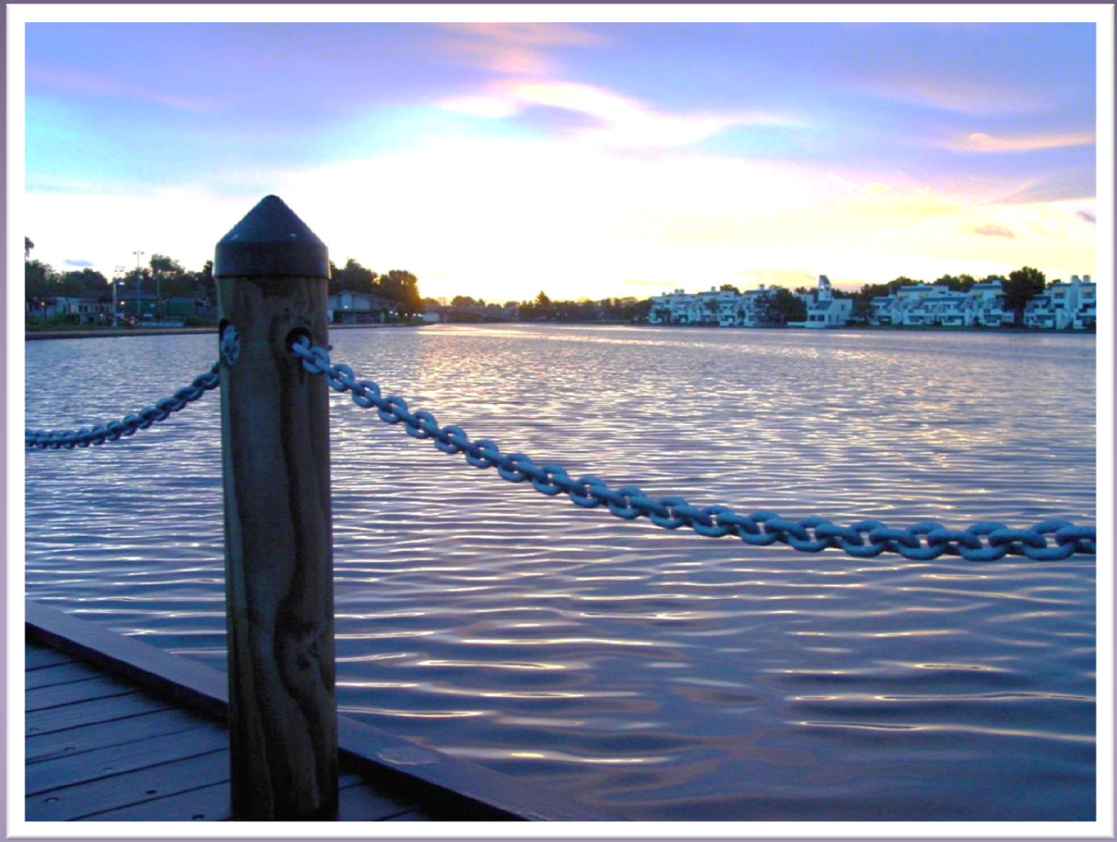
City of Foster City
Estero Municipal Improvement District



Preliminary Budget

Fiscal Year 2015-2016

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CITY OF FOSTER CITY
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

PRELIMINARY BUDGET
Fiscal Year 2015-2016

CITY COUNCIL/DISTRICT BOARD

Art Kiesel, Mayor / President
Gary Pollard, Vice Mayor / Vice President
Charlie Bronitsky
Steve Okamoto
Herb Perez

SUBMITTED BY THE CITY/DISTRICT MANAGER

Kevin M. Miller

City of Foster City / Estero Municipal Improvement District
2015-2016 Preliminary Budget
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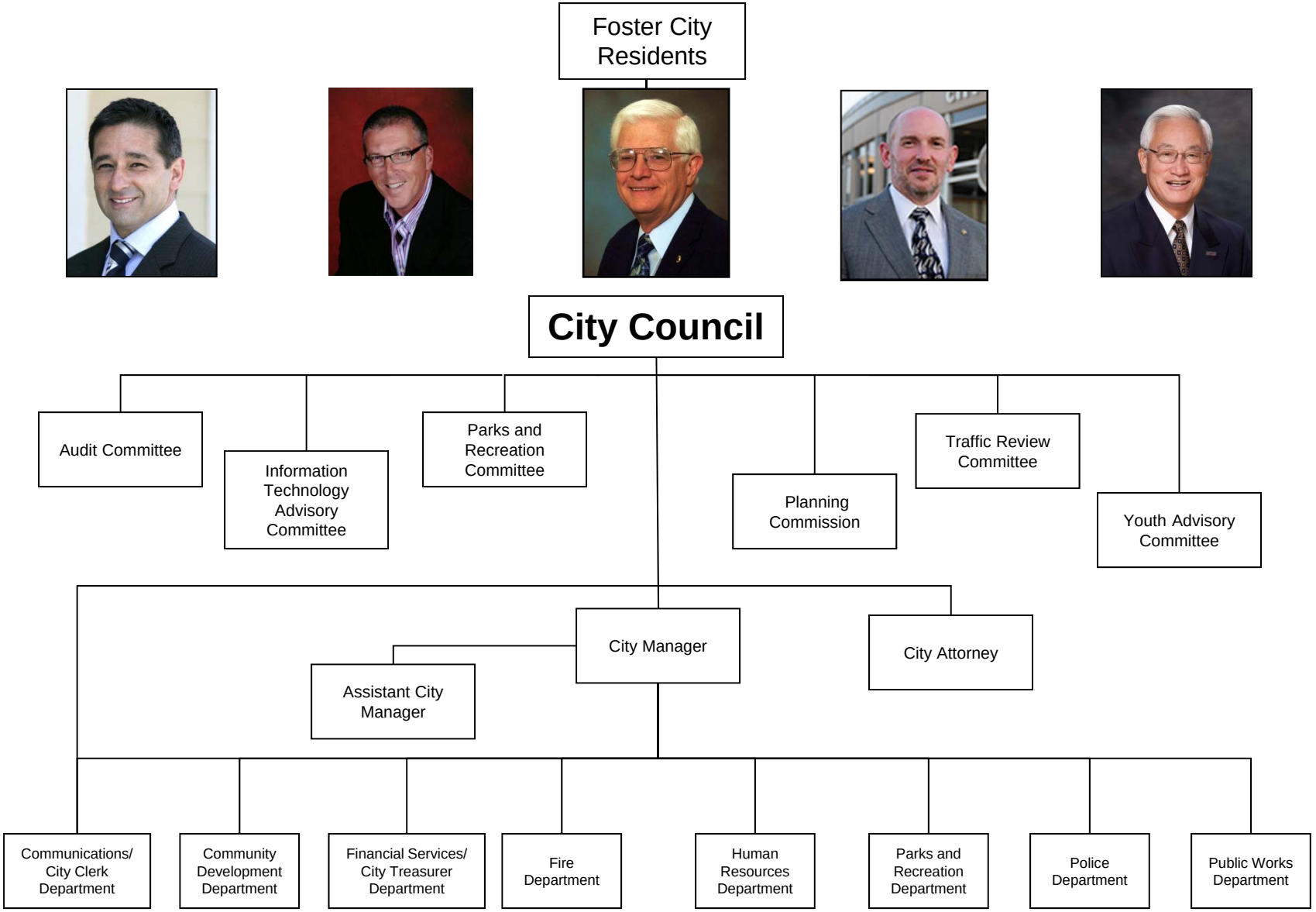
Foster City Organization Chart



City of Foster City

MISSION STATEMENT

The employees of the City of Foster City are dedicated to providing excellence in service to our community in a positive and caring manner.

OUR VALUES

1. We, as employees of Foster City, value providing superior **customer service** for those who live in, work in and visit our community. This means that we:
   - Place an emphasis on understanding customers' needs.
   - Are dedicated to providing timely, courteous and responsive services.
   - Embrace commitment to customer service as a basic philosophy.

2. We, as employees of Foster City, value dealing with our community's concerns in a **respectful and courteous** manner. This means that we:
   - Value the relationship with our customers.
   - Are consistent and cooperative in responding to our customers' needs and concerns.

3. We, as employees of Foster City, value our **professionalism** and demonstrate this by providing quality service to all who live in, work in and visit our community. This means that we:
   - Deliver knowledgeable and efficient services
   - Commit to a complete and thorough delivery of services in responding to the needs of the community.
   - Fully appreciate that tax dollars are to be used to provide cost effective services.

4. We as employees of Foster City value **honesty and integrity**. This means that we:
   - Are committed to the highest ethical behavior in our dealings with each other and those we serve.

We, as employees of Foster City, believe that the public and our colleagues deserve nothing less!

BUDGET MESSAGE
FISCAL YEAR 2015-2016

July 1, 2015

Honorable Mayor and Members of the City Council:

INTRODUCTION

On behalf of the entire Executive Management Team and the employees of the City of Foster City, it is my pleasure to submit a balanced Annual Budget for Fiscal Year 2015-2016 ("Budget") and the Five-Year Financial Plan. The City's Budget and Five-Year Financial Plan has evolved over an extensive development process which included hours of preparation and several public meetings that have led to the City Council approval of the budget presented in this document.

The Budget and Five-Year Financial Plan reflect vision, innovation, regional partnerships, and dedicated employees which are the foundation of the City's endeavors to ensure and deliver on a successful future for the community. This outlook is the result of our City Council's continued focus on enhancing long-term fiscal strength and sustainability for the community.

The Budget is built upon Citywide Organizational Goals and Department Strategic Plans that support the City Council's vision for our community that includes:

- Fiscally sound municipal governance
- Vibrant strong neighborhoods
- Commitment to public safety
- Economic development
- Environmental stewardship
- Active regional partnerships
- High quality services for all citizens

As we prepare to embark on excellent service delivery for the citizens of Foster City in Fiscal Year 2015-2016, the City will continue to monitor and evaluate revenues and expenditures to ensure we maintain our targets as established and approved by the City Council. We will continue providing Quarterly Reports to the City Council on the performance of all City Funds. These reports will be delivered to keep you apprised and up to date on revenues and expenditures as approved in the Budget. In adopting the Annual Budget, the City Council will approve one of the most important policy documents considered by the City Council each year.

ELEMENTS OF THE BUDGET

The budget document is organized as follows:

1. **Introductory Items**
   Table of Contents
   Mission Statement
   Foster City Organization Chart
2. **Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget, and the City's current and projected financial position.
3. **Budget Guide:** Includes a description of the annual

budget process, a glossary of budget terminology and the structure of the City's finances.

4. **Five-Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.

5. **Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.

6. **Department Operating Budgets:** Operating department sections include the departmental mission statement, personnel summaries, five-year strategic plan (including values, goals and objectives) of the organization, key initiatives completed, initiatives and service level expectations for FY 2015-2016, and changes in financial resources required to accomplish the department goals. The account summaries include the following five major categories of department appropriations:

   Employee Services represents permanent full-time and part-time salary costs, overtime, holiday pay and fringe benefits.

   Services and Supplies represents legal, consulting, and other professional services, contract repair and maintenance, utility charges, training and memberships, equipment rentals, insurance and employment services. This category also represents items purchased for repair and maintenance, operational activities such as publications, uniforms, recreation supplies and office supplies.

   Internal Service Charges represents vehicle replacement charges, equipment replacement charges, self-insurance charges, information technology service charges, building maintenance charges, and funding for longevity recognition benefits, PEMHCA benefits, and compensated absences.

   Capital Outlay represents expenditures for fixed assets in excess of $1,000 including land, buildings, furniture, equipment, and City vehicles.

   Reallocation represents reallocation of department operating expenses to non-General Fund budgets such as Special Revenue Funds and Enterprise Funds.

   Behind the account summaries are the detailed line item expenditures.

7. **Non-Department Budgets:** Includes historical and proposed expenditures for non-department General Fund, special revenue, enterprise and internal service fund budgets.

8. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year and for a five-year period, along with detailed descriptions of capital improvement projects.

FINANCIAL OVERVIEW

The City/District funds are all in sound financial condition and will have reserves at the beginning and the end of the fiscal year that meet or exceed the Council defined minimum reserve levels. The budget for FY 2015-2016 anticipates a surplus (revenues exceeding expenditures and transfers out) of $1.4 million and General Fund reserves are expected to grow from $26.7 million to $28.1 million by the end of the fiscal year. Moreover, the five-year forecast indicates annual

General Fund surpluses that will see General Fund reserves grow to $31.6 million by FY 2019-2020. Based on City Council direction, the General Fund minimum reserve level has been established at 33.3% of annual operating expenditures. The five-year forecast shows the City's General Fund reserves beginning at 79.2% in FY 2015-16 and ending at 78.4% in FY 2019-2020. It should be noted that General Fund annual surpluses start to diminish in FY 2017-2018 as new development activity subsides and expenditure growth starts outpacing revenue growth.

Other key elements of the City's financial overview are as follows:

- Sale of 15-Acre Site Adjacent to City Hall – In FY 2013-2014, the City Council approved a Disposition and Development Agreement (DDA) with TNHC-HW Foster City, LLC, (TNHC) as the lead developer of a mixed use project that will provide for-sale senior homes, independent living senior rental apartments (including memory care units), affordable housing rentals for seniors, and 35,000 square feet of retail. The property was sold to TNHC for $30 million, payable over a 22 month period upon close of escrow. At the end of 2014, THNC-HW elected to pay off the entire $30 million to the City. The proceeds from this sale have been deposited into the Capital Asset Acquisition and Replacement Fund. In addition, the associated building permits, park-in-lieu fees, water and wastewater connection fees, real property transfer taxes, and property taxes have been incorporated into the Annual Budget and Five-Year Financial Plan.
- Other Development Projects – there is a significant amount of development activity currently in Foster City. Development projects such as the completion of the Pilgrim-Triton Master Plan, Gilead Sciences 2nd Lab Building and Office Buildings, an extended stay hotel at the site of the former Black Angus Restaurant, and the Illumina development at the BioMed Realty site (former home of Life Technologies) have been incorporated into the Annual Budget and/or the Five-Year Financial Forecast based upon the anticipated construction and completion of those projects. The Chess-Hatch Master Plan has been approved but not included in the Five-Year Financial Plan as the details of the timing of construction is not sufficiently known for the financial forecasts. In addition, other projects such as the redevelopment of the Charter Square Shopping Center, Edgewater Place Shopping Center, and the proposed development of a Foster City Marina are not included in the financial projections.
- Pension Costs – Employer contribution rates to the CalPERS pension plans for Miscellaneous and Public Safety plans will be 23.435% and 36.429%, respectively, which includes the phase-in of the reduced investment return (discount) rate from 7.75% to 7.5% enacted for FY 2013-2014. The provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a material impact on the City's budget for several years as the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013. However, the recently enacted rate smoothing policy changes by the CalPERS board to amortize gains and losses in the plan over a shorter 5-year period will increase rates by approximately 1.5% per year through FY 2016-2017, and the demographic assumption changes approved by CalPERS for implementation starting in FY 2015-2016, will increase employer rates by 0.75% up to 4.5% by FY 2019-2020.

- Bargaining Units – Employees represented by the Foster City Police Officers Association (FCPOA) and the International Association of Firefighters Local 2400 (IAFF) are currently covered under Memoranda of Understanding (MOU) that expires on June 30, 2016, while employees represented by the American Federation of State, County and Municipal Employees Local 829 (AFSCME) are currently covered under an MOU that expires on June 30, 2017. For purposes of the expenditure forecast for FY 2015-2016 through FY 2019-2020, an increase of 2% per year is projected beyond the MOU expiration dates for the respective MOUs. It should be noted that any actual increase in employee compensation is subject to the meet and confer process.
- Long-Term Capital Improvements Funding – The City's General Fund continues to transfer funds to the City Capital Investment Fund totaling $1,303,000 to fund long-term capital improvement projects, which is an increase of $903,000 per year based upon the annual assessment of fund balance reserves and projected timing and increase for the applicable capital improvement projects over the next 10 years per City Council policy.
- Water and Wastewater Rates – The most recent Water Rate Model projections for FY 2015-2016 will require the District to increase fixed meter charges by 7.8%, and the base consumption rate by 29.5%. Wastewater rates will increase in FY 2015-2016 by 9.5% and includes debt financing of project costs for the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo. The Treatment Plant cost is currently estimated to exceed $900 million over 20 years (with the District's portion estimated to be $116 million).
- State Budget Assumptions – The Governor's Budget proposed budget released in January 2015 is balanced and appears to have no direct impact on the City's budget at this time. The current budget proposals retain SLESF/COPS grant funding of $100,000 per year to fund one partial Police Officer position.

HIGHLIGHTS FOR 2015-2016

City General Fund revenues overall are expected to increase from the amounts estimated in the prior year. Property tax, sales tax, transient occupancy tax, vehicle license fees and business license fees are all expected to increase, while franchise fees (due to a decline in PG&E gross receipts) will be flat compared to FY 2014-2015. In total, General Fund revenues are expected to exceed last year's forecast by $4.5 million (or 13.4%).

On the development front, the City continues to thrive. The first phase of the Pilgrim-Triton Master Plan development – The Plaza at Triton Park – was completed in 2013. The Triton Pointe portion of the Pilgrim-Triton Master Plan is under construction currently, and the Waverly development commenced in FY 2014-2015. Gilead Sciences completed its first laboratory building and several other improvements as part of its South Campus development. A second lab building, an office building, and two parking structures on the North Campus are under construction. The extended stay hotel at the former site of the Black Angus Restaurant commenced construction in FY 2014-2015. And finally, construction has begun on the Foster Square development located on the 15-acre site formerly owned by the City. These projects will positively impact building permit revenues, water connection charges, and ultimately property tax revenues as they are completed.

In terms of service delivery and the cost of providing services, the following represent the highlights of significant changes in operating expenditures by fund.

Overall

Employee Services

- Compensation increases associated with specific employees eligible for merit increases in accordance with the City's Pay Plan and Personnel Rules have been factored into salary projections.
- Benefits for each department have been evaluated separately based upon historical trends and have been adjusted accordingly. In addition, and as mentioned earlier, increases in CalPERS pension rates have increased the benefits costs associated with employee compensation.

General Fund

Support Departments (City Manager, City Clerk, Financial Services and Human Resources)

- The City Manager's office recommends shifting the Emergency Preparedness division budget from its Department to the Fire Department since the Fire Department actively manages the Citywide Emergency Preparedness program and shifting the Foster City Television division budget to the Communications/City Clerk Department to be included in a newly created Communications Division since the Communications/City Clerk Department will actively manage the public outreach program.
- As indicated above, the new Communications/City Clerk Department will include a newly created Communications Division which is recommended to include $14,000 in funding for the implementation of a public engagement plan. The Communications Director/City Clerk position has been created to oversee the operations of the Department ($23,160). The November 3, 2015 General Municipal Election is also included in the FY 2015-2016 budget ($24,604).
- An addition of one (1) Accountant in the Financial Services Department to provide greater accounting support was approved by the City Council in FY 2014-2015 and included in the FY 2015-2016 budget ($134,913).
- Funding of $50,000 for Municipal Code updates has been included as work that started in FY 2014-2015 is expected to continue.

Parks & Recreation

- Increase in water rates charged by the District will increase water utility costs by $85,000 net of anticipated water savings in the Parks Division.
- Janitorial supplies and landscape supplies for $39,000 and $31,000 respectively are needed for 3 new parks as well as increase usage in other parks. LED lighting for $20,000 is recommended for the conversion of pathway lighting to LED in approximately 8 parks.
- $35,000 is recommended for backflow testing of 165 backflows as mandated by the State of California Health Department.

Police Department

- Addition of 3 "over hire" positions (2 Police Officers and 1 Police Dispatcher) to maintain service delivery

levels to the community and mitigate the impact of anticipated turnover of current staff ($518,734)

Fire Department

- Continued implementation of the Fire Command Shared Services Model with the cities of San Mateo and Belmont. The Department will eliminate a Fire Marshal position due to contracting for fire prevention services with San Mateo and will eliminate a full-time Fire Captain position ($226,663) as a result of the acquisition of a joint staff shared fire truck that will also be staffed and funded by the Belmont Fire Protection District.

Community Development

- Consulting services will continue to be used to complete the required Environmental Impact Report and for the General Plan update. Consultant services are also proposed to be budgeted to update the Land Use Circulation Element and Noise, Safety, and Circulation Elements, funding of which will come from the General Plan Maintenance Fee that was established in FY 2011-2012.

Public Works Department

- The Department is recommending the addition of a Senior Engineering Technician for various duties, including conducting public improvement development inspections, stormwater inspections, sidewalk inspections, and water conservation enforcement/education in response to the 2015 Governor's Executive Order for a 25% reduction in water consumption ($47,237 to the General Fund; $45,848 each to the Water and Wastewater Funds).
- In the Maintenance Division, the streets program has been combined with the lagoon/levees program resulting in the reduction of one Lead Worker position and the addition of one Maintenance Worker I/II position.

Special Revenue Fund

CalOpps.Org Fund

- Inclusion of $60,000 in consulting services for the documentation and technical upgrade.

Low- and Moderate-Income Housing Fund

- Increase of $21,400 in repairs and maintenance for the City's affordable housing units.

Day Time Shuttle Fund

- This program was delayed approximately 6 months as approval from the San Mateo County Transportation Authority and SamTrans was not received until late April, 2015. Funding of $191,500 is for the implementation of a day time shuttle starting July 1, 2015. This program will be funded through a 75% grant from the San Mateo County Transportation Authority to provide transportation for workers during the middle of the day in commercial office buildings to the various shopping centers located in the City. The remaining 25% funding will come from the City's General Fund.

City Affordable Housing Fund

- Funding for the affordable housing project to be constructed on the Foster Square site by Mid-Pen Housing through a loan agreement with the City in the amount of $4,750,000 was consummated in FY 2014-2015. No expenditures are planned for FY

2015-2016.

Sustainable Foster City Fund

- The Sustainable Foster City Fund includes a carryover amount of $250,000 as a placeholder for "working capital" pending City Council action on the implementation strategies for the Plan, plus other administrative and SVEDA membership costs totaling $8,100. Funding for these activities is provided through a transfer from the City's General Fund in FY 2014-2015.

Bay Area Employee Relations Services (BAERS) Fund

- Foster City will be assuming the hosting of a shared internet based database for Human Resource professionals in the San Francisco Bay Area. The BAERS service model will operate in the same manner as CALOPPS (which Foster City also hosts and manages). Funding of the resources required will be from the membership fees that the City will collect.

Enterprise Funds

Water Enterprise Operations

- The SFPUC is increasing its wholesale water rate from $2.93 / ccf to $3.75 / ccf due to increases associated with the capital improvements as part of the Hetch Hetchy System improvements.
- Rebate programs will continue to be provided to customers in an effort to reduce water consumption by 20% by the year 2020, especially in light of the voluntary conservation efforts required as a result of lower-than-normal precipitation levels and the 2015 Governor's Executive Order for a 25% reduction in water consumption.

Wastewater Enterprise Operations

- In FY 2014-2015, the Estero Improvement District and the City of San Mateo initiated work on its 20-year rehabilitation and upgrade of its jointly owned Wastewater Treatment Plant. The District's allocated annual capital improvement program costs and its debt service payments associated with the Wastewater Treatment Plant (WWTP) are included in the FY 2015-2016 budget.

Internal Service Funds

Vehicle Replacement Fund

- Capital outlay costs totaling $1.7 million is recommended for FY 2015-2016.

Equipment Replacement Fund

- Capital outlay costs include replacement of various playground and law enforcement equipment.

Self-Insurance Fund

- Insurance premiums ($305,899) for property and general liability coverage are projected to be the same in FY 2015-2016 as the prior year.

Information Technology Fund

- The FY 2015-2016 budget includes a $243,711 reduction in capital outlay to $262,925 based on the schedule of equipment replacement needs for the year.

Building Maintenance Fund

- Capital outlay costs include the purchase of a 36 foot Genie aerial work platform to perform replacement of

lighting and ballasts, cleaning of skylights, painting of ceilings, as well as other tasks that requires a high portable platform.

Capital Improvement Projects

Over $12.4 million in capital improvement projects are slated for FY 2015-2016, the most significant of which include:

- Wastewater Treatment Plant Master Plan Improvements – Estero Improvement District's share of Wastewater Treatment Plant rehabilitation and upgrade costs for its jointly owned Wastewater Treatment Plant with the City of San Mateo.
- Street Rehabilitation – Part of the annual street improvement program of $1.15 million from Measure A and Measure M Funds to maintain the City's roadways that rank among the highest in the Bay Area in terms of pavement condition.
- Leo Ryan Park Lawn Conversion and Bocce Courts – Lawn conversion from grass to synthetic turf, additional picnic and hardscape, and installation of one additional bocce court at Leo Ryan Park.
- Park Infrastructure Improvements – Various infrastructure improvements including the conversion of lawn areas to drought tolerant shrub areas at City Hall, the Recreation Center, and Catamaran Park, park pathway renovations through Boothbay Park, re-finishing and re-sealing of wooden boardwalk and chain-rail support poles at Leo Ryan Park, and roof replacements at Boothbay and Catamaran Parks.
- Levee Protection Planning and Improvements – this project will eventually raise the City's levee elevation to meet the new FEMA accreditation standards. A $1 million allocation is included in the CIP Program to do technical studies, review funding options, and evaluate regulatory requirements for raising the City's levees. Once the additional information is attained, additional funding through debt financing will be necessary.

ORGANIZATIONAL CHANGES

Based upon the organizational changes discussed in the preceding section, staffing levels as we enter FY 2015-2016 will increase by three (3) full-time equivalents (FTE) from a total of 187 to 190 FTE.

CONCLUSION

In conclusion, I want to take the opportunity to thank all of our City employees for their active participation in, and valuable contributions to, the development of the Budget. As a City team focused on providing exceptional services to the community, our employees remain the City's most critical resource. I believe the Budget will provide us the resources necessary to maintain vital City services and move forward with a strategy to ensure a positive sustainable future for the community of Foster City. I continue to be confident that the City Council's vision will ensure an outstanding quality of life in making Foster City a great place to live, work and play.

Sincerely,

Kevin M. Miller
City/District Manager

FISCAL YEAR 2015-2016 ANNUAL BUDGET
FIVE YEAR FINANCIAL PLAN
BUDGET CALENDAR

January 20, 2015 (Tuesday) Regular City Council Meeting at 6:30 p.m.

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2013-2014

January 26, 2015 (Monday) Study Session at 4:00 p.m.

- Mid-year Financial Review for FY 2013-2014
- Policy Direction Regarding Preparation of Annual Budget and Five-Year Financial Plan
- Review Non-profit Agencies Funding Process and any other Special Reports

March 23, 2015 (Monday) Study Session at 4:00 p.m.

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

May 20, 2015 (Monday) Study Session at 4:00 p.m.

- Review of Five-Year Financial Plan, Review of Preliminary Budget (All Funds)
- Review Proposed Changes for Fees and Charges
- Review Other Special Reports

June 1, 2015 (Monday) Study Session at 5:30 p.m.

- Presentation of Funding Requests from Non-profit Agencies

June 1, 2015 (Monday) Regular City Council Meeting at 6:30 p.m.

- Budget Public Hearing and Follow-up from All Prior Budget Study Sessions
- Public Hearing and Adoption of Water and Wastewater Rates
- Public Hearing and Adoption of Master Fee Schedule

June 15, 2015 (Monday) Regular City Council Meeting at 6:30 p.m.

- Adoption of Annual Budget

June 25, 2015 (Friday)

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

(Note: all items above relate to the preparation of the FY 2015-2016 Budget except where otherwise noted.)

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GLOSSARY OF BUDGET TERMS

Account - A separate financial reporting unit for budgeting, management or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

Adopted Budget - Revenues and appropriations approved by the City Council in June for the following July 1 through June 30 fiscal year.

Allocated Costs - An expense charged by one department/division to another for services performed or expenditures of a general nature which are charged to one main account and allocated to other departments/divisions by a specified formula.

Appropriation - An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation - The value of property against which a tax is levied. Valuations are established by the County Assessor and reflect a percentage of the true or market value of a property.

Bond - The written evidence of the debt issued by the government entity (City, District, Community Development Agency, etc.). It bears a stated rate of interest and maturity date on which a fixed sum of money plus interest is payable to the holder.

Budget - A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

Budget Amendment - A legal procedure utilized by the City Manager or City Council to revise a budget appropriation. Adjustments to expenditures within or between departmental budgets may be accomplished administratively by the City Manager. City Council approval is required for additional appropriations from fund balance or new revenue sources.

Budget Deficit – Generally, defined as the amount by which a fund's spending exceeds its income over a period of time. Specifically, it is the sum of expenditures and transfers out that exceed the sum of revenues, transfers in and other adjustments. It is normally determined as a result of a quarterly review.

Budget Guidelines - Guidelines developed by the City Manager, in consultation with the City Council, that describe the budget environment – e.g. revenue expectations and policy emphasis - for the forthcoming year; departments make their budget requests on the basis of the guidelines.

CAFR - Comprehensive Annual Financial Report containing audited financial statements and related materials.

Capital Assets (fixed assets) - Things the local government owns that cost a considerable amount of money and are intended to last a long time – for example, buildings, land, roads, bridges and sewer and water systems.

Capital Improvement Program - A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

Capital Outlay - Expenditures relating to the purchase of equipment, land and other fixed assets which usually occur in a single fiscal year.

Cash Flow - A cash budget that projects the inflow, outflow, and net balance of cash reserves on a daily, weekly and monthly basis.

Compensated Absences – Employee absences for which employees will be paid (e.g., vacation leave, sick leave) based upon the terms of an approved memorandum of understanding or compensation and benefits plan

Cost Recovery - The establishment of user fees that are equal to the full or partial cost of providing services.

Debt Service - Principal and interest paid on bonds and notes.

Department - A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area. (e.g. Public Works Department)

Division – An area of activity organized as a functional unit within a department. (e.g. Engineering, Water Operations and Street & Lagoon Maintenance Divisions within the Public Works Department)

Encumbrances - A budgetary technique for recording unperformed contracts for goods and services. Use of encumbrances restricts the balance in each fund so that total commitments (expenditures plus encumbrances) will not exceed appropriations.

Enterprise Funds – Funds used to account for business-like operations of a governmental agency that are funded by customer services charges. The enterprise funds include Water Utility operations, Sewer Utility operations, and the Foster City Connections Shuttle.

Expenditure - Utilization of fund resources. Expenditures include operating expenses, debt service and capital outlays.

Expenditure Category - A basis for distinguishing types of expenditures. The major expenditure categories used by the City are employee services, services and supplies, internal service charges, capital outlay and reallocations.

Fiscal Year - A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 as its fiscal year.

Fund - A set of separate, self balancing accounts to account for resources that are used for a specific purpose based on regulations or limitations.

Fund Balance - The net worth of a fund, which is the difference between the assets and liabilities of a fund at any given point in time.

