$80,000 - \$120,000 annually.								
<b>Current Strategic Plan Objective</b>								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project		Non-Capitalized Project						<b>X</b>





**C2315: Phone System Replacement - NEW**

Fund Number: 25	Location: City Hall
Department: ASD	Strategic Plan:
Project Manager: William Hoch	Priorities: Necessary upgrade
Category: Information Technology	Priority Rating: 2

**Description**

This project will replace the City's ShoreTel VoIP phone system and eliminate the majority desktop phones.

**Justification**

The City's current, on-premise Mitel phone system was installed in 2017 and the current contract is set to expire in 2023. Advancements in technology and staff working from home has necessitated that staff use multiple forms of voice communications. Building on or integrating with the Teams platform, will simplify communications. Mitel will stop selling the on-premise phone system in late 2023 and cease support on December 31, 2029. Our current vendor, Packet fusion, has recommended moving to a cloud solution.

**Duration**

Estimated to start in July 2023 and be completed by June 2024.

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	90,000	-	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

Annual subscription cost is estimated to be \$50,000. This is based on the number of users.

**Current Strategic Plan Objective**

- Child Care
- Climate Change Mitigation, Adaptation & Resilience
- Downtown
- Housing
- Mobility, Traffic & Transportation Infrastructure
- Northeast Area Specific Plan
- Recreation Services

Capitalized Project	<b>X</b>	Non-Capitalized Project	
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**C2317: Plan Design for Phase 2 2nd Floor Library Remodel and City Hall 2nd Floor Remodel - NEW**

Fund Number:	General Fund Capital Project - 0025	Location:	2nd Floor City Hall
Department:	Public Works / Facilities	Strategic Plan:	No
Project Manager:	Chris Valley and Vatsal Patel	Priorities:	Infrastructure
Category:	Facilities & Technology	Priority Rating:	

**Description**

This project would consist of two separate architectural plan designs for FY 2024-25: Phase II Second Floor Library Remodel Project and Conceptual 2nd Floor City Hall (South End) Remodel Project to provide a more efficient layout and employee work area for Parks & Recreation Services, the City Manager's Office, Emergency Operations, Public Works, and Information Systems.

**Justification**

During the last 10 years, City Hall has had sizeable tenant improvement work completed in the Community Development Department and Council Chambers. There has been minor tenant improvement work in other areas of the structure; however, as staffing grows and the demand for City services increases, there is a need to provide a more efficient use of City Hall at the south end of the 2nd floor office area.

**Duration**

The plans would cover work spanning FY 2023-24 for the requested Phase II 2nd Floor Library Remodel Project and conceptual floor plan for a future 2nd Floor City Hall (South End) Remodel Project.

**Status**

New project.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	100,000	-	-	-	-	100,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

**Future Impact on Operating Budget**

Annual facility costs will be absorbed into the existing operating budget.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>







**C2316: 2nd Floor Library Remodel (Suite 202) Phase II - NEW**

Fund Number:	General Fund Capital Project - 0025	Location:	Library 2nd Floor Suite 202
Department:	Public Works / Facilities	Strategic Plan:	No
Project Manager:	Chris Valley and Vatsal Patel	Priorities:	Infrastructure
Category:	Facilities & Technology	Priority Rating:	

**Description**

This project will remodel and update Suite 202, on the 2nd floor of the library, to provide additional office space for staff and expansion of City Hall services. The space as it is currently configured is inadequate and will need new offices, work cubicles, network / data cabling, electrical, mechanical, and plumbing.

**Justification**

City Hall continues to have limited space and capacity for growth and it has become necessary to expand into this soon to be vacated space at the second floor library. The space will require tenant improvement work including new offices, cubicles, and a customer service counter. The goal is to maximize the space for future growth and to consolidate the office and service areas of the current City Hall.

**Duration**

Tentative construction timeline July 2024 through March 2025.

**Status**

New project.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	1,500,000	-	-	-	1,500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<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**


Annual facility costs will be absorbed into the existing operating budget.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





<b>C2322: City Wide Pole Banners - NEW</b>								
Fund Number: 25					Location: Industrial Arts District			
Department: Parks and Recreation					Strategic Plan: No			
Project Manager: Amy Newby					Priorities: No			
Category:					Priority Rating: 3			
Description								
This project will include the design and purchase of one new set of pole banners, to be installed in the Industrial Arts District, along Brittan Avenue, Industrial Road, Brittan Avenue, and other surrounding streets. This project will include a total of 32 poles with identity banners. Any necessary repairs to hardware will also be included in this project.								
Justification								
Nearly 10 years ago, the City launched an identity campaign and updated pole banners all over town. One area of San Carlos that was included was the Industrial Arts District. However, the worn banners have since been removed. The City Council, at its May 5, 2023 budget study session, requested that a project be included in the proposed Fiscal Year 2023-25 budget to print new identity banners specifically for the Industrial Arts District.								
Duration								
July 1, 2023 - June 30, 2024								
Status								
New, one-time project								
Programmed Funding								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	235,000	-	-	-	-	235,000
<b>Total</b>	\$ -	\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ 235,000
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	\$ -	\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ 235,000
Future Impact on Operating Budget								
There are no future additional impacts on the operating budget for this request.								
Current Strategic Plan Objective								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project	<input checked="" type="checkbox"/>		Non-Capitalized Project	<input type="checkbox"/>				



**C2323: Industrial Equipment and Vehicle Purchases for Corp Yard - NEW**

Fund Number: General Fund Capital Project - 0025      Location: Citywide  
 Department: Public Works      Strategic Plan: Yes  
 Project Manager: Lou Duran      Priorities: Safety; Legal Mandate  
 Category: Sewer, Streets, Parks, Storm, & Facilities      Priority Rating: 1

**Description**

The Maintenance Department requests the purchase of new industrial equipment: specifically, a floor scrubber, mini excavator, skid steer, portable light plant, and electric lawn equipment in addition to a new Ford F600 dump truck to assist in better maintaining the City's streets, parks, and creeks.

**Justification**

A floor scrubber would be used to clean the parking lots at Wheeler Plaza Garage, the Library, and City Hall and would net an annual cost savings of \$28,000 by having staff complete the work in lieu of outside contractors. A mini excavator is needed to clean storm drain inlets, channels, and easements, before, during, and after storms. An in-house mini excavator would reduce the cost of contractor-provided services during emergencies. A skid steer will assist staff in completing short-term smaller pavement repairs such as base failures and larger potholes prior to their scheduled repairs as part of the pavement management plan. The ability to perform smaller pavement repairs also reduces the City's liability and risk on future claims and provides a future cost savings by relying less on outside contractors. A portable light plant is essential in completing emergency repairs at night and can also provide temporary lighting during power outages. The City currently relies on handheld flashlights, mini light stands, or rental lighting plants at higher costs. California is the first state to implement a statewide ban on gas-powered lawn equipment beginning in the 2024 calendar year. The purchase of electric lawn equipment will keep the City in compliance with this new law. Staff has determined that purchasing an additional dump truck will increase staff's productivity when removing road debris, transporting barricades/barriers for street closures, transporting mulch and base rock to City parks and medians, and assist in the removal of mud and silt from the streets and creeks especially during emergency weather conditions.

**Duration**

July 2023 - June 2024 and July 2024 - June 2025

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	347,100	75,000	-	-	-	422,100
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 347,100</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 422,100</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 347,100</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 422,100</u>

**Future Impact on Operating Budget**

Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<input checked="" type="checkbox"/> Non-Capitalized Project





**C2336: Installation of New EV Stations in Public Parking Lots - NEW**

Fund Number: General Fund Capital Projects - 0025      Location: Citywide  
 Department: Public Works      Strategic Plan: Yes  
 Project Manager: Vatsal Patel      Priorities: Necessary Update  
 Category: Facilities      Priority Rating: 1

**Description**

The City has a total of nine electric vehicle (EV) charging stations at Wheeler Garage and the Library's underground parking lot. The transition to an EV platform from internal combustion engines will require the construction of additional charging stations throughout the city. The ideal placement of the EV stations would be where the public regularly gathers and where there is enough traffic activity to encourage use of the stations. Public parking lots and other City facilities meet this criteria. This project proposes the installation of two new EV stations in public lots each year, over the next five years.

**Justification**

This project is consistent with the Council's strategic goals to promote Climate Change Mitigation, Adaptation, and Resilience as well as Mobility, Traffic & Transportation Infrastructure. California regulations require all new cars sold in 2035 and beyond to be zero emission vehicles. In response, more auto manufacturers are producing EV versions of their cars and trucks. To accommodate the influx of new EV vehicles, more infrastructure is needed. Installing new EV chargers in City parking lots will make these facilities available to a larger segment of the community.

**Duration**

July 2023 - June 2024

**Status**

New request

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	100,000	100,000	100,000	100,000	100,000	500,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 500,000</u>

**Future Impact on Operating Budget**


Future impact on the operating budget is negligible.

