

POLICY CALENDAR FOR 2014: SECOND QUARTER UPDATE

Affordable Housing

1. Develop and execute a strategic plan for the creation, oversight and management of Affordable Housing opportunities within Foster City in light of the dissolution of redevelopment agency funding, including:

a. Exploring the implementation of an Affordable Housing Impact Fee

The consultant is preparing the report. They are currently preparing prototypes tailored to each participating City that will help assess housing impacts for different product types. The draft report will be available in the fall. The final report and City Council consideration of an Affordable Housing Impact Fee will occur in the first quarter of 2015.

b. Reviewing, supporting and advocating for State legislation creating new funding mechanisms for affordable housing

At this time, staff is not aware of any significant legislation currently being considered by the State Legislature regarding affordable housing that would benefit Foster City.

Department Strategic Plans and Priorities

2. Develop and execute a comprehensive City Strategic Plan for all City Departments that include goals, performance measures, timelines, and periodic reporting to the City Council

Each City Department has prepared Strategic Plans in the past with different time horizons (e.g., calendar year, fiscal year, three-year, five-year, etc.) and formats that met the needs of their department. The current version of each City Department Strategic Plan has been placed in the Council's office and provided electronically for review and reference in conjunction with the submittal of the Preliminary Budget for FY 2014-2015 as these Strategic Plans were used in preparing the list of initiatives that have been accomplished in the current fiscal year or will be accomplished in the next fiscal year. The Executive Team has also met and agreed to explore, on a go-forward basis, a more standardized approach and format with a goal of having a rolling three-year (e.g., 2015, 2016 and 2017) Strategic Plan prepared by the end of 2014 to be shared with the City Council as part of the Team Building Session in January 2015.

3. Develop and execute a City Council Request Listing based upon requests made by members of the City Council during public meetings, including periodic status update reporting to the City Council

A City Council Request Listing has been developed and was reviewed and further refined as part of the mid-year Team Building Session on July 21, 2014. This listing will continue to be

evaluated and refined as it is used to communicate the status of each of the requests on the list.

Economic Development

4. Develop and execute an Economic Development Strategic Plan as a means of achieving the initiatives of the Sustainable Foster City Plan that includes performance measures as well as staffing and resource needs

The Plan has been tabled pending further discussion by the City Council regarding priorities and staffing. In the interim, individual requests for funding out of the Foster City Sustainability Fund will be brought to the City Council for policy direction and action.

Environmental Sustainability and Resources

5. Review, update and implement a comprehensive Urban Water Management Plan, including:

a. Review and update the District's Water Conservation and Rationing Ordinance

Staff continues to monitor the voluntary 10% water reduction called for by the SFPUC. In the meantime, the following steps have or will be taken to encourage water savings:

- Contact the Top 50 Customers via letter and with a follow-up call.
- Contact the Top 10% of Single Family Residence Customers via direct mail piece.
- Contact All HOA's via letter and with follow-up calls.
- At Art/Wine Booth and 4th of July Booth (included flyers in the Art & Wine Booth and plan on doing the same for the 4th)
- Weekly Press Releases to local paper – Foster City Islander (may be picked up by other papers San Mateo Daily News, etc.) (Staff has spoken with Islander and information will be included as space is available.
- Posting message on the website, marquee and fliers at counters in public buildings (City Hall, library, Rec. Center) (Marquee request submitted and will be distributing as soon as BAWSCA completes workgroup and printing)
- Placed message in Annual Water Quality Report (complete)
- Include a message on the water bill (Beginning August)

At the August 4, 2014 meeting, the EMID Board will consider the declaration of a water shortage emergency condition and the implementation of additional water conservation measures.

b. Identify opportunities for the use of alternative water sources, including:

i. Recycled (or “grey”) water resources

As directed by the District Board, staff has prepared a joint application for a Facility Feasibility Study with the City of San Mateo. This is for an SWRCB grant in the amount of \$75,000 and was submitted by June 30, 2014. It is anticipated that the study would commence in September 2014. In the interim, staff will schedule a meeting with Redwood City to discuss its capability to deliver recycled water to EMID.

ii. Desalination

Desalination continues to be considered on a regional basis. Not much has changed from the update provided to the EMID Board last year. The Bay Area Regional Desalination Project (BARDP) is still progressing through the many regulatory and legal hurdles as the design and financing issues are worked out. This includes how the water will be distributed to the various agencies involved. Should these issues be worked out, the latest schedule has a 20 million gallons per day (MGD) plant producing water by around 2020. Approximately \$3.3 million dollars has been expended to date on this potential project. The Feasibility Study is being prepared and is the next step prior to commencing with preliminary design.