General Fund - The fund used to account for the major operating revenues and expenditures of the City, except for those financial resources required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes. This fund is the most flexible but also the most vulnerable to economic influences.

Goal - Broad mission statement that defines the purpose of a department, based upon the needs of the community.

Grant - A payment of money from one governmental unit to another, from a governmental unit to a not-for-profit agency or from a private foundation to a governmental agency. Grants are often earmarked for a specific purpose or program.

Infrastructure - Basic public investments such as streets, storm drains, water and sewer lines, streetlights and sidewalks.

Interest - The amount paid for the use of money.

Interfund Transfer - The transfer of money from one fund to another in a governmental unit. Interfund transfers usually have to be approved by the governing body and are normally subject to restrictions in state and local law.

Internal Service Funds - A series of funds used to account for the services provided by one department to other departments on a cost reimbursement basis.

Interim Financial Reports - Quarterly or monthly comparisons of budgets with actual revenues and expenditures to date. These reports provide decision-makers with an early warning of potential expenditure overruns or revenue shortfalls.

Line Item Budget - A budget format in which departmental outlays are grouped according to the items that will be purchased, with one item or group of items on each line.

Notes - Short term promises to pay specified amounts of money, secured by specific sources of future revenue.

Objective - Desired output-oriented accomplishments that can be measured and achieved within a given time frame.

Operating Budget - A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as employee services, services and supplies, internal service charges, capital outlay and reallocations.

Principal - The face amount of a bond which the issuer promises to pay at maturity.

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing an objective.

Public Hearing - An open meeting which provides citizens with an opportunity to voice their views on the merits of proposals.

Reserve - An account used to designate a portion of the fund balance for a future use and is, therefore, not available for general appropriation.

Resolution - A legal and public declaration by the City Council of intent, policy or authorization.

Revenue - Increases in fund resources. Revenues include income from user fees, taxes, permits and other sources.

Revenue Bond - A bond on which the debt service is payable solely from the revenue generated from the operation of the project being financed.

Special Revenue Fund - A fund used to account for revenues legally earmarked for a particular purpose.

Subsidy - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

Tax Rate - The amount of tax levied for each $100 of assessed valuation.

User Fees - Fees charged to users of a particular service provided by the City.

STRUCTURE OF THE CITY'S AND DISTRICT'S FINANCES

Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the 2015-2016 budget are grouped into three major categories, Governmental Funds, Proprietary Funds, and Account Groups. The purpose of the various funds within each category is described below:

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund is used to account for all revenue and expenditures necessary to carry out basic governmental activities of the City/District that are not accounted for through other funds. For the City/District, the General Fund includes such activities as police, fire protection, planning, building inspection, engineering, recreation and community services, public works operation and maintenance, legal and administrative services and local maintenance districts. The fund balance includes a reserve equal to 33-1/3% of annual budgeted operating expenditures as dictated by City Council / Estero Municipal Improvement District Board policy.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues that are restricted by law or administrative action to expenditures for specified purposes. Special Revenue Funds used by the City/District are listed below:

Traffic Safety Fund: Revenues received by the City as its share of fines generated from violations of the State Motor Vehicle Code. Expenditure of these funds is restricted to traffic safety programs.

Measure A Fund: Revenues generated by a special one half cent sales tax that was approved by the voters of San Mateo County in 1988 and subsequently reauthorized by voters in 2004 for a period of an additional 25 years up to December 31, 2034. Expenditure of these funds is restricted to engineering construction and maintenance of City/District streets and transportation-related purposes.

Gas Tax Funds (2103, 2105-2107.5): Revenues apportioned to the City from State-collected gasoline taxes. Expenditure of these funds is restricted to engineering, construction and maintenance of City streets.

Park In-Lieu Fees Fund: Revenues received from residential property developers with which the City has negotiated fees, under the provisions of state law. Expenditure of these funds is restricted to new improvements of local parks and recreation amenities that benefit residents of the new development.

Measure M: Revenues generated by a special $10 registration fee for each vehicle registered in San Mateo County for a period of 25 years that was approved by the voters of San Mateo County in November 2010. Expenditure of these funds is restricted to congestion mitigation programs (including roadway maintenance, pothole repairs, and traffic congestion management) and pollution mitigation programs (water pollution prevention).

SLESF/COPS Grant Fund: Revenues received from the State of California. Expenditure of these funds is restricted to

funding personnel, equipment and program operating expenses associated with supplemental law enforcement services such as anti-gang and community crime prevention programs, as well as traffic safety initiatives.

CalOpps.org Fund: Revenues and expenditures associated with a City-created a public sector recruitment and applicant tracking website for the benefit of public employers. Expenditure of these funds is restricted to programs and services associated with the activities of this endeavor.

Foster City Foundation: The Foundation is a separate 501(c)(3) non-profit corporation which allows individuals and organizations to donate funds on a tax-deductible basis for the benefit of the residents of Foster City. The City is the administrator of those funds, which are donated for specific purposes by donors to fund various City programs, services, and/or improvement projects.

Low- and Moderate-Income Housing Funds (LMIHF): Created in recognition of the City's decision to become the successor housing agency to the former Foster City Community Development Agency that was dissolved on January 31, 2012 by the State's passage of ABx1 26 and subsequent ruling by the California Supreme Court upholding it. Revenues and expenditures associated with the rental and maintenance of the remaining City-owned six (6) affordable housing units, and loan repayments from the Metro Center Senior Housing project and the 1st Time Homebuyer Loan program are included in this Fund. Any other funds which are enacted through legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community (e.g., affordable housing fees if enacted by the City Council, State legislation that may provide ongoing revenue sources for affordable housing) are also deposited into this fund.

City Affordable Housing Funds: Created in recognition of the dissolution of the former Foster City Community Development Agency that was dissolved on January 31, 2012 by the State's passage of ABx1 26 and AB1484, and the City Council's action by resolution to commit all of the approximately $3.3 million in "boomerang" funds from the $12.7 million that was swept by the State from the former Agency's housing funds for the purpose of funding affordable housing projects. Funds collected from the developer of the Foster Square Project on the City's formerly-owned 15-acre site adjacent to City Hall were also deposited into this fund, and a loan to Mid-Pen Housing, Inc. of $4.75 million was made in FY 2014-2015. This fund differs from the LMIHF fund in that these funds are committed by action of the City Council and may, at the City Council's discretion, be uncommitted and used for other purposes.

Sustainable Foster City Special Fund: Created to support the implementation of the Sustainable Foster City plan, to achieve the vision to, "Sustain and Enhance the Quality of Life in Foster City." By policy direction, the City Council deposited approximately $209,000 in "boomerang" funds from the $809,000 that was swept by the State from the former Agency's non-housing or other funds. In addition, the City Council authorized a one-time transfer of $258,100 in FY 2014-2015 from the General Fund.

Day Time Shuttle Fund: Grant funds received from the City/County Association of Governments and/or the Transportation Authority as well as revenues received from supporting businesses, the purpose of which are to support the operation of a mid-day shuttle between Foster City employment centers and shopping centers.

Bay Area Employee Relations Services Fund: The Bay Area Employee Relations Service (BAERS) was a Joint Powers

Agency/Agreement (JPA) consisting of 36 city, county, and other government entities in the San Francisco Bay Area. The purpose of BAERS has been to provide a shared internet based resource whereby public sector agencies have access to information used to support activities such as labor negotiations, position/classification studies and compensation.

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for resources used for the acquisition and construction of capital facilities or major capital equipment, except for capital facilities financed by proprietary fund types. Capital Project Funds used at the City/District are listed below:

Capital Investment – City Fund: Revenues from City sources are used for development, construction or acquisition of approved capital projects funded by certain general obligation bonds, the sale of property, or other unrestricted revenue sources of the City. The fund balance includes a $2 million emergency reserve.

Capital Asset Acquisition and Replacement Fund: Revenues from the sale of City property, including the sale of the City-owned 11 acre site formerly leased to the North Peninsula Jewish Campus in September 2012, are being deposited into this fund. Revenues from the sale of the City-owned 15 acre site to TNHC-HW Foster City, LLC were also deposited into this fund. By policy direction, assets in these funds may only be used for the acquisition or replacement of significant assets or capital improvements by 4/5th vote of the City Council, except for a limited duration transfer to the City General Fund of $205,000 per year in FY 2012-2013, 2013-2014 and 2014-2015.

PROPRIETARY FUND TYPES

ENTERPRISE FUNDS

Enterprise Funds are used to account for City/District operations that are financed and operated like private business enterprises. Use of this type of fund permits user charges to finance or recover the cost of providing the enterprise's services to the general public on a continuing basis.

Enterprise Funds used at the City/District are listed below:

Water Enterprise Funds: Activities associated with providing water services including construction and maintenance of water distribution systems. There are four funds associated with the Water Enterprise:

- *Water Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the retail sale of water to customers.
- *Water Reserve* – A fund that reserves 25% of annual budgeted operating expenditures as dictated by Estero Municipal Improvement District Board policy.
- *Capital Investment Water* – Captures funds that are spent towards capital improvements to the Water system, funded through monies collected from ratepayers that go towards current or future capital improvement projects. The fund balance includes a $2 million emergency reserve.
- *Water Equipment Replacement* – Equipment replacement, acquisition and funding from water revenues for replacement of equipment supporting water operations.

Wastewater Enterprise Funds: Activities associated with wastewater collection and treatment including construction of

wastewater treatment plant facilities (shared with the City of San Mateo). There are four funds associated with the Wastewater Enterprise:

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.
- *Wastewater Collection System (Sewer) Reserve* – A fund that reserves 25% of annual budgeted operating expenditures as dictated by Estero Municipal Improvement District Board policy.
- *Wastewater Collection System Revenue Bond Fund* - The Wastewater Collection System Revenue Bond Fund accounts for the payment of principal and interest on revenue debt used for financing improvements for EMID's share of WWTP costs.
- *Capital Investment Wastewater Collection System (Sewer)* – Captures funds that are spent towards capital improvements to the Wastewater Collection (sewer) system, funded through monies collected from ratepayers that go toward current or future capital improvement projects. The fund balance includes a $2 million emergency reserve.
- *Wastewater Expansion* – Accounts for collection of wastewater system expansion fees for vacant parcels representing new developments that will be connected to the system. Funds are transferred to the Capital Investment Fund (above) where they are spent on Wastewater Collection (sewer) system expansion capital projects.
- *Wastewater Equipment Replacement* – Equipment replacement, acquisition and funding from wastewater revenues for replacement of equipment supporting wastewater operations.

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments on a cost reimbursement basis. Internal Service Funds used at the City/District are listed below:

Vehicle Replacement Fund: Vehicle replacement, acquisition and maintenance service charges and the related billings to various departments.

Equipment Replacement Fund: Equipment replacement, acquisition and the related billings to various departments for non-Enterprise fund assets.

Self-Insurance Fund: Charges to the various departments for general liability and property insurance premiums, defense costs and related administrative costs.

Information Technology Fund: Information technology-related acquisitions, maintenance service charges and the related billings to various departments.

Building Maintenance Fund: Management, maintenance, janitorial service, and some capital replacement for all City/District buildings and building-related equipment.

Longevity Recognition Benefits Fund: Benefits paid to retired employees in accordance with benefit plans approved in labor contracts and/or compensation and benefits plans, funded by charges to operating departments based on salary costs and investment earnings.

PEMHCA Benefits Plan Fund: Benefits paid on behalf of retirees participating in the CalPERS' Public Employees'

Medical and Hospital Care Act (PEMHCA) medical benefits plan.

Compensated Absences Fund: Vacation and sick leave benefits which have monetary value and must be paid out to employees upon separation of employment in accordance with the terms of an existing memorandum of understanding or compensation and benefits plan.

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CITY OF FOSTER CITY
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

FIVE YEAR FINANCIAL PLAN
For the Five Years ended June 30, 2020

CITY COUNCIL/DISTRICT BOARD
Art Kiesel, Mayor / President
Gary Pollard, Vice Mayor / Vice-President
Charlie Bronitsky
Steve Okamoto
Herb Perez

SUBMITTED BY THE CITY/DISTRICT MANAGER
Kevin M. Miller

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FOSTER CITY COMMUNITY PROFILE

Location

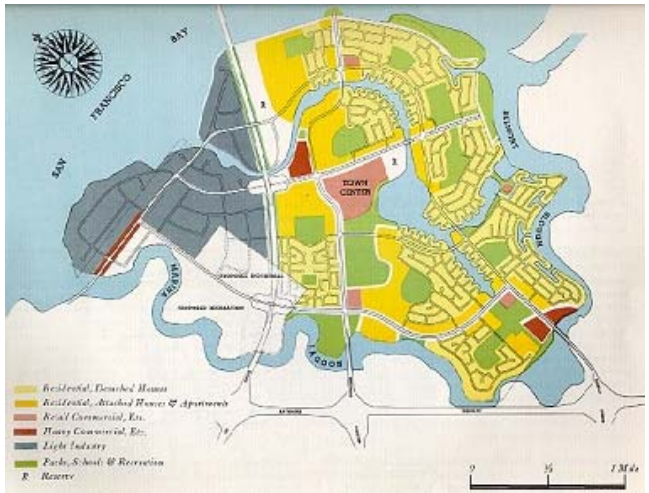
Foster City is located midway between San Francisco and San Jose on the western shoreline of the San Francisco Bay, east of U.S. 101, which provides convenient access to the San Francisco Airport and San Francisco to the north and Santa Clara County to the south. The City is bisected by State Route 92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

History

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

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

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



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

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

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

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

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

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

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

Government Services

The Estero Municipal Improvement District and the City of Foster City provide governmental services to the citizens of Foster City. The members of the City Council serve as the policy-making body for both governmental agencies. City voters elect Council members to staggered terms of four years each. The City Council meets regularly on the first and third

Mondays of each month at 6:30 p.m. in the Council Chambers at 620 Foster City Boulevard and may call additional special meetings. These meetings are televised on the City's government access station, FCTV Comcast Channel 27 or ATT Channel 99. All meetings of the City Council, Planning Commission and any committees are open to the public except when certain personnel matters and legal items are discussed.

Figure 2: Foster City Government Center

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

- Planning Commission
- Audit Committee
- Information Technology Advisory Committee
- Parks and Recreation Committee
- Traffic Review Committee
- Youth Advisory Committee

City of Foster City

Foster City was incorporated on April 27, 1971 and is a general law city as established by the California Government Code, Section 34102. It uses the Council-Manager form of government. A City Manager is appointed by and responsible to the City Council to serve as Chief Administrative Officer overseeing personnel, developing the budget, proposing policy objectives, and implementing policies and programs adopted by the City Council. Nine departments report to the City Manager, which include:

- Five line departments, so-called because they provide direct services to the public: Community Development, Fire, Parks and Recreation, Police, Public Works; and

- Four support departments, which primarily serve to support the efforts of the line departments: City Manager, Communications/City Clerk, Financial Services/City Treasurer and Human Resources.

Estero Municipal Improvement District

As described in the History section, the Estero Municipal Improvement District (EMID) was created in 1960 and granted most of the governing powers associated with an incorporated municipality. EMID sold bonds to finance the major improvements needed for development of the City. EMID provides water and sewer service to Foster City and water service to Mariner's Island and is a separate legal entity with the City Council serving as its Board of Directors. The last of the EMID bonds was paid off on August 1, 2007.

Cultural

The Parks and Recreation Department sponsors a variety of cultural activities in the community. Leo Ryan Park serves as the backdrop for many events that provide the community exposure to culture and the arts in all its forms. The annual Holi Festival, a traditional Indian celebration invites park patrons to enjoy music and dancing while throwing colored powder to mark the coming of Spring. The Polynesian

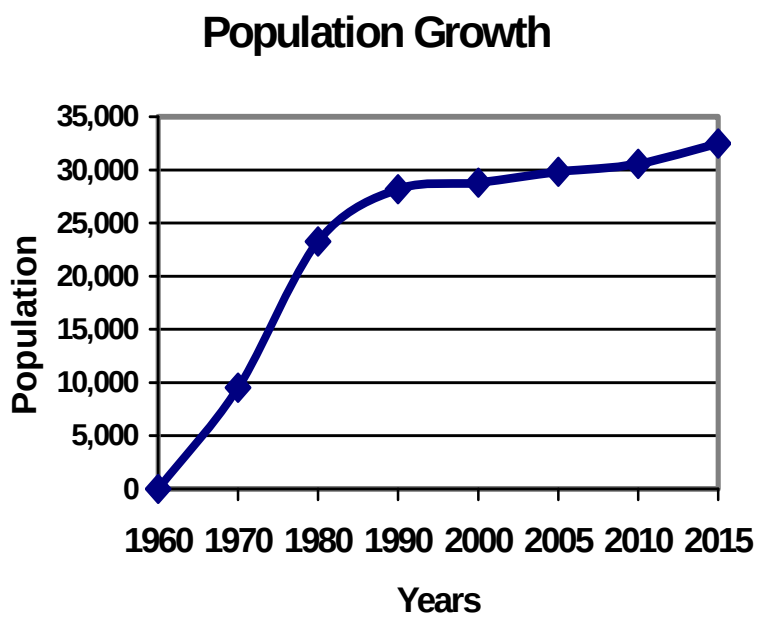
Festival features dancing, canoe rides, craft vendors, and an opportunity to learn about the Polynesian culture. In honor of Chinese New Year, the Parks and Recreation Department host a celebration that provides a variety of enriching workshops and exhibitions and showcases traditional Chinese arts and crafts. These free community events allow Foster City residents to acknowledge, appreciate and celebrate various cultures and backgrounds. One of the most widely attended events for all ages and backgrounds, however, is the very popular annual Summer Concert Series in Leo Ryan Park. The Summer Concerts provide free family-friendly evenings in our beautiful outdoor amphitheater. The Department also oversees a range of activities such as workshops, contests, concerts, and a monthly art showcase in the Museum Gallery located in the Foster City Recreation Center, 650 Shell Boulevard.

The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

The Fourth of July Celebration is an all-day event co-sponsored by the Lions Club that includes fireworks, family games, food, demonstrations, and other activities. The Arts and Wine Festival is held the first weekend after Memorial Day and is sponsored by the Foster City Chamber of Commerce. The Festival includes carnival, midway games, demonstrations, arts and crafts, a talent show and other events.

Population

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970's and grew at a slower pace during the 1980's and 1990's. The original Master Plan estimated a population at buildout of 35,000. The City's population was determined to be 30,567 by the 2010 US Census. The most recent estimate by the California Department of Finance is 32,168 as of January 1, 2014.

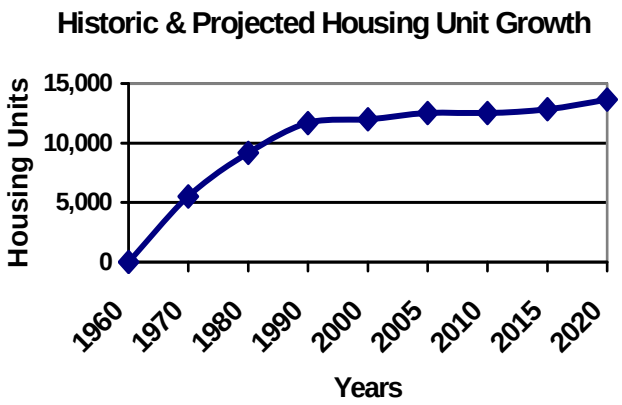


Housing

As of January 1, 2014, the City had 12,832 housing units. Pilgrim Triton Phase D (Triton Pointe) was approved in 2012 for an additional 166 housing units and is currently under construction. Phase B of Pilgrim Triton (The Waverly) was approved in 2013 and will have an additional 240 units and is currently under construction. When Phase B is complete all but 17 of 730 units approved as part of the Pilgrim Triton Master Plan will be completed. The General Development Plan was approved in 2013 for Foster Square (formally known

as the 15-Acre Site) adjacent to City Hall. The project will include approximately 155 assisted living units (including 24 memory care units), 66 below market rate apartments and 200 for-sale units along with up to 35,000 square feet of commercial. Midpen Housing, which consists of 66 affordable housing units for seniors, is under construction. Construction is expected to be completed in 2016. Atria, which consists of 155 assisted and independent living units, including 24 memory care units is also under construction with completion expected in 2016. Lennar Homes, which consists of 200 for-sale senior housing units, is under construction. Construction completion is anticipated in phases with the first phase done in 2016.

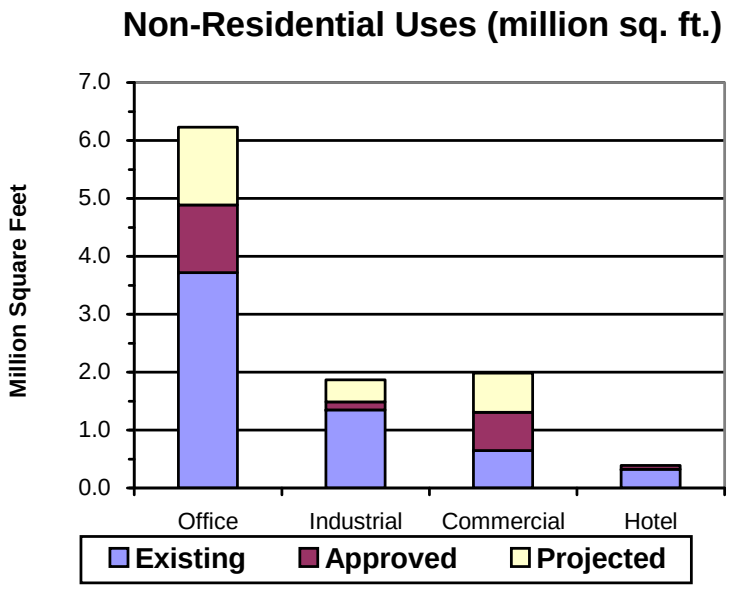
Remaining housing growth will come through redevelopment of existing sites with new housing. Additional housing units are called for in the Housing Element in order to provide the City's share of the region's housing needs. The City adopted a revised Housing Element of the General Plan in February 2015 that identifies potential housing sites in order to meet the state requirements to plan for meeting the City's share of the region's housing needs for the planning period of 2015-2023.



Land Use

The benefits of providing a balance of land uses that serve a wide range of community needs have been recognized since the first Foster City Master Plan. Although construction during the early years of Foster City was largely residential, the City has actively pursued commercial and research and development uses over the past twenty years to achieve a more balanced mix of uses. Commercial, office, and industrial development provide a healthy and stable tax base as well as job opportunities within the City.

Existing non-residential building stock includes 3.7 million sq. ft. of office, 1.3 million sq. ft. of industrial/research and development, 0.6 million sq. ft. of commercial and 509 hotel rooms.



The amount of office, research and development, commercial and hotel space is expected to increase over the next several years as older properties are redeveloped and the few remaining vacant sites are developed. The Pilgrim-Triton Master Plan that was approved in 2008 will, in phases, demolish about 296,000 sq. ft. of existing buildings on a 20-acre site and construct 296,000 sq. ft. of new office/commercial space and up to 730 housing units.

In February 2010, the City approved the expansion of the 40-acre Gilead campus to add about 570,000 net new square feet of offices and labs. In 2013, the City Council approved a integrated Master Plan to incorporate land Gilead purchased from Electronics for Imaging. The resulting 72 acre campus with a maximum building-out of 2,500,600 square feet including a mix of office buildings, laboratory buildings, cafeterias, manufacturing spaces, meeting spaces and a pilot plan. Gilead's approved plans for the development of lab facilities and office space are presently under construction.

In September 2013, an application was approved to redevelop the site formerly occupied by the Black Angus Restaurant in the Vintage Park Master Plan to develop a hotel with 121 rooms.

In 2013 the City approved the General Development Plan for the Chess-Hatch Office Project that would demolish about 190,000 sq. ft. of office/warehouse and replace it with up to 800,000 sq. ft. of office. On April 17, 2014, a Use Permit/Specific Development Plan application (UP-13-004) was approved by the Planning Commission to demolish nine office buildings, comprising 146,000 square feet of development, and to construct two towers: one 9-story (145-foot) and one 12-story (187-foot) office building, linked by a one-story (29-foot) connector building, resulting in 600,000 square feet of office development area and up to 5,000 square feet of business supporting use. The Use Permit request also includes a 5-story and a 7-story parking garage.

In April 2012, the City Council approved a Business Term Sheet with The New Home Company, LLC as the lead developer in a mixed-use senior residential and retail project on the City-owned 15-acre site adjacent to the Government Center. The project would include over 400 residential units dedicated to senior citizens consisting of for-sale residential dwelling units, independent & assisted living units, and affordable housing units. Nearly 35,000 square feet of retail is also expected to be constructed on the site. The City Council approved the General Development Plan, Disposition and Development Agreement and Development Agreement for the project in December 2013. The Use Permit/Specific Development Plan for the MidPen affordable housing component consisting of 66 units and 10,560 square feet of retail was approved by the Planning Commission on January 16, 2014. The Use Permit/Specific Development for the Artria assisted living units was approved by the Planning Commission on June 5, 2014 and the Use Permit/Specific Development plan for the 200 residential condominiums was approved by the Planning Commission on June 19, 2014. Construction began on initial phases of the development in 2015.

If all the projected development occurs, this would result in approximately 6.2 million sq. ft. of office, 1.9 million sq. ft. of industrial/research & development, .8 million sq. ft. of commercial and 630 hotel rooms.

Shopping

Foster City has six retail shopping areas: four neighborhood commercial centers (Edgewater Place, Marlin Cove, Charter Square and Beach Park Plaza) and two more regional-serving areas: The Marketplace along East Hillsdale Boulevard and the area along Metro Center Boulevard that includes Costco Wholesale and Orchard Supply Hardware.

A small amount of retail (10,000 square feet) has been included in “Phase A” of the Pilgrim-Triton Project. As previously mentioned, an additional 35,000 square feet of retail is expected to be included in the mixed-use project on the 15-acre site. An additional 6,000 square feet of retail has been approved in Triton Pointe and 5,000 square feet at The Waverly.

Several of the shopping centers have redeveloped over the years to meet the needs of the community (e.g., Port O’ Call redeveloped into Miramar Apartments, Marlin Cove redeveloped into a mix of commercial and housing).

Jobs

During the initial stages of Foster City’s development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and research and development uses have been completed, adding a substantial daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of December 2014 (latest data available) are indicated in the accompanying table.

Largest Employers	No. of Employees
VISA / Innovant	5,115
Gilead Sciences	4,577
IBM	493
Guidewire	415
Quinstreet	298
Costco	234

Source: Foster City Business License Data, 2014; BAE, 2014

Based on the Foster City 2014 record of business licenses, businesses in Foster City employ approximately 18,337 persons. Based on the estimated increase in office, industrial and retail space, total employment in Foster City, in the year 2025 is projected to be approximately 23,280 persons. In comparison, Projections 2013 by the Association of Bay Area Governments (the latest forecast by an independent source) projected employment in Foster City at just over 15,920 persons by 2020. The accelerated development occurring in Foster City the past 5 years has allowed the local job market to grow beyond expectations amidst a contracting economy.

Source: Projections 2013, Association of Bay Area Governments

Education

The community is served by various private and public educational facilities. From a public education perspective, Foster City is served by the San Mateo-Foster City School District (elementary), the San Mateo Union High School District (high school), and the San Mateo Community College District (community college). There are six private preschools, three public and three private elementary schools, one private and one public middle (junior high) school in the city limits. High school students have the opportunity to attend one of the six public high schools in the District, as well as a variety of private high school institutions in the nearby area. The elementary schools and high schools serving Foster City youth continue to rank in the top quartile in educational achievement statewide. Finally, there are a variety of public and private colleges and universities within 40 miles of Foster City.

Recreation

Foster City prides itself on the wealth of recreational amenities and activities provided to the community. Foster City has one of the highest ratios of park acreage to population in the nation, boasting more than 100 acres of park and open space land including bike paths, dog exercise areas, a lighted softball field, soccer and youth baseball fields, tennis courts, basketball courts, picnic facilities, and a wildlife refuge. Leo J. Ryan Park, encompassing eight acres overlooking Central Lake, is home to the gazebo, amphitheater, stage area, and the William J. Walker Recreation Center. The City completed a major renovation of the Leo J. Ryan Park in 2005, and has constructed synthetic turf fields at Sea Cloud Park, Catamaran Park, and Port Royal Park to provide recreational amenities for soccer and baseball / softball players during all weather conditions and in an effort towards water conservation. In 2015, the City created two new parks (Bridgeview Park and Shorebird Park) which are both currently under construction. Additionally, the City rebuilt one existing park (Baywinds Park) previously known as Windsurf Park. The City's lagoon system offers more than 200 acres of surface area, winding five miles throughout the City, for sailboat and windsurfing enthusiasts.

The City's Parks and Recreation Department offers a wide variety of classes year-round – from morning preschool programs to creative arts, sports, and fitness programs for children, teens, adults and seniors. The Senior Center offers a variety of programs geared specifically for seniors. "The Vibe" Teen Center hosts activities for the youth, including a skateboard park. Finally, two bocce ball courts round out the amenities provided at the Recreation Center campus.

Active sports enthusiasts can join any number of organized team sports, including basketball, softball, soccer and

volleyball which are programmed in collaboration with the City of San Mateo.

Finally, the City offers over 25,000 square feet of meeting space at its Recreation Center and Community Center that is available for lease to the public.

FIVE-YEAR FINANCIAL FORECAST (FY 2015-2016 to FY 2019-2020)

The fiscal stewardship exercised by the City Council and its staff is manifested through developing prudent and effective long-term financial strategies and making appropriate financial decisions. Over the years, the City has liquidated all of its bonded indebtedness and has built up reserves in its General Fund, Capital Improvement Funds, Internal Service Funds, and in its Enterprise operations to ensure that the services and infrastructure required to allow the community to thrive are provided the necessary financial resources.

Economic growth in the Bay Area is expected to surpass the nation and the rest of the State given the continued growth anticipated in Silicon Valley. Unemployment rates have continued to improve, especially in San Mateo County where the unemployment rate is 3.3% as of March 2015, much lower than the State total of 6.5%. Businesses are investing again in research, products and operations. Rental housing prices are at all-time highs given the increased level of employment in the region and the lack of available, affordable for-sale homes in the region and the hesitancy or financial inability to invest in home ownership. Real estate demand is exceeding supply as homes listed for sale continue to be at low levels. Consumer confidence has continued to improve significantly over the recent 24 months. Governmental revenues in the form of taxes and fees are seeing improvement across the state and the region.

During and after the "Great Recession" of December 2007 to June 2009, the City's primary fiscal goal could be best summarized in one simple statement: **solve the General Fund structural deficit**. The City erased an original $5 million deficit identified in early 2010 even amidst rising pension costs and the loss of the City's largest sales tax generator at the end of 2012. FY 2013-2014 was the first year since 2010 that the City's General Fund showed a balanced budget and that was also the case for FY 2014-2015.