**Current Strategic Plan Objective**

	Child Care	
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





<b>C2110: Standards of Cover</b>								
Fund Number: 0025				Location: Citywide				
Department: Fire				Strategic Plan: Yes				
Project Manager: Chuck Lax				Priorities: Safety Planning				
Category: Traffic & Transit				Priority Rating: 1				
Description								
The Fire Department is requesting funding to have a Standards of Cover Study (SOC). A Standards of Cover Study (SOC) is used to assist the Department in ensuring a safe and effective response force.								
Justification								
The San Carlos/Redwood City Fire Department is a professional Fire Department with 81 Suppression members, and 96 total personnel. The Department has been awarded a Class 1 Public Protection Classification rating by the Insurance Services Office (ISO). Additionally, the City is an Advanced Life Support (ALS) and Basic Life Support (BLS) provider. The Department is seeking a qualified consulting firm to conduct a Standards of Cover Study (SOC) and a Community Hazard and Risk Assessment to assist with the deployment of Fire Resources based on the increased development, as well as the future growth.								
Duration								
This project is expected to be completed within a year: July 1, 2022 to June 30, 2023								
Status								
The Standards of Cover study is a one-off project								
Programmed Funding								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>Fund Financing Sources</b>								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Project</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
Future Impact on Operating Budget								
There will be no ongoing or replacement costs associated with this request.								
Current Strategic Plan Objective								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project		Non-Capitalized Project	<b>X</b>					



**C2115: Objective Design and Development Standards for Single-Family, Multi-Family and Mixed-Use Residential Projects**

Fund Number:	General Fund Capital Project - 0025	Location:	Citywide
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Rucha Dande	Priorities:	
Category:	Housing	Priority Rating:	

**Description**

Objective standards are intended to be measurable and verifiable development standards that regulate design and do not allow for any subjective analysis. These standards are being required in conjunction with several state laws for all types of residential development (single-family, multi-family, and mixed use projects). Adopting objective standards for new residential development will allow developers and property owners to have a clear understanding of the community's expectations for how new residential development will look, and how it will fit in with existing development. Reviewing projects against these objective standards will help decrease review time for single-family, mixed use, and multi-family projects.

**Justification**

There are several State mandates that require the City apply objective design standards. Staff has identified this as a key item as providing these standards will be consistent with the requirements for objective standards in compliance with Senate Bill (SB) 35 (Government Code Section 65913.4) and the Housing Accountability Act, as amended in 2019 by SB 330, and requirements of the Senate Bill (SB) 9. In addition, creation of these standards will help streamline review of all housing projects.

**Status**

Single-family design standards are expected to be adopted in Fall 2023. Multi-family objective design standards are expected to be adopted at the end of 2023.

**Status**

Existing Project

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
Approved Expenses	\$ 305,095	\$ 54,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,095
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 305,095</b>	<b>\$ 54,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 305,095</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ 305,095	\$ 54,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,095

**Future Impact on Operating Budget**


Once adopted, objective design and development standards should decrease the amount of time spent on design review by staff and various committees (RDRC and Planning Commission).

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
<b>X</b>	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





<b>C2220: Greenhouse Gas In-Lieu Fee Study - NEW</b>								
Fund Number:	0025	Location:	Citywide					
Department:	City Manager	Strategic Plan:	Climate Change					
Project Manager:	Adam Lokar	Priorities:	Council Strategic Plan					
Category:	Environmental Sustainability	Priority Rating:	1					
Description								
Establish funding for professional services to conduct a study needed to create a greenhouse gas in-lieu fee for commercial development exempted from the City's all-electric reach code.								
Justification								
The City's Climate Mitigation and Adaptation Plan establishes the goal to reduce greenhouse gas emissions 40% by 2030 and 80% by 2050. The electrification of buildings and transportation are key components to achieving this goal. The City Council directed staff during the January 23, 2023 study session on building electrification to develop a fee requiring new commercial development exempt from the all-electric reach code to contribute towards a fund that could be used to offset emissions through other means such as installing rooftop solar, electric vehicle charging, or through electrification incentives. This effort is also included as an objective in the 2023 Strategic Plan.								
Duration								
July, 2023 - June, 2024								
Status								
New project.								
Programmed Funding								
<b>Appropriations</b>	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
Approved Expenses	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
New request		-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Fund Financing Sources</b>								
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Future Impact on Operating Budget								
There will be no ongoing costs associated with this project								
Current Strategic Plan Objective								
	Child Care							
<b>X</b>	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project		Non-Capitalized Project	<b>X</b>					



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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0026</b>										
<i>New Proposing Projects</i>										
C2326	New Child Care Facility Development				-	-	5,000,000		-	5,000,000
C2327	Child Care Space Reimbursement				-	1,000,000	1,000,000	1,000,000		3,000,000
C2333	Family and Commercial Daycare Grant Program				-	250,000	250,000	250,000	250,000	1,000,000
	<i>Total Outside Funding</i>	-	-	-	-	-	-	-	-	-
	<i>Total Capital</i>	-	-	-	-	1,250,000	6,250,000	1,250,000	250,000	9,000,000
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
	<b>Total Child Care Fund 0026</b>	-	-	-	-	<b>1,250,000</b>	<b>6,250,000</b>	<b>1,250,000</b>	<b>250,000</b>	<b>9,000,000</b>
	<b>Ending Fund Balance Child Care Fund 0026</b>				<b>3,671,700</b>	<b>4,000,100</b>	<b>2,293,800</b>	<b>1,061,800</b>	<b>824,800</b>	



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**C2327: Child Care Space Reimbursement - NEW**

Fund Number:	Child Care Fund - 0026	Location:	TBD
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Adam Aronson	Priorities:	Child Care, Own Funding Source
Category:	Child Care	Priority Rating:	1

**Description**

This project would make available impact fee revenue to reimburse applicants who choose to meet the child care impact fee requirement by building child care onsite, rather than by paying the fee, and who oversize the child care space provided relative to the value of the impact fee requirement. The amount of the reimbursement will not reduce the value of the applicant's child care obligation; rather, it can partially or fully subsidize the cost incurred by the applicant in excess of what the fee obligation would have been.

**Justification**

This project may help to expedite the development of child care in San Carlos as it allows projects to move forward at larger scales than initially feasible.

**Duration**

July 2023 to June 2028.

**Status**

In 2022, the City established a Child Care impact fee on new commercial development. Over the coming years funding will be collected through the impact fee as new projects obtain building permits. Some projects may elect to build child care on site and could go beyond the amount required for their project by accessing this additional funding from the City.

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
Expenses	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,000,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>								
	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,000,000

**Future Impact on Operating Budget**

These funds would be drawn from the Child Care Impact Fee, Fund 26. The impact on the operating budget is unknown at this time.

**Current Strategic Plan Objective**

<input checked="" type="checkbox"/>	Child Care
<input type="checkbox"/>	Climate Change
<input type="checkbox"/>	Downtown
<input type="checkbox"/>	Housing
<input type="checkbox"/>	Mobility, Traffic, and Transportation Infrastructure
<input type="checkbox"/>	Northeast Area Specific Plan
<input type="checkbox"/>	Recreation Services
Capitalized Project	Non-Capitalized Project
	<input checked="" type="checkbox"/>





**C2333: Family and Commercial Daycare Grant Program - NEW**

Fund Number:	Child Care Fund - 0026	Location:	TBD
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Adam Aronson	Priorities:	Child Care, Own Funding Source
Category:	Child Care	Priority Rating:	1

**Description**

The City may make child care impact fee revenue available as grants to at-home and commercial day care providers. These grants must be used to develop new child care facilities or improve existing child care facilities, in order to increase service capacity to more children. The City will develop an outreach program to let child care operators know that funding is available once enough revenue is collected.

**Justification**

This project falls under a strategic goal of the City and is intended to help expand existing child care providers or attract new providers to San Carlos.

**Duration**

July 2023 to June 2028.

**Status**

In 2022, the City established a child care impact fee on new commercial development. Over the coming years, funding will be collected through the impact fee as new projects obtain building permits. During this time, staff will develop a grant program for distribution of these funds to assist child care providers with expansion. Staff will make awards once revenue has reached a sufficient level.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
New request								
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 1,000,000</u>

**Future Impact on Operating Budget**

These funds would be drawn from the Child Care Impact Fee, Fund 26. The impact on the operating budget is unknown at this time.

**Current Strategic Plan Objective**

<b>X</b>	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





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CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0027</b>										
<u>Completed Projects</u>										
C2113	Highlands Park Tennis Court Resurfacing	24,500	24,500	-	-	-	-	-	-	24,500
C1716	North Crestview Passive Park Improvement	11,305	11,305	-	-	-	-	-	-	11,305
<u>Previously Approved/ongoing Projects</u>										
C1905	Chilton Park Improvements	500,000	499,358	-	-	-	-	-	-	500,000
C1905	Prop 68 Per Capita Funds	(178,000)	-	-	-	-	-	-	-	(178,000)
C1732	Laureola Park Improvements	600,000	-	-	-	-	-	-	-	600,000
C1732	Park in Lieu Transit Village Project	(600,000)	(600,000)	-	-	-	-	-	-	(600,000)
C2204	Replace Turf at Burton Playground	-	-	-	200,000	-	-	-	-	200,000
C2221	North Crestview Park New Master Plan	200,000	-	200,000	-	-	-	-	-	200,000
<u>New Proposing Projects</u>										
C2328	Arguello Shade Structure	-	-	-	50,000	-	-	-	-	50,000
C2328	Parks & Recreation Foundation	-	-	-	(10,000)	-	-	-	-	(10,000)
C2329	Parks Master Plan	-	-	-	400,000	-	-	-	-	400,000
C2330	Trail Improvements, expansion and connections	-	-	-	250,000	300,000	250,000	-	-	800,000
C2330	Parks & Recreation Foundation	-	-	-	(20,000)	(20,000)	(20,000)	-	-	(60,000)
C2331	Conceptual Design of Community Center	-	-	-	-	200,000	-	-	-	200,000
	<i>Total Outside Funding</i>	(778,000)	(600,000)	-	(30,000)	(20,000)	(20,000)	-	-	(848,000)
	<i>Total Capital</i>	1,335,805	535,163	200,000	900,000	500,000	250,000	-	-	2,985,805
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
<b>Total Park-in-Lieu Fund 0027</b>		<b>557,805</b>	<b>(64,837)</b>	<b>200,000</b>	<b>870,000</b>	<b>480,000</b>	<b>230,000</b>	<b>-</b>	<b>-</b>	<b>2,137,805</b>
<b>Ending Fund Balance Park-in-Lieu Fund 0027</b>				<b>786,891</b>	<b>183,991</b>	<b>842,891</b>	<b>912,091</b>	<b>2,085,591</b>	<b>2,435,191</b>	



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**C1905: Chilton Park Improvements**

Fund Number:	Park In Lieu Fund - 027	Location:	Chilton Park
Department:	Parks & Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Mission, Value, Core Values
Category:	Parks	Priority Rating:	4

**Description**

This project would consist of improvements to Chilton Park including improved pathways, an accessible upland trail, defined entrance to park, tot play area, gathering space adjacent to "the Rock", hillside steps from Bayview Drive, a drinking fountain, new plantings, and an interpretive sign.