6. Consider implementation of an Energy Efficiency Loan Program for residential and commercial property owners

Staff is still researching the issues associated with an Energy Efficiency Loan Program and hope to bring forward a report for Council consideration by the end of 2014.

Fire Shared Services

7. Complete the implementation of the Fire Management Shared Services model through agreements with the cities of San Mateo and Belmont

On March 11, 2014 the Belmont City Council unanimously voted to approve the Fire Administration Shared Services Agreement. On March 17, 2014 the agreement was approved in Foster City and San Mateo. The current agreement is an “evergreen” contract which renews each year unless an agency chooses to end the agreement. All Councilmembers in the three cities were very supportive of the shared services achievements thus far.

8. Begin discussion and development of long-term strategic plans for further sharing of Fire services, including fire suppression apparatus and personnel resources

The Shared Truck Proposal was presented and received unanimous approval and support from all three city councils. Approval of the formal agreement is on the August 4, 2014 Council meeting agenda and then it will be scheduled for approval by San Mateo and Belmont later in

August. Selection of (tenant improvement) design and the bid process for Station 23 modifications needed to house additional personnel will begin in August.

Selecting personnel (labor and management) from all three agencies to begin review, editing and standardization of policies and procedures for all three agencies, will commence in August with the expected completion in 12-18 months. Staff will use a standard format, most likely provided by Lexipol.

Staff will begin recruitment for the shared Emergency Preparedness Coordinator position approved by both San Mateo and Foster City councils. Will fill position with full time per diem (San Mateo employee) during recruitment to begin on our work plan.

Infrastructure Improvements

9. Develop and implement a comprehensive Parks Infrastructure Improvement Strategic Plan including the following components:

a. Build-out of the parks system, including completion of Werder Park and Destination Park and exploration of the feasibility of developing Sea Cloud Park Phase II

City Council has authorized on June 16, 2014 the Plans and Specifications and Call for Bids on the Werder Park and Destination Park projects. The Bid Opening was held on July 17, 2014. The City Council consideration to award the construction contract for these two parks is on the August 4, 2014 meeting agenda.

b. Resource needs and funding strategies, including the use of Park-In-Lieu Funds

Park-in-lieu fees have been collected from developers of residential properties in accordance with the City's Ordinance and as provided in the respective development agreements of those properties. Park-in-lieu fees must be spent within five years of receipt or they are turned back to the developers. The Park-in-lieu Fee Fund is expected to have a balance of \$758,648 as of June 30, 2014. In addition, the City expects to see estimated park-in-lieu fees of \$4,088,000 from the Waverly project (Pilgrim/Triton Phase 3) in FY 2014/15 and \$3,241,000 from the Foster Square (15-acre site) during FY 2016/17 through FY 2018/19, for a potential total of \$7,329,000. The recommended use of some of these funds has been identified in the 5-year CIP plan previously presented to the City Council at the March 24, 2014 Budget Study Session.

Projects that have previously been funded through park-in-lieu fees include synthetic turf sports fields at Sea Cloud Park, Catamaran Park, Port Royal Park and Edgewater Park, as well as the Werder Park and Destination Park development projects. Future projects being proposed to be funded through park-in-lieu fees include Catamaran Park beach area synthetic turf and fencing installation, Boothbay Park outdoor fitness area, Leo J. Ryan Park bocce court expansion, Sea Cloud Park Colt field synthetic turf installation, and the Port Royal Park Levee Landscape improvement.

Municipal Code Amendments

10. Develop and execute a plan to review and update all City and District Municipal Codes / Ordinances to reflect the long-term vision of the community

Updating Title 2, Administration and Personnel; Title 3, Revenue and Finance; and Title 17, Zoning of the Foster City Municipal Code will be the focus of efforts in FY 2014-2015. At the mid-year Team Building Session on July 21, 2014, Section 15.12, Signage, was added to the list of code updates to be completed.

11. Develop and implement amendments to the City's Smoking Ordinance

The revised smoking ordinance was reintroduced at the June 21, 2014 Council meeting and will be considered for adoption at the August 4, 2014 Council meeting. Additional research and follow-up was also requested regarding smoking in outdoor seating areas at restaurants and at multi-family residences.

12. Develop and implement amendments to the City's Zoning Ordinance, Section 17.52.010 relative to Fences, Hedges and Walls

The revised ordinance was introduced at the May 19, 2014 Council meeting and adopted at the June 2, 2014 Council meeting.

13. Develop and implement a "Gatekeeper" Ordinance or Policy to provide the City Council an opportunity to initially review any development project that proposes a change in land use or zoning or a significant change in the use (density) of a currently approved land use or zoning prior to the development project proceeding through the planning process

The ordinance was introduced at the March 3 Council meeting and adopted at the March 17 Council meeting. Since adoption, four projects have gone through the preliminary review process.