The five-year forecast for the General Fund is a financial planning tool to understand the future impacts in the context of planned and potential development, revenue changes, and compensation adjustments. The City concluded the sale and development of the 15 acre site adjacent to City Hall in FY 2014-2015. Property tax, real property transfer tax, building and planning permits, water and wastewater fees, and park-in-lieu fees are included in the five-year forecast. In addition, the significant pace of development continues through the City, and the five-year forecast includes the development of such projects as all of the phases of the Pilgrim-Triton development, Gilead Sciences' development of a 2nd Lab Building on Lakeside Drive and a new office building on the former Electronics for Imaging site, the extended stay hotel on the site of the former Black Angus restaurant, and the Illumina development at the BioMed Realty site (former home of Life Technologies. Future possible development projects including the Chess-Hatch Office project are not included in the five-year forecast, but has the potential to move forward in the next five years subject to the developer finding long-term tenants for the properties.

The forecast includes compensation adjustments based on labor agreements in place through FY 2015-2016 and through FY 2016-2017. It also includes an assumption of a 2% cost of

living increase in compensation per year starting in the out years beyond the terms of the current labor agreements. This approach is consistent with prior five-year financial forecasts.

Based upon the foregoing, and the other assumptions articulated in this section, the City anticipates that the General Fund will finish FY 2015-2016 with an annual surplus of $1.4 million and reserves totaling $28.1 million. Moreover, the entire five-year forecast indicates that the General Fund will have surpluses in each year and will grow from $28.1 million in reserves in FY 2015-2016 to $31.6 million in reserves at the end of FY 2019-2020.

All other funds have sufficient reserves to accomplish their respective objectives, including proactive funding and maintenance of the City's infrastructure, funding for the replacement of capital equipment to support the provision of services, and a reliable water and wastewater system. It should be noted, however, that two key issues which the community faces have now been incorporated into the forecast: 1) the discussion of sea level rise is continuing with regional planning organizations to determine the potential impact of Foster City and other communities along the Bay needing to increase the height of the flood protection provided by their levees. In December 2014, the City hired an engineering consultant to prepare a report to identify the City's flood risk and determine potential levee improvement alternatives. The consultant's report concluded that the levee surrounding Foster City will have to be raised by 2.5 to 5.5 feet depending on the location. The report also outlined the project costs could be as high as $75 million. As a result, the City has allocated $1 million in its CIP Program to do additional technical studies, review funding options, and evaluate regulatory requirements for its levees. Once the additional information is attained, additional funding needs will be necessary and, 2) the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo is currently estimated to exceed $900 million over 20 years (with the District's portion estimated to be $116 million). The District and San Mateo are jointly refining the capital improvement plans, projected costs, and financing options to ensure the treatment plant meets regulatory requirements and future demands. The District is planning to use debt financing starting in FY 2015-2016 to fund its portion of project costs over the 20 year time horizon and has incorporated the associated debt service costs in its FY 2015-2016 Wastewater rate structure.

City of Foster City
Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2020

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2020. The analysis makes key assumptions that, based on historical trends and current information received from various sources, are considered most likely to be incurred. The key assumptions made in the preparation of the Plan are listed here. The sources used in preparing these assumptions were:

- Budget information from the State Department of Finance and the Legislative Analyst's Office
- Consumer price index adjustments from the Bureau of Labor Statistics
- Residential property value trends from the National Association of Realtors, California Association of Realtors, and the San Mateo County Association of Realtors
- Consumer spending and interest rate trends as compiled by the Federal Reserve Bank
- Property assessment valuations from the County Assessor's office
- Anticipated commercial and residential developments in the City through the Community Development Department
- Unemployment rates from the Bureau of Labor Statistics and the California Employment Development Department
- Market rates realized on existing investment securities
- Availability of Federal and State Grants
- Pending and current legislation affecting local government revenues and costs
- Known one-time revenues and expenditures

Overall Economic Forecast

The City has experienced a modest recovery in its recurring revenue streams. Property values have increased, however inventory of homes for sale continues to be relatively low. Commercial properties have noticed significant recovery in values, which has necessitated the County Assessor in increasing commercial property values near their Proposition 13 basis. Sales tax and personal income tax revenues statewide are on the rise. As of March 2015, Unemployment rates for the US and California are 5.5% and 6.5%, respectively, 2.0% and 1.4 lower than the prior year. San Mateo County unemployment is down to 3.3%, considered by most economists to be "full employment." The overriding assumption used in this forecast is that Foster City's revenues will experience modest growth rates of 2% to 3% over the next five years.

Revenue Assumptions

Assumptions made in determining significant revenue amounts are listed below:

Development – Property Taxes, Planning, Permit, and Park In-Lieu Fees

- The following projects have been included in the forecast:
  - *Gilead Sciences* – two sites are anticipated to be constructed by FY 2015-2016: a second Lab Building and parking garage at 355 Lakeside Drive (South Campus), and an office building and parking garage at 309 Velocity Way (North Campus).

- *Pilgrim-Triton – Triton Pointe* – this site is currently under construction, and property taxes will begin to flow upon occupancy in FY 2015-2016.
- *Pilgrim-Triton – Waverly* – this site began construction in FY 2014-2015, with expected occupancy by the end of FY 2015-2016.
- *Extended Stay Hotel (Former Black Angus Site)* Construction of this hotel began in FY 2014-2015. Planning and building permit revenues are expected in FY 2014-2015, with occupancy anticipated in FY 2015-2016.
- *Foster Square Development (Former 15 Acre Site)* – This project includes affordable housing, assisted living, and for sale townhomes/condominiums. The affordable housing component is expected to be completed in FY 2016-2017; the assisted living in FY 2016-2017; and the for-sale townhome / condominium component will be constructed and sold to homeowners starting in FY 2016-2017 through FY 2017-2018. Planning and building permit fees were collected in FY 2014-2015. Park in-lieu fees will be collected upon completion of the residential units per the terms of the DDA and deposited in the Park In-Lieu Fees Fund.
- *Illumina (BioMed Realty Property and former Life Technologies Campus)* – Illumina, a biotech company signed a lease with BioMed Realty in FY 2014-2015 to occupy a 360,000 square feet (with an option for another 160,000 square feet) build-to-suit office, lab, and parking campus on Lincoln Centre Drive. The campus is expected to be constructed over a two-year period starting in FY 2015-2016.

- The following projects have <u>not</u> been included in the revenue forecast:
  - *Gilead Sciences Proposed Campus Build out* – the master plan for Gilead's campus includes several other buildings that would total over 2 million square feet of development for the site. Other than the buildings at 355 Lakeside and 309 Velocity Way, no other assumptions have been made with respect to the completion of those sites.
  - *Pilgrim-Triton "Phase 4"* – this final section of the four properties under the Pilgrim-Triton Master Development Agreement is currently under discussion with City staff.
  - *Chess Hatch* – this project would entail the redevelopment of the existing single-story commercial properties along Chess Dr. near Hatch Dr. The developer has indicated that it would need to find an anchor tenant before construction of the office building could proceed. If it were to move forward, it is expected that planning and building permit fees would not be received until FY 2017-2018.
  - *Charter Square Redevelopment* – the property owner for Charter Square Shopping Center has proposed a mixed-use development on the site. The redevelopment of that site has not been assumed in the 5-year forecast.
  - *Edgewater Place Redevelopment* – the property owner for Edgewater Place Shopping Center has proposed a mixed-use development on the site. The redevelopment of that site has not been assumed in the 5-year forecast.

- *Foster City Marina* – the property owner of the land that is outside of the levee has proposed a mixed-use development on the site. The development of that site has not been assumed in the 5-year forecast.

Property Taxes

- Home sales volumes picked up over the last three years compared to the recessionary period from 2008 to 2012, but have not increased much in the past two years. Commercial property values have generally increased to their Proposition 13 basis, but there still exists several commercial property owners filing assessment appeals. Approximately $23 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of April 7, 2015 compared to over $447 million in March, 2014. Historically, property taxes have grown annually at 5-10%, but during the recession property taxes grew at less than 2%. Under the provisions of Proposition 13, California CPI (the index upon which AV growth is based) was 1.998% for 2014 which is fractionally lower than the Proposition 13 cap on AV growth of 2%. The Assessor's Office is projecting an increase in assessed valuation in Foster City of approximately 6.0% as of April 7, 2015. Given the state of the market, Proposition 13 increases, AV projections provided by the County Assessor's Office, an increase of 5.4% in FY 2015-2016 is incorporated into the projections based upon FY 2014-2015 projected actual collections, less a $30,000 reduction from potential lost revenue from assessment appeals in progress. Future increases are estimated at 3% per year, based on the anticipated positive trends in the real estate market over the next several years. The other assumptions for property taxes include the following developments: Gilead Sciences Buildings and Parking Garages at 355 Lakeside Drive and 309 Velocity Way; Pilgrim-Triton sites including Triton Pointe and the Waverly, the new Extended Stay Hotel (former Black Angus site); the Foster Square Development (City's former 15-acre site); Illumina, and, Hillsdale/Gull redevelopment project area tax increment reverting back to taxing entities in FY 2016-2017.

- The FY 2015-2016 revenue projections assume a conservative $571,000 of excess Education Revenue Augmentation Funds (ERAF) refunds to the District based on ERAF information received from the County Controller's Office. No assumptions relative to any future ERAF refunds is incorporated in the five-year forecast beyond FY 2015-2016.

Sales & Use Tax

- The City suffered a $1 million annual loss in its sales tax revenues in FY 2012-2013 when the largest sales tax producer shifted its sales operations to its other corporate facilities. Since then, sales tax revenues growth has been moderate. Staff is projecting a 3.0% growth in sales and use tax in FY 2015-2016. Due to the sunset of the "Triple Flip" in-lieu payment in FY 2016-17, staff is expecting an overall decline of $60,000 in sales tax revenues for that year and 2.9% expected annual revenue growth thereafter. No assumptions have been made with respect to the additional retail areas planned for the Pilgrim-Triton or 15-Acre Site projects.

Transient Occupancy Tax

- Current tax rate of 9.5% is assessed to people staying in the City's two current hotels -- Crowne Plaza and Marriott Courtyard. Occupancy rates continue to be strong in both of the hotels serving Foster City. Based on current occupancy levels, increases in room rates, and robust economic conditions in the San Mateo/Silicon Valley

region, 5% growth is expected in FY 2015-2016, moderating to 3% for the remainder of the five-year forecast. In addition, the assumptions include the development of the proposed Extended Stay Hotel on the site of the former Black Angus restaurant. It is assumed this hotel will come online by January 2016 with approximately 120 rooms and will generate $330,000 in TOT revenues annually.

Business License Tax

- The Business License Tax Ordinance was updated in November 2013 based on voter approval. The increased minimum tax rates and maximum revenue caps upon which the tax is paid are assumed to generate an additional $475,000 based on current business license tax collections when fully implemented. Annual growth in the business license tax base of 2% per year is assumed throughout the forecast.

Investment Earnings

- The average yield on the City's FY 2014-2015 investment portfolio is expected to be approximately 1.0%. Fixed investments continue to trade near all-time lows as the Federal Reserve continues to keep investment rates low. The daily yield on the City's LAIF deposits is near an all-time low of 0.26%. Economists and the City's investment broker continue to predict low interest rates over the next several years. Therefore, no significant growth in investment yield rates is anticipated in the five-year period. Fluctuations in investment earnings will be based upon expected fund balance surpluses or deficits in each year.

Water and Wastewater Revenues

- Water Rates -- The City currently serves over 8,100 utility customers. Through its membership in the Bay Area Water Supply and Conservation Agency (BAWSCA), the District participated in the issuance of bonds by BAWSCA to prepay the obligation to fund the City and County of San Francisco's capital improvements related to the Hetch Hetchy System. San Francisco has indicated an increase in the wholesale rate from $2.93 to $3.75 per ccf in FY 2015-2016, which will increase ratably to $4.72 per ccf by 2020. The District hired a rate consultant in FY 2014-15 to update its 10-Year Rate model, and combined with the District's analysis of existing reserves and projected future costs, the water rates proposed for FY 2015-2016 will increase fixed meter charges by 7.8% and the base consumption rate by 29.5%. The forecast assumes total rate increases ranging from zero to 12.2% from FY 2016-2017 through FY 2019-2020.

- Wastewater Rates – Wastewater rates assume a 9.5% increase in FY 2015-2016 through FY 2019-2020, based on currently known operating and capital improvement projects, including the debt financing of project costs for the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo. The Treatment Plant cost is currently estimated to exceed $900 million over 20 years (with the District's portion estimated to be $116 million).

State Budget

- The Governor's proposed State Budget issued in January 2015 projects a balanced budget. The budget proposal does not seem to indicate any potential direct impact (positive or negative) to Foster City at the present time that would require material adjustment to the City's five-year financial forecast.

Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

Service Levels and Capital Improvement Projects

- Service levels are planned to be continued at their current levels, except that there is a planned increase of 3.0 FTE's in FY 2015-2016. The City Council authorized the addition of an Accountant in the Financial Services Department in FY 2014-2015 to provide greater accounting support. The Police Department is recommending 3 "over hire" positions (2 Police Officers and 1 Police Dispatcher) to maintain service delivery levels to the community and mitigate the impact of anticipated turnover of current staff. The Public Works Department is recommending the addition of a Senior Engineering Technician for various duties, including conducting public improvement development inspections, stormwater inspections, sidewalk inspections, and water conservation enforcement/education in response to the 2015 Governor's Executive Order for a 25% reduction in water consumption. The Fire Department will eliminate a Fire Marshal position due to contracting for fire prevention services from San Mateo and will eliminate a full-time Fire Captain position as a result of the acquisition of a joint staff shared fire truck that will be staffed and funded by the Belmont Fire Protection.

- Proposed Capital Improvement Projects in the five-year forecast are shown as funded and incorporated into the Plan. Long-term funding of Capital Improvement Projects implemented in FY 2010-2011 continues in the five-year forecast for the City's General Fund and the Water and Wastewater Enterprise Funds. The funding for the City Capital Investment Fund assumes a transfer of $1,297,000 per year to fund potential Capital Improvement Projects over a 10-year horizon, and takes into consideration the availability of current reserves above the $2 million emergency reserve in the City CIP fund. The forecast does not include any capital improvement projects that would be charged to the newly created Capital Asset Acquisition and Replacement Fund, the reserves of which is expected to grow to $41 million by the end of the five-year forecast.

Employee Services

- An increase of 3.0 FTE's will be realized in FY 2015-2016 as indicated in the Service Levels section above.

- CalPERS actuarial assumption changes relative to expected investment returns (reduction of the Discount Rate from 7.75% to 7.50%) and demographic changes (increase in age at death, decrease in retirement age) have been incorporated in the five-year forecast, which combined will increase pension rates by approximately 7% of payroll by 2019-2020. The reduced benefit plan and cost provisions of the Public Employee Pension Reform Act of 2012 (PEPRA) have been incorporated into the five-year forecast based on the current number of employees hired under the new plan provisions (18 full-time employees as of April 2015).

- Much of the City's workforce falls under collective bargaining agreements. The FCPOA and IAFF contracts expired June 30, 2016. The AFSCME contract and the Management Employees' Compensation and Benefits Plan expire June 30, 2017. Negotiated compensation and benefits have been incorporated in the forecast.

- With respect to future compensation changes starting in FY 2016-2017, a projected 2% per year cost of living adjustment has been included.

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

- An increase of 2.5% in annual expenditures for these categories was used based on long-term CPI trends, which is consistent with investment rates in 10-year Treasury Inflation Protected Securities, a leading indicator of long-term CPI expectations.

Realistic Expenditure Savings Forecast

- In the General Fund, each year the City realizes budgetary expenditure savings ranging from 3% to 10% due to a variety of factors, the most significant being salary savings generated from the retirement or separation from employment of employees and those positions are then vacant during the recruitment process. In addition, the City has had a culture of budgeting its expenditures conservatively to ensure that budgetary resources are available to achieve the City's objectives and deliver services on a timely basis. These expenditure savings "mask" the true results of the City's fiscal operations. To address this issue, the five-year forecast for the General Fund only includes a conservative 2% expenditure savings assumption for FY 2016-2017 to FY 2019-2020 to reflect a more realistic picture of the City's anticipated fiscal results in future years. This expenditure savings is not included in FY 2015-2016 to continue the conservative budgeting philosophy relative to current operations.

City of Foster City, California

Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Governmental Fund Type Revenues						
Property taxes	$ 17,910,000	$ 20,328,360	$ 21,401,838	$ 22,781,123	$ 23,496,100	$ 24,246,200
Sales taxes	$ 3,100,000	$ 3,446,000	$ 3,386,000	$ 3,519,000	$ 3,657,000	$ 3,801,000
Transient occupancy taxes	$ 2,070,000	$ 2,703,500	$ 2,945,000	$ 3,033,000	$ 3,124,000	$ 3,218,000
Franchise taxes	$ 1,159,000	$ 1,154,760	$ 1,178,000	$ 1,202,000	$ 1,226,000	$ 1,251,000
Other taxes	$ 1,657,000	$ 1,586,800	$ 1,629,100	$ 1,618,500	$ 1,617,200	$ 1,638,300
Licenses and permits	$ 2,894,700	$ 2,950,900	$ 3,246,700	$ 2,442,300	$ 2,280,800	$ 2,325,900
Intergovernmental	$ 3,289,500	$ 3,572,600	$ 3,522,000	$ 3,618,100	$ 3,716,200	$ 3,817,400
Charges for current services	$ 2,290,600	$ 2,662,800	$ 2,797,800	$ 2,449,500	$ 2,394,600	$ 2,432,100
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 1,245,100	$ 1,656,490	$ 1,657,690	$ 1,658,490	$ 1,667,490	$ 1,672,490
Other	$ 33,641,750	$ 3,210,422	$ 3,239,022	$ 2,373,322	$ 1,634,622	$ 1,627,672
Proprietary Fund Type Revenues						
Sales & service charges	$ 17,694,000	$ 20,460,000	$ 21,362,000	$ 23,125,000	$ 25,948,000	$ 27,574,000
Connection fees	$ 1,387,300	$ 696,000	$ 164,500	$ 164,500	$ -	$ -
Vehicle, equipment rental and other user charges	$ 5,659,049	$ 6,279,800	$ 6,436,000	$ 6,597,000	$ 6,761,000	$ 6,931,000
Interest and rentals	$ 1,272,500	$ 714,950	$ 734,950	$ 752,950	$ 764,950	$ 773,950
Bond and Other Financing Proceeds	$ -	$ 7,688,000	$ 9,854,000	$ 11,441,000	$ 11,040,000	$ 3,823,000
Other	$ 79,250	$ 215,850	$ 215,850	$ 215,850	$ 215,850	$ 215,850
Total Revenues	$ 95,349,749	$ 79,327,232	$ 83,770,450	$ 86,991,635	$ 89,543,812	$ 85,347,862
Expenditures (see attached)	$ 75,035,073	$ 77,654,890	$ 80,230,222	$ 82,598,787	$ 86,411,863	$ 84,979,305
Net revenues over (under) expenditures before transfers	$ 20,314,676	$ 1,672,342	$ 3,540,228	$ 4,392,848	$ 3,131,949	$ 368,557
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 20,314,676	$ 1,672,342	$ 3,540,228	$ 4,392,848	$ 3,131,949	$ 368,557
Opening Fund Balance	$ 97,236,224	$ 117,550,900	$ 119,223,242	$ 122,763,470	$ 127,156,318	$ 130,288,267
Ending Fund Balance	$ 117,550,900	$ 119,223,242	$ 122,763,470	$ 127,156,318	$ 130,288,267	$ 130,656,824

City of Foster City, California

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2020

Total By Expenditure	Approved	Five Year Financial Plan					
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 31,109,029	$ 33,659,621	$ 35,234,718	$ 36,787,304	$ 37,815,195	$ 39,430,239
Supplies and other	$ 24,085,777	$ 23,909,234	$ 22,498,559	$ 23,414,931	$ 25,287,962	$ 26,515,884
Capital Improvement Projects	$ 10,740,000	$ 11,551,000	$ 15,559,000	$ 15,301,000	$ 16,040,000	$ 11,598,000
Capital Outlay	$ 3,336,003	$ 2,231,927	$ 1,219,000	$ 1,246,000	$ 1,274,000	$ 1,303,000
Total department expenses	$ 69,270,809	$ 71,351,782	$ 74,511,277	$ 76,749,235	$ 80,417,157	$ 78,847,123
Interdepartmental charges (credits)	$ 5,764,264	$ 6,303,108	$ 5,718,945	$ 5,849,552	$ 5,994,706	$ 6,132,182
Reallocations	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 75,035,073	$ 77,654,890	$ 80,230,222	$ 82,598,787	$ 86,411,863	$ 84,979,305

City of Foster City, California

General Fund

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Property taxes	$ 17,910,000	$ 20,328,360	$ 21,401,838	$ 22,781,123	$ 23,496,100	$ 24,246,200
Sales taxes	$ 3,100,000	$ 3,446,000	$ 3,386,000	$ 3,519,000	$ 3,657,000	$ 3,801,000
Transient occupancy taxes	$ 2,070,000	$ 2,703,500	$ 2,945,000	$ 3,033,000	$ 3,124,000	$ 3,218,000
Franchise taxes	$ 1,159,000	$ 1,154,760	$ 1,178,000	$ 1,202,000	$ 1,226,000	$ 1,251,000
Other taxes	$ 271,600	$ 286,100	$ 313,200	$ 287,100	$ 270,000	$ 275,000
Licenses and permits (recurring)	$ 1,700,200	$ 2,150,400	$ 2,193,100	$ 2,235,800	$ 2,280,800	$ 2,325,900
Licenses and permits (one-time / significant)	$ 1,194,500	$ 800,500	$ 1,053,600	$ 206,500	$ -	$ -
Intergovernmental (Vehicle License Fees)	$ 2,828,000	$ 3,078,000	$ 3,166,000	$ 3,257,000	$ 3,350,000	$ 3,446,000
Charges for current services (recurring)	$ 1,633,900	$ 1,765,900	$ 1,801,500	$ 1,837,500	$ 1,874,700	$ 1,912,200
Charges for current services (one-time / significant)	$ 548,700	$ 377,000	$ 476,400	$ 92,100	$ -	$ -
Interest and rentals	$ 886,500	$ 1,081,000	$ 1,087,000	$ 1,093,000	$ 1,099,000	$ 1,105,000
Other	$ 426,500	$ 1,066,800	$ 406,500	$ 407,500	$ 408,500	$ 409,500
Total Revenues	$ 33,728,900	$ 38,238,320	$ 39,408,138	$ 39,951,623	$ 40,786,100	$ 41,989,800
Projected Expenditures (see attached) (1)	$ 32,898,607	$ 35,491,218	$ 36,322,689	$ 37,810,141	$ 38,824,496	$ 40,411,355
Net revenues over (under) expenditures before transfers	$ 830,293	$ 2,747,102	$ 3,085,449	$ 2,141,482	$ 1,961,604	$ 1,578,445
Net Transfers In (Out)	$ (376,000)	$ (1,350,900)	$ (1,303,000)	$ (1,303,000)	$ (1,303,000)	$ (1,303,000)
Net Increase (Decrease) in Fund Balance	$ 454,293	$ 1,396,202	$ 1,782,449	$ 838,482	$ 658,604	$ 275,445
Opening Fund Balance	$ 26,261,069	$ 26,715,362	$ 28,111,564	$ 29,894,013	$ 30,732,495	$ 31,391,099
Ending Fund Balance	$ 26,715,362	$ 28,111,564	$ 29,894,013	$ 30,732,495	$ 31,391,099	$ 31,666,544

(1) - Expenditures for FY 2015-2016 represent budgeted appropriations; expenditures for FY 2016-2017 to FY 2019-2020 are projections.

City of Foster City, California

General Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan					
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 25,744,269	$ 27,681,107	$ 29,065,162	$ 30,378,420	$ 31,202,795	$ 32,606,921
Supplies and other	$ 5,323,993	$ 5,966,386	$ 6,008,946	$ 6,159,170	$ 6,313,149	$ 6,470,978
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 40,000	$ 40,000	$ -	$ -	$ -	$ -
Total department expenses	$ 31,108,262	$ 33,687,493	$ 35,074,108	$ 36,537,590	$ 37,515,944	$ 39,077,899
Interdepartmental charges (credits)	$ 4,140,478	$ 4,420,274	$ 4,530,781	$ 4,644,051	$ 4,760,152	$ 4,879,156
Reallocation	$ (2,350,133)	$ (2,616,549)	$ (2,540,900)	$ (2,599,900)	$ (2,659,300)	$ (2,721,000)
Net Expeditures	$ 32,898,607	$ 35,491,218	$ 37,063,989	$ 38,581,741	$ 39,616,796	$ 41,236,055
Less: Expected Expenditure Savings (2%)	$ -	$ -	$ (741,300)	$ (771,600)	$ (792,300)	$ (824,700)
Projected Expenditures	$ 32,898,607	$ 35,491,218	$ 36,322,689	$ 37,810,141	$ 38,824,496	$ 40,411,355

City of Foster City, California

Special Revenue Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ 1,385,400	$ 1,300,700	$ 1,315,900	$ 1,331,400	$ 1,347,200	$ 1,363,300
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 421,500	$ 494,600	$ 356,000	$ 361,100	$ 366,200	$ 371,400
Charges for current services	$ 108,000	$ 519,900	$ 519,900	$ 519,900	$ 519,900	$ 519,900
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 149,600	$ 149,650	$ 144,850	$ 139,650	$ 142,650	$ 141,650
Other	$ 5,641,000	$ 1,024,372	$ 1,713,272	$ 846,572	$ 106,872	$ 107,172
Total Revenues	$ 7,705,500	$ 3,489,222	$ 4,049,922	$ 3,198,622	$ 2,482,822	$ 2,503,422
Expenditures (see attached)	$ 10,222,570	$ 4,221,903	$ 6,338,244	$ 3,381,698	$ 3,434,543	$ 3,399,303
Net revenues over (under) expenditures before transfers	$ (2,517,070)	$ (732,681)	$ (2,288,322)	$ (183,076)	$ (951,721)	$ (895,881)
Net Transfers In (Out)	$ (2,219,100)	$ 47,900		$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ (4,736,170)	$ (684,781)	$ (2,288,322)	$ (183,076)	$ (951,721)	$ (895,881)
Opening Fund Balance	$ 11,283,206	$ 6,547,036	$ 5,862,255	$ 3,573,933	$ 3,390,857	$ 2,439,136
Ending Fund Balance	$ 6,547,036	$ 5,862,255	$ 3,573,933	$ 3,390,857	$ 2,439,136	$ 1,543,255

City of Foster City, California

Special Revenue Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 197,000	$ 492,860	$ 517,503	$ 543,378	$ 567,830	$ 593,382
Supplies and other	$ 5,321,450	$ 701,200	$ 718,700	$ 736,700	$ 755,100	$ 774,000
Capital Improvement Projects	$ 3,860,000	$ 2,075,000	$ 4,130,000	$ 1,110,000	$ 1,100,000	$ 1,000,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 9,378,450	$ 3,269,060	$ 5,366,203	$ 2,390,078	$ 2,422,930	$ 2,367,382
Interdepartmental charges (credits)	$ 9,720	$ 22,577	$ 23,141	$ 23,720	$ 24,313	$ 24,921
Reallocation	$ 834,400	$ 930,266	$ 948,900	$ 967,900	$ 987,300	$ 1,007,000
Net Expeditures	$ 10,222,570	$ 4,221,903	$ 6,338,244	$ 3,381,698	$ 3,434,543	$ 3,399,303

City of Foster City, California

Capital Improvements (City) Fund

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 40,000	$ -	$ -	$ -	$ -	$ -
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 95,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000
Other	$ 138,250	$ 8,250	$ 8,250	$ 8,250	$ 8,250	$ -
Total Revenues	$ 273,250	$ 98,250	$ 98,250	$ 98,250	$ 98,250	$ 90,000
Expenditures (see attached)	$ 930,000	$ 3,295,000	$ 1,575,000	$ 1,780,000	$ 1,000,000	$ 775,000
Net revenues over (under) expenditures before transfers	$ (656,750)	$ (3,196,750)	$ (1,476,750)	$ (1,681,750)	$ (901,750)	$ (685,000)
Net Transfers In (Out)	$ 2,800,100	$ 1,303,000	$ 1,303,000	$ 1,303,000	$ 1,303,000	$ 1,303,000
Net Increase (Decrease) in Fund Balance	$ 2,143,350	$ (1,893,750)	$ (173,750)	$ (378,750)	$ 401,250	$ 618,000
Opening Fund Balance (Deficit)	$ 2,701,178	$ 4,844,528	$ 2,950,778	$ 2,777,028	$ 2,398,278	$ 2,799,528
Ending Fund Balance (Deficit)	$ 4,844,528	$ 2,950,778	$ 2,777,028	$ 2,398,278	$ 2,799,528	$ 3,417,528

City of Foster City, California

Capital Improvement (City) Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 930,000	$ 3,295,000	$ 1,575,000	$ 1,780,000	$ 1,000,000	$ 775,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 930,000	$ 3,295,000	$ 1,575,000	$ 1,780,000	$ 1,000,000	$ 775,000
Interdepartmental charges (credits)						
Information Services	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Services	$ -	$ -	$ -	$ -	$ -	$ -
Equipment Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Total Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 930,000	$ 3,295,000	$ 1,575,000	$ 1,780,000	$ 1,000,000	$ 775,000

City of Foster City, California

Capital Asset Acquisition and Replacement Fund

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 114,000	$ 335,840	$ 335,840	$ 335,840	$ 335,840	$ 335,840
Other	$ 27,436,000	$ 1,111,000	$ 1,111,000	$ 1,111,000	$ 1,111,000	$ 1,111,000
Total Revenues	$ 27,550,000	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840
Expenditures (see attached)	$ -	$ -	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ 27,550,000	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840
Net Transfers In (Out)	$ (205,000)	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 27,345,000	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840	$ 1,446,840
Opening Fund Balance (Deficit)	$ 6,554,378	$ 33,899,378	$ 35,346,218	$ 36,793,058	$ 38,239,898	$ 39,686,738
Ending Fund Balance (Deficit)	$ 33,899,378	$ 35,346,218	$ 36,793,058	$ 38,239,898	$ 39,686,738	$ 41,133,578