**Justification**

A community input process began in July 2018 to develop a Master Plan for Chilton Park. Two community meetings, each with approximately 30 residents in attendance, resulted in recommended improvements to Chilton Park. These improvements were presented to the Parks, Recreation and Culture Commission. The Commission recommended the plan with additional suggestions including a more robust tot play area, drinking fountain, and an interpretive educational panel. Fiscal Year 2019-20 funding covered the cost of architect for construction design and documents. Fiscal Years 2020-22 funding will cover the cost of construction.

**Duration**

July 2019 through December 2022.

**Status**

In progress with significant outreach.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 500,000	\$ 499,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 500,000</u>	<u>\$ 499,358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>Fund Financing Sources</b>								
Prop 68 Per Capita Funds	\$ 178,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,000
<b>Total</b>	<u>\$ 178,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 178,000</u>
<b>Total Capital Project</b>	<u>\$ 322,000</u>	<u>\$ 499,358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 322,000</u>

**Future Impact on Operating Budget**

Negligible.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
<b>X</b>	Recreation Services
Capitalized Project	<b>X</b> Non-Capitalized Project





**C1732: Laureola Park Improvements**

Fund Number:	Park-in-Lieu Fund - 0027	Location:	Laureola Park
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Safety, Park in-Lieu Fees
Category:	Parks	Priority Rating:	1

**Description**

This project would make various improvements to Laureola Park to enhance the safety and enjoyment of this community park.

**Justification**

The improvements are part of the community benefits provided by the Transit Village development.

**Duration**

TBD.

**Status**

Pending vision plan for the area.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 600,000</u>
<b>Fund Financing Sources</b>								
Park in Lieu	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
<b>Total</b>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 600,000</u>
<b>Total Capital Project</b>	<u>\$ -</u>	<u>\$ (600,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





**C2204: Replace Turf at Burton Park - AMENDED**

Fund Number:	27	Location:	Burton Park
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Lou Duran	Priorities:	Maintenance
Category:	Parks	Priority Rating:	3

**Description**

Project includes the replacement of natural grass with synthetic turf play surface at the two enclosed playground areas at Burton Park.

**Justification**

The current grass turf inside the enclosed playground areas at Burton Park requires constant maintenance and downtime in order to maintain lush grass as a play surface. The areas are very shady throughout most of the day due to large surrounding trees. The areas are also heavily used, which makes regrowth of the grass challenging. Dead grass and dirt are a result of these factors. Installing turf would significantly reduce ongoing maintenance in addition to conserving water.

**Duration**

July 2023 through June 2024.

**Status**

Current funded project.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	200,000	-	-	-	-	200,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**

After installation of synthetic turf there will be a costs savings related to water usage.

**Current Strategic Plan Objective**

Child Care	
Climate Change Mitigation, Adaptation & Resilience	
Downtown	
Housing	
Mobility, Traffic & Transportation Infrastructure	
Northeast Area Specific Plan	
Recreation Services	
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C2221: North Crestview Park Master Plan - NEW**

Fund Number:	27	Location:	North Crestview Park
Department:	Parks and Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Yes
Category:	Parks	Priority Rating:	1

**Description**

This project will include a new master plan assessment of North Crestview Park recreational opportunities with community input.

**Justification**

The City Council identified this as a project under the new Strategic Plan goal and objective of exploring new recreational opportunities.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**

Future one-time and ongoing costs shall vary should City Council decide to implement recommended improvements to parks and/or facilities.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
<b>X</b>	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





**C2328: Arguello Shade Structure - NEW**

Fund Number:	27	Location:	Arguello Park
Department:	Parks and Recreation	Strategic Plan:	No
Project Manager:	Amy Newby	Priorities:	No
Category:	Parks	Priority Rating:	2

**Description**

This project will add new shade canopies over the sunny picnic site at Arguello Park. Two picnic tables at this site are in direct sunlight, with little to no shade from trees.

Picnic reservations have increased and reservable outdoor space is very desirable in the community, especially since the easing of COVID restrictions. But Arguello Park's sunny site continues to be the least reserved site. Comments from the community state there is too much direct sunlight and risk of being hit by fly balls from the nearby field. A shade canopy will help with both of these issues and should increase the interest in this picnic site.

**Justification**

This site is part of our reservable picnic program. Additionally, this site gets very little to no natural shade.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project

**Programmed Funding**

Appropriations	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-18	
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	50,000	-	-	-	-	50,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Fund Financing Sources</b>								
P&R Foundation	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>Total Capital Project</b>								
	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

**Future Impact on Operating Budget**

There are no future additional impacts on the operating budget for this request.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<input checked="" type="checkbox"/>	Non-Capitalized Project





**C2329: Parks Master Plan - NEW**

Fund Number: 27	Location: All parks and facilities
Department: Parks and Recreation	Strategic Plan: Yes
Project Manager: Amy Newby	Priorities: Yes
Category: Parks and Facilities	Priority Rating: 1

**Description**

This project will include a new assessment of all City developed parks, open space parks, and recreational facilities, engage the community to better understand current needs in recreational opportunities, and provide recommendations for improvements to all parks and facilities.

**Justification**

The City Council identified this as a new Strategic Plan goal and objective.

**Duration**

July 1, 2023 - June 30, 2024

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	400,000	-	-	-	-	400,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>

**Future Impact on Operating Budget**

Future one-time and ongoing costs shall vary should City Council decide to implement recommended improvements to parks and/or facilities.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
<b>X</b>	Recreation Services	
Capitalized Project		Non-Capitalized Project <b>X</b>





<b>C2330: Trail Improvements - NEW</b>								
Fund Number:	27	Location:	Open Space and Private Open Space					
Department:	Parks and Recreation	Strategic Plan:	Yes					
Project Manager:	Amy Newby	Priorities:	Yes					
Category:	Parks	Priority Rating:	1					
Description								
Project funding will cover the cost of identified trail improvements in Eaton and Big Canyon parks, implement trail connections into adjacent open space parks in neighboring jurisdictions, and private open space land acquisition. Project funding may also be used to implement trail enhancements identified by City Council or the Trails Subcommittee in next three years.								
Justification								
In recent years, open space parks and City-maintained trails are being used more than in previous years. In January 2023, the City Council identified a new Strategic Plan goal, Recreation Services. This goal has three stated objectives. One of these objectives is to assess new trail opportunities to implement a Trails Connection Plan. New connections will allow for regional connections to the north, west, and south of San Carlos.								
Duration								
July 1, 2023 - June 30, 2025								
Status								
New, potentially ongoing project								
Programmed Funding								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	250,000	300,000	250,000	-	-	800,000
<b>Total</b>	\$ -	\$ -	\$ 250,000	\$ 300,000	\$ 250,000	\$ -	\$ -	\$ 800,000
<b>Fund Financing Sources</b>								
P&R Foundation	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 60,000
<b>Total</b>	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 60,000
<b>Total Capital Project</b>	\$ -	\$ -	\$ 230,000	\$ 280,000	\$ 230,000	\$ -	\$ -	\$ 740,000
Future Impact on Operating Budget								
Future ongoing costs will vary depending on scale of trail improvements.								
Current Strategic Plan Objective								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
<b>X</b>	Recreation Services							
Capitalized Project	<b>X</b>	Non-Capitalized Project						





**C2331: Conceptual Design of Community Center - NEW**

Fund Number:	27	Location:	N/A
Department:	Parks and Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Yes
Category:	Facilities	Priority Rating:	1

**Description**

This project will include a community input process to identify residents expectations, needs, and wants for a potential community center. The project will identify possible locations, estimated costs, and funding mechanisms.

**Justification**

The City Council identified this as a Strategic Plan objective as part of the new Recreation Opportunities goal for FY 2023-24.