Public Engagement

14. Develop and implement strategies towards a comprehensive public communications and outreach plan utilizing the latest appropriate technology resources, including social media and mobile access tools

A comprehensive analysis of the City's existing public outreach and communication policies as well as recommended changes will be brought to the City Council by the end of 2014.

Education

15. Continue development of ongoing proactive relationships with the San Mateo-Foster City School District (K-8) and the San Mateo Union High School District (9-12)

The City Council liaisons (Mayor Charlie Bronitsky and Councilmember Steve Okamoto) met with the San Mateo—Foster City School District liaisons (President Colleen Sullivan and Trustee Audrey Ng) along with City Manager Jim Hardy and Superintendent Cyndy Simms on April 8, 2014. The purpose of this meeting was to develop relationships, keep open lines of communication and discuss how the City and the School District can work together on issues of mutual interest and concern. The next meeting will be scheduled in the fall.

The City Council liaisons (Vice Mayor Kiesel and Councilmember Gary Pollard) met with the San Mateo Union High School District Liaison (Robert Griffin) along with City Manager Jim Hardy and Superintendent Scott Laurence on April 29, 2014. The purpose of this meeting was also to develop relationships, keep open lines of communication and discuss how the City and the School District can work together on issues of mutual interest and concern. The next meeting will be scheduled in the fall.

16. Participate with the San Mateo-Foster City School District in the development of options regarding the increasing school enrollment and school facilities issues facing Foster City and San Mateo

The City Council is staying abreast of this issue and is following what is happening with the “Next Steps” Committee process. In addition, the Mayor and City Manager of Foster City, the Mayor and City Manager of San Mateo and the School Board President and School Superintendent have met on April 22, May 20, and June 30, 2014 to discuss how the two cities can work together with the school district in addressing the concerns of the two communities and the needs of the student population. The “Next Steps” Committee will undertake a significant public outreach and engagement process in the fall.

Governance Issues

17. Review and update City Council protocols concerning the selection of the Mayor and Vice-Mayor positions

The discussion of this issue occurred at the mid-year Team Building Session on July 21, 2014.

18. Review the recruitment and selection process for City employees who are hired or promoted pursuant to the City/District Personnel Rules

The discussion of this issue occurred at the mid-year Team Building session on July 21, 2014.

Grant Funding

19. Develop and implement a plan to identify and take advantage of Grant Funding opportunities for the benefit of the community, with specific focus on City services, projects, amenities and programs

Staff will be developing a comprehensive grants management strategy to identify options and a cost benefits analysis in centralizing its grant management activities by the end of 2014. Staff is reaching out to grants management system vendors such as eCivis to identify potential tools to help in research and grant writing options as part of a comprehensive grants management strategy. Staffing and funding resources will also need to be identified depending on how extensive the City wishes to centralize its grants management. The City was notified that it will receive an award of \$154,500 from the Housing Related Parks Grant program.

Levee / Pedway System Infrastructure

20. Develop strategies in response to the potential Sea Level Rise issues that impact the Levee system, including collaboration with other affected communities and government agencies

On May 15, 2014, Mayor Bronitsky and a Public Works staff member attended the first ever Coastal Hazards Adaptation Resiliency Group (CHARG) meeting led by Kathleen Schaefer of FEMA. The goals of this staff level group are to improve regional coordination; identify and work to solve regional flood plain management issues; exchange ideas and transfer technical knowledge and expertise; and improve flood broadcasting tools in support of activities that address climate change. Regular meetings are being scheduled. The Public Works Director attended a meeting on July 24, 2014.

City Councilmembers, City Manager and Public Works Director attended a conference, "Planning for Sea Level Rise in San Mateo County," on June 27, 2014. This conference was sponsored by Congresswoman Speier, Assemblyman Gordon, and Supervisor Pine.

Traffic Management

21. Develop and execute a comprehensive Traffic Management Strategic Plan to address current and projected traffic impacts

A Study Session is scheduled on September 8, 2014 to discuss this topic along with other public safety issues identified in Policy Calendar Item #23.

22. Complete the review of the operations of the traffic signals and make adjustments as necessary

The Public Works Director presented a follow-up report at the May 5, 2014 Regular City Council Meeting. Staff was directed not to implement the recommended changes at that time and instead to work with Vice Mayor Kiesel. Vice Mayor Kiesel met with staff and the consultant on May 30, 2014. At the mid-year Team Building Session, Vice Mayor Kiesel and

staff recommended and the City Council concurred to implement the changes with advance notice to the public and ongoing monitoring by the staff and the consultant to address any additional problems or issues that may be observed.

23. Develop and monitor initiatives to address traffic and pedestrian safety

A Study Session is scheduled for September 8, 2014 and bicycle safety has been added to the topics to be discussed.