City of Foster City, California

Capital Asset Acquisition and Replacement Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan					
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses							
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)							
Information Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment Replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Reallocation	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Water Operating Funds (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ 10,874,000	$ 12,905,000	$ 12,994,000	$ 13,857,000	$ 15,686,000	$ 16,212,000
Connection fees	$ 590,400	$ 278,000	$ 77,000	$ 77,000	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 120,000	$ 86,000	$ 89,000	$ 93,000	$ 95,000	$ 97,000
Other	$ 38,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Total Revenues	$ 11,622,400	$ 13,469,000	$ 13,360,000	$ 14,227,000	$ 15,981,000	$ 16,509,000
Expenditures (see attached)	$ 10,742,176	$ 12,760,171	$ 12,824,000	$ 13,514,000	$ 15,137,000	$ 16,118,000
Net revenues over (under) expenditures before transfers	$ 880,224	$ 708,829	$ 536,000	$ 713,000	$ 844,000	$ 391,000
Net Transfers In (Out)	$ (200,000)	$ (205,000)	$ (205,000)	$ (205,000)	$ (205,000)	$ (205,000)
Net Increase (Decrease) in Fund Balance	$ 680,224	$ 503,829	$ 331,000	$ 508,000	$ 639,000	$ 186,000
Opening Fund Balance	$ 3,920,348	$ 4,600,572	$ 5,104,401	$ 5,435,401	$ 5,943,401	$ 6,582,401
Ending Fund Balance	$ 4,600,572	$ 5,104,401	$ 5,435,401	$ 5,943,401	$ 6,582,401	$ 6,768,401

City of Foster City, California

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 1,555,000	$ 1,640,647	$ 1,696,000	$ 1,747,000	$ 1,799,000	$ 1,853,000
Supplies and other	$ 7,651,072	$ 9,446,216	$ 9,487,000	$ 10,086,000	$ 11,616,000	$ 12,501,000
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 80,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000
Total department expenses	$ 9,286,072	$ 11,121,863	$ 11,218,000	$ 11,868,000	$ 13,450,000	$ 14,389,000
Interdepartmental charges (credits)	$ 660,337	$ 750,987	$ 770,000	$ 789,000	$ 809,000	$ 829,000
Reallocation	$ 795,767	$ 887,321	$ 836,000	$ 857,000	$ 878,000	$ 900,000
Net Expeditures	$ 10,742,176	$ 12,760,171	$ 12,824,000	$ 13,514,000	$ 15,137,000	$ 16,118,000

City of Foster City, California

Water Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 100,000	$ -	$ -	$ 970,000	$ 2,400,000	$ -
Net revenues over (under) expenditures before transfers	$ (100,000)	$ -	$ -	$ (970,000)	$ (2,400,000)	$ -
Net Transfers In (Out)	$ 200,000	$ 205,000	$ 205,000	$ 205,000	$ 205,000	$ 205,000
Net Increase (Decrease) in Fund Balance	$ 100,000	$ 205,000	$ 205,000	$ (765,000)	$ (2,195,000)	$ 205,000
Opening Fund Balance	$ 4,963,137	$ 5,063,137	$ 5,268,137	$ 5,473,137	$ 4,708,137	$ 2,513,137
Ending Fund Balance	$ 5,063,137	$ 5,268,137	$ 5,473,137	$ 4,708,137	$ 2,513,137	$ 2,718,137

City of Foster City, California

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 100,000	$ -	$ -	$ 970,000	$ 2,400,000	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 100,000	$ -	$ -	$ 970,000	$ 2,400,000	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 100,000	$ -	$ -	$ 970,000	$ 2,400,000	$ -

City of Foster City, California

Water Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 247,858	$ 273,439	$ 280,000	$ 287,000	$ 294,000	$ 301,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 247,858	$ 273,439	$ 280,000	$ 287,000	$ 294,000	$ 301,000
Expenditures (see attached)	$ 39,500	$ 7,900	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ 208,358	$ 265,539	$ 280,000	$ 287,000	$ 294,000	$ 301,000
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 208,358	$ 265,539	$ 280,000	$ 287,000	$ 294,000	$ 301,000
Opening Fund Balance	$ 1,264,813	$ 1,473,171	$ 1,738,710	$ 2,018,710	$ 2,305,710	$ 2,599,710
Ending Fund Balance	$ 1,473,171	$ 1,738,710	$ 2,018,710	$ 2,305,710	$ 2,599,710	$ 2,900,710

City of Foster City, California

Water Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan					
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses							
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 39,500	$ 7,900	$ -	$ -	$ -	$ -
Total department expenses	$ 39,500	$ 7,900	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 39,500	$ 7,900	$ -	$ -	$ -	$ -

City of Foster City, California

Wastewater Collection System Operating Funds (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ 6,820,000	$ 7,555,000	$ 8,368,000	$ 9,268,000	$ 10,262,000	$ 11,362,000
Connection fees	$ 796,900	$ 418,000	$ 87,500	$ 87,500	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 260,000	$ 85,000	$ 102,000	$ 116,000	$ 126,000	$ 133,000
Other	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Total Revenues	$ 7,877,900	$ 8,059,000	$ 8,558,500	$ 9,472,500	$ 10,389,000	$ 11,496,000
Expenditures (see attached)	$ 6,554,419	$ 7,182,215	$ 7,355,000	$ 7,539,000	$ 7,746,000	$ 7,951,000
Net revenues over (under) expenditures before transfers	$ 1,323,481	$ 876,785	$ 1,203,500	$ 1,933,500	$ 2,643,000	$ 3,545,000
Net Transfers In (Out)	$ (780,000)	$ (780,000)	$ (780,000)	$ (780,000)	$ (780,000)	$ (780,000)
Net Increase (Decrease) in Fund Balance	$ 543,481	$ 96,785	$ 423,500	$ 1,153,500	$ 1,863,000	$ 2,765,000
Opening Fund Balance	$ 1,766,485	$ 2,309,966	$ 2,406,751	$ 2,830,251	$ 3,983,751	$ 5,846,751
Ending Fund Balance	$ 2,309,966	$ 2,406,751	$ 2,830,251	$ 3,983,751	$ 5,846,751	$ 8,611,751

City of Foster City, California

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 1,601,200	$ 1,741,147	$ 1,747,000	$ 1,799,000	$ 1,853,000	$ 1,909,000
Supplies and other	$ 3,419,850	$ 3,691,200	$ 3,878,000	$ 3,967,000	$ 4,076,000	$ 4,179,000
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 5,021,050	$ 5,432,347	$ 5,625,000	$ 5,766,000	$ 5,929,000	$ 6,088,000
Interdepartmental charges (credits)	$ 813,403	$ 950,906	$ 974,000	$ 998,000	$ 1,023,000	$ 1,049,000
Reallocation	$ 719,966	$ 798,962	$ 756,000	$ 775,000	$ 794,000	$ 814,000
Net Expeditures	$ 6,554,419	$ 7,182,215	$ 7,355,000	$ 7,539,000	$ 7,746,000	$ 7,951,000

City of Foster City, California

Wastewater Collection System Revenue Bond Fund

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ -	$ 1,757,000	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ -	$ (1,757,000)	$ -	$ -	$ -	$ -
Transfers in from Bond and Other Financing Proceeds		$ 7,688,000	$ 9,854,000	$ 11,441,000	$ 11,040,000	$ 3,823,000
Net Transfers In (Out)	$ -	$ (5,931,000)	$ (9,854,000)	$ (11,441,000)	$ (11,040,000)	$ (3,823,000)
Net Increase (Decrease) in Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -
Opening Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Wastewater Collection System Revenue Bond Fund

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ 1,757,000	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ -	$ 1,757,000	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ -	$ 1,757,000	$ -	$ -	$ -	$ -

City of Foster City, California

Wastewater Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 5,850,000	$ 6,181,000	$ 9,854,000	$ 11,441,000	$ 11,540,000	$ 9,823,000
Net revenues over (under) expenditures before transfers	$ (5,850,000)	$ (6,181,000)	$ (9,854,000)	$ (11,441,000)	$ (11,540,000)	$ (9,823,000)
Transfers in from Bond and Other Financing Proceeds		$ 5,931,000	$ 9,854,000	$ 11,441,000	$ 11,040,000	$ 3,823,000
Net Transfers In (Out)	$ 780,000	$ 780,000	$ 780,000	$ 780,000	$ 780,000	$ 780,000
Net Increase (Decrease) in Fund Balance	$ (5,070,000)	$ 530,000	$ 780,000	$ 780,000	$ 280,000	$ (5,220,000)
Opening Fund Balance	$ 9,624,839	$ 4,554,839	$ 5,084,839	$ 5,864,839	$ 6,644,839	$ 6,924,839
Ending Fund Balance	$ 4,554,839	$ 5,084,839	$ 5,864,839	$ 6,644,839	$ 6,924,839	$ 1,704,839

City of Foster City, California

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 5,850,000	$ 6,181,000	$ 9,854,000	$ 11,441,000	$ 11,540,000	$ 9,823,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 5,850,000	$ 6,181,000	$ 9,854,000	$ 11,441,000	$ 11,540,000	$ 9,823,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 5,850,000	$ 6,181,000	$ 9,854,000	$ 11,441,000	$ 11,540,000	$ 9,823,000

City of Foster City, California

Wastewater Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 276,319	$ 360,436	$ 369,000	$ 378,000	$ 387,000	$ 397,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 276,319	$ 360,436	$ 369,000	$ 378,000	$ 387,000	$ 397,000
Expenditures (see attached)	$ 245,205	$ 268,555	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Net revenues over (under) expenditures before transfers	$ 31,114	$ 91,881	$ 94,000	$ 103,000	$ 112,000	$ 122,000
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 31,114	$ 91,881	$ 94,000	$ 103,000	$ 112,000	$ 122,000
Opening Fund Balance	$ 1,496,028	$ 1,527,142	$ 1,619,023	$ 1,713,023	$ 1,816,023	$ 1,928,023
Ending Fund Balance	$ 1,527,142	$ 1,619,023	$ 1,713,023	$ 1,816,023	$ 1,928,023	$ 2,050,023

City of Foster City, California

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 245,205	$ 268,555	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Total department expenses	$ 245,205	$ 268,555	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 245,205	$ 268,555	$ 275,000	$ 275,000	$ 275,000	$ 275,000

City of Foster City, California

Internal Service Funds

Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan					
Revenues by Source:	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -	
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -	
Vehicle, equipment rental and other user charges	$ 5,134,872	$ 5,645,925	$ 5,787,000	$ 5,932,000	$ 6,080,000	$ 6,233,000	
Interest and rentals	$ 892,500	$ 543,950	$ 543,950	$ 543,950	$ 543,950	$ 543,950	
Other	$ 40,250	$ 14,850	$ 14,850	$ 14,850	$ 14,850	$ 14,850	
Total Revenues	$ 6,067,622	$ 6,204,725	$ 6,345,800	$ 6,490,800	$ 6,638,800	$ 6,791,800	
Expenditures (see attached)	$ 7,452,596	$ 6,489,928	$ 5,686,289	$ 5,887,948	$ 6,054,824	$ 6,226,647	
Net revenues over (under) expenditures before transfers	$ (1,384,974)	$ (285,203)	$ 659,511	$ 602,852	$ 583,976	$ 565,153	
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -	
Net Increase (Decrease) in Fund Balance	$ (1,384,974)	$ (285,203)	$ 659,511	$ 602,852	$ 583,976	$ 565,153	
Opening Fund Balance	$ 27,400,743	$ 26,015,769	$ 25,730,566	$ 26,390,077	$ 26,992,929	$ 27,576,905	
Ending Fund Balance	$ 26,015,769	$ 25,730,566	$ 26,390,077	$ 26,992,929	$ 27,576,905	$ 28,142,058	

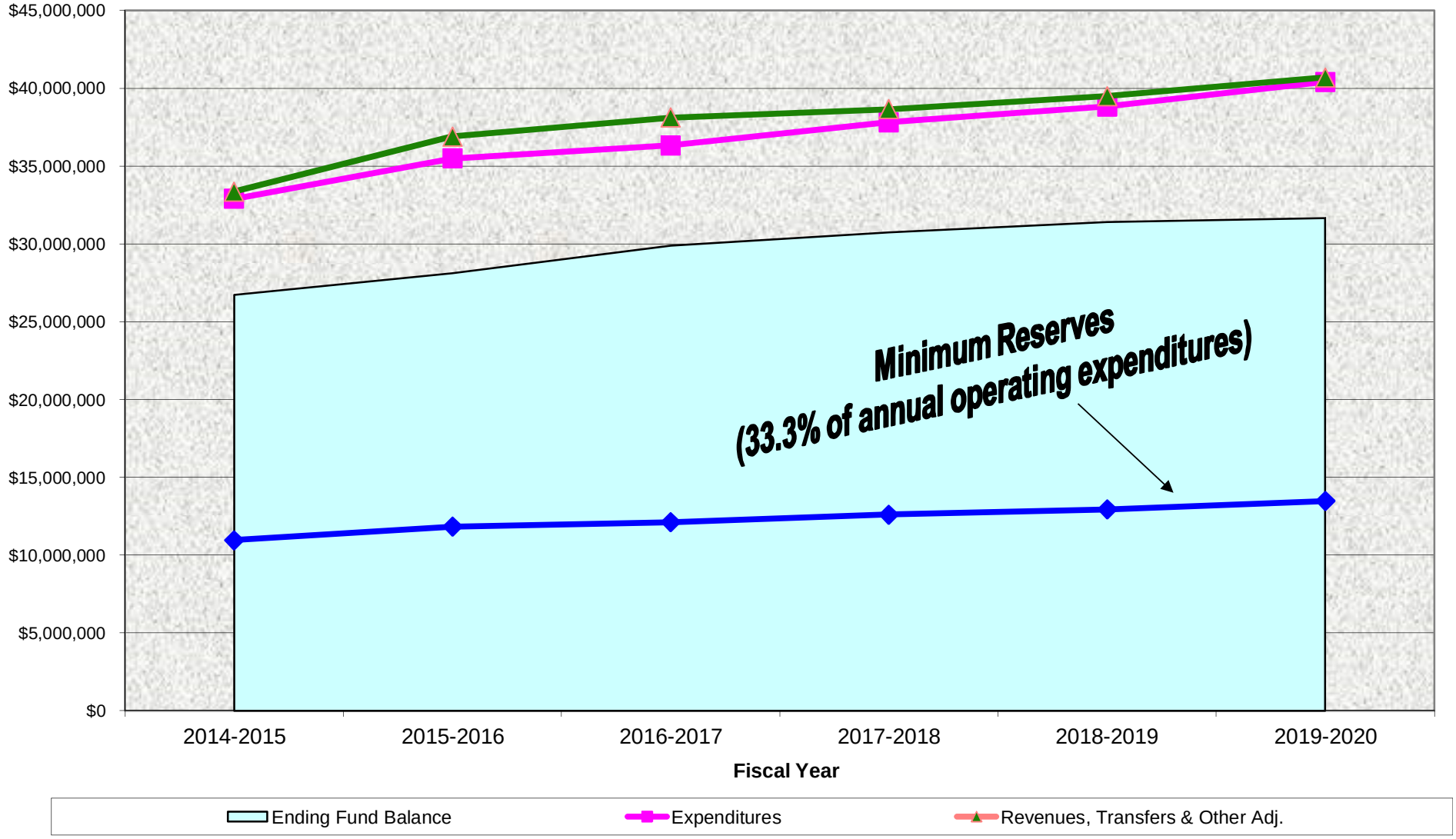
City of Foster City, California

Internal Service Funds Expenditures Detail

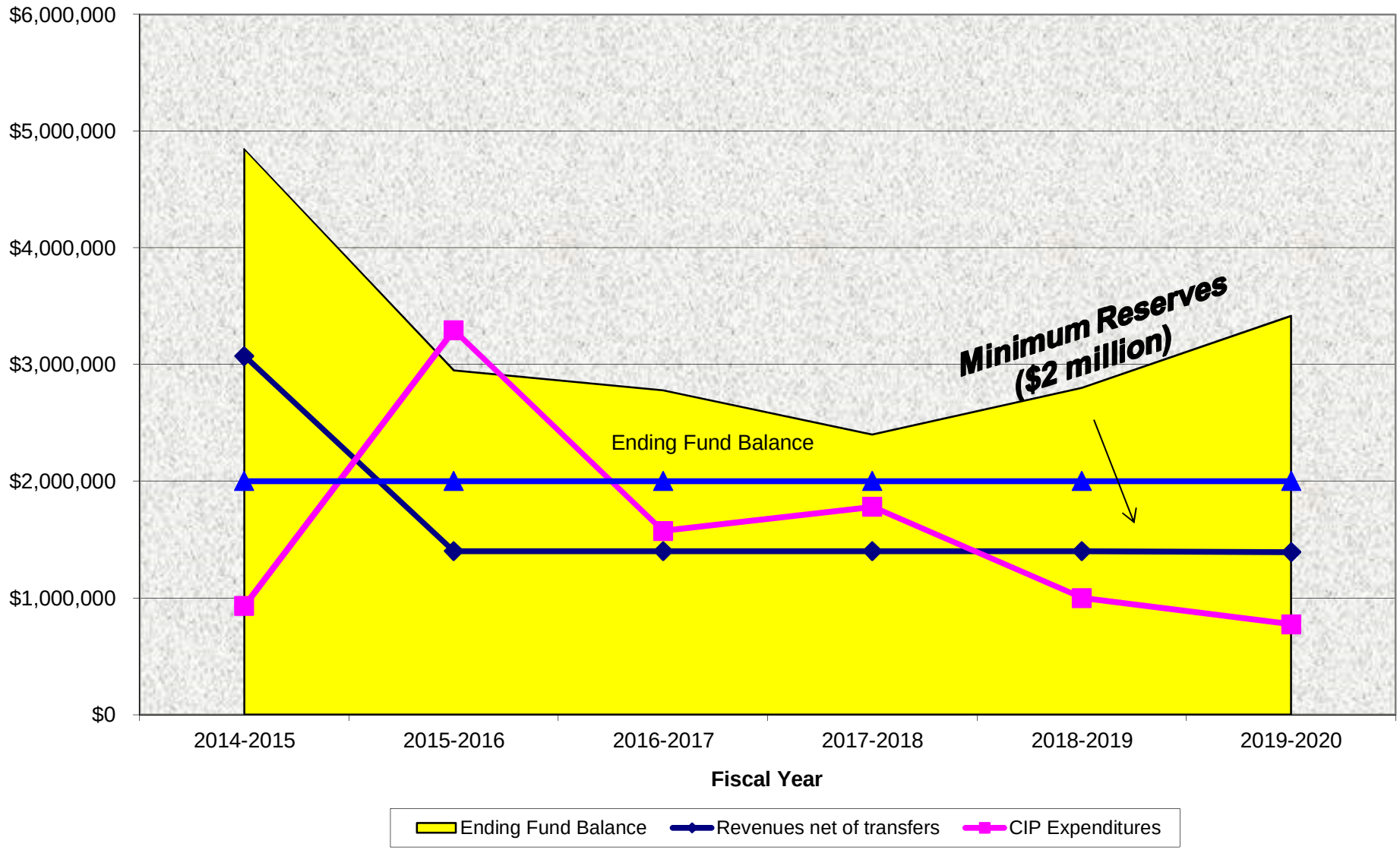
Five Year Financial Plan for the Years Ended June 30, 2020

	Approved	Five Year Financial Plan				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Department Expenses						
Employee Services	$ 2,011,560	$ 2,103,860	$ 2,209,053	$ 2,319,506	$ 2,392,570	$ 2,467,936
Supplies and other	$ 2,369,412	$ 2,347,232	$ 2,405,913	$ 2,466,061	$ 2,527,713	$ 2,590,906
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 2,931,298	$ 1,880,472	$ 909,000	$ 936,000	$ 964,000	$ 993,000
Total department expenses	$ 7,312,270	$ 6,331,564	$ 5,523,966	$ 5,721,567	$ 5,884,283	$ 6,051,842
Interdepartmental charges (credits)	$ 140,326	$ 158,364	$ 162,323	$ 166,381	$ 170,541	$ 174,805
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 7,452,596	$ 6,489,928	$ 5,686,289	$ 5,887,948	$ 6,054,824	$ 6,226,647

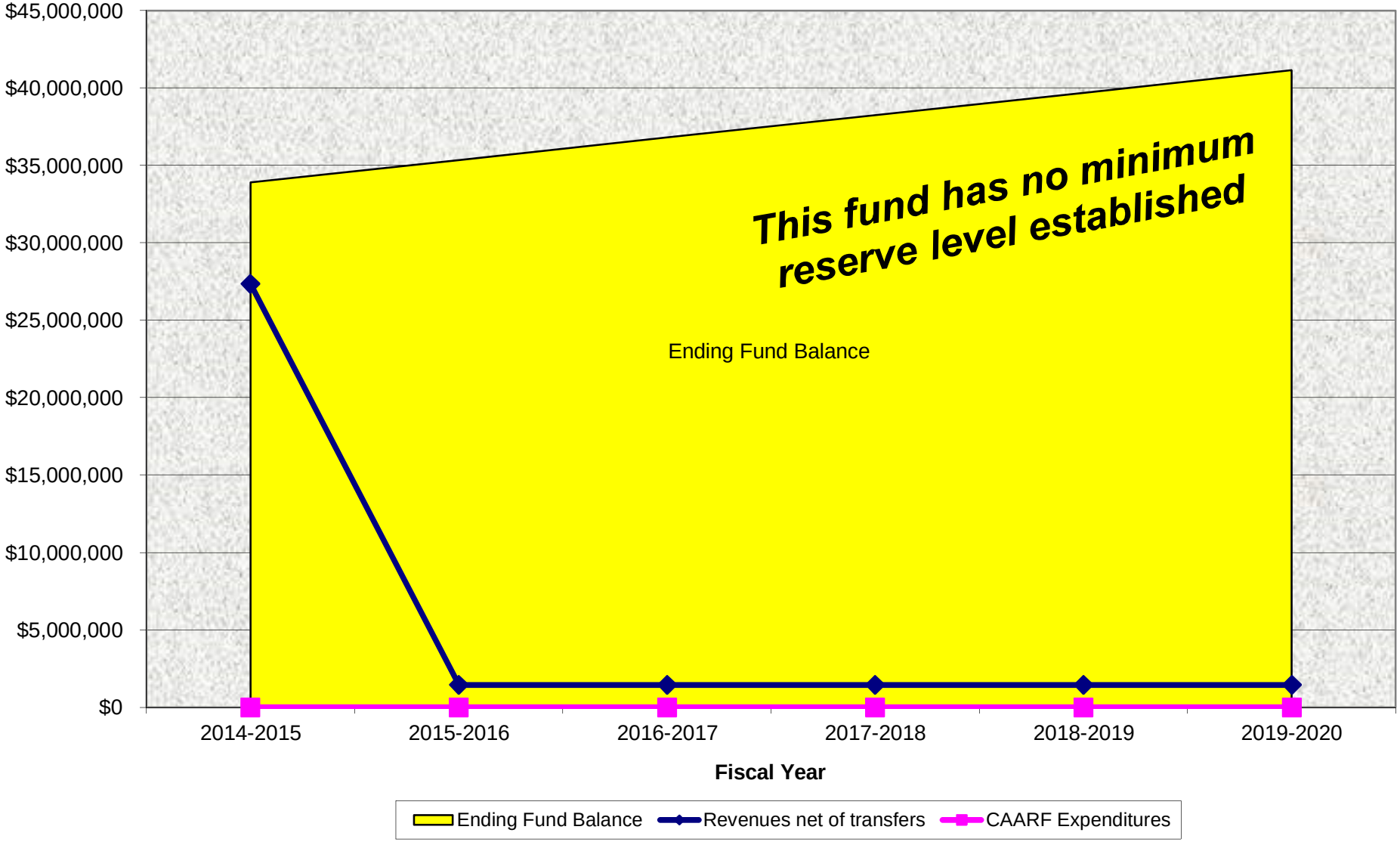
City of Foster City General Fund
(Forecast Based on Budgeted Revenues / Expenditures)



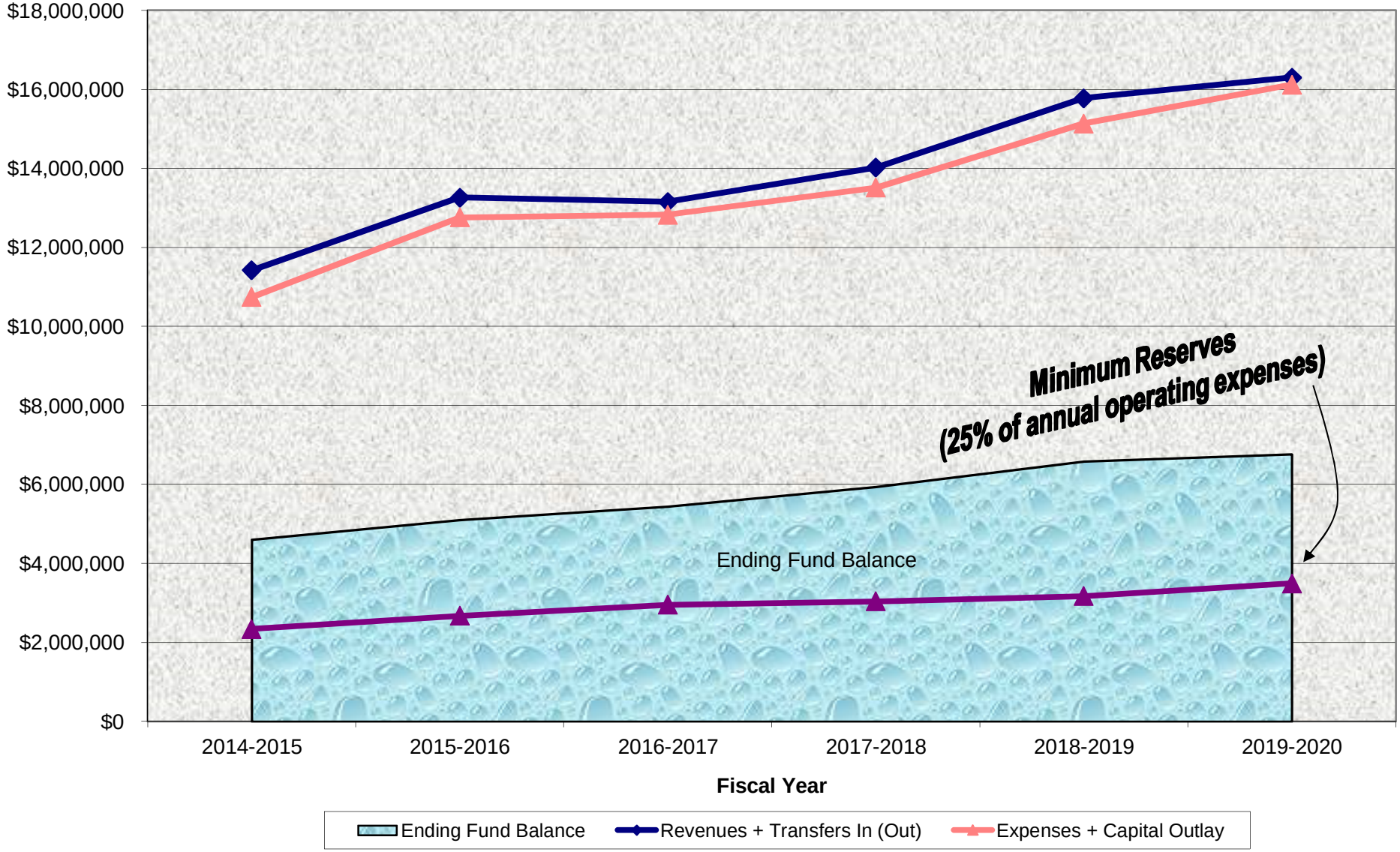
City of Foster City Capital Improvement Fund



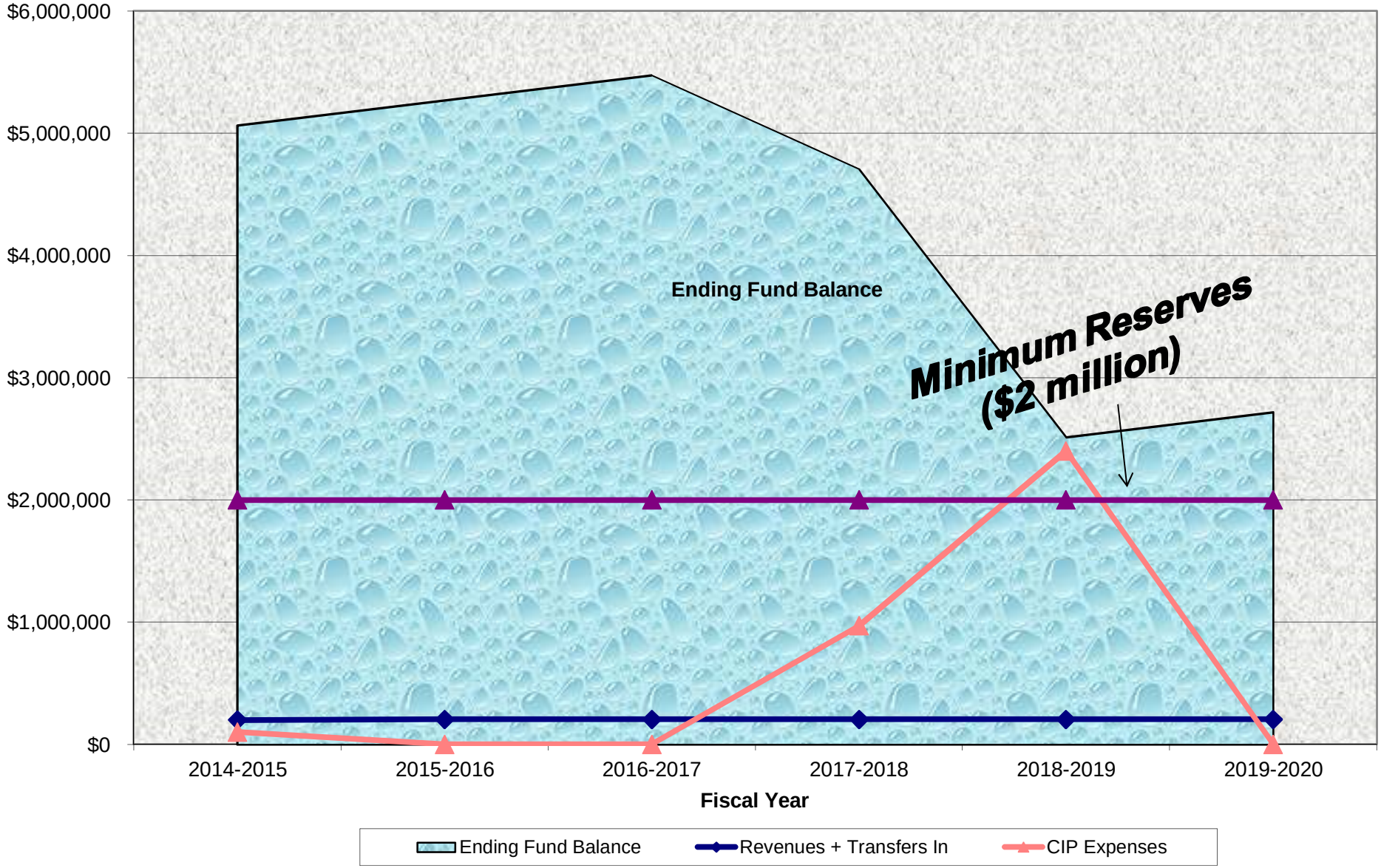
City of Foster City Capital Asset Acquisition and Replacement Funds