**Duration**

July 1, 2023 - June 30, 2025

**Status**

New, one-time project

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-18	Total Project Funding
<b>Appropriations</b>								
Approved Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New request	-	-	-	200,000	-	-	-	200,000
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<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**

Future one-time and ongoing costs shall vary should City Council approve to build new community center.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
<b>X</b>	Recreation Services	
Capitalized Project		Non-Capitalized Project
		<b>X</b>







CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0028</b>										
<i><u>Previously Approved/ongoing Projects</u></i>										
C1750	Reconfiguration Public Parking Plazas	60,000	19,406	-	-	-	-	-	-	60,000
C1816	Parking Occupancy Study	75,000	-	65,000	-	-	-	-	-	75,000
	<i>Total Outside Funding</i>	-	-	-	-	-	-	-	-	-
	<i>Total Capital</i>	135,000	19,406	65,000	-	-	-	-	-	135,000
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
	<b>Total Parking-in-Lieu Fund 0028</b>	<b>135,000</b>	<b>19,406</b>	<b>65,000</b>	-	-	-	-	-	<b>135,000</b>
	<b>Ending Fund Balance Parking-in-Lieu Fund 0028</b>			<b>278,972</b>	<b>29,672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



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### C1750: Reconfiguration Public Parking Plazas

Fund Number: Parking-in-lieu Fund - 0028	Location: South Plaza Parking Lot
Department: Community Development Department	Strategic Plan: Mobility, Traffic and Transportation Infrastructure
Project Manager: Adam Aronson	
Category:	Priorities:
	Priority Rating:

#### Description

Engage a consulting firm to propose parking reconfigurations for South Plaza to maximize the number of parking spaces and improve traffic flow and engage a contractor to implement restriping of the lot.

#### Justification

The 2019-20 Strategic Plan included the following Infrastructure related objectives: #2) Identify and implement citywide street and intersection projects to improve traffic flow and parking; and #5) Facilitate completion of projects currently underway. Use of City-owned public parking plazas is high. South Plaza in particular suffers from striping that does not clearly differentiate between public and private parking spaces. The 2017 Parking Study also recommended maximizing existing parking resources in areas such as South Plaza.

#### Duration

12 to 18 months.

#### Status

A preliminary survey was conducted at South Plaza and determined that there are no alternative layouts that both increase the number of parking spaces in the lot and maintain an efficient flow of traffic. Staff are recommending that the current layout be maintained but that the striping be updated to more clearly delineate City-owned spaces and additional signage be added to clarify parking time limits in the lot. Additionally, staff has identified a number of spaces which have been encroached upon by neighboring businesses and are working with said businesses to correct this.

#### Programmed Funding

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>Appropriations</b>								
Expenses	\$ 60,000	\$ 19,406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
New Requests	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 60,000</u>	<u>\$ 19,406</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>
<b>Fund Financing Sources</b>								
Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 60,000</u>	<u>\$ 19,406</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>

#### Current Strategic Plan Goal

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	Non-Capitalized Project	<b>X</b>





**C1816: Parking Occupancy Study**

Fund Number:	Parking-in-Lieu - 0028	Location:	South Laurel St. and Walnut St.
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Steven Machida	Priorities:	Transportation
Category:	Traffic & Transportation	Priority Rating:	3

**Description**

The City leases a portion of SamTrans property along El Camino Real for employee parking in the South Laurel/Walnut area to reduce demand in neighborhoods. This new lot opened in summer 2018. This budget request is to complete a parking occupancy study in the adjacent neighborhood to determine if the new parking lot reduced parking demand in the adjacent residential neighborhood.

**Justification**

The study was started in late 2019, but was paused due to COVID-19. As a result of residents being at home during the pandemic, the streets were fully parked. Continuing the study under these conditions would not generate accurate results. Therefore, the study will continue after a more normal parking pattern emerges.

**Duration**

July 2022-June 2024

**Status**

Resume the study in Fiscal Year 2022-23

**Programmed Funding**

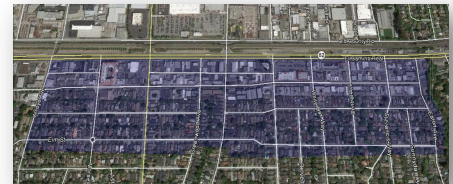
	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project Funding
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>Appropriations</b>								
Expenses	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>
<b>Fund Financing Sources</b>								
Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
	Housing	
<b>X</b>	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project		Non-Capitalized Project <b>X</b>





CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0029</b>										
<u>Previously Approved/Ongoing Projects</u>										
C9754	Cherry Street Below Market Rate Housing	6,625,000	3,251,541	(250,000)	5,500,000	-	-	-	-	12,125,000
C1906	Study Land Use and Regulatory Options	821,276	760,100	-	-	-	-	-	-	821,276
C1906	SB 2 Planning Grant	(160,000)	(160,000)	-	-	-	-	-	-	(160,000)
C1906	LEAP Grant	(150,000)	-	-	-	-	-	-	-	(150,000)
C1906	REAP Grant	(39,441)	(39,441)	-	-	-	-	-	-	(39,441)
C2216	1232 Cherry Street Building Demolition	250,000	-	250,000	-	-	-	-	-	250,000
<u>New Proposing Projects</u>										
C2332	Affordable Housing Site Acquisition/Construction	-	-	-	10,000,000	10,000,000	10,000,000	7,500,000	5,000,000	42,500,000
C2222	817 Walnut Oven Installation	200,000	-	200,000	-	-	-	-	-	200,000
	<i>Total Outside Funding</i>	(349,441)	(199,441)	-	-	-	-	-	-	(349,441)
	<i>Total Capital</i>	7,896,276	4,011,640	200,000	15,500,000	10,000,000	10,000,000	7,500,000	5,000,000	55,896,276
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
<b>Total Housing-in-Lieu Fund 0029</b>		<b>7,546,835</b>	<b>3,812,199</b>	<b>200,000</b>	<b>15,500,000</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>7,500,000</b>	<b>5,000,000</b>	<b>55,546,835</b>
<b>0031</b>										
<u>Completed Projects</u>										
C1733	817 Walnut Street Redevelopment	7,300,000	7,442,175	-	-	-	-	-	-	7,300,000
	<i>Total Outside Funding</i>	-	-	-	-	-	-	-	-	-
	<i>Total Capital</i>	7,300,000	7,442,175	-	-	-	-	-	-	7,300,000
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
<b>Total LMI Housing Fund 0031</b>		<b>7,300,000</b>	<b>7,442,175</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,300,000</b>
<b>Total Housing Fund 0029 &amp; 0031</b>		<b>14,846,835</b>	<b>11,254,374</b>	<b>200,000</b>	<b>15,500,000</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>7,500,000</b>	<b>5,000,000</b>	<b>62,846,835</b>
<b>Ending Fund Balance Housing Fund</b>				<b>15,342,538</b>	<b>13,927,438</b>	<b>10,431,838</b>	<b>17,856,038</b>	<b>9,765,638</b>	<b>3,986,738</b>	



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<b>C9754: Cherry Street Below Market Rate Housing Acquisition - AMENDED</b>								
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					
<b>Description</b>								
<p>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.</p>								
<b>Justification</b>								
<p>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.</p>								
<b>Duration</b>								
July 2011 to June 2027.								
<b>Status</b>								
<p>In 2022 the City acquired 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. In February of 2023, the City Council approved a Disposition, Development, and Loan Agreement for the project. It is anticipated that in May of this year the project's entitlement will be brought to the Planning Commission for approval. Shortly thereafter the project will be brought back to the City Council along with a request for gap financing to assist with development of the project.</p>								
<b>Programmed Funding</b>								
Appropriations	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
Expenses	\$ 6,625,000	\$ 3,251,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,625,000
New request	-	-	5,500,000	-	-	-	-	5,500,000
<b>Total</b>	<b>\$ 6,625,000</b>	<b>\$ 3,251,285</b>	<b>\$ 5,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,125,000</b>
Fund Financing Sources								
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Project</b>	<b>\$ 6,625,000</b>	<b>\$ 3,251,285</b>	<b>\$ 5,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,125,000</b>
<b>Future Impact on Operating Budget</b>								
<p>\$6,625,000 has previously been allocated for the project. The City expended \$3,075,000 to acquire the property at 1232 Cherry Street and intends to enter into a development agreement with Cherry Street Commons to redevelop the site and provide additional affordable housing units. It is estimated that the City will need to contribute approximately \$9,000,000 as a loan to the Developer to make the project feasible, requiring an additional allocation of \$5,500,000.</p>								
<b>Current Strategic Plan Objective</b>								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
<b>X</b>	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project	<b>X</b>	Non-Capitalized Project						





**C1906: Study Land Use and Regulatory Options**

Fund Number:	Housing-In-Lieu - 0029	Location:	City-wide
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Lisa Porras	Priorities:	Housing
Category:	Housing	Priority Rating:	1

**Description**

The Community Development Department requested a total of \$800,000 to analyze zoning and make amendments to the General Plan Land Use, Housing, and Safety Elements to incentivize the production of affordable housing; this includes a Zoning Ordinance Update, and corresponding environmental analysis as required by the California Environmental Quality Act (CEQA). The cost to complete this work will come from SB2 grant funds (\$160,000), LEAP grant funds (\$150,000), General Plan Update fees (\$326,000), and Housing In-Lieu fees (\$164,000; SCMC 18.200.130). This work included issuing requests for proposals, selecting a consultant, exploring existing standards and programs for opportunities to increase density, identifying constraints, exploring alternatives, CEQA, Zoning and General Plan amendments, and a Housing Element update.

**Justification**

At the City Council Strategic Plan of February 2019, a new strategic objective was added to address zoning to increase availability of all types of housing, especially affordable housing. The Council requested staff study land use and other regulatory options available. The Council has expressed its desire to actively encourage and support the creation of housing to provide a safe, diverse, inclusive, and affordable supply by facilitating development of housing for all income levels.

**Duration**

Staff estimates the project timeline from start to completion of zoning amendments and other regulatory programs to take approximately 2.5 years (completion estimated December 2022).

**Status**

This project, referred to as the San Carlos Focused General Plan Update (Land Use, Housing, Safety), including corresponding amendments to the Zoning Ordinance, and an EIR as required by CEQA, is underway. The project website, [www.SanCarlos2040.org](http://www.SanCarlos2040.org) has been launched and three community workshops have been held (Nov 2020; Jan 2021; May 2021). The project is on schedule to be completed by the end of 2022.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ 821,276	\$ 760,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 821,276
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 821,276</u>	<u>\$ 760,100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 821,276</u>
<b>Fund Financing Sources</b>								
SB 2 Planning Grant	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000
LEAP Grant	150,000	-	-	-	-	-	-	150,000
REAP Grant	39,441	39,441	-	-	-	-	-	39,441
<b>Total</b>	<u>\$ 349,441</u>	<u>\$ 199,441</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 349,441</u>
<b>Total Capital Project</b>	<u>\$ 471,835</u>	<u>\$ 560,659</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 471,835</u>

**Future Impact on Operating Budget**

It is unknown at this time.

**Current Strategic Plan**

	Child Care	
	Climate Change Mitigation, Adaptation & Resilience	
	Downtown	
<b>X</b>	Housing	
	Mobility, Traffic & Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project		Non-Capitalized Project <b>X</b>







**C2216: 1232 Cherry Street Building Demolition**

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 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Fund Financing Sources</b>								
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

**Future Impact on Operating Budget**

Negligible Impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
<b>X</b>	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	Non-Capitalized Project
	<b>X</b>





<b>C1733: 817 Walnut Street Redevelopment</b>								
Fund Number:	Low and Moderate Income Housing Fund - 0031				Location:	817 Walnut Street		
Department:	Community Development Department				Strategic Plan:	Yes		
Project Manager:	Adam Aronson				Priorities:	Previously funded		
Category:	Housing				Priority Rating:	1		
<b>Description</b>								
<p>The 817 Walnut Street Redevelopment project included designing, financing and constructing a multi-family affordable housing development on City-owned property at 817 Walnut Street. After releasing a Request for Qualifications, the City selected Charities Housing to lead development of the project and the Council ultimately appropriated \$7.3 million towards construction. These funds were allocated from the City's Low Moderate Income Housing Asset Fund. Now complete, the project includes 23 studio units affordable to extremely low, very low, and low income individuals, as well as a two-bedroom manager's unit.</p>								
<b>Justification</b>								
<p>In December 2015, the City Council formed a Housing Subcommittee to explore, among other housing-related issues, how to facilitate the construction of new affordable housing using the City's affordable housing impact fees and Low Moderate Income Housing Asset Fund. Following the dissolution of the San Carlos Redevelopment Agency (RDA), all housing assets of the RDA were transferred to the City's Low Moderate Income Housing Asset Fund, including 817 Walnut Street; an aging, underutilized six-unit multi-family building with four below market rate tenants. State of California Senate Bill 341 (SB 341) implemented new requirements for spending housing successor funds beginning in 2015. SB 341 requires that the City, as the Housing Successor Agency, substantially spend or encumber its housing successor funds before 2019, at which point surpluses may be transferred to various State programs. To begin allocating these funds to affordable housing projects, staff identified the 817 Walnut Street property as a key site for affordable housing development. Preliminary design and analysis demonstrated that developing 10 to 20 units on the site was possible depending on development intensity. In January 2016, the City Council appropriated \$32,000 for professional services to begin conceptual design and planning for the redevelopment of 817 Walnut Street. In June 2020, the City signed a Disposition, Development &amp; Loan Agreement (DDLA) with Charities Housing, ultimately allocating \$7.3 million to the project. In May of 2022 the project was completed and in November of 2022 the remainder of the City's financial contribution was transferred to the project to allow conversion to permanent financing.</p>								
<b>Duration</b>								
July 2016 through Fiscal Year 2021-22.								
<b>Status</b>								
The project was completed in May of 2022 and the City's final financial contribution was made in Novmeber of 2022.								
<b>Programmed Funding</b>								
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 7,300,000	\$ 7,442,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,300,000
New Request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 7,300,000</u>	<u>\$ 7,442,175</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,300,000</u>
<b>Fund Financing Sources</b>								
Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 7,300,000</u>	<u>\$ 7,442,175</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,300,000</u>
								7,300,000
<b>Future Impact on Operating Budget</b>								
<p>The City has entered into a 75-year ground lease with Charities Housing at a rate of \$1.00 per year. As Charities Housing will manage the property during this time, future impacts on the City's operating budget is expected to be negligible.</p>								
<b>Current Strategic Plan Objective</b>								
	Child Care							
	Climate Change Mitigation, Adaptation & Resilience							
	Downtown							
<b>X</b>	Housing							
	Mobility, Traffic & Transportation Infrastructure							
	Northeast Area Specific Plan							
	Recreation Services							
Capitalized Project	<b>X</b>	Non-Capitalized Project						





**C2332: Affordable Housing Site Acquisition/Construction, Affordable Housing In Lieu**

Fund Number:	Fund 29	Location:	TBD
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Adam Aronson	Priorities:	Housing, Own Funding Source
Category:	Housing	Priority Rating:	1

**Description**

This project will explore the acquisition, conversion, and future development of properties for the expansion of affordable housing in the City.

**Justification**

This project will add severely needed affordable housing to the community, which is identified as a strategic goal of the City Council. Costs are split between two funding sources, Fund 29 and Fund 31. Fund 29 is the City's Affordable Housing-In-Lieu Fund which contains the funds collected through the City's Commercial Linkage Fee and Housing-In-Lieu Fees. As the restrictions on Fund 29 are different from those on Fund 31, two CIPs have been created to track them separately.

**Duration**

July 2023 to June 2028.

**Status**

The City anticipates collecting significant revenue through its Commercial Linkage Fee over the coming years. This funding can be utilized to acquire property and construct affordable housing or convert existing market rate housing to affordable housing. As the City is in the midst of developing its second affordable housing project at 1232 Cherry Street, now is an appropriate time to explore the acquisition of sites for the next project in the community. Possible projects could include ground up development or conversion of existing market rate multifamily units to below market rate units.

**Programmed Funding**

	Total Approved		Adopted	Adopted	Requested	Requested	Requested	Total Project
	Budget	Total Spent	2023-24	2024-25	2025-26	2026-27	2027-28	Funding
<b>Appropriations</b>								
Expenses	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 7,500,000	\$ 5,000,000	\$ 42,500,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000,000</u>	<u>\$ 10,000,000</u>	<u>\$ 10,000,000</u>	<u>\$ 7,500,000</u>	<u>\$ 5,000,000</u>	<u>\$ 42,500,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>								
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000,000</u>	<u>\$ 10,000,000</u>	<u>\$ 10,000,000</u>	<u>\$ 7,500,000</u>	<u>\$ 5,000,000</u>	<u>\$ 42,500,000</u>

**Future Impact on Operating Budget**

The City intends to acquire real property utilizing funding from the Affordable Housing-In-Lieu Fund (Fund 29) and the LMI Housing Asset Fund (Fund 31). The impact on the operating budget is unknown at this time.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change	
	Downtown	
<b>X</b>	Housing	
	Mobility, Traffic, and Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project <b>X</b>





**C2222: 817 Walnut Oven Installation Fund 29 - NEW**

Fund Number:	Fund 29	Location:	TBD
Department:	Community Development	Strategic Plan:	Yes
Project Manager:	Adam Aronson	Priorities:	Housing, Own Funding Source
Category:	Housing	Priority Rating:	1

**Description**

This project will cover the cost to install full-sized ovens with four burner stovetops at the 817 Walnut Street affordable housing project.

**Justification**

The studio units at 817 Walnut Street come with convection ovens and two stovetop burners. The Council has heard that some tenants of the project would like to install full-sized ovens with four burners and the City has offered to cover the cost of installation. This cost was not included in the project's original budget. Tenants are not required to install a full-sized oven if they do not wish to receive one and future tenants may also request a full-sized oven if their unit does not already have one.

**Duration**

July 2023 to June 2026.

**Status**

Charities Housing, the manager of 817 Walnut Street, is currently undertaking architecture and engineering studies to determine the process and cost for installing the ovens. Once that is complete residents will be notified and asked to inform Charities whether they wish to install a full-sized oven. Charities will then submit invoices to the City for reimbursement as costs are incurred.

**Programmed Funding**

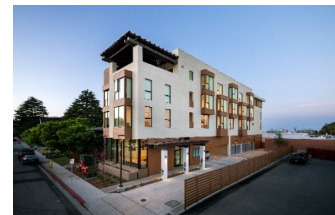
	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>
<b>Fund Financing Sources</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Project</b>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

**Future Impact on Operating Budget**

\$200,000 would be appropriated from Fund 29 to cover the total costs currently estimated for the project.