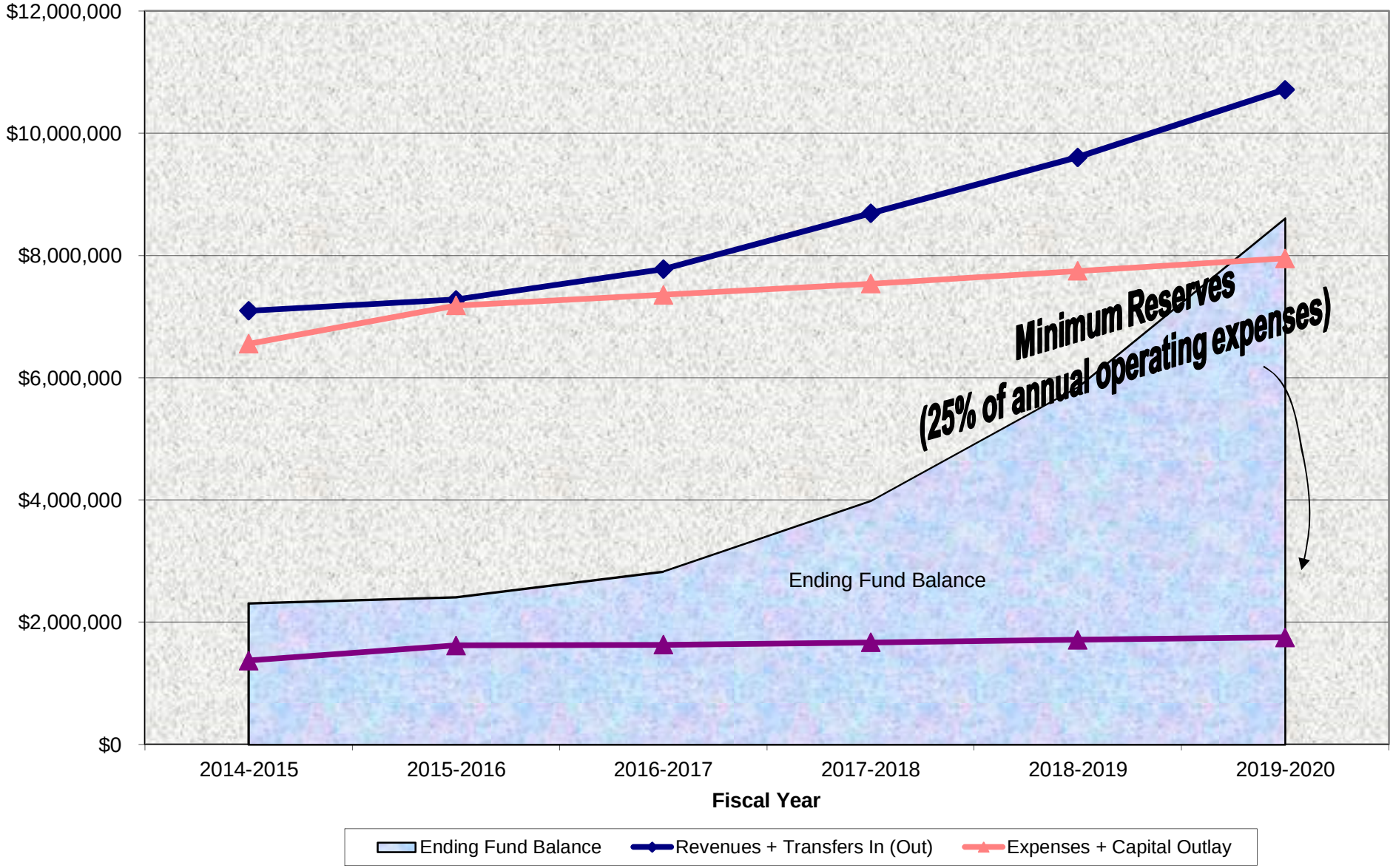
Estero Municipal Improvement District
Water Operating Funds



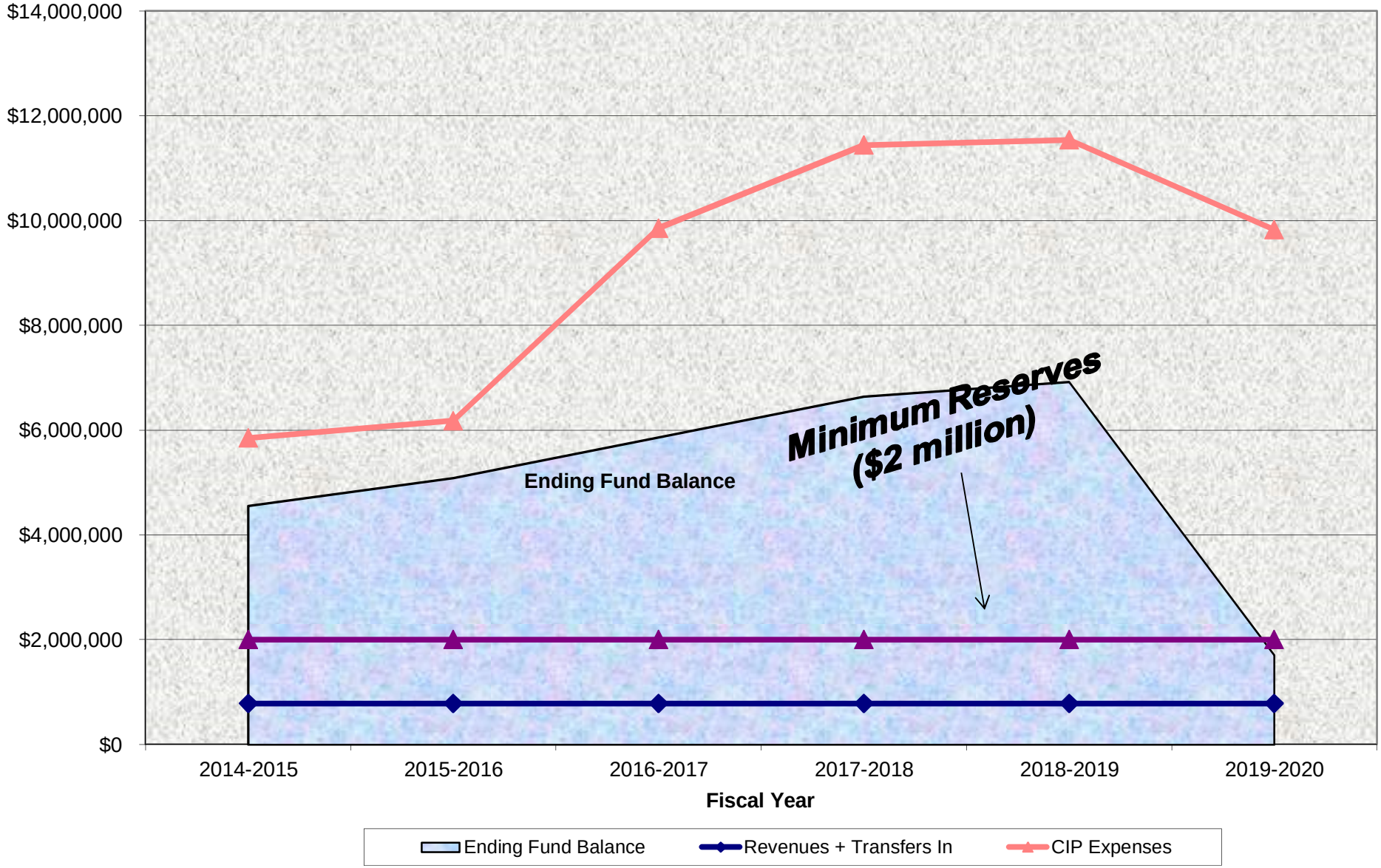
Estero Municipal Improvement District
Water Capital Improvement Project Funds



Estero Municipal Improvement District
Wastewater Operating Funds



Estero Municipal Improvement District
Wastewater Capital Improvement Project Funds



CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2016

PRELIMINARY BUDGET

Fund		Available July 1, 2015	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2016
General Funds											
001	General - City	**$ 26,715,362**	$ 15,668,460	$ -	$ 1,683,176	**$ 40,700,646**	$ 12,589,082	$ -	**$ 12,589,082**	**$ 1,396,202**	**$ 28,111,564**
002	General - District	**$ -**	$ 20,979,360	$ -	$ -	**$ 20,979,360**	$ 20,979,360	$ -	**$ 20,979,360**	**$ -**	**$ -**
003	Special Recreation	**$ -**	$ 1,590,500	$ 332,276	$ -	**$ 1,922,776**	$ 1,922,776	$ -	**$ 1,922,776**	**$ -**	**$ -**
Subtotal General Funds		**$ 26,715,362**	$ 38,238,320	$ 332,276	$ 1,683,176	**$ 63,602,782**	$ 35,491,218	$ -	**$ 35,491,218**	**$ 1,396,202**	**$ 28,111,564**
Special Revenue Funds											
101	Traffic Safety	**$ -**	$ 149,000	$ -	$ -	**$ 149,000**	$ 149,000	$ -	**$ 149,000**	**$ -**	**$ -**
102	Measure A	**$ 2,100,262**	$ 642,000	$ -	$ -	**$ 2,742,262**	$ -	$ 1,000,000	**$ 1,000,000**	**$ (358,000)**	**$ 1,742,262**
103	Gas Tax (2103, 2105-2107.5)	**$ 1,313,413**	$ 696,700	$ -	$ -	**$ 2,010,113**	$ 781,266	$ -	**$ 781,266**	**$ (84,566)**	**$ 1,228,847**
104	Park In-Lieu Fees	**$ 1,004,387**	$ 939,000	$ -	$ -	**$ 1,943,387**	$ -	$ 925,000	**$ 925,000**	**$ 14,000**	**$ 1,018,387**
105	Measure M	**$ 84,036**	$ 102,000	$ -	$ -	**$ 186,036**	$ -	$ 150,000	**$ 150,000**	**$ (48,000)**	**$ 36,036**
108	SLESF/COPS Grant	**$ -**	$ 100,000	$ -	$ -	**$ 100,000**	$ 100,000	$ -	**$ 100,000**	**$ -**	**$ -**
114	CalOpps.org	**$ 186,997**	$ 162,400	$ -	$ -	**$ 349,397**	$ 183,845	$ -	**$ 183,845**	**$ (21,445)**	**$ 165,552**
116	Foster City Foundation	**$ 152,787**	$ 54,000	$ -	$ -	**$ 206,787**	$ -		**$ -**	**$ 54,000**	**$ 206,787**
122	Low- and Moderate-Income Housing Fund	**$ 1,321,502**	$ 104,792	$ -	$ -	**$ 1,426,294**	$ 142,600	$ -	**$ 142,600**	**$ (37,808)**	**$ 1,283,694**
124	City Affordable Housing Fund	**$ 47,108**	$ 35,000	$ -	$ -	**$ 82,108**	$ -	$ -	**$ -**	**$ 35,000**	**$ 82,108**
125	Sustainable Foster City Fund	**$ 336,544**	$ 730	$ -	$ -	**$ 337,274**	$ 258,100	$ -	**$ 258,100**	**$ (257,370)**	**$ 79,174**
126	Day Time Shuttle Fund	**$ -**	$ 143,600	$ 47,900	$ -	**$ 191,500**	$ 191,500	$ -	**$ 191,500**	**$ -**	**$ -**
127	BAERS	**$ -**	$ 360,000	$ -	$ -	**$ 360,000**	$ 340,592	$ -	**$ 340,592**	**$ 19,408**	**$ 19,408**
Subtotal Special Revenue Funds		**$ 6,547,036**	$ 3,489,222	$ 47,900	$ -	**$ 9,532,658**	$ 2,146,903	$ 2,075,000	**$ 4,221,903**	**$ (684,781)**	**$ 5,862,255**
Capital Projects Funds											
301	Capital Investment - City	**$ 4,844,528**	$ 98,250	$ 1,303,000	$ -	**$ 6,245,778**	$ -	$ 3,295,000	**$ 3,295,000**	**$ (1,893,750)**	**$ 2,950,778**
326	Capital Asset Acquisition and Replacement Fund	**$ 33,899,378**	$ 1,446,840	$ -		**$ 35,346,218**	$ -	$ -	**$ -**	**$ 1,446,840**	**$ 35,346,218**
Subtotal Capital Projects Funds		**$ 38,743,906**	$ 1,545,090	$ 1,303,000	$ -	**$ 41,591,996**	$ -	$ 3,295,000	**$ 3,295,000**	**$ (446,910)**	**$ 38,296,996**

(Continued on next page)

CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2016

PRELIMINARY BUDGET

(Continued from previous page)

Fund		Available July 1, 2015	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2016
Enterprise Funds											
Water Funds											
401	Water Revenue	**$ 1,915,028**	$ 13,469,000	$ -	$ 709,500	**$ 14,674,528**	$ 12,760,171	$ -	**$ 12,760,171**	**$ (671)**	**$ 1,914,357**
402	Water Reserve	**$ 2,685,544**	$ -	$ 504,500	$ -	**$ 3,190,044**	$ -	$ -	**$ -**	**$ 504,500**	**$ 3,190,044**
405	Capital Investment - Water	**$ 5,063,137**	$ -	$ 205,000	$ -	**$ 5,268,137**	$ -	$ -	**$ -**	**$ 205,000**	**$ 5,268,137**
407	Water Equipment Replacement	**$ 1,473,171**	$ 273,439	$ -	$ -	**$ 1,746,610**	$ 7,900	$ -	**$ 7,900**	**$ 265,539**	**$ 1,738,710**
Subtotal Water Funds		**$ 11,136,880**	$ 13,742,439	$ 709,500	$ 709,500	**$ 24,879,319**	$ 12,768,071	$ -	**$ 12,768,071**	**$ 974,368**	**$ 12,111,248**
Wastewater Funds											
451	Wastewater Revenue	**$ 671,361**	$ 8,058,000	$ 1,000	$ 937,000	**$ 7,793,361**	$ 7,182,215	$ -	**$ 7,182,215**	**$ (60,215)**	**$ 611,146**
452	Wastewater Reserve	**$ 1,638,605**	$ -	$ 157,000	$ -	**$ 1,795,605**	$ -	$ -	**$ -**	**$ 157,000**	**$ 1,795,605**
454	Wastewater Revenue Bond		$ 7,688,000		$ 5,931,000	**$ 1,757,000**	$ 1,757,000		**$ 1,757,000**	**$ -**	**$ -**
455	Capital Investment - Wastewater	**$ 4,554,839**	$ -	$ 6,711,000	$ -	**$ 11,265,839**	$ -	$ 6,181,000	**$ 6,181,000**	**$ 530,000**	**$ 5,084,839**
456	Wastewater Expansion	**$ -**	$ 1,000	$ -	$ 1,000	**$ -**	$ -	$ -	**$ -**	**$ -**	**$ -**
457	Wastewater Equipment Replacement	**$ 1,527,142**	$ 360,436	$ -	$ -	**$ 1,887,578**	$ 268,555	$ -	**$ 268,555**	**$ 91,881**	**$ 1,619,023**
Subtotal Wastewater Funds		**$ 8,391,947**	$ 16,107,436	$ 6,869,000	$ 6,869,000	**$ 24,499,383**	$ 9,207,770	$ 6,181,000	**$ 15,388,770**	**$ 718,666**	**$ 9,110,613**
Subtotal Enterprise Funds		**$ 19,528,827**	$ 29,849,875	$ 7,578,500	$ 7,578,500	**$ 49,378,702**	$ 21,975,841	$ 6,181,000	**$ 28,156,841**	**$ 1,693,034**	**$ 21,221,861**
Internal Service Funds											
501	Vehicle Replacement	**$ 4,515,119**	$ 1,545,338	$ -	$ -	**$ 6,060,457**	$ 1,716,399	$ -	**$ 1,716,399**	**$ (171,061)**	**$ 4,344,058**
502	Equipment Replacement	**$ 5,468,499**	$ 516,424	$ -	$ -	**$ 5,984,923**	$ 763,802	$ -	**$ 763,802**	**$ (247,378)**	**$ 5,221,121**
503	Self-Insurance	**$ 814,593**	$ 405,600	$ -	$ -	**$ 1,220,193**	$ 376,629	$ -	**$ 376,629**	**$ 28,971**	**$ 843,564**
504	Information Technology	**$ 2,615,486**	$ 1,573,505	$ -	$ -	**$ 4,188,991**	$ 1,421,425	$ -	**$ 1,421,425**	**$ 152,080**	**$ 2,767,566**
505	Building Maintenance	**$ 1,405,378**	$ 1,707,108	$ -	$ -	**$ 3,112,486**	$ 1,668,673	$ -	**$ 1,668,673**	**$ 38,435**	**$ 1,443,813**
507	Longevity Recognition Benefits	**$ 2,853,330**	$ 114,750	$ -	$ -	**$ 2,968,080**	$ 120,000	$ -	**$ 120,000**	**$ (5,250)**	**$ 2,848,080**
508	PEMHCA Benefits Plan	**$ 6,294,481**	$ 255,000	$ -	$ -	**$ 6,549,481**	$ 123,000	$ -	**$ 123,000**	**$ 132,000**	**$ 6,426,481**
509	Compensated Absences	**$ 2,048,883**	$ 87,000	$ -	$ -	**$ 2,135,883**	$ 300,000	$ -	**$ 300,000**	**$ (213,000)**	**$ 1,835,883**
Subtotal Internal Service Funds		**$ 26,015,769**	$ 6,204,725	$ -	$ -	**$ 32,220,494**	$ 6,489,928	$ -	**$ 6,489,928**	**$ (285,203)**	**$ 25,730,566**
Total All Funds		**$ 117,550,900**	**$ 79,327,232**	**$ 9,261,676**	**$ 9,261,676**	**$ 196,326,632**	**$ 66,103,890**	**$ 11,551,000**	**$ 77,654,890**	**$ 1,672,342**	**$ 119,223,242**

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2016

	2014-2015 Approved	2014-2015 Projected	2015-2016 Budget
General Fund			
City			
Sales taxes	$ 3,100,000	$ 3,347,000	$ 3,446,000
Transient occupancy taxes	$ 2,070,000	$ 2,417,600	$ 2,703,500
Franchise taxes	$ 1,159,000	$ 1,116,740	$ 1,154,760
Real property transfer	$ 271,600	$ 295,000	$ 286,100
Licenses and permits	$ 2,894,700	$ 3,337,000	$ 2,950,900
Motor vehicle in-lieu	$ 2,728,000	$ 2,895,880	$ 2,978,000
Charges for current services	$ 990,600	$ 1,333,000	$ 852,400
Fines and forfeitures	$ 60,000	$ 60,000	$ 60,000
Interest	$ 106,500	$ 196,000	$ 230,000
Other	$ 366,500	$ 479,300	$ 1,006,800
General Fund (City) Subtotal	$ 13,746,900	$ 15,477,520	$ 15,668,460
District			
Property Taxes	$ 17,410,000	$ 17,983,900	$ 19,757,360
Excess ERAF	$ 500,000	$ 1,463,200	$ 571,000
Intergovernmental	$ 100,000	$ 100,000	$ 100,000
Rentals	$ 472,000	$ 472,000	$ 472,000
Interest	$ 54,000	$ 78,800	$ 79,000
General Fund (District) Subtotal	$ 18,536,000	$ 20,097,900	$ 20,979,360
Special Recreation			
Program Revenues	$ 1,192,000	$ 1,185,300	$ 1,290,500
Rents and Concessions	$ 254,000	$ 270,000	$ 300,000
Interest	$ -	$ -	
General Fund (Special Recreation) Subtotal	$ 1,446,000	$ 1,455,300	$ 1,590,500
total general fund	$ 33,728,900	$ 37,030,720	$ 38,238,320

(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2016

(Continued from previous page)

	2014-2015 Approved	2014-2015 Projected	2015-2016 Budget
Special Revenue Funds			
Traffic Safety			
Vehicle Code Fines	$ 146,000	$ 146,000	$ 149,000
Interest	$ -	$ -	$ -
Traffic Safety Subtotal	$ 146,000	$ 146,000	$ 149,000
Measure A			
Sales Tax	$ 574,000	$ 602,000	$ 614,000
Special Fund Reimbursement	$ -		
Interest	$ 28,000	$ 28,000	$ 28,000
Measure A Subtotal	$ 602,000	$ 630,000	$ 642,000
Gas Tax (2105 - 2107.5; 2013 Gas Tax Swap)			
Gas Tax (2105-2107.5)	$ 488,400	$ 528,500	$ 541,000
Gas Tax (2103)	$ 323,000	$ 333,300	$ 145,700
Interest	$ 6,500	$ 10,000	$ 10,000
Gax Tax (2105-2107.5; 2103 Gas Tax Swap) Subtotal	$ 817,900	$ 871,800	$ 696,700
Park In-Lieu Fees			
Developer Fees	$ 4,088,000	$ 3,288,613	$ 929,000
Interest	$ 7,600	$ 7,600	$ 10,000
Park In-Lieu Fees Subtotal	$ 4,095,600	$ 3,296,213	$ 939,000
Measure M			
Vehicle License Fees	$ 100,000	$ 100,000	$ 102,000
Measure M Subtotal	$ 100,000	$ 100,000	$ 102,000
SLESF/COPS Grant			
Grant	$ 100,000	$ 100,000	$ 100,000
SLESF/COPS Subtotal	$ 100,000	$ 100,000	$ 100,000
CalOpps.org			
Fees for Services	$ 108,000	$ 123,900	$ 159,900
Interest	$ 2,000	$ 2,500	$ 2,500
CalOpps.org Subtotal	$ 110,000	$ 126,400	$ 162,400
Foster City Foundation			
Grants and Donations	$ 59,000	$ 66,000	$ 54,000
Foster City Foundation Subtotal	$ 59,000	$ 66,000	$ 54,000

(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2016

(Continued from previous page)

	2014-2015 Approved	2014-2015 Projected	2015-2016 Budget
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayments	$ 44,000	$ 26,372	$ 41,372
Rentals	$ 60,900	$ 53,820	$ 53,820
Sale of Real Property	$ -	$ 79,550	
Interest	$ 9,600	$ 9,600	$ 9,600
LMIHF Fund Subtotal	$ 114,500	$ 169,342	$ 104,792
City Affordable Housing Fund			
Contribution from Developer	$ 1,450,000	$ 1,450,000	$ -
Interest	$ 35,000	$ 35,000	$ 35,000
Sustainable Foster City Fund Subtotal	$ 1,485,000	$ 1,485,000	$ 35,000
Sustainable Foster City Fund			
Other	$ -		
Interest	$ -	$ 730	$ 730
Sustainable Foster City Fund Subtotal	$ -	$ 730	$ 730
Day Time Shuttle Fund			
Grants	$ 75,500	$ -	$ 143,600
Day Time Shuttle Fund Subtotal	$ 75,500	$ -	$ 143,600
BAERS Fund			
Other	$ -		$ 360,000
Interest	$ -		
Sustainable Foster City Fund Subtotal	$ -	$ -	$ 360,000
total special revenue funds	$ 7,705,500	$ 6,991,485	$ 3,489,222
Capital Projects Fund			
City			
Intergovernmental	$ 40,000	$ 40,000	
Interest	$ 95,000	$ 95,000	$ 90,000
Other	$ 138,250	$ 738,187	$ 8,250
City Capital Projects Subtotal	$ 273,250	$ 873,187	$ 98,250
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	$ 25,500,000	$ 30,000,000	$ -
Loans Receivable Payments	$ 1,936,000	$ 1,111,000	$ 1,111,000
Interest	$ 114,000	$ 429,140	$ 335,840
Capital Asset Acquisition and Replacement Subtotal	$ 27,550,000	$ 31,540,140	$ 1,446,840
total capital projects fund	$ 27,823,250	$ 32,413,327	$ 1,545,090

(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2016

(Continued from previous page)

	2014-2015 Approved	2014-2015 Projected	2015-2016 Budget
Enterprise Funds			
Water Revenue			
User Charges	$ 10,874,000	$ 9,542,000	$ 12,905,000
Connection Fees	$ 590,400	$ 590,400	$ 278,000
Interest	$ 120,000	$ 108,000	$ 86,000
Other Revenues		$ 45,000	
Sustainability Fund Revenues	$ 38,000	$ 48,000	$ 200,000
	$ 11,622,400	$ 10,333,400	$ 13,469,000
Water Equipment Replacement			
Equipment Rental	$ 247,858	$ 247,858	$ 273,439
	$ 247,858	$ 247,858	$ 273,439
Wastewater Revenue			
User Charges	$ 6,820,000	$ 6,990,000	$ 7,555,000
Connection Fees	$ 796,900	$ 119,400	$ 418,000
Interest	$ 260,000	$ 164,000	$ 85,000
	$ 7,876,900	$ 7,273,400	$ 8,058,000
Wastewater Revenue Bonds			
Proceeds	$ -	$ -	$ 7,688,000
	$ -	$ -	$ 7,688,000
Wastewater Expansion			
Other	$ 1,000	$ 4,950	$ 1,000
	$ 1,000	$ 4,950	$ 1,000
Wastewater Equipment Replacement			
Equipment Rental	$ 276,319	$ 276,319	$ 360,436
	$ 276,319	$ 276,319	$ 360,436
total enterprise funds	$ 20,024,477	$ 18,135,927	$ 29,849,875

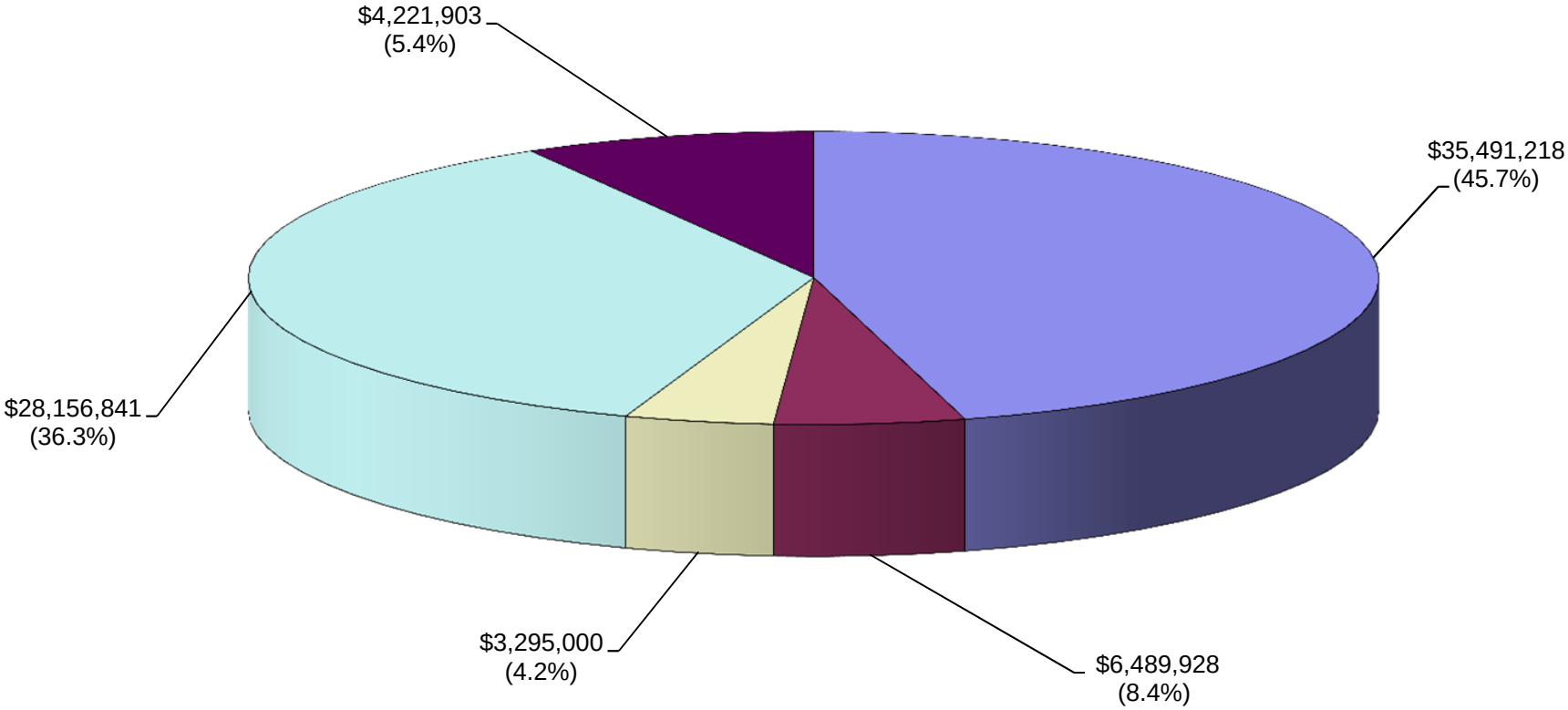
(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2016

(Continued from previous page)

	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	$ 1,436,488	$ 1,445,343	$ 1,490,488
Sales of Retired Vehicles	$ 40,250	$ 40,250	$ 14,850
Interest	$ 54,000	$ 54,000	$ 40,000
	$ 1,530,738	$ 1,539,593	$ 1,545,338
Equipment Replacement			
Equipment Rental	$ 423,315	$ 423,315	$ 466,424
Interest	$ 47,600	$ 50,000	$ 50,000
	$ 470,915	$ 473,315	$ 516,424
Self Insurance			
Insurance Charges	$ 271,900	$ 271,900	$ 395,600
Interest	$ 10,100	$ 10,000	$ 10,000
	$ 282,000	$ 281,900	$ 405,600
Information Technology			
User Charges	$ 1,314,095	$ 1,359,501	$ 1,542,505
Interest	$ 28,700	$ 31,000	$ 31,000
	$ 1,342,795	$ 1,390,501	$ 1,573,505
Building Maintenance			
User Charges	$ 1,638,074	$ 1,648,937	$ 1,683,908
Interest	$ 22,700	$ 23,200	$ 23,200
	$ 1,660,774	$ 1,672,137	$ 1,707,108
Longevity Recognition Benefits			
Employer Contributions	$ -	$ -	
Interest	$ 227,100	$ -	$ 114,750
	$ 227,100	$ -	$ 114,750
PEMHCA Benefits Plan			
Employer Contributions	$ -	$ -	
Interest	$ 480,400	$ -	$ 255,000
	$ 480,400	$ -	$ 255,000
Compensated Absences			
Employer Contributions	$ 51,000	$ 51,000	$ 67,000
Interest	$ 21,900	$ 20,000	$ 20,000
	$ 72,900	$ 71,000	$ 87,000
total internal service funds	$ 6,067,622	$ 5,428,446	$ 6,204,725
TOTAL REVENUE ALL FUNDS	**$ 95,349,749**	**$ 99,999,905**	**$ 79,327,232**