**Current Strategic Plan Objective**

	Child Care	
	Climate Change	
	Downtown	
<b>X</b>	Housing	
	Mobility, Traffic, and Transportation Infrastructure	
	Northeast Area Specific Plan	
	Recreation Services	
Capitalized Project	<b>X</b>	Non-Capitalized Project





CAPITAL IMPROVEMENT PROGRAM BUDGET DETAIL

Fund/ Project	Project Name	Total Approved Budget as of 6/30/2023	Total Project Spent as of 3/10/2023	FY 22-23 Adopted Update	FY 23-24 Adopted	FY 24-25 Adopted	FY 25-26 Requested	FY 26-27 Requested	FY 27-28 Requested	Total Project Funding
<b>0095</b>										
<u><i>Projects Nearing Completion</i></u>										
C2114	City Library Foundation Study and Stair Repair	250,000	60,384	150,000	-	-	-	-	-	250,000
C2114	SMC Library Funding	(127,000)	-	(127,000)	-	-	-	-	-	(127,000)
<u><i>Previously Approved/ongoing Projects</i></u>										
C1734	Library Maintenance and Repairs	458,568	356,083	-	-	-	-	-	-	458,568
C1734	SMC Library Funding	(400,000)	-	(400,000)	-	-	-	-	-	(400,000)
C2008	Library Building Emergency Backup Power	1,000,000	-	-	-	-	-	-	-	1,000,000
C2008	SMC Library Funding	(400,000)	-	(400,000)	-	-	-	-	-	(400,000)
	<i>Total Outside Funding</i>	(927,000)	-	(927,000)	-	-	-	-	-	(927,000)
	<i>Total Capital</i>	1,708,568	416,467	150,000	-	-	-	-	-	1,708,568
	<i>Total Transfers (Inter-project)</i>	-	-	-	-	-	-	-	-	-
<b>Total Library Improvements Fund 0095</b>		<b>781,568</b>	<b>416,467</b>	<b>(777,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>781,568</b>
<b>Ending Fund Balance Library Improvements Fund 0095</b>				<b>1,166,934</b>	<b>1,134,534</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



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**C1734: Library Maintenance and Repairs**

Fund Number:	Library Improvement Fund - 0095	Location:	San Carlos Library, 610 Elm Street
Department:	Parks & Recreation	Strategic Plan:	Yes
Project Manager:	Amy Newby	Priorities:	Previously Funded
Category:	Facilities	Priority Rating:	2

**Description**

This project will assist in the rehabilitation of the San Carlos Library exterior and community rooms that were not part of the 2014 interior remodel project. Rehabilitation will include: replacement of community room/kitchen furnishings; fixtures and equipment; painting the exterior; repairs to the irrigation system; and some landscaping upgrades.

**Justification**

The San Carlos Library building is almost 20 years old. While the actual library area itself received an interior remodel in cooperation with the County of San Mateo, the other areas were not improved. The community rooms were in need of replacement tables, chairs, a podium, and installation of a new ceiling projector. The restrooms on the first and second floors require replacement of toilet fixtures and sinks and the janitorial room needs repair. The exterior of the building is in need of stucco repairs and painting. Additionally, the courtyard requires irrigation repairs and some landscaping replacement to drought-tolerant plantings.

**Duration**

Through June 2024.

**Status**

In progress.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 458,568	\$ 356,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 458,568
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 458,568</u>	<u>\$ 356,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 458,568</u>
<b>Fund Financing Sources</b>								
SMC Library Funding	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
<b>Total</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
<b>Total Capital Project</b>	<u>\$ 58,568</u>	<u>\$ 356,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,568</u>

**Future Impact on Operating Budget**

No impact on future operating budget.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	





**C2008: Library Building Emergency Backup Power**

Fund Number:	Library Improvements Fund - 0095	Location:	San Carlos Library
Department:	Public Works	Strategic Plan:	Yes
Project Manager:	Grace Le	Priorities:	Public Safety, Emergency Planning
Category:	Facilities	Priority Rating:	1

**Description**

The San Carlos Library does not have emergency backup power. This project will design and install a diesel generator to provide emergency backup power for the building. As an alternative, staff will research the power wall concept and evaluate the best option to provide emergency backup power.

**Justification**

This project aligns with the Council's core values concerning public safety. Providing backup power will allow the building to be functional during an emergency, particularly for an evacuation event or PG&E Public Safety Power Shutoff (PSPS).

**Duration**

September 2021 to June 2024.

**Status**

Begin design late 2021.

**Programmed Funding**

	Total Approved Budget	Total Spent	Adopted 2023-24	Adopted 2024-25	Requested 2025-26	Requested 2026-27	Requested 2027-28	Total Project Funding
<b>Appropriations</b>								
Expenses	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
New request	-	-	-	-	-	-	-	-
<b>Total</b>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Fund Financing Sources</b>								
SMC Library Funding	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
<b>Total</b>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
<b>Total Capital Project</b>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 600,000</u>

**Future Impact on Operating Budget**

Negligible impact.

**Current Strategic Plan Objective**

	Child Care
	Climate Change Mitigation, Adaptation & Resilience
	Downtown
	Housing
	Mobility, Traffic & Transportation Infrastructure
	Northeast Area Specific Plan
	Recreation Services
Capitalized Project	<b>X</b>
Non-Capitalized Project	







**CITY OF SAN CARLOS  
FISCAL YEAR 2023-28 CAPITAL IMPROVEMENT PROGRAM  
UNFUNDED PROJECT LIST**

Fund / Project	Category	Project Description	Est. Project Total
<b>Wastewater Fund 006</b>			
Ongoing	Improve Infrastructure	Annual Sewer System Rehabilitation Program	33,000,000
<b>Total Unfunded Wastewater Fund</b>			<b>33,000,000</b>
<b>Gas Tax Fund 0016</b>			
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
<b>Total Unfunded Gas Tax Fund</b>			<b>72,000,000</b>
<b>General Fund Capital Projects Fund 0025</b>			
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
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	Façade 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	Mobility, Traffic and Transportation Infrastructure	Cedar-Brittan Intersection Improvements	1,250,000
C2107	Transportation Infrastructure	San Carlos Quick-Build Pilot Program	274,000
New	Infrastructure	Industrial Arts Plan	1,000,000
C1810	Infrastructure	Park Water Feature Modifications	225,000
<b>Total Unfunded General Fund Capital Projects</b>			<b>98,789,237</b>
<b>Total Unfunded list</b>			<b>203,789,237</b>



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The Financial Policies of the City of San Carlos allow the City to incur debt for major capital improvements and acquisitions. The following information provides the Debt Limit Margin in compliance with state law and a listing of the City's debt obligations.

### LEGAL DEBT LIMIT MARGIN

The Government Code of the State of California section 43605 states that a City shall not incur an indebtedness for public improvements that exceed in aggregate 15% of the assessed value of all real and personal property of the City. However, the City has established a more conservative limit of not more than 3.75%. With outstanding debt of \$1.9 million and \$1.5 million in Fiscal Years 2024 and 2025 subject to the legal debt limit, and a legal debt limit of \$579 million and \$580 million, respectively, the City is not at risk of exceeding its legal debt limit.

#### Computation of Legal Bonded Debt Limit Margin Fiscal Years 2023 – 2025

	2024	2025
Assessed Valuation	\$ 15,498,256,731	\$ 15,498,256,731
Debt Limit: 3.75% of Assessed Value	581,184,627	581,184,627
Less: Outstanding Debt (Subject to Legal Debt Limit)	1,895,000	1,460,000
Legal Debt Margin	\$ 579,289,627	\$ 579,724,627

Source: San Mateo County Assessor Office 22/23 combined Tax Rolls

### COMPLIANCE WITH DEBT POLICY

The City of San Carlos Debt Management Policy adopted by the City Council on May 22, 2023 requires the debt guaranteed by General Fund be limited to a debt ratio of 10% of General Fund revenue. A debt ratio of 0.85% and 2.60% was calculated by using the relationship between the debt and the General Fund revenue for the Fiscal Years 2024 and 2025, respectively. The City is in compliance with this policy.

#### Computation of Compliance with Debt Service Limit Fiscal Years 2023-2025

	2024	2025
Total General Fund Revenue	\$ 55,339,300	\$57,873,690
General Fund Supported Debt Service	469,250	1,504,900
Ratio of General Fund Supported Debt to General Fund Revenue	0.85%	2.60%
Policy Debt Ratio	10%	10%



## DEBT SERVICE OBLIGATIONS

### Overview

The City of San Carlos debt service obligations include a general obligation bond and financing agreement bonds under a Joint Exercise of Power Agreement (JPA). Silicon Valley Clean Water (SVCW or the Authority), formerly the South Bayside System Authority, was formed in 1975 among the cities of San Carlos, Belmont, Redwood City, and the West Bay Sanitation District under a JPA that provides wastewater transmission, treatment, and effluent disposal services to the members. The Authority has issued bonds and entered into other loan agreements to fund the capital projects and each member has entered into financing agreements and is obligated to pay its allocated share of debts.

- 2015 General Obligation Refunding Bonds – issued to finance the construction of the City’s library. The repayment is solely from ad valorem property taxes levied by the City and collected by the County.
- SVCW 2018 Wastewater Revenue Bonds – issued to finance the acquisition and construction of capital improvements to replace the aged wastewater treatment plant and conveyance system.
- SVCW Water Infrastructure and Innovation Act – issued to finance the construction of improvements to wastewater treatment plan and facilities, specifically its Regional Environment Sewer Conveyance Upgrade Program.
- SVCW Wastewater Revenue Bonds, Series 2021A – issued to refund the outstanding SVCW 2014 and 2015 bonds and paid costs of issuing the 2021A bond.
- SVCW Wastewater Revenue Bonds, Series 2021B - issued to prepay the 2011 Authority SRF Loan and costs of issuing the 2021B bond.
- SVCW Wastewater Revenue Notes, Series 2021A - issued to finance regional environmental sewer conveyance upgrade.
- SVCW Wastewater Revenue Notes, Series 2021B – issued to finance wastewater treatment plant projects.

### Debt Summary

The City’s total outstanding long-term bond principal as of June 30, 2023, is \$106 million. Of this amount, \$2 million is associated with general obligation bonds of the City’s debt service fund and the \$104 million is secured by a pledge of the City’s sewer enterprises fund.

The indebtedness of general obligation refunding bonds is supported by ad valorem property taxes and is solely paid by San Carlos residential property owners. In celebration of the City’s Centennial in 2025, the City plans to pay the bond off one year early using the excess fund balance in Library Tenant Fund. The City has no plan to issue new debts soon.

The debt coverage ratio of 1.2 is required for all SVCW bonds. The City’s sewer enterprises fund demonstrates its revenues are sufficient to meet the debt covenants with an average ratio of 4.1.



### Credit Rating

The current rating from Standard & Poor's and Moody's for the City's general obligation and SVCW financing agreement bonds are shown in the table below.

Bond Ratings										
	City Direct Debt		SVCW Financing Agreement Debts							
	General Obligation Bonds		2018 Wastewater Revenue Bonds		Wastewater Revenue Notes, Series 2019A		Wastewater Refunding Revenue Bonds Series 2021A/B		Wastewater Revenue Notes Series 2021A/B	
	Rating	Outlook	Rating	Outlook	Rating	Outlook	Rating	Outlook	Rating	Outlook
S&P	AAA	Stable	AA	Stable	A+	Stable	AA	Stable	A+	Stable
Moody's			Aa2	Stable	Aa3	Stable	Aa2	Stable	Aa3	Stable

### Debt Obligations Summary

Principal and Interest Expense						
City of San Carlos	Outstanding Debt (Principal) 6/30/2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
<b>General Fund</b>						
2015 GO Refunding Bond	1,895,000	468,550	1,504,900	-	-	-
<b>sub-total</b>	<b>\$ 1,895,000</b>	<b>\$ 468,550</b>	<b>\$1,504,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sewer Fund</b>						
2018 Financing Agreement	23,425,000	1,423,638	1,423,013	1,421,138	1,422,888	1,423,138
2019 Financing Agreement	36,611,146	-	-	-	-	1,466,033
2020 Financing Agreement	22,650,000	1,563,857	1,565,943	1,554,660	1,550,589	1,553,705
2021 Financing Agreement	21,610,836	-	-	-	-	-
<b>sub-total</b>	<b>\$ 104,296,982</b>	<b>\$2,987,495</b>	<b>\$2,988,956</b>	<b>\$2,975,798</b>	<b>\$2,973,477</b>	<b>\$4,442,876</b>
<b>Grand Total</b>	<b>\$ 106,191,982</b>	<b>\$3,456,045</b>	<b>\$4,493,856</b>	<b>\$2,975,798</b>	<b>\$2,973,477</b>	<b>\$4,442,876</b>



General Long Term Debt	Current Repayment Source	Maturity Date	Principal Balance 7/1/2022	Principal Paydown & Maturities	Balance 6/30/2023	Due within 1 year	Due in More Than 1 year
2015 General Obligation Refunding Bonds	Property Tax	8/1/2026	\$ 2,310,000	\$ 415,000	\$ 1,895,000	\$ 435,000	\$ 1,460,000
<b>Total Debt Service Obligations</b>			<b>\$ 2,310,000</b>	<b>\$ 415,000</b>	<b>\$ 1,895,000</b>	<b>\$ 435,000</b>	<b>\$ 1,460,000</b>
<b>Silicon Valley Clean Water Financing Agreement (SVCW)</b>							
Financing Agreement (SVCW)	Current Repayment Source	Maturity Date	Principal Balance 7/1/2022	Principal Paydown & Maturities	Balance 6/30/2023	Due within 1 year	Due in More Than 1 year
SVCW 2018 Wastewater Revenue Bonds	Enterprise	8/1/2048	\$ 23,900,000	\$ 475,000	\$ 23,425,000	\$ 500,000	\$ 22,925,000
Water Infrastructure and Innovation Act (WIFIA) SVCW	Enterprise	3/1/2058	36,611,146	-	36,611,146	-	36,611,146
Wastewater Revenue Bonds, Series 2021A SVCW	Enterprise	8/1/2045	22,655,000	995,000	21,660,000	1,005,000	20,655,000
Wastewater Revenue Bonds, Series 2021B SVCW	Enterprise	8/1/2032	1,065,000	75,000	990,000	75,000	915,000
Wastewater Revenue Notes, Series 2021A SVCW	Enterprise	6/30/2024	10,431,460	-	10,431,460	-	10,431,460
Wastewater Revenue Notes, Series 2021B SVCW	Enterprise	6/30/2026	11,179,376	-	11,179,376	-	11,179,376
<b>Total Wastewater Liabilities</b>			<b>\$ 105,841,982</b>	<b>\$ 1,545,000</b>	<b>\$ 104,296,982</b>	<b>\$ 1,580,000</b>	<b>\$ 102,716,982</b>
<b>Total Citywide Debt Obligations</b>			<b>\$ 108,151,982</b>	<b>\$ 1,960,000</b>	<b>\$ 106,191,982</b>	<b>\$ 2,015,000</b>	<b>\$ 104,176,982</b>



## 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.

**Ad Valorem Tax.** A tax calculated "according to the value" of property. Such a tax is based on the assessed valuation of real property and a valuation of tangible personal property.

**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.

**Amortization.** The gradual reduction in principal of an outstanding debt based upon a specific repayment schedule, which details specific dates and repayment amounts on those dates.

**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.

**Arbitrage.** The gain that may be obtained by borrowing funds at a lower (often tax-exempt) rate and investing the proceeds at higher (often taxable) rates. The ability to earn arbitrage by issuing tax-exempt securities has been severely curtailed by the Internal Revenue Code of 1986, as amended.

**Assessed Valuation.** The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes. The appraised worth of property as set by a taxing authority through assessments for purposes of ad valorem taxation

**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. A security that represents an obligation to pay a specified amount of money on a specific date in the future, typically with periodic interest payments.

**Bond Anticipation Notes.** Short-term notes issued usually for capital projects and paid from the proceeds of the issuance of long-term bonds. Provide interim financing in anticipation of bond issuance.

**Bond Counsel.** A specialized, qualified attorney retained by the issuer to give a legal opinion concerning the validity of securities. The bond counsel's opinion usually addresses the subject of tax exemption. Bond counsel typically prepares and/or advises the issuer regarding legal structure, authorizing resolutions, trust indentures and the like.

**Bond Covenant.** A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution or indenture.

**Bond Insurance.** A type of credit enhancement whereby an insurance company indemnifies an investor against default by the issuer. In the event of failure by the issuer to pay principal and interest in full and on time, investors may call upon the insurance company to do so. Once issued, the municipal bond insurance policy is generally irrevocable. The insurance company receives its premium when the policy is issued and this premium is typically paid out of the bond issue.

**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.

**Call Option.** The right to redeem a bond prior to its stated maturity, either on a given date or continuously. The call option is also referred to as the optional redemption provision. Often a call premium is added to the call option as compensation to the holders of the earliest bonds called.

**Capital Appreciation Bond.** A municipal security on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity, at which time the investor receives a single payment representing both the initial principal amount and the total investment return.

**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.

**CDIAC.** California Debt and Advisory Commission (“CDIAC”)

**Certificates of Participation.** A financial instrument representing a proportionate interest in payments such as lease payments by one party (such as a city acting as a lessee) to another party (often a JPA or non-profit).

**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.

**Competitive Sale.** A sale of bonds in which an underwriter or syndicate of underwriters submit sealed bids to purchase the bonds. Bids are awarded on a true interest cost basis (TIC), providing that other bidding requirements are satisfied. Competitive sales are recommended for simple financings with a strong underlying credit rating. This type of sale is in contrast to a Negotiated Sale

**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.

**Continuing Disclosure.** The requirement by the Securities and Exchange Commission for most issuers of municipal debt to post current financial information and notices of enumerated events on the MSRB’s EMMA website for access by the general marketplace.

**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.



**Credit Rating Agency.** A company that rates the relative credit quality of a bond issue and assigns a letter rating. These rating agencies include Moody's Investors Service, Standard & Poor's, and Fitch Ratings.

**Debt Limit.** The maximum amount of debt that is legally permitted by applicable charter, constitution, or statutes.

**Debt Service.** The amount necessary to pay principal and interest requirements on outstanding bonds for a given year or series of years.

**Debt Service Fund.** A fund established for the payment of interest and principal on all debt other than those payable exclusively from special assessments.

**Default.** The failure to pay principal or interest in full or on time and, in some cases, the failure to comply with non-payment obligations after notice and the opportunity to cure.

**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.

**Derivative.** A financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate index.

**Disclosure Counsel.** A specialized, qualified attorney retained to provide advice on issuer disclosure obligations, to prepare the official statement and to prepare the continuing disclosure undertaking.

**Discount.** The difference between a bond's par value and the price for which it is sold when the latter is less than par. Also known as "underwriter discount," this is the fee paid to the underwriter its banking and bond marketing services.