City of Foster City / Estero Municipal Improvement District / Appropriations by Fund
For the Fiscal Year Ended June 30, 2016
Total Appropriations: $77,654,890



General Fund (45.7%) Special Revenue Fund (5.4%) Capital Projects Fund (4.2%) Enterprise Funds (36.3%) Internal Services Funds (8.4%)

City of Foster City, California / Estero Municipal Improvement District

Summary of Appropriations by Fund

Annual Appropriations for the Year Ending June 30, 2016

	2014-2015 APPROVED	2014-2015 REVISED	2015-2016 REQUESTED
GENERAL FUND	$ 32,898,607	$ 33,058,817	$ 35,491,218
TRAFFIC SAFETY	$ 146,000	$ 146,000	$ 149,000
MEASURE A	$ 900,000	$ 900,000	$ 1,000,000
GAS TAX (2105-2107)	$ 688,400	$ 688,400	$ 781,266
PARK IN-LIEU FEES	$ 2,860,000	$ 2,860,000	$ 925,000
MEASURE M	$ 100,000	$ 100,000	$ 150,000
SLESF/COPS GRANT	$ 100,000	$ 100,000	$ 100,000
CALOPPS.ORG	$ 180,620	$ 180,620	$ 183,845
FOSTER CITY FOUNDATION	$ -	$ -	$ -
LMIHF HOUSING SUCCESSOR	$ 138,700	$ 138,700	$ 142,600
CITY AFFORDABLE HOUSING FUND	$ 4,750,000	$ 4,750,000	$ -
SUSTAINABLE FOSTER CITY FUND	$ 258,100	$ 258,100	$ 258,100
DAY TIME SHUTTLE FUND	$ 100,750	$ 100,750	$ 191,500
BAERS	$ -	$ -	$ 340,592
CAPITAL PROJECTS FUND	$ 930,000	$ 1,185,000	$ 3,295,000
WATER	$ 10,881,676	$ 10,897,276	$ 12,768,071
SEWER	$ 12,649,624	$ 12,665,224	$ 15,388,770
VEHICLE REPLACEMENT	$ 2,620,712	$ 2,620,712	$ 1,716,399
EQUIPMENT REPLACEMENT	$ 323,900	$ 323,900	$ 763,802
SELF-INSURANCE	$ 406,629	$ 406,629	$ 376,629
INFORMATION TECHNOLOGY	$ 1,645,176	$ 1,645,176	$ 1,421,425
BUILDING MAINTENANCE	$ 1,918,179	$ 2,040,179	$ 1,668,673
LONGEVITY RECOGNITION BENEFITS	$ 115,000	$ 115,000	$ 120,000
PEMHCA BENEFITS PLAN	$ 123,000	$ 123,000	$ 123,000
COMPENSATED ABSENCES	$ 300,000	$ 300,000	$ 300,000
TOTAL FOR CITY / EMID	**$ 75,035,073**	**$ 75,603,483**	**$ 77,654,890**

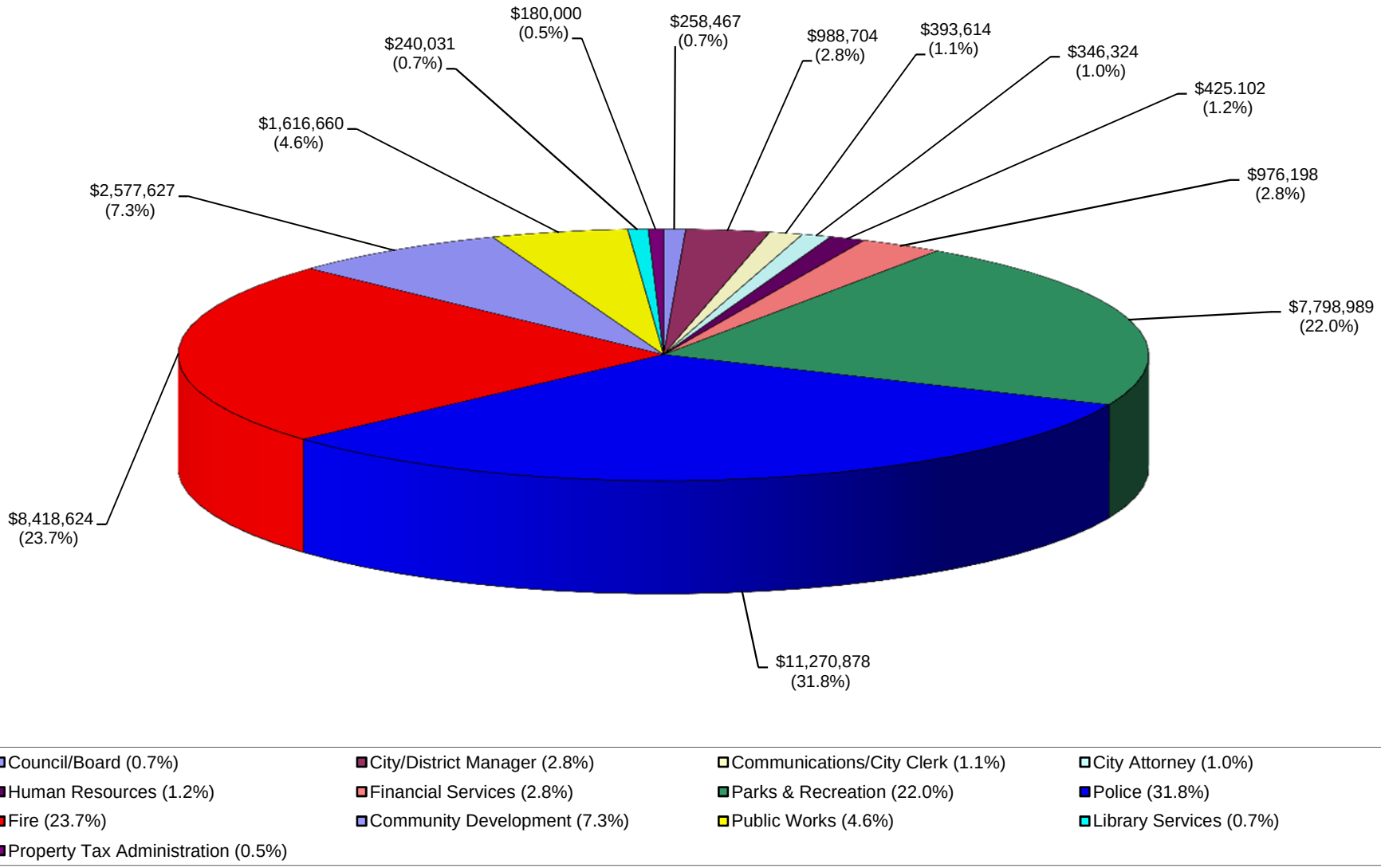
City of Foster City, California / Estero Municipal Improvement District

Summary of Operating Expenditures and Capital Expenditures by Type

Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2016

	2014-2015 APPROVED	2014-2015 REVISED	2015-2016 REQUESTED
EMPLOYEE SERVICES	$ 31,109,029	$ 31,213,029	$ 33,659,631
SERVICES AND SUPPLIES	$ 24,085,777	$ 24,295,187	$ 23,909,234
CAPITAL OUTLAY	$ 3,336,003	$ 3,336,003	$ 2,231,927
INTERNAL SERVICES	$ 5,764,264	$ 5,764,264	$ 6,303,098
REALLOCATIONS	$ -	$ -	$ -
TOTAL OPERATING EXPENDITURES	**$ 64,295,073**	**$ 64,608,483**	**$ 66,103,890**
CAPITAL EXPENDITURES	$ 10,740,000	$ 10,995,000	$ 11,551,000
TOTAL CITY / EMID / CDA EXPENDITURES	**$ 75,035,073**	**$ 75,603,483**	**$ 77,654,890**

City of Foster City
General Fund Operating Expenditures by Department
For the Fiscal Year Ended June 30, 2016
Total General Fund Operating Expenditures: $35,491,218



City of Foster City, California / Estero Municipal Improvement District

Summary of General Fund Appropriations by Department

Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2016

	2014-2015 APPROVED	2014-2015 REVISED	2015-2016 REQUESTED
COUNCIL/BOARD	$ 246,757	$ 246,757	$ 258,467
CITY/DISTRICT MANAGER	$ 979,448	$ 979,448	$ 988,704
COMMUNICATIONS/CITY CLERK	$ 279,549	$ 279,549	$ 393,614
CITY ATTORNEY	$ 346,324	$ 346,324	$ 346,324
HUMAN RESOURCES	$ 427,242	$ 427,242	$ 425,102
FINANCIAL SERVICES	$ 823,317	$ 927,317	$ 976,198
PARKS & RECREATION	$ 7,188,468	$ 7,188,468	$ 7,798,989
POLICE	$ 9,947,481	$ 9,947,481	$ 11,270,878
FIRE	$ 8,267,663	$ 8,267,663	$ 8,418,624
COMMUNITY DEVELOPMENT	$ 2,293,335	$ 2,349,545	$ 2,577,627
PUBLIC WORKS	$ 1,683,155	$ 1,683,155	$ 1,616,660
LIBRARY SERVICES	$ 235,868	$ 235,868	$ 240,031
PROPERTY TAX ADMINISTRATION	$ 180,000	$ 180,000	$ 180,000
TOTAL GENERAL FUND APPROPRIATIONS	**$ 32,898,607**	**$ 33,058,817**	**$ 35,491,218**

City of Foster City, California / Estero Municipal Improvement District
GENERAL FUND
Summary of Operating Expenditures by Type
Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2016

	2014-2015 APPROVED	2014-2015 REVISED	2015-2016 REQUESTED
EMPLOYEE SERVICES	$ 25,744,269	$ 25,848,269	$ 27,681,107
SERVICES AND SUPPLIES	$ 5,323,993	$ 5,380,203	$ 5,966,386
CAPITAL OUTLAY	$ 40,000	$ 40,000	$ 40,000
INTERNAL SERVICES	$ 4,140,478	$ 4,140,478	$ 4,420,274
REALLOCATIONS	$ (2,350,133)	$ (2,350,133)	$ (2,616,549)
TOTAL OPERATING EXPENDITURES	**$ 32,898,607**	**$ 33,058,817**	**$ 35,491,218**

City of Foster City / Estero Municipal Improvement District

Personnel Summary - Full-Time Employees

For the Fiscal Years Ended June 30, 2014 to 2016

Department	Prior Years		Budget
	2013-2014	2014-2015	2015-2016
City / District Manager	8	8	8
Communications/City Clerk	2	2	2
Human Resources	3	3	3
Financial Services/City Treasurer	8	8	9
Parks and Recreation	36	36	36
Police	49	50	53
Fire	35	36	34
Community Development	12	13	13
Public Works	31	31	32
Totals	**184**	**187**	**190**

Personnel Changes FY 2015-2016

Financial Services/City Treasurer: Add One (1) Accountant I/II

Police: Add Two (2) Police Officer and One (1) Dispatcher

Fire: Delete One (1) Fire Marshall and One (1) Fire Captain

Public Works: Add One (1) Senior Engineering Technician

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2015-16)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2015-2016 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Measure M	Park-In-Lieu	Bond Financing	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS													
NONE		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL WATER PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WASTEWATER PROJECTS													
(CIP 645) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	$ 300,000	$ 50,000	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ 250,000
(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF	$ 10,845,000	$ 4,057,000	$ 5,931,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,931,000	$ -	$ -
TOTAL WASTEWATER PROJECTS	**1**	**$ 11,145,000**	**$ 4,107,000**	**$ 5,931,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,931,000**	**$ -**	**$ 250,000**
STREETS/TRAFFIC PROJECTS													
(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	$ 325,000	$ 190,000	$ 135,000	$ -	$ 135,000	$ -	$ -	$ -	$ -		$ -	$ -
(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	$ 1,141,000	$ 381,000	$ 760,000	$ -	$ 760,000	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) STREET REHABILITATION (2015-2016)	MA/MM	$ 1,150,000	$ -	$ 1,150,000	$ -	$ -	$ -	$ 1,000,000	$ 150,000	$ -		$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**3**	**$ 2,616,000**	**$ 571,000**	**$ 2,045,000**	**$ -**	**$ 895,000**	**$ -**	**$ 1,000,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS													
(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	CC	$ 170,000	$ 50,000	$ 120,000	$ 120,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	$ 1,950,000	$ 650,000	$ 1,300,000	$ 1,300,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	CC	$ 75,000	$ -	$ 75,000	$ 75,000								
TOTAL STORMWATER/LAGOON PROJECTS	**3**	**$ 2,195,000**	**$ 700,000**	**$ 1,495,000**	**$ 1,495,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS													
(CIP 649) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	$ 220,000	$ 70,000	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ 150,000		$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	CC	$ 650,000	$ -	$ 650,000	$ 650,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	CC/PIL	$ 925,000	$ -	$ 925,000	$ 150,000	$ -	$ -	$ -	$ -	$ 775,000		$ -	$ -
TOTAL PARKS PROJECTS	**1**	**$ 1,795,000**	**$ 70,000**	**$ 1,725,000**	**$ 800,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 925,000**	**$ -**	**$ -**	**$ -**
LEVEE PROJECTS													
(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	CC	$ 1,000,000	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -			$ -		$ -	$ -
TOTAL LEVEE PROJECTS	**1**	**$ 1,000,000**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**9**	**$ 18,751,000**	**$ 5,448,000**	**$ 12,446,000**	**$ 3,295,000**	**$ 895,000**	**$ -**	**$ 1,000,000**	**$ 150,000**	**$ 925,000**	**$ 5,931,000**	**$ -**	**$ 250,000**

* CC=CIP City; DD = Developer Deposits; MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CS=CIP Wastewater; CW=CIP Water; BF= Bond Financing

City of Foster City / Estero Municipal Improvement District
Schedule of Fund Balance Transfers
For the Fiscal Year Ended June 30, 2016

			Transfers In - Waiting for Edmund to provide data										
	#	Fund	001 General Fund - City	003 General Fund - Special Recreation	123 Special Revenue Fund - Day Time Shuttle	125 Special Revenue Fund - Sustainable Foster City	301 Capital Investment - City	402 Water Reserve	405 Capital Investment - Water	451 Wastewater Revenue	452 Wastewater Reserve	455 Capital Investment - Wastewater	Totals
Transfers Out	1	001 General Fund - City	-	332,276	47,900	-	1,303,000	-	-	-		-	1,683,176
	2	401 Water Revenue	-	-	-	-	-	504,500	205,000	-		-	709,500
	3	451 Wastewater Revenue	-	-	-	-	-	-	-	-	157,000	6,711,000	6,868,000
	4	456 Wastewater Expansion	-	-	-	-	-	-	-	1,000	-	-	1,000
		Totals	-	332,276	47,900	-	1,303,000	504,500	205,000	1,000	157,000	6,711,000	9,261,676

Footnotes:

1 Transfers to: a) subsidize Special Recreation fund activities; b) cover 25% match for Day Time Shuttle grants from the Transportation Authority; and c) set aside funds for long-term Capital Improvement Projects.
2 Transfers to: 1) to set reserves at 25% of annual operating expenditures; and, 2) set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund.
3 Transfer to: 1) to set reserves at 25% of annual operating expenditures; and, 2) set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund.
4 Transfer Wastewater Collection System expansion revenue to Wastewater Revenue fund, which is then incorporated into Long-Term CIP transfer.

Council / Board

MISSION STATEMENT

The mission of the City Council is to provide overall direction and control through policy decisions utilizing citizen advisory committees, planning commission and city staff. The City Council strives for the continued orderly growth and development of the City by insuring that all matters related to health, safety and general welfare are addressed consistent with the laws of the State and the will of the citizens of Foster City.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Council Members	5	5	5
TOTALS	5	5	5

CURRENT ACCOMPLISHMENTS

The following projects and issues were identified as priorities by the City Council for **Calendar Year *2014***. It is recognized that several of these matters may be multi-year in nature in terms of their ultimate completion. The City Council reserves the right to change priorities as needed throughout the year in response to new information or circumstances and that any such changes may affect the priorities listed below. It is further recognized that this list does not include all the projects that the City Council and City Staff may have worked on during 2014.

Highest Priorities

The following policy calendar items have been identified as the City Council's highest priorities and are grouped under subheadings and then, the subheadings are listed in alphabetical order:

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

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
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

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

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
   b. Identify opportunities for the use of alternative water sources, including:
      i. Recycled (or "grey") water resources
      ii. Desalination
6. Consider implementation of an Energy Efficiency Loan Program for residential and commercial property owners

Fire Shared Services

7. Complete the implementation of the Fire Management Shared Services model through agreements with the cities of San Mateo and Belmont
8. Begin discussion and development of long-term strategic plans for further sharing of Fire services, including fire suppression apparatus and personnel resources

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

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

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

Other Priorities

The following policy calendar items have been identified as additional priorities of the City for 2014 and are grouped under subheadings and then, the subheadings are listed in alphabetical order:

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)
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

Governance Issues

17. Review and update City Council protocols concerning the selection of the Mayor and Vice-Mayor positions
18. Review the recruitment and selection process for City employees who are hired or promoted pursuant to the City/District Personnel Rules

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

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

Traffic Management

21. Develop and execute a comprehensive Traffic Management Strategic Plan to address current and projected traffic impacts
22. Complete the review of the operations of the traffic signals and make adjustments as necessary
23. Develop and monitor initiatives to address traffic and pedestrian safety

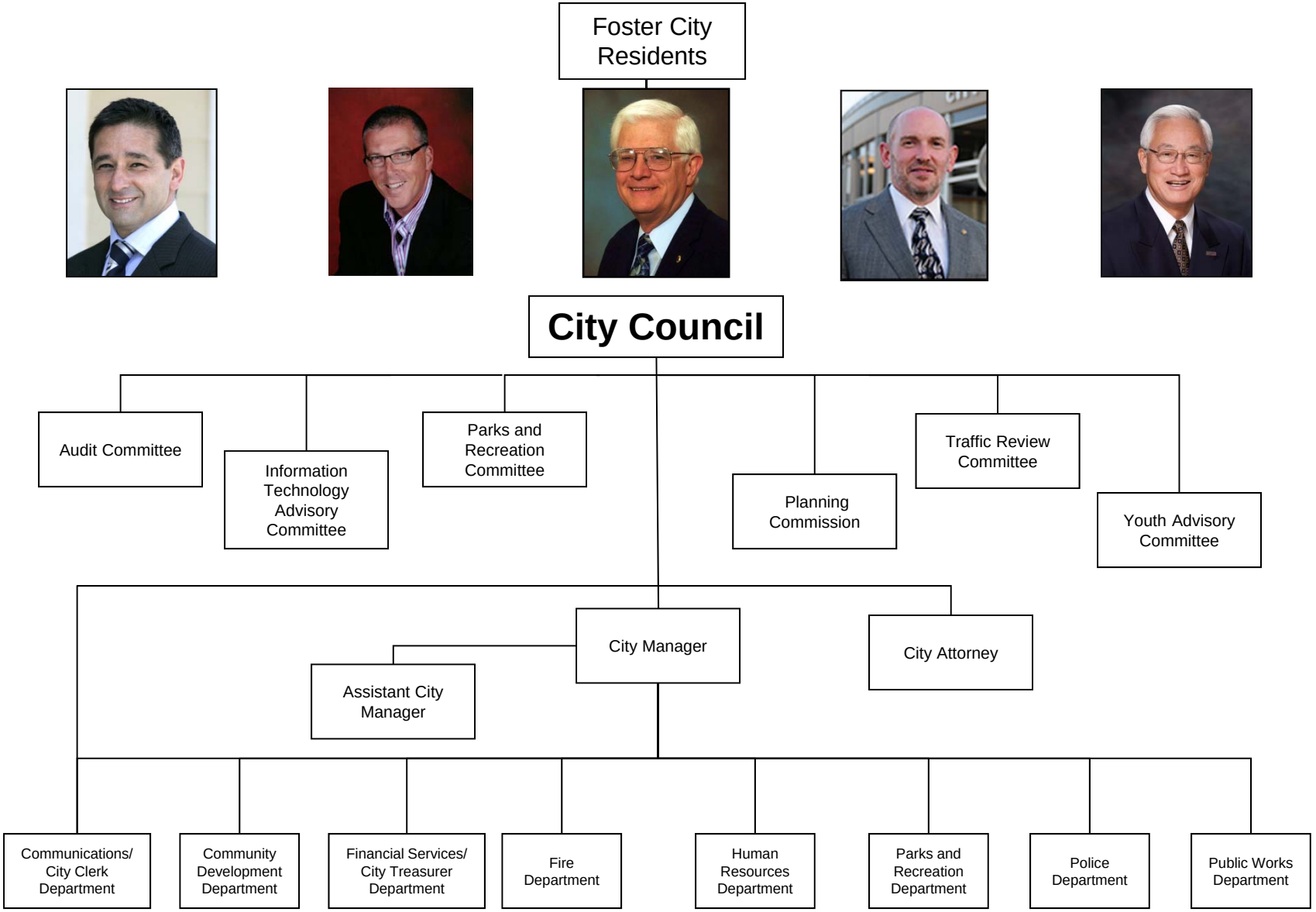
INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

- Oversee the transition of the new City Manager
- Establish the Goals and Objectives of the City Manager and the City as an organization
- Continue to develop the short-term and long-term strategies in creating the framework for “Our Community Vision”

CHANGES IN FINANCIAL RESOURCES REQUIRED

None

Foster City Organization Chart



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	200	200	200
COMMUNITY PROMOTION	82,750	82,750	84,150
COUNCIL/BOARD	140,417	140,417	149,067
PARKS & REC COMMITTEE	2,175	2,175	2,260
PLANNING COMMISSION	17,665	17,665	19,240
TECHNOLOGY COMMITTEE	140	140	140
YOUTH ADVISORY COMMITTEE	3,410	3,410	3,410
TOTAL FOR COUNCIL/BOARD	**$ 246,757**	**$ 246,757**	**$ 258,467**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 94,800	$ 94,800	$ 121,800
SERVICES AND SUPPLIES	263,470	$ 263,470	244,309
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	358,270	358,270	366,109
INTERNAL SERVICES	61,972	$ 61,972	63,346
Subtotal (Total Department Expenses before Reallocations)	420,242	420,242	429,455
REALLOCATIONS	(173,485)	$ (173,485)	(170,988)
TOTAL FOR COUNCIL/BOARD	**$ 246,757**	**$ 246,757**	**$ 258,467**

DETAIL LINE ITEM REPORT

COUNCIL/BOARD - COUNCIL/BOARD Account: 001-1010-413 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1010-413-4115	COUNCILMEMBER COMPENSATION	$34,260.00	$34,260.00
	Subtotal	**$34,260.00**	**$34,260.00**
001-1010-413-4120	FRINGE BENEFITS	$44,000.00	$71,000.00
	Subtotal	**$44,000.00**	**$71,000.00**
	Employee Services Total	**$78,260.00**	**$105,260.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1010-413-4556	EQUIPMENT REPLACEMENT	$1,360.00	$1,360.00
	Subtotal	**$1,360.00**	**$1,360.00**
001-1010-413-4569	BUILDING MAINTENANCE	$17,948.00	$18,355.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	$42,664.00	$43,631.00
	Subtotal	**$60,612.00**	**$61,986.00**
	Internal Services Total	**$61,972.00**	**$63,346.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-1010-413-4242	POSTAGE EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-1010-413-4243	BUSINESS CARDS	$100.00	$100.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	$2,900.00	$2,900.00
001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	$400.00	$400.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	$2,680.00	$2,680.00
001-1010-413-4243	MEMENTOS FOR DIGNITARIES	$2,500.00	$2,500.00

001-1010-413-4243	PLAQUES	$220.00	$220.00
	Subtotal	**$8,800.00**	**$8,800.00**
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	$17,365.00	$17,718.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	$100,700.00	$76,848.00
	Subtotal	**$118,065.00**	**$94,566.00**
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE	$750.00	$1,500.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	$6,500.00	$6,900.00
001-1010-413-4253	BAY PLANNING COALITION	$1,100.00	$1,000.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	$11,105.00	$11,333.00
001-1010-413-4253	LAFCO ASSESSMENT	$5,000.00	$5,000.00
001-1010-413-4253	LCC ANNUAL DUES	$13,200.00	$13,200.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES	$100.00	$100.00
001-1010-413-4253	MISCELLANEOUS	$200.00	$200.00
	Subtotal	**$37,955.00**	**$39,233.00**
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	$8,450.00	$8,450.00
	Subtotal	**$8,450.00**	**$8,450.00**
	Services and Supplies Total	**$173,670.00**	**$151,449.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-1010-413-4496	ALLOCATION OF EXPENSES TO WATER (excludes C/CAG)	($27,710.00)	($38,211.00)
	Subtotal	**($27,710.00)**	**($38,211.00)**
001-1010-413-4497	ALLOCATION TO EXPENSES TO SEWER (excludes C/CAG)	($27,710.00)	($38,211.00)
	Subtotal	**($27,710.00)**	**($38,211.00)**
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	($118,065.00)	($94,566.00)
	Subtotal	**($118,065.00)**	**($94,566.00)**
	Reallocation Total	**($173,485.00)**	**($170,988.00)**
	COUNCIL/BOARD Total	**$140,417.00**	**$149,067.00**

COUNCIL/BOARD - AUDIT COMMITTEE Account: 001-1022-413 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
	Services and Supplies Total	**$200.00**	**$200.00**
	AUDIT COMMITTEE Total	**$200.00**	**$200.00**

COUNCIL/BOARD - PARKS & REC COMMITTEE Account: 001-1026-413 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1026-413-4242	POSTAGE EXPENSE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1026-413-4251	CONTRACTUAL SERVICES	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1026-413-4253	MEMBERSHIPS, DUES & SUBSCRIPTIONS	$1,485.00	$1,485.00
	Subtotal	**$1,485.00**	**$1,485.00**
001-1026-413-4254	TRAINING	$190.00	$275.00
	Subtotal	**$190.00**	**$275.00**
	Services and Supplies Total	**$2,175.00**	**$2,260.00**
	PARKS & REC COMMITTEE Total	**$2,175.00**	**$2,260.00**

COUNCIL/BOARD - PLANNING COMMISSION Account: 001-1027-413 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1027-413-4115	PLANNING COMMISSIONER FEES	$16,140.00	$16,140.00
	Subtotal	**$16,140.00**	**$16,140.00**
001-1027-413-4120	FRINGE BENEFITS	$400.00	$400.00
	Subtotal	**$400.00**	**$400.00**
	Employee Services Total	**$16,540.00**	**$16,540.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	$1,125.00	$2,700.00
	Subtotal	**$1,125.00**	**$2,700.00**
	Services and Supplies Total	**$1,125.00**	**$2,700.00**
	PLANNING COMMISSION Total	**$17,665.00**	**$19,240.00**

COUNCIL/BOARD - YOUTH ADVISORY COMMITTEE Account: 001-1028-413 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1028-413-4242	POSTAGE EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-1028-413-4243	MISCELLANEOUS SUPPLIES	$1,250.00	$1,250.00
	Subtotal	**$1,250.00**	**$1,250.00**
001-1028-413-4251	CONTRACTUAL SERVICES	$1,000.00	$1,000.00

	Subtotal	**$1,000.00**	**$1,000.00**
001-1028-413-4254	TRAVEL AND TRAINING	$940.00	$940.00
	Subtotal	**$940.00**	**$940.00**
	Services and Supplies Total	**$3,410.00**	**$3,410.00**
	YOUTH ADVISORY COMMITTEE Total	**$3,410.00**	**$3,410.00**

COUNCIL/BOARD - COMMUNITY PROMOTION Account: 001-1030-413 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	$300.00	$300.00
001-1030-413-4243	HOLIDAY DECORATIONS	$200.00	$200.00
	Subtotal	**$500.00**	**$500.00**
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	$22,000.00	$22,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	$18,000.00	$19,400.00
	Subtotal	**$40,000.00**	**$41,400.00**
001-1030-413-4260	FOSTER CITY CHAMBER OF COMMERCE	$25,000.00	$25,000.00
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	$1,000.00	$0.00
001-1030-413-4260	N/P -- INNVISION/SHELTER NETWORK OF SM COUNTY	$2,000.00	$0.00
001-1030-413-4260	N/P -- PARCA	$1,500.00	$0.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CTR	$1,000.00	$0.00
001-1030-413-4260	N/P -- SAMARITAN HOUSE	$9,500.00	$0.00
001-1030-413-4260	N/P -- STARVISTA	$750.00	$0.00
001-1030-413-4260	NP -- JOBS FOR YOUTH SAN MATEO COUNTY	$500.00	$0.00
001-1030-413-4260	NP -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY	$500.00	$0.00
001-1030-413-4260	NP -- SUSTAINABLE SAN MATEO COUNTY	$500.00	$0.00
001-1030-413-4260	PLACEHOLDER FOR NON-PROFITS	$0.00	$17,250.00
	Subtotal	**$42,250.00**	**$42,250.00**

Services and Supplies Total	**$82,750.00**	**$84,150.00**
COMMUNITY PROMOTION Total	**$82,750.00**	**$84,150.00**

COUNCIL/BOARD - TECHNOLOGY COMMITTEE Account: 001-1031-413 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1031-413-4242	POSTAGE EXPENSE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1031-413-4243	GENERAL OFFICE SUPPLIES	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
	Services and Supplies Total	**$140.00**	**$140.00**
	TECHNOLOGY COMMITTEE Total	**$140.00**	**$140.00**

City Manager

DEPARTMENT DESCRIPTION

The City Manager Department provides administrative and legislative/policy support to the City Council, general oversight of all City operations and specific City-wide oversight in the areas of Budget, Economic Development, Sustainability, Water Conservation, Information Technology, Public Information, FCTV, Animal Control, Transportation, Emergency Preparedness, Capital Projects, and the Successor Agency to the former Community Development Agency.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
CITY MANAGER	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ASSISTANT TO THE CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ANALYST	1.0	1.0	1.0
IT MANAGER	1.0	1.0	1.0
SR. SYSTEMS ANALYST	3.0	1.0	1.0
TECHNOLOGY ANALYST I/II	0.0	2.0	2.0
TOTAL EMPLOYEES	8.0	8.0	8.0

MISSION STATEMENT

The mission of the City Manager's Department is to assist the City Council in achieving its vision for the community, to manage the City's resources in a fiscally responsible manner, to ensure the continuous delivery of high quality services that promote the health, safety, welfare and vitality of the community during normal operations and emergency situations and, as a strategic partner to the City's operating departments, advocate, support and maintain the necessary technology to achieve the mission of the organization.

STRATEGIC PLAN

- **Administration**
  - Implement a sustainable General Fund budget that matches revenues and expenditures without use of reserves.
  - Develop strategies to help the organization and the City adapt to changing community leadership.
  - Facilitate healthy and positive working relationships between City Council and Staff.
  - Attract and retain high quality employees to provide high quality services.
  - Develop a more informed community that is effectively engaged in civic affairs.
  - Develop a comprehensive plan for infrastructure maintenance and replacement.
  - Manage City Transportation programs.

- Celebrate the successes that meet the ultimate goals of the organization.

- **Sustainability**
  - Reduce carbon footprint and encourage sustainable practices in internal operations and community-wide.
  - Implement the strategies in the Climate Action Plan.
  - Provide strategies to successfully transition from a rapidly-developing community to a built-out/ redeveloping community through the implementation of a Community Visioning Process.

- **Public Information and Outreach**
  - Provide platform for public information, dialogue and education using various media in an engaging, effective and cost-efficient manner that fosters community engagement.
  - Embrace the use of social media and mobile applications in extending the reach of City services and interaction with the community in response to society's ever-increasing adoption of mobile devices

- **Information Technology**
  - Proactively work with departments to understand their evolving and ongoing business needs
  - Enhance the use of technology by departments and empower end users to be productive in the use of technology tools.
  - Proactively stay current on technology trends that impact municipal use of technology to support the community and operating departments needs
  - Develop and enhance the knowledge and skills in current and developing technology tools and trends on a recurring basis.
  - Demonstrate and identify more cost-effective uses of technology.
  - Create a positive user experience by timely and effectively responding to user requests.
  - Maintain and support the infrastructure to ensure end users have access to the City's network to meet the City's business requirements.
  - Manage timelines and priorities to meet City goals and objectives.

KEY INITIATIVES COMPLETED IN FY 2014-15

- Researched and provided draft language to the City Council regarding changes to the Smoking Ordinance.
- Provided direction and guidance through the negotiation of successor agreements with all four of the cities employee groups – AFSCME, IAFF, POA and the Management Group.
- Worked with County to develop successor agreements between the Peninsula Humane Society and San Mateo County and between San Mateo County and the City of Foster City for Animal Control.
- Continued implementation of the District's Water Conservation Programs in collaboration with the Public Works Department, including review of the

District's water rate model and education and outreach regarding water conservation programs.

- Met with development community to discuss opportunities in Foster City for new businesses.
- Worked with developers of Foster Square mixed-use multi-family senior housing and retail project with a successful groundbreaking in March 2015.
- Provided guidance and support to the Community Development Department to oversee the City's Affordable Housing initiatives.
- Finalized acquisition and installation of solar technology for the Library/Community Center.
- Implemented SunShares Single Family Residential Community Solar Bulk Procurement Program.
- Worked with SamTrans and the Foster City Chamber of Commerce to develop the route for a new community shuttle program targeted to businesses north of Highway 92.
- Prepared a successor agreement and received and evaluated bids for Video Technician Services.
- Released an RFP for a Land Management Software package which will help to modernize the Building Permit and Inspection workflow
- Completed the migration of the City's email archive to an easier to use, supported system.
- Updated the Radio Meter Reading software.
- Migrated from tape backups to cloud replication to get more available and reliable server backups.
- Coordinated the preparation of the FY 2015-2016 budget.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

The City Manager Department is responsible for managing the overall operation of the City and also takes specific responsibility for legislative advocacy, public information and outreach, response to City Council special requests, Information Technology services, animal control contract management, and transportation system advocacy and management. In addition to the regular duties, the City Manager Department will also be prioritizing the following strategic initiatives in order to advance the City Council's policy calendar for FY 2015-2016:

Budget Preparation and Management

- Manage expenses within adopted FY 2015-16 budget and prepare FY 2016-17 budget and related five-year financial plan
    - Performance Measure: Ensure that expenditures remain within budget on a total budget basis
    - Performance Measure: Complete preparation of the FY 2016-17 budget and related five year financial plan for adoption no later than June 30, 2016

Economic Development and Sustainability

- Support the City Council "Our Community Vision" process
    - Performance Measure: Provide information and facilitation requested by the City Council
- Successfully implement an Water/Energy Efficiency Loan Program for Pilot Homeowners Association Isle Cove for consideration of expansion by the City Council
    - Performance Measure: Report back on progress with recommendation for future opportunities by Fall 2015
- Evaluate success of SunShares Solar Bulk Procurement Program for residential properties
    - Performance Measure: Complete program application period by June 30 or July 31, if application process is extended. Complete installations and evaluate success by December 2015.
    - Performance Measure: Goal of 450 homes with solar panels by end of FY 2015-16.

Public Information and Outreach

- Work with Communications/City Clerk Department to develop and implement a Community Outreach plan which specifically reaches currently unrepresented or underrepresented constituencies within the community
    - Performance Measure: Complete Community Outreach Draft Plan and present to City Council for review and comment by November 2015
- Study options for mobile applications that would connect smartphone users with the City
    - Performance Measure: Complete study and make recommendations by December 2015
    - Performance Measure: Implement mobile solution by June 30, 2016

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Manager Department has set some ambitious strategic goals and initiatives for Fiscal Year 2015-2016 in addition to overseeing the daily operations of the City and managing special projects and requests. Even so, goals are expected to be achieved by existing staff with no major changes in resources required over the FY 2014-2015 budget levels.

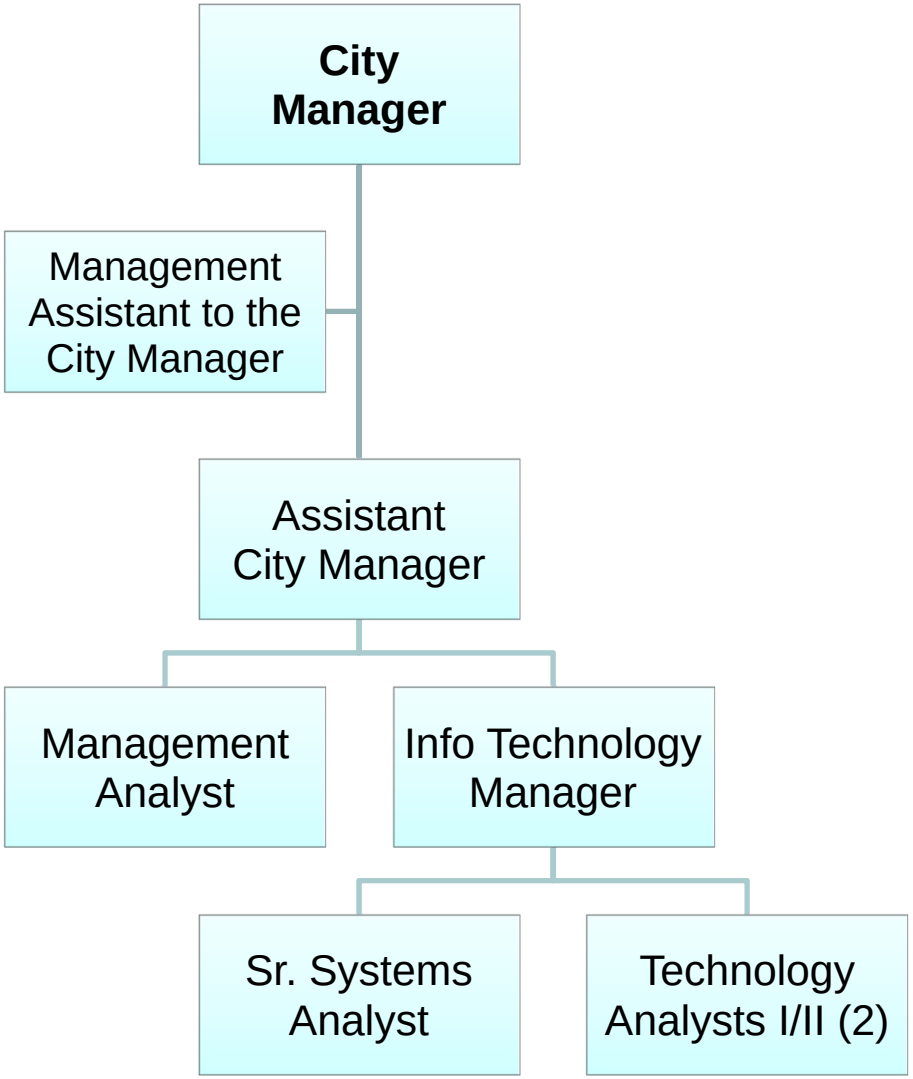
Two significant changes in the City Manager Department budget are:

1. The shift of the Emergency Preparedness division budget from the City Manager Department to the Fire Department, which is recommended since the Fire Department actively manages the Citywide Emergency Preparedness program. The City

Manager will continue to provide general oversight and guidance for the program.

2. The shift of the Foster City Television division budget from the City Manager Department to the Communications/City Clerk Department to be included in the newly created Communications Division, which is recommended since the Communications/City Clerk Department will actively manage the public outreach program.

City Manager's Office



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 775,929	$ 775,929	$ 812,804
EMERGENCY PREPAREDNESS	43,329	43,329	-
ENVIRONMENTAL SUSTAINABILITY	-	-	-
FCTV	39,390	39,390	-
INSURANCE & RISK MANAGEMENT	120,800	120,800	175,900
TOTAL FOR CITY / DISTRICT MANAGER	**$ 979,448**	**$ 979,448**	**$ 988,704**

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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 821,700	$ 821,700	$ 870,000
SERVICES AND SUPPLIES	223,942	223,942	135,060
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,045,642	1,045,642	1,005,060
INTERNAL SERVICES	251,760	251,760	285,184
Subtotal (Total Department Expenses before Reallocations)	1,297,402	1,297,402	1,290,244
REALLOCATIONS	(317,954)	(317,954)	(301,540)
TOTAL FOR CITY / DISTRICT MANAGER	**$ 979,448**	**$ 979,448**	**$ 988,704**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 001-0110-413 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0110-413-4110	PERMANENT SALARIES	$590,100.00	$612,400.00
	Subtotal	**$590,100.00**	**$612,400.00**
001-0110-413-4120	FRINGE BENEFITS	$231,600.00	$257,600.00
	Subtotal	**$231,600.00**	**$257,600.00**
	Employee Services Total	**$821,700.00**	**$870,000.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0110-413-4520	COMPENSATED ABSENCES	$2,010.00	$2,070.00
	Subtotal	**$2,010.00**	**$2,070.00**
001-0110-413-4544	VEHICLE REPLACEMENT	$15,008.00	$15,967.00
	Subtotal	**$15,008.00**	**$15,967.00**
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	$45,124.00	$53,700.00
	Subtotal	**$45,124.00**	**$53,700.00**
001-0110-413-4569	BUILDING MAINTENANCE	$36,715.00	$37,547.00
	Subtotal	**$36,715.00**	**$37,547.00**
	Internal Services Total	**$98,857.00**	**$109,284.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0110-413-4241	COPY EXPENSE	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-0110-413-4242	POSTAGE	$150.00	$150.00
	Subtotal	**$150.00**	**$150.00**
001-0110-413-4243	COMCAST DIGITAL RECEIVER BOXES (from Finance)	$1,100.00	$1,100.00
001-0110-413-4243	GENERAL OFFICE SUPPLIES	$1,600.00	$2,000.00

	Subtotal	**$2,700.00**	**$3,100.00**
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	$116,566.00	$109,059.00
001-0110-413-4251	CABLE FRANCHISE CONSULTING (from Finance)	$1,500.00	$1,500.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.	$1,500.00	$1,500.00
001-0110-413-4251	SAMCAT JPA MEMBERSHIP	$1.00	$1.00
001-0110-413-4251	TRANSPORTATION SYSTEM MGMT PROGRAM	$150.00	$150.00
	Subtotal	**$119,717.00**	**$112,210.00**
001-0110-413-4253	CA CITY MGMT FOUNDATION	$0.00	$400.00
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)	$2,800.00	$2,800.00
001-0110-413-4253	MISCELLANEOUS	$100.00	$100.00
001-0110-413-4253	MMANC MEMBERSHIP DUES (2)	$75.00	$150.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	$550.00	$750.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	$250.00	$250.00
	Subtotal	**$3,775.00**	**$4,450.00**
001-0110-413-4254	ICMA CONFERENCE (1)	$2,600.00	$2,600.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)	$2,800.00	$1,600.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)	$2,200.00	$5,000.00
001-0110-413-4254	MAYORS & COUNCILMEMBERS EXECUTIVE FORUM	$0.00	$650.00
001-0110-413-4254	MISCELLANEOUS	$750.00	$900.00
001-0110-413-4254	NEW MAYORS & COUNCILMEMBERS CONF.	$0.00	$1,200.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	$200.00	$200.00
	Subtotal	**$8,550.00**	**$12,150.00**
	Services and Supplies Total	**$137,892.00**	**$135,060.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0110-413-4496	ALLOCATION OF EXPENSES TO WATER	($141,260.00)	($150,770.00)
	Subtotal	**($141,260.00)**	**($150,770.00)**
001-0110-413-4497	ALLOCATION OF EXPENSES TO SEWER	($141,260.00)	($150,770.00)
	Subtotal	**($141,260.00)**	**($150,770.00)**
	Reallocation Total	**($282,520.00)**	**($301,540.00)**

ADMINISTRATION Total	**$775,929.00**	**$812,804.00**

CITY/DISTRICT MANAGER - EMERGENCY PREPAREDNESS Account: 001-0120-413 GENERAL FUND

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0120-413-4544	VEHICLE REPLACEMENT	$10,242.00	$0.00
	Subtotal	**$10,242.00**	**$0.00**
001-0120-413-4556	EQUIPMENT REPLACEMENT	$2,157.00	$0.00
	Subtotal	**$2,157.00**	**$0.00**
	Internal Services Total	**$12,399.00**	**$0.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0120-413-4243	OFFICE SUPPLIES	$1,000.00	$0.00
	Subtotal	**$1,000.00**	**$0.00**
001-0120-413-4251	OES / EMERGENCY SERVICES JPA	$46,000.00	$0.00
	Subtotal	**$46,000.00**	**$0.00**
001-0120-413-4255	TRAINING	$2,500.00	$0.00
	Subtotal	**$2,500.00**	**$0.00**
	Services and Supplies Total	**$49,500.00**	**$0.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0120-413-4496	ALLOCATION OF EXPENSES TO WATER	($9,285.00)	$0.00
	Subtotal	**($9,285.00)**	**$0.00**
001-0120-413-4497	ALLOCATION OF EXPENSES TO SEWER	($9,285.00)	$0.00
	Subtotal	**($9,285.00)**	**$0.00**
	Reallocation Total	**($18,570.00)**	**$0.00**
	EMERGENCY PREPAREDNESS Total	**$43,329.00**	**$0.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0150-413-4556	EQUIPMENT REPLACEMENT	$13,564.00	$0.00
	Subtotal	**$13,564.00**	**$0.00**
001-0150-413-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	$6,140.00	$0.00
	Subtotal	**$6,140.00**	**$0.00**
	Internal Services Total	**$19,704.00**	**$0.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0150-413-4243	SUPPLIES FOR FCTV CHANNEL 27	$250.00	$0.00
	Subtotal	**$250.00**	**$0.00**
001-0150-413-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE	$10,000.00	$0.00
	Subtotal	**$10,000.00**	**$0.00**
001-0150-413-4251	VIDEO TECHNICIAN CONTRACT	$25,000.00	$0.00
	Subtotal	**$25,000.00**	**$0.00**
001-0150-413-4253	FCTV PROGRAM LICENSING	$400.00	$0.00
001-0150-413-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	$750.00	$0.00
	Subtotal	**$1,150.00**	**$0.00**
001-0150-413-4255	FCTV-RELATED TRAINING	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
	Services and Supplies Total	**$36,550.00**	**$0.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0150-413-4496	ALLOCATION OF EXPENSES TO WATER	($8,432.00)	$0.00
	Subtotal	**($8,432.00)**	**$0.00**

001-0150-413-4497	ALLOCATION OF EXPENSES TO SEWER	($8,432.00)	$0.00
	Subtotal	**($8,432.00)**	**$0.00**
	Reallocation Total	**($16,864.00)**	**$0.00**
	FCTV Total	**$39,390.00**	**$0.00**

CITY/DISTRICT MANAGER - SELF-INSURANCE FUND Account: 001-0170-415 GENERAL FUND

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0170-415-4562	SELF INSURANCE	$120,800.00	$175,900.00
	Subtotal	**$120,800.00**	**$175,900.00**
	Internal Services Total	**$120,800.00**	**$175,900.00**
	SELF-INSURANCE FUND Total	**$120,800.00**	**$175,900.00**

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Communications/City Clerk

DEPARTMENT DESCRIPTION

The Communications/City Clerk Department maintains the official record of proceedings and filing of certain documents to ensure the continued operation of the City/District. The Communications/City Clerk Department is the office that supervises and conducts municipal elections. The Communications/City Clerk Department oversees citywide universal administrative services function. The Communications/City Clerk Department directs public information, media communications, and civic engagement activities for the City.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
COMMUNICATIONS DIRECTOR/ CITY CLERK	0.0	0.0	1.0
CITY CLERK	1.0	1.0	0.0
RECORDS ANALYST I/II/ DEPUTY CITY CLERK	1.0	1.0	1.0
Total Full-Time Employees	2.0	2.0	2.0
Part-Time Employees			
CLERICAL ASSISTANT 1*	0.5	0.5	0.0
CLERICAL ASSISTANT 2*	0.5	0.5	0.0
CLERICAL ASSISTANT 3*	0.0	0.5	0.0
OFFICE ASSISTANT I	0.0	0.0	0.9
Total Part-Time Employees	1.0	1.5	0.9
TOTAL EMPLOYEES	3.0	3.5	2.9

*The three Part-Time Clerical Assistants were replaced with two 30-hour part-time Office Assistants (Shared by the City Manager, City Clerk and Finance Departments). These positions continue to manage the citywide universal services such as mail service and provide clerical support. They also provide general clerical support and vacation and sick leave coverage for both staff and line departments when needed.

MISSION STATEMENT

The mission of the Communications/City Clerk Department is to accurately record the legislative body's actions, safeguard those documents, and administer open and free elections in full accordance with the law. The Communications/City Clerk Department performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support and operating departments. The Communications/City Clerk Department creates an inspiring, inclusive and diverse culture of public engagement activities that enhance our community relations through genuine dialogue. We are a caring, service-oriented team of skilled professionals who are committed to providing a high level of service in a professional manner to the City Council, all departments, and the Foster City community.

STRATEGIC PLAN

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

Values

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Transparency – Easy access to public records
- Leadership – Lead by example
- Service – Commit to service and community

KEY INITIATIVES COMPLETED

Key initiatives and service levels planned for FY 2014-2015 included the following:

- Records Management
  - Completed semi-annual "Free the Files" days (July and December)
  - Updated the City's Records Retention Schedule to comply with legal requirements
  - Completed the Citywide Department Records Management Assessment for GARP compliance
  - Implemented Records Management Training Program through Records Coordinator Users Group
- Transparent Communications
  - Completed Phase I of Sire Agenda To Go
  - Developed New Public Records Act Tracking System
  - Created an Open Government page on the City's website with frequently accessed City documents and information
  - Continued to provide updated information on the City's website
- Customer Service
  - Evaluated copier/printer needs for the City and replaced five multifunction copiers/printers
  - Restructured Clerical Support Service Program for City Manager/ Finance/ Human Resources/ City Clerk Departments to best provide a high level of service to residents for front desk coverage, clerical support, maintain employee continuity
- Sustainable Community

Improve business practices and reduce paper consumption

  - Developed a Trustworthy Official Electronic Records Policy
- Leadership and Service
  - Completed the 2014 goals of the Foster City Employee Wellness Committee and developed goals for 2015

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

Initiatives

- Records Management

Improve our records management program

  - Continue to implement Citywide records management program
  - Continue to host semi-annual free the files day
  - Develop Records Management Training Program through Records Coordinator Users Group
  - Continue to manage off/on-site records inventory
  - Continue to image agreements and other vital records
  - Explore Meeting follow-up module in Sire
  - Develop 3-Month Calendar in Sire
  - Continue conducting Citywide Department Records Management Assessment for GARP compliance
- Transparent Communications

Improve Communication with the Community (staff, Council and public) through education and training

- Maintain on-demand video streaming/Explore Minutes Plus
- Research and upload Brown Act training video to the intranet for Council, Commission and Committees
- Attend Department Staff meetings for training in SIRE Document Management System and Agenda Plus
- Continue to conduct free elections
- Continue to respond to Public Records Act requests in a timely manner
- Implement Public Records Act Tracking system

➢ Sustainable Community

Improve business practices and reduce paper consumption

- Encourage the transmittal of records via e-platforms
- Encourage full participation of Sire Agenda to Go or other paperless format
- Implement Citywide EDMS Program – Phase II (Police Department)

➢ Customer Service

Provide professional & efficient service to the community

- Continue outreach data collection survey
- Implement Citywide EDMS Program
- Continue to develop Clerical Support Service Program for City Clerk /City Manager/ Finance/ Human Resources/ Fire/ Public Works/Community Development Departments
- Maintain City Hall Lobby/Information Center
- Continue to implement the Wellness Guidelines
- Conduct annual contract/insurance training at department staff meetings
- Research digital signatures

➢ Budget Management

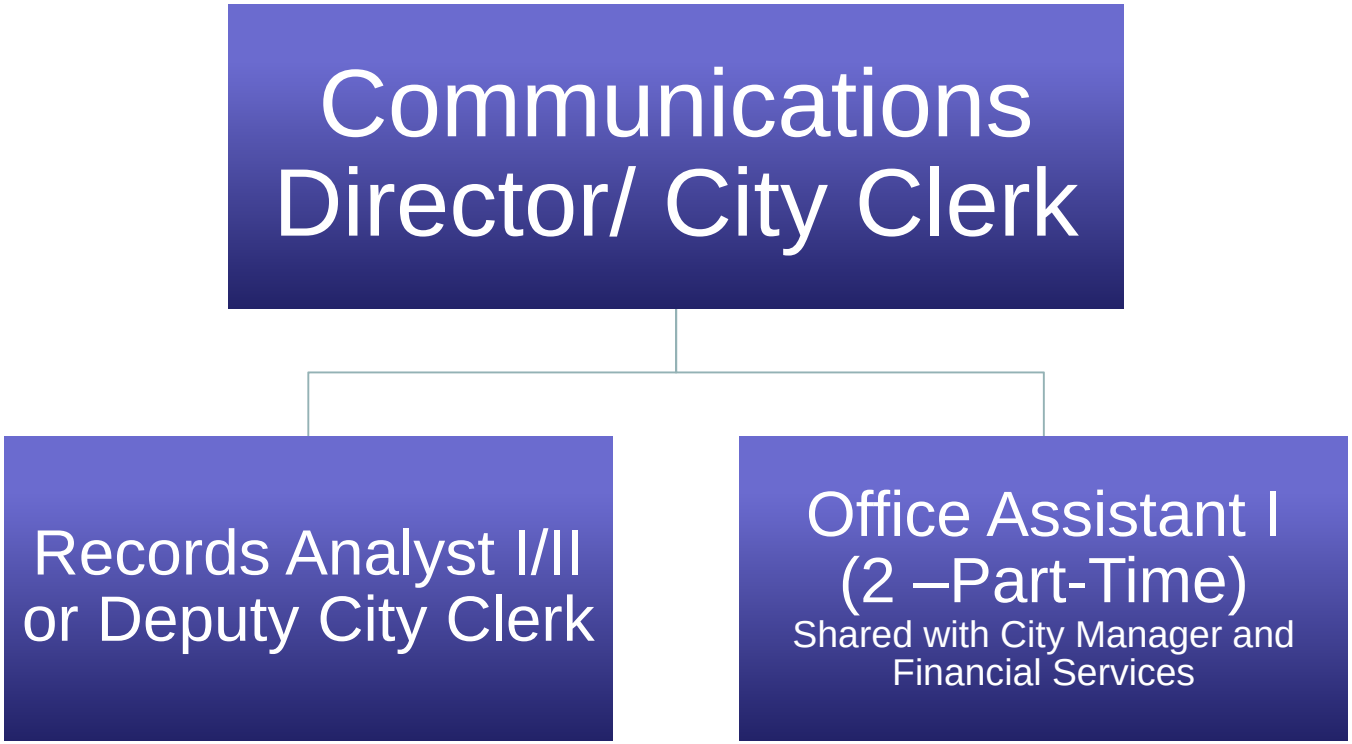
Maintain current level of service & stay within our budget

- Maintain Central Inventory for support departments
- Evaluate training/conferences
- Continue to implement the volunteer program
- Evaluate purchase of new postage machine
- Manage staff resources due to increase in projects as it relates to Council policy
- Coordinate free Shred Events with Free the Files Day – Records Management Program

CHANGES IN FINANCIAL RESOURCES REQUIRED

- The Municipal Elections budget was added to FY 2015-2016 budget for the General Municipal Election scheduled for November 3, 2015 ($24,604).
- With an all-mail ballot election, this may result in a cost savings.
- With the addition of the Communications Division, the FCTV operations budget formerly in the City Manager's Department has been moved to the Communications/City Clerk Department.
- Funding for the implementation of a public engagement plan has been included in the Communications Division ($14,000).
- The Communications Director/City Clerk position has been created to oversee the operations of the Communications/City Clerk Department ($23,160).

Communications/City Clerk Department



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 279,549	$ 279,549	$ 322,366
MUNICIPAL ELECTIONS	-	-	24,604
COMMUNICATIONS	-	-	46,644
TOTAL FOR COMMUNICATIONS/CITY CLERK	**$ 279,549**	**$ 279,549**	**$ 393,614**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 325,150	$ 325,150	$ 382,806
SERVICES AND SUPPLIES	22,475	22,475	109,375
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	347,625	347,625	492,181
INTERNAL SERVICES	51,730	51,730	70,125
Subtotal (Total Department Expenses before Reallocations)	399,355	399,355	562,306
REALLOCATIONS	(119,806)	(119,806)	(168,692)
TOTAL FOR COMMUNICATIONS/CITY CLERK	**$ 279,549**	**$ 279,549**	**$ 393,614**

DETAIL LINE ITEM REPORT

COMMUNICATIONS/CITY CLERK - ADMINISTRATION Account: 001-0210-411 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0210-411-4110	PERMANENT SALARIES	$196,800.00	$218,108.00
	Subtotal	**$196,800.00**	**$218,108.00**
001-0210-411-4111	ADDITIONAL CLERICAL ASSISTANT	$12,000.00	$0.00
001-0210-411-4111	CLERICAL ASSISTANTS (2)	$24,000.00	$0.00
001-0210-411-4111	OFFICE ASSISTANT I (35 HOURS)	$0.00	$44,000.00
	Subtotal	**$36,000.00**	**$44,000.00**
001-0210-411-4120	FRINGE BENEFITS	$91,600.00	$107,498.00
001-0210-411-4120	FRINGE FOR CLERICAL ASSISTANTS	$750.00	$0.00
001-0210-411-4120	FRINGE FOR OFFICE ASSISTANT I	$0.00	$13,200.00
	Subtotal	**$92,350.00**	**$120,698.00**
	Employee Services Total	**$325,150.00**	**$382,806.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0210-411-4520	COMPENSATED ABSENCES	$670.00	$744.00
	Subtotal	**$670.00**	**$744.00**
001-0210-411-4556	EQUIPMENT REPLACEMENT	$999.00	$723.00
	Subtotal	**$999.00**	**$723.00**
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	$24,744.00	$27,684.00
	Subtotal	**$24,744.00**	**$27,684.00**
001-0210-411-4569	BUILDING MAINTENANCE	$25,317.00	$25,890.00
	Subtotal	**$25,317.00**	**$25,890.00**
	Internal Services Total	**$51,730.00**	**$55,041.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	$8,200.00	$8,200.00

	Subtotal	**$8,200.00**	**$8,200.00**
001-0210-411-4242	POSTAGE EXPENSE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0210-411-4243	GENERAL OFFICE SUPPLIES	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-0210-411-4249	LEGAL ADVERTISING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	$2,400.00	$2,400.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	$2,000.00	$2,000.00
	Subtotal	**$4,400.00**	**$4,400.00**
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	$185.00	$185.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	$300.00	$300.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	$190.00	$190.00
	Subtotal	**$675.00**	**$675.00**
001-0210-411-4254	IIMC CONFERENCE/CCAC	$1,800.00	$2,000.00
	Subtotal	**$1,800.00**	**$2,000.00**
001-0210-411-4255	ARMA & OTHER CITY CLERK TRAINING	$500.00	$500.00
001-0210-411-4255	NOTARY TRAINING & CERTIFICATION RENEWAL	$400.00	$400.00
001-0210-411-4255	SIRE ROUNDTABLE/DOCUMENT MANAGEMENT TRAINING	$1,500.00	$1,500.00
	Subtotal	**$2,400.00**	**$2,400.00**
	Services and Supplies Total	**$22,475.00**	**$22,675.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	($59,903.00)	($69,078.00)
	Subtotal	**($59,903.00)**	**($69,078.00)**
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	($59,903.00)	($69,078.00)
	Subtotal	**($59,903.00)**	**($69,078.00)**
	Reallocation Total	**($119,806.00)**	**($138,156.00)**
	ADMINISTRATION Total	**$279,549.00**	**$322,366.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	$0.00	$150.00
	Subtotal	**$0.00**	**$150.00**
001-0220-414-4242	POSTAGE EXPENSE	$0.00	$150.00
	Subtotal	**$0.00**	**$150.00**
001-0220-414-4243	GENERAL OFFICE SUPPLIES	$0.00	$300.00
	Subtotal	**$0.00**	**$300.00**
001-0220-414-4249	LEGAL ADVERTISING	$0.00	$2,000.00
	Subtotal	**$0.00**	**$2,000.00**
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	$0.00	$550.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	$0.00	$32,000.00
	Subtotal	**$0.00**	**$32,550.00**
	Services and Supplies Total	**$0.00**	**$35,150.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	$0.00	($5,273.00)
	Subtotal	**$0.00**	**($5,273.00)**
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	$0.00	($5,273.00)
	Subtotal	**$0.00**	**($5,273.00)**
	Reallocation Total	**$0.00**	**($10,546.00)**
	MUNICIPAL ELECTIONS Total	**$0.00**	**$24,604.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0230-411-4556	EQUIPMENT REPLACEMENT	$0.00	$8,804.00
	Subtotal	**$0.00**	**$8,804.00**
001-0230-411-4569	BUILDNING MAINTENANCE (13% Cncl Chambers)	$0.00	$6,280.00
	Subtotal	**$0.00**	**$6,280.00**
	Internal Services Total	**$0.00**	**$15,084.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0230-411-4243	SUPPLIES FOR FCTV CHANNEL 27	$0.00	$250.00
	Subtotal	**$0.00**	**$250.00**
001-0230-411-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE	$0.00	$10,000.00
	Subtotal	**$0.00**	**$10,000.00**
001-0230-411-4251	PUBLIC ENGAGEMENT PROGRAM	$0.00	$14,000.00
001-0230-411-4251	VIDEO TECHNICIAN CONTRACT	$0.00	$26,000.00
	Subtotal	**$0.00**	**$40,000.00**
001-0230-411-4253	FCTV PROGRAM LICENSING	$0.00	$400.00
001-0230-411-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	$0.00	$750.00
	Subtotal	**$0.00**	**$1,150.00**
001-0230-411-4255	FCTV-RELATED TRAINING	$0.00	$150.00
	Subtotal	**$0.00**	**$150.00**
	Services and Supplies Total	**$0.00**	**$51,550.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0230-411-4496	ALLOCATION OF EXPENSES TO WATER	$0.00	($9,995.00)
	Subtotal	**$0.00**	**($9,995.00)**
001-0230-411-4497	ALLOCATION OF EXPENSES TO SEWER	$0.00	($9,995.00)
	Subtotal	**$0.00**	**($9,995.00)**

Reallocation Total	**$0.00**	**($19,990.00)**
COMMUNICATIONS Total	**$0.00**	**$46,644.00**

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City Attorney

DEPARTMENT DESCRIPTION

The City Attorney Department provides legal services, advice and assistance in the following issue areas: city ordinance development and enforcement, development issues, franchise agreements, utility rates, personnel and labor relations, public records act requests, contract review, city policies and procedures, liability claims and other legal matter arising from business operations. The City Attorney is a contract position.

MISSION STATEMENT

The mission of the City Attorney is to provide legal services and counsel to the City Council and City staff.

KEY INITIATIVES COMPLETED

The City Attorney continued to provide high quality services during FY 2014-15. During FY 2014-2015, the services of the City Attorney and other attorneys continued to be in high demand. Some major areas requiring attorney involvement included: employee negotiations, review of documents associated with projects proposed for development on private and City-owned property within the City, state mandated training for employees, code enforcement, other department-specific legal issues, drafting ordinance revisions and litigation.

INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

The budget estimate takes into account known upcoming cases and the on-going nature of items in the City Attorney's current caseload. However, due to the reactive nature of the City Attorney's work, increases may not be predictable.

CHANGES IN FINANCIAL RESOURCES REQUIRED

Funding of $50,000 was added to the City Attorney's budget for Municipal Code updates during Fiscal Year 2014-2015. This funding has been included again in Fiscal Year 2015-2016 as the updates are expected to continue.

Adjustments to the retainer for contractual services are based on the renewal terms of the City Attorney contract.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	494,750	494,750	494,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	494,750	494,750	494,750
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	494,750	494,750	494,750
REALLOCATIONS	(148,426)	(148,426)	(148,426)
TOTAL FOR CITY ATTORNEY	**$ 346,324**	**$ 346,324**	**$ 346,324**

DETAIL LINE ITEM REPORT

CITY ATTORNEY - CITY ATTORNEY Account: 001-0310-412 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0310-412-4251	CITY ATTORNEY CONTRACTUAL SERVICES	$354,000.00	$354,000.00
001-0310-412-4251	LEGAL SERVICES - MUNICIPAL CODE UPDATE	$50,000.00	$50,000.00
001-0310-412-4251	OTHER ATTORNEY SERVICES	$90,000.00	$90,000.00
	Subtotal	**$494,000.00**	**$494,000.00**
001-0310-412-4254	LEAGUE OF CALIFORNIA CITIES MEETINGS	$750.00	$750.00
	Subtotal	**$750.00**	**$750.00**
	Services and Supplies Total	**$494,750.00**	**$494,750.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0310-412-4496	ALLOCATION OF EXPENSES TO WATER	($74,213.00)	($74,213.00)
	Subtotal	**($74,213.00)**	**($74,213.00)**
001-0310-412-4497	ALLOCATION OF EXPENSES TO SEWER	($74,213.00)	($74,213.00)
	Subtotal	**($74,213.00)**	**($74,213.00)**
	Reallocation Total	**($148,426.00)**	**($148,426.00)**
	CITY ATTORNEY Total	**$346,324.00**	**$346,324.00**

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Human Resources

DEPARTMENT DESCRIPTION

The Human Resources Department is a dedicated, customer-oriented adviser that provides reliable, respectful, and honest counsel, striving to identify and implement the most comprehensive strategic solutions that balance the short - and long- term interests of the City's employees, operations, and community. The Department's overall objective is to provide quality service to employees in a collaborative, knowledgeable, friendly, and ethical manner.

The Human Resources Department is responsible for recruiting, retaining, and developing the "human capital" of the City. The Department manages the City's recruitment and selection process, workers' compensation, classification, compensation and benefits programs, labor relations and negotiations. Additionally, the Department ensures that the City complies with State and Federal employment laws and regulations. The Department provides training and other professional and organizational development programs, and helps build and maintain positive relationships with its employees and labor organizations. The Department is also responsible for providing consultation and advice regarding employee disciplinary and employment liability issues and overseeing the Employee Assistance Program (EAP), participation in the wellness committee, and working with other Departments on succession planning programs.

Finally, the Department is responsible for City-wide risk management initiatives, including the Self-Insurance Internal Services Fund.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0
HUMAN RESOURCES ANALYST	2.0	2.0	2.0
TOTAL EMPLOYEES	3.0	3.0	3.0

MISSION STATEMENT

It is the mission of the Human Resources Department to provide the following quality services to employees of Foster City: recruitment of qualified individuals; retention of valuable employees; training, development and education to promote individual success and increase overall value to the City; a safe and healthy working environment; inspiration and encouragement for a high level of employee morale through recognition, effective communication and feedback; resources for administering benefits, policies and procedures; and positive employee relations.

KEY INITIATIVES COMPLETED

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2014-2015. Some examples of key services provided include:

Training and Development

- Continued to actively provide administrative support for employee training offered through the San Mateo County Regional Training and Development Consortium for Public Agencies, Liebert Cassidy Whitmore, MHN, CalPERS, VALIC and ABAG
- Developed new finance workshops offered through the San Mateo County Regional Training and Development Consortium for Public Agencies
- Provided legally required and essential training to the Management Team to ensure a highly informed and well-rounded team.

Benefits

- Enhanced employee benefits: offered Foster City Dental and Vision to all employees;
- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans are met. Distributed the annual VALIC fee disclosure statements to participants, transitioned to a revenue neutral fee structure and added a 457(b) in-plan Roth conversion option.
- Working with IT, generated and distributed the annual employee benefits letter
- Ensured continued compliance with the Affordable Care Act
- Hosted an employee wellness fair which included medical, dental and vision insurance information
- Updated the orientation package for new employees
- Provided participating employees the option of transitioning from the California Voluntary Employee Benefits Trust Plan (VEBA) to an ICMA Retirement Health Savings Plan.
- Continued to oversee the FISH Committee's planning and organization of the two annual employee events
- Developed and implemented a part-time employees compensation and benefits plan

Labor Relations

- Continued to work closely with labor groups to reach a mutually beneficial resolution on interests/concerns.
- Met with the Finance Department to address payroll and language issues to reduce implementation problems due to MOU language
- Negotiated contracts with AFSCME, FCPOA and IAFF and a new Compensation and Benefits Plan with the Management Group.
- Adopted updated Personnel Rules and Regulations and Employer-Employee Resolutions.

Workers' Compensation

- Managed the workers' compensation program and resolved outstanding claims reducing by $100,000 the incurred cost of claims compared with open claims from the preceding year.
- Worked with The Cities Group to update the City-wide safety training program and policies.
- Provided a comprehensive Hepatitis B titer and vaccination program for all employees with potential exposure.
- Passed the annual safety audit with no major hazards identified.
- Transitioned to a new, efficient and cost effective occupational health service provider for pre-employment and DMV physicals.

Recruitment and Selection

- Successfully conducted 17 recruitments during 2014-2015, including executive recruitments for Director of Finance and Director of Public Works and provided four internships for college students.

Classification and Compensation

- Ensured continued compliance with the Affordable Care Act and continued the mandated monitoring and measuring process.
- Working with the Finance Department, prepared for the implementation of California's new sick leave law mandating paid sick leave for part-time employees effective July 1, 2015
- Assisted Department Heads on classification issues and analysis of staffing levels for the following departments: Finance, City Clerk, Parks and Recreation and Police.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

Key initiatives and service levels planned for FY 2015-2016 include the following:

- Continue the successful collaborative and comprehensive training program with the San Mateo County Regional Training and Development Consortium and continue to offer in-house training that supports organizational and employee development.
- Conduct effective on-boarding and terminating employee exit interviews
- Revitalize Employee Recognition Programs for staff.
- Continue to review and revise HR policies to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets regularly to review claims and maintain accountability of correcting identified hazards.
- Meet quarterly with Department Heads to review their department's open workers' compensation cases and annually to review City's Risk Management report.
- Work with departments to continue to update City job specifications and revise core competencies as needed.

- Develop and lead a mentoring program that supports employee training and development.
- Lead and support the continued development and implementation of a new performance management system based on the core competencies for each job classification. The resulting performance evaluations will give employees specific feedback directly related to their job performance, address performance issues constructively, and identify training and development courses for the next year.
- Vacancies are expected to occur throughout the organization due to the number of employees eligible for retirement. Continue a recruitment process that utilizes a robust, behavior-based assessment center system that closely links the knowledge, skills and abilities to the classification based on the core competencies for the position. Recruit and promote the best-qualified candidates.
- Update City job specifications. Review all classifications to ensure that the essential functions of the classification relates to the core competencies and specific duties of the position.
- Manage existing claims with the insurance pool to reduce exposure and work expeditiously to return employees to work.
- Continue to refine options for more cost effective employee benefits and monitor existing benefits for effectiveness.
- Conduct a Fair Labor Standards Act (FLSA) audit to ensure compliance for various work schedules.
- Conduct a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan and prepare for a contract extension with the current service provider or an RFP
- Manage existing Workers Compensation claims
- Participate in ongoing discussions regarding fire merger options.
- Initiate labor negotiations with IAFF and POA.

CHANGES IN FINANCIAL RESOURCES REQUIRED

As with Calopps, 5% of the Human Resources Director time and 20% of one Human Resources Analyst time will be charged to the new Bay Area Employee Relations Services (BAERS) Fund. Otherwise, there are no significant changes in financial resources to achieve the FY 2015-2016 initiatives.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 454,300	$ 454,300	$ 438,600
SERVICES AND SUPPLIES	103,480	103,480	108,980
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	557,780	557,780	547,580
INTERNAL SERVICES	52,566	52,566	59,710
Subtotal (Total Department Expenses before Reallocations)	610,346	610,346	607,290
REALLOCATIONS	(183,104)	(183,104)	(182,188)
TOTAL FOR HUMAN RESOURCES	**$ 427,242**	**$ 427,242**	**$ 425,102**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1210-415-4110	PERMANENT SALARIES	$330,900.00	$313,000.00
	Subtotal	**$330,900.00**	**$313,000.00**
001-1210-415-4120	FRINGE BENEFITS	$123,400.00	$125,600.00
	Subtotal	**$123,400.00**	**$125,600.00**
	Employee Services Total	**$454,300.00**	**$438,600.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1210-415-4520	COMPENSATED ABSENCES	$1,130.00	$1,100.00
	Subtotal	**$1,130.00**	**$1,100.00**
001-1210-415-4556	EQUIPMENT REPLACEMENT	$0.00	$2,550.00
	Subtotal	**$0.00**	**$2,550.00**
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$28,976.00	$33,091.00
	Subtotal	**$28,976.00**	**$33,091.00**
001-1210-415-4569	BUILDING MAINTENANCE	$22,460.00	$22,969.00
	Subtotal	**$22,460.00**	**$22,969.00**
	Internal Services Total	**$52,566.00**	**$59,710.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1210-415-4240	EMPLOYEE POTLUCK LUNCHES	$500.00	$500.00
001-1210-415-4240	EMPLOYEE RECOGNITION PROGRAMS	$2,150.00	$2,150.00
001-1210-415-4240	GYM MAINTENANCE	$0.00	$500.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	$1,700.00	$1,700.00
001-1210-415-4240	WELLNESS / HEALTH SCREENINGS	$0.00	$2,000.00
	Subtotal	**$4,350.00**	**$6,850.00**

001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS	$1,750.00	$1,750.00
	Subtotal	**$1,750.00**	**$1,750.00**
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES	$3,000.00	$6,000.00
001-1210-415-4249	RECRUITMENT ADVERTISING	$500.00	$500.00
001-1210-415-4249	RECRUITMENT EXPENSES	$500.00	$500.00
001-1210-415-4249	STATE DOJ FINGERPRINTING SERVICES	$2,500.00	$2,500.00
001-1210-415-4249	WRITTEN EXAMS/JOINT TESTING EXPENSES	$500.00	$500.00
	Subtotal	**$7,000.00**	**$10,000.00**
001-1210-415-4251	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS	$4,000.00	$4,000.00
001-1210-415-4251	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE	$8,000.00	$8,000.00
001-1210-415-4251	EMPLOYEE RELATIONS SERV.-COMP/CLASS SURVEY SERVICE	$8,500.00	$8,500.00
001-1210-415-4251	LEGAL SERVICES	$20,000.00	$20,000.00
001-1210-415-4251	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	$3,500.00	$3,500.00
001-1210-415-4251	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	$5,000.00	$5,000.00
	Subtotal	**$49,000.00**	**$49,000.00**
001-1210-415-4253	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	$300.00	$300.00
001-1210-415-4253	HR PROFESSIONAL MEMBERSHIP DUES	$500.00	$500.00
001-1210-415-4253	NCC-IPMA MEMBERSHIP	$80.00	$80.00
	Subtotal	**$880.00**	**$880.00**
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS	$1,000.00	$1,000.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	$750.00	$750.00
001-1210-415-4254	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	$250.00	$250.00
001-1210-415-4254	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	$1,000.00	$1,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT	$29,000.00	$29,000.00
001-1210-415-4255	SAFETY TRAINING	$1,500.00	$1,500.00

	Subtotal	**$30,500.00**	**$30,500.00**
	Services and Supplies Total	**$103,480.00**	**$108,980.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	($91,552.00)	($91,094.00)
	Subtotal	**($91,552.00)**	**($91,094.00)**
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	($91,552.00)	($91,094.00)
	Subtotal	**($91,552.00)**	**($91,094.00)**
	Reallocation Total	**($183,104.00)**	**($182,188.00)**
	ADMINISTRATION Total	**$427,242.00**	**$425,102.00**

Financial Services/City Treasurer

DEPARTMENT DESCRIPTION

The Financial Services/City Treasurer Department is responsible to provide timely and accurate financial information and reports and provide high quality services to the community and all operating departments. The Department is responsible for the control of all financial activities of the City/District and the Successor Agency of the former Community Development Agency, including the disbursement of financial resources and ensuring that adequate resources are available.

- The Administration Division oversees cash and investment management, budgeting, financial reporting, design and evaluates internal control, and formulation of financial policy for the City/District and the Successor Agency of the former Community Development Agency.
- The General Accounting Division is responsible for general ledger, cashiering, capital assets, accounts payable, payroll, annual audits, and preparation of the Comprehensive Annual Financial Report (CAFR), Annual State Controller's reports, Annual Government Compensation in California Report (GCC), and other external and internal financial reports.
- The Utility Accounting Division is responsible for water/wastewater billing, collection, and works in conjunction with Public Works Maintenance for integration of meter reading data.
- The Taxes and Licenses Division is responsible for processing business license applications and collecting business license taxes; process accounts receivable billing; and perform collections on delinquent accounts.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
FINANCE DIRECTOR/CITY TRESURER	1.0	1.0	1.0
ASSISTANT FINANCE DIRECTOR	0.0	0.0	1.0
ACCOUNTING MANAGER	2.0	2.0	1.0
ACCOUNTANT	0.0	0.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
SR ACCT SPEC/ACCT SPEC	4.0	4.0	4.0
Total Full-Time Employees	8.0	8.0	9.0
Part-Time Employees			
OFFICE ASSISTANT I	0.0	0.0	0.6
Total Part-Time Employees	0.0	0.0	0.6
TOTAL EMPLOYEES	8.0	8.0	9.6

MISSION STATEMENT

The mission of the Financial Services/City Treasurer Department is to manage the City/District's financial resources responsibly, responsively and effectively.

STRATEGIC PLAN

Administration

- Participate in annual budget preparation.
- Monitor investments to ensure compliance with State investment Codes and City/District's Investment Policy.
- Monitor adequate cash flow and prepare investment reports.
- Ensure all City/District's revenues are collected and safely deposited.
- Formulate internal controls policy to safeguard City/District's assets and continue ongoing monitoring.
- Issue financial reports in compliance with General Accepted Accounting Principles and Government Accounting Standards Board requirements.
- Select a financial Advisor to provide advisory services for the financing of a 20-year capital improvement upgrade of the District's 25% jointly owned Wastewater Treatment Plant (WWTP) with the City of San Mateo.
- Issue bonds and/or other financing for the District's share of WWTP capital improvement upgrades.

General Accounting

- Prepare Comprehensive Annual Financial Report (CAFR) and State Controllers Reports.
- Maintain governmental accounting system.
- Review and process payroll and accounts payable with proper authorization.
- Monitor and prepare accounting for City's housing program financial activities.
- Assist independent auditors during annual audits.
- Prepare accurate and timely financial reports.

Utility

- Monitor the implementation of mandatory 25% water reduction as issued by the State Governor.
- Introduce and promote customer online bill pay to enhance efficiency.
- Assist customers in accessing consumption history online.

Taxes and Licenses

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

KEY INITIATIVES COMPLETED

The Financial Services/City Treasurer Department continued to provide high quality services during FY 2014-2015.

Administration

- Participated in annual budget preparation.
- Provided financial analysis and recommendations on major projects.
- Supported policy formation and administrative programs to all operating departments.
- Implemented Positive Pay for the City/District's bank accounts.
- Completed bi-annual actuarial update of Longevity and PEMCHA plans.
- Transferred treasury functions from City Manager/City Treasurer when the Finance Director was appointed as City Treasurer in January 2015.

General Accounting

- Completed the preparation of City/District Comprehensive Annual Financial Report.
- Received Certificate of Achievement for Excellent in Financial Reporting from the Government Finance Officers Association.
- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Reviewed and monitored banking and financial processing fees to reduce cost.
- Prepared, issued and filed annual 1099 and W-2 forms.

Utility

- Completed an updated rate study of water and wastewater rates for FY 2015-2016 and implemented a conservation-based water rate model for residential and irrigation customers.
- Continue to provide assistance to customers on the use of Meter Data Management Portal to obtain hour to hour water consumption information.
- Billed irrigation accounts for landscape over-usage.

Taxes and Licenses

- Implemented the 2nd year of a 3 year provision for the Measure U business license tax Ordinance passed by the voters of Foster City in November 2013.
- Monitored and collected land leases, rents and loan agreements.
- Assisted public works in reviewing waste discharge permit listing and incorporated waste

discharge permit application as part of business license process.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

The key initiatives planned for FY 2015-2016 include the following.

- Continue to provide leadership training opportunities for succession plan.
- Provide annual workshop to familiarize operating department staff in processing purchase requests.
- Provide internal cross training for backup and support.
- Implement Government Accounting Standards Board (GASB) 68 Accounting and Finance Reporting Pensions.
- Partner with Human Resources Department to implement Affordable Care Act (ACA) reporting requirements.

CHANGES IN FINANCIAL RESOURCES REQUIRED

In FY 2014-2015, the City Council approved a restructuring of the Financial Services/City Treasurer Department by revising one of the two existing Accounting Manager positions to the position of Assistant Finance Director and added a new position of Accountant I/II and a part-time Office Assistant. Supplemental appropriations for the necessary funding were also authorized for the year. The restructuring provided the department with a broader distribution of critical job functions and added additional professional and clerical accounting support to the organization and to provide enhanced customer service. The restructure has been incorporated into the FY 2015-2016 budget.

Financial Services/City Treasurer Department

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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 321,004	$ 321,004	$ 335,082
GENERAL ACCOUNTING	414,379	518,379	537,694
TAXES & LICENSES	87,934	87,934	103,422
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	**$ 823,317**	**$ 927,317**	**$ 976,198**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,091,700	$ 1,195,700	$ 1,323,800
SERVICES AND SUPPLIES	174,100	174,100	175,865
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,265,800	1,369,800	1,499,665
INTERNAL SERVICES	138,668	138,668	154,604
Subtotal (Total Department Expenses before Reallocations)	1,404,468	1,508,468	1,654,269
REALLOCATIONS	(581,151)	(581,151)	(678,071)
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	**$ 823,317**	**$ 927,317**	**$ 976,198**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 001-1110-415 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1110-415-4110	PERMANENT SALARIES	$252,300.00	$259,700.00
	Subtotal	**$252,300.00**	**$259,700.00**
001-1110-415-4120	FRINGE BENEFITS	$106,900.00	$116,800.00
	Subtotal	**$106,900.00**	**$116,800.00**
	Employee Services Total	**$359,200.00**	**$376,500.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1110-415-4520	COMPENSATED ABSENCES	$860.00	$900.00
	Subtotal	**$860.00**	**$900.00**
001-1110-415-4544	VEHICLE REPLACEMENT	$6,876.00	$7,033.00
	Subtotal	**$6,876.00**	**$7,033.00**
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	$19,162.00	$22,073.00
	Subtotal	**$19,162.00**	**$22,073.00**
001-1110-415-4569	BUILDING MAINTENANCE	$6,668.00	$6,819.00
	Subtotal	**$6,668.00**	**$6,819.00**
	Internal Services Total	**$33,566.00**	**$36,825.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1110-415-4241	COPIES FOR CORRESPONDENCE. AGENDAS, ETC.	$500.00	$500.00
001-1110-415-4241	PRINTING OF PRELIMINARY AND FINAL BUDGET	$2,000.00	$2,000.00
	Subtotal	**$2,500.00**	**$2,500.00**
001-1110-415-4242	POSTAGE FOR LETTERS, PACKAGES, ETC.	$1,000.00	$500.00
	Subtotal	**$1,000.00**	**$500.00**
001-1110-415-4243	OFFICE SUPPLIES	$1,500.00	$1,500.00

	Subtotal	**$1,500.00**	**$1,500.00**
001-1110-415-4249	NEWSPAPER NOTICES	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
001-1110-415-4251	AUDIT FEES	$52,000.00	$52,000.00
001-1110-415-4251	PRINTING OF CAFR REPORT	$1,500.00	$1,500.00
001-1110-415-4251	TEMPORARY HELP	$2,500.00	$2,500.00
	Subtotal	**$56,000.00**	**$56,000.00**
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	$100.00	$155.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	$120.00	$120.00
001-1110-415-4253	GASB SUBSCRIPTIONS	$215.00	$215.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION	$225.00	$225.00
	Subtotal	**$660.00**	**$715.00**
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	$600.00	$600.00
001-1110-415-4254	GFOA ANNUAL CONFERENCE	$0.00	$1,600.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	$600.00	$600.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	$150.00	$150.00
	Subtotal	**$1,350.00**	**$2,950.00**
001-1110-415-4255	GFOA TRAINING	$2,500.00	$900.00
	Subtotal	**$2,500.00**	**$900.00**
	Services and Supplies Total	**$65,810.00**	**$65,365.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	($68,786.00)	($71,804.00)
	Subtotal	**($68,786.00)**	**($71,804.00)**
001-1110-415-4497	ALLOCATION OF EXPENSES TO SEWER	($68,786.00)	($71,804.00)
	Subtotal	**($68,786.00)**	**($71,804.00)**
	Reallocation Total	**($137,572.00)**	**($143,608.00)**
	ADMINISTRATION Total	**$321,004.00**	**$335,082.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1120-415-4110	PERMANENT SALARIES	$368,000.00	$477,600.00
	Subtotal	**$368,000.00**	**$477,600.00**
001-1120-415-4120	FRINGE BENEFITS	$157,500.00	$216,400.00
	Subtotal	**$157,500.00**	**$216,400.00**
	Employee Services Total	**$525,500.00**	**$694,000.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1120-415-4520	COMPENSATED ABSENCES	$1,270.00	$1,700.00
	Subtotal	**$1,270.00**	**$1,700.00**
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	$38,325.00	$44,146.00
	Subtotal	**$38,325.00**	**$44,146.00**
001-1120-415-4569	BUILDING MAINTENANCE	$13,336.00	$13,638.00
	Subtotal	**$13,336.00**	**$13,638.00**
	Internal Services Total	**$52,931.00**	**$59,484.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-1120-415-4242	POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL)	$2,150.00	$2,650.00
	Subtotal	**$2,150.00**	**$2,650.00**
001-1120-415-4243	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	$650.00	$650.00
001-1120-415-4243	AP SIG CARD	$500.00	$800.00
001-1120-415-4243	CALCULATORS (2)	$200.00	$200.00
001-1120-415-4243	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	$800.00	$800.00
001-1120-415-4243	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	$2,250.00	$2,250.00

001-1120-415-4243	PAYROLL CHECKS & W2	$1,000.00	$1,000.00
001-1120-415-4243	PAYROLL WINDOW ENVELOPES	$300.00	$300.00
	Subtotal	**$5,700.00**	**$6,000.00**
001-1120-415-4246	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	$650.00	$650.00
001-1120-415-4246	WHEELWRITER	$150.00	$150.00
	Subtotal	**$800.00**	**$800.00**
001-1120-415-4253	MEMBERSHIP FOR CSMFO	$110.00	$120.00
	Subtotal	**$110.00**	**$120.00**
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	$600.00	$900.00
001-1120-415-4254	MISCELLANEOUS MEETING	$180.00	$180.00
	Subtotal	**$780.00**	**$1,080.00**
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
	Services and Supplies Total	**$13,540.00**	**$14,650.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	($88,796.00)	($115,220.00)
	Subtotal	**($88,796.00)**	**($115,220.00)**
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	($88,796.00)	($115,220.00)
	Subtotal	**($88,796.00)**	**($115,220.00)**
	Reallocation Total	**($177,592.00)**	**($230,440.00)**
	GENERAL ACCOUNTING Total	**$414,379.00**	**$537,694.00**

FINANCIAL SERVICES - UTILITY ACCOUNTING Account: 001-1130-415 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1130-415-4110	PERMANENT SALARIES	$72,100.00	$74,200.00

	Subtotal	**$72,100.00**	**$74,200.00**
001-1130-415-4111	OFFICE ASSISTANT I (12.5 Hours/week)	$0.00	$16,000.00
	Subtotal	**$0.00**	**$16,000.00**
001-1130-415-4120	FRINGE BENEFITS	$31,400.00	$34,300.00
001-1130-415-4120	FRINGE FOR OFFICE ASSISTANT I	$0.00	$4,700.00
	Subtotal	**$31,400.00**	**$39,000.00**
	Employee Services Total	**$103,500.00**	**$129,200.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1130-415-4520	COMPENSATED ABSENCES	$255.00	$260.00
	Subtotal	**$255.00**	**$260.00**
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	$28,744.00	$33,110.00
	Subtotal	**$28,744.00**	**$33,110.00**
001-1130-415-4569	BUILDING MAINTENANCE	$10,002.00	$10,229.00
	Subtotal	**$10,002.00**	**$10,229.00**
	Internal Services Total	**$39,001.00**	**$43,599.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-1130-415-4242	POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	$500.00	$500.00
001-1130-415-4243	MAILING AND RETURN ENVELOPES	$200.00	$200.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	$500.00	$500.00
	Subtotal	**$1,200.00**	**$1,200.00**
001-1130-415-4251	BANK DRAFT FEES	$4,800.00	$4,800.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES	$1,000.00	$1,000.00
001-1130-415-4251	ONLINE ACH TRANSACTION FEES	$1,800.00	$1,900.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES	$37,000.00	$39,000.00

001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	$38,000.00	$37,000.00
	Subtotal	**$82,600.00**	**$83,700.00**
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
	Services and Supplies Total	**$85,800.00**	**$86,900.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	($132,651.00)	($154,629.00)
001-1130-415-4496	REALLOCATION OF CC TRANSACTION FEES - WATER	($19,400.00)	($19,400.00)
	Subtotal	**($152,051.00)**	**($174,029.00)**
001-1130-415-4497	ALLOCATION OF EXPENSES TO SEWER	($56,850.00)	($66,270.00)
001-1130-415-4497	REALLOCATION OF CC TRANSACTION FEES - SEWER	($19,400.00)	($19,400.00)
	Subtotal	**($76,250.00)**	**($85,670.00)**
	Reallocation Total	**($228,301.00)**	**($259,699.00)**
	UTILITY ACCOUNTING Total	**$0.00**	**$0.00**

FINANCIAL SERVICES - TAXES & LICENSES Account: 001-1140-415 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-1140-415-4110	PERMANENT SALARIES	$72,100.00	$70,700.00
	Subtotal	**$72,100.00**	**$70,700.00**
001-1140-415-4111	OFFICE ASSISTANT I (12.5 Hours/week)	$0.00	$16,000.00
	Subtotal	**$0.00**	**$16,000.00**
001-1140-415-4120	FRINGE BENEFITS	$31,400.00	$32,700.00
001-1140-415-4120	FRINGE FOR OFFICE ASSISTANT I	$0.00	$4,700.00
	Subtotal	**$31,400.00**	**$37,400.00**
	Employee Services Total	**$103,500.00**	**$124,100.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1140-415-4520	COMPENSATED ABSENCES	$255.00	$250.00
	Subtotal	**$255.00**	**$250.00**
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	$9,581.00	$11,036.00
	Subtotal	**$9,581.00**	**$11,036.00**
001-1140-415-4569	BUILDING MAINTENANCE	$3,334.00	$3,410.00
	Subtotal	**$3,334.00**	**$3,410.00**
	Internal Services Total	**$13,170.00**	**$14,696.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	$500.00	$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	$1,500.00	$1,500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION	$300.00	$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	$1,000.00	$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	$200.00	$200.00
	Subtotal	**$3,500.00**	**$3,500.00**
001-1140-415-4251	MRC SALES TAX AUDIT	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-1140-415-4254	MISCELLANEOUS MEETINGS	$150.00	$150.00
	Subtotal	**$150.00**	**$150.00**
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$8,950.00**	**$8,950.00**

Reallocation	Approved 2014-2015	Requested 2015-2016

001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	($18,843.00)	($22,162.00)
	Subtotal	**($18,843.00)**	**($22,162.00)**
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER	($18,843.00)	($22,162.00)
	Subtotal	**($18,843.00)**	**($22,162.00)**
	Reallocation Total	**($37,686.00)**	**($44,324.00)**
	TAXES & LICENSES Total	**$87,934.00**	**$103,422.00**

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Parks and Recreation

DEPARTMENT DESCRIPTION

The Parks and Recreation Department consists of four different divisions: Parks; Recreation; Building Maintenance, and Vehicle Maintenance. The Department exists to build and create community through people, parks and programs.

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

- Foster City has a parks and recreation system of which we are rightfully proud. Our Strategic