**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 Activity.** revenue generating project or business. The project often provides funds necessary to pay debt service on securities issued to finance the facility. Common examples include water, wastewater and solid waste enterprises

**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.

**Financing Team.** The working group of City staff and outside consultants necessary to complete a debt issuance.

**Fiscal Year (FY).** A 12-month period (for the City July 1<sup>st</sup> through June 30<sup>th</sup>) 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 segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

**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 (GO) 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. A bond secured by an unlimited property tax pledge. Requires a two-thirds vote by the electorate. GO bonds usually achieve lower rates of interest than other financing instruments since they are considered to be a lower risk.



**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).

**Indenture.** A contract between the issuer and the trustee stipulating the characteristics of the financial instrument, the issuer's obligation to pay debt service, and the remedies available to the trustee in the event of default.

**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.

**Issuance Costs.** The costs incurred by the bond issuer during the planning and sale of securities. These costs include by are not limited to municipal advisory, bond counsel, disclosure counsel, printing, advertising costs, credit enhancement, rating agencies fees, and other expenses incurred in the marketing of an issue.

**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.** An obligation wherein a lessee agrees to make payments to a lessor in exchange for the use of certain property. The term may refer to a capital lease or to an operating lease.

**Lease Purchase.** Contractual agreements which are termed leases, but whose lease amount is applied to the purchase (as with a COP debt).

**Lease Revenue Bonds.** Bonds that are secured by an obligation of one party to make annual lease payments to another.

**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.



**Maturity Date.** The date upon which a specified amount of debt principal or bonds matures, or becomes due and payable by the issuer of the debt.

**Measure A/K.** Measure A was passed originally in 1988 and then extended by voters in 2017 as Measure K (to 2043) to improve transit and relieve traffic congestion and 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.

**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.

**Municipal Advisor.** A consultant who provides the issuer with advice on the structure of the bond issue, timing, terms and related matters for a new bond issue.

**Municipal Securities Rulemaking Board (MSRB).** A self-regulating organization established on September 5, 1975 upon the appointment of a 15-member board by the Securities and Exchange Agreement. The MSRB, comprised of representatives from investment banking firms, dealer bank representatives, and public representatives, is entrusted with the responsibility of writing rules of conduct for the municipal securities market. The MSRB hosts the EMMA website, which hosts information posted by issuers under their continuing disclosure undertakings.

**Negotiated Sale.** A sale of securities in which the terms of the sale are determined through negotiation between the issuer and the purchaser, typically an underwriter, without competitive bidding. The negotiated sales process provides control over the financing structure and issuance timing. Negotiated sales are recommended for unusual financing terms, period of market volatility and weaker credit quality. A thorough evaluation, usually with the assistance of the City’s Municipal Advisor, of the proposed bond’s credit characteristics in conjunction with market conditions will be performed to ensure reasonable final pricing and underwriting spread.

**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.

**Net Present Value (NPV).** A financial measurement whereby savings of a transaction are discounted back to money into a “today’s” dollars equivalent. Often the discount rate used is the true interest cost (TIC—see definition below) rate on the proposed new bond issuance. Typically, in the municipal market place it is common to then divide the NPV value by the outstanding par amount of the bonds that are to be refunded to develop a percentage value.

**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.

**Official Statement (Prospectus).** A document published by the issuer in connection with a primary offering of securities that discloses material information on a new security issue including the purposes of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the security for the bonds. Investors may use this information to evaluate the credit quality of the securities.



**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.

**Par Value.** The face value or principal amount of a security.

**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.

**Pension Obligation Bonds.** Financing instruments used to pay some or all of the unfunded pension liability of a pension plan. POBs are issued as taxable instruments over a 10-40 year term or by matching the term with the amortization period of the outstanding unfunded actuarial accrued liability.

**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.

**Premium.** The excess of the price at which a bond is sold over its face value.

**Present Value.** The value of a future amount or stream of revenues or expenditures.

**Pricing Consultant.** The Pricing Consultant provides a fairness letter to the City or its agent regarding the pricing of a new issue of municipal securities.

**Private Placement.** A bond issue that is structured specifically for one purchaser. Private placements are typically carried out when extraneous circumstances preclude public offerings. A private placement is considered to be a negotiated sale.



**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.

**Redemption.** Depending on an issue's call provisions, an issuer may on certain dates and at certain premiums, redeem or call specific outstanding maturities. When a bond or certificate is redeemed, the issuer is required to pay the maturities' par value, the accrued interest to the call date, plus any premium required by the issue's call provisions.

**Refunding.** A procedure whereby an issuer refinances an outstanding debt issue by issuing a new debt issue.

**Reserve Fund.** A fund established by the indenture of a bond issue into which money is deposited for payment of debt service in case of a shortfall in current revenues.

**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.

**Revenue Bond.** A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer is not pledged. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise.

**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.

**Rule 15c2-12.** Rule adopted by the Securities and Exchange Commission setting forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offering of municipal securities, (ii) underwriters to obtain continuing disclosure agreements from issuers and other obligated persons to provide ongoing annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities in the secondary market.

**Sales Tax.** A tax on sales or on the receipts from sales.

**Secondary Market.** The market in which bonds are sold after their initial sale in the new issue market.

**Serial Bonds.** Bonds of an issue that mature in consecutive years or other intervals and are not subject to mandatory sinking fund provisions.

**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.

**Special Tax Bonds.** Bonds issued to fund eligible improvements and paid with special taxes levied in a community facilities district formed under the Mello-Roos Community Facilities Act of 1982, as amended, or other applicable law.

**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.

**State Revolving Funds.** The State Revolving Fund (SRF) loan is a low interest loan program for the construction of water infrastructure projects.





**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.

**Tax Allocation Bonds.** Historically, tax allocation bonds referred to bonds issued under the Community Redevelopment Law to fund eligible capital facilities located within a redevelopment project area. However, as a result of the passage of AB X1 26, the San Carlos Redevelopment Agency has been dissolved and the successor agency's obligations are limited to performing certain enforceable obligations. The California Legislature has enacted a number of laws that establish alternative tax increment financing mechanisms, and tax allocation bonds may be issued by the City under these laws in the future.

**Tax and Revenue Anticipation Notes (TRANS).** Short term notes issued in anticipation of receiving tax receipts and revenues within a fiscal year. TRANS allow the municipality to manage the period of cash shortfalls resulting from a mismatch between timing of revenues and timing of expenditures.

**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.

**Term Bonds.** Bonds that come due in a single maturity but where the issuer may agree to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity and for payment at maturity.

**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.

**True Interest Cost (TIC).** Under this method of computing the interest expense to the issuer of bonds, true interest cost is defined as the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the new issue of bonds. Interest is assumed to be compounded semi-annually. TIC computations produce a figure slightly different from the net interest cost (NIC) method because TIC considers the time value of money while NIC does not.

**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.

**Trustee.** A bank retained by the issuer as custodian of bond proceeds and official representative of bondholders. The trustee ensures compliance with the indenture. In many cases, the trustee also acts as paying agent and is responsible for transmitting payments of interest and principal to the bondholders.

**Unassigned Fund Balance.** The portion of fund balance that is immediately available for use.

**Underwriter.** A broker-dealer that purchases a new issue of municipal securities from the issuer for resale in a primary offering. The bonds may be purchased either through a negotiated sale with the issuer or through a competitive sale.



**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. The net rate of return, as a percentage, received by an investor on an investment. Yield calculations on a fixed income investment, such as a bond issue, take purchase price and coupon into account when calculating yield to maturity.



## Commonly Used Acronyms in the City of San Carlos

2+2	Joint City/School Committee
AARP	American Association of Retired Persons
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
ALS	Advance Life Support
ALUC	Airport Land Use Commission
ARPA	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
BR	Business Registration
BSCFD	Belmont San Carlos Fire Department
BSL	Biosafety Level
C/CAG	City/County Association of Governments of San Mateo County
CAD	Computer-Aided Dispatch System (Police)
CALCHA	California Community Housing Agency
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
CDA	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
CSCDA	California Statewide Communities Development Authority
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
DDLA	Disposition, Development, and Loan Agreement
DEIR	Draft Environmental Impact Statement
EAP	Employee Assistance Program
ECM	Enterprise Content Management
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
HCDC	Housing and Community Development Commission
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
IABA	Industrial Arts Business Association
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
LSR	Local Street Rehabilitation
LTD	Long-Term Disability
MFA	Multi-Factor Authentication
MOU	Memorandum of Understanding
MRP	Municipal Regional Stormwater Permit



MSS	Managed Security Services
MTC	Metropolitan Transportation Commission
NAR	National Association of Realtors
NPDES	National Pollutant Discharge Elimination System
NSF	Non-Sufficient Funds
NTMP	Neighborhood Traffic Management Program
NWS	National Weather Service
OES	Office of Emergency Services
OIG	Office of Inspector General
OPEB	Other Post-Employment Benefits
OTS	(California) Office of Traffic Safety
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
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
PRCC	Parks, Recreation & Culture Commission
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
REAP	Rural Energy for America
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
SCADA	Supervisory Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SCDC	San Carlos Development Corporation
SCEF	San Carlos Education Fund
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
SRTS	Safe Route to School
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
UAV	Unmanned Aerial Vehicle
UBC	Uniform Building Code
ULI	Urban Land Institute
VMT	Vehicle Miles Travelled
VLF	Vehicle License Fee
VPN	Virtual Private Network
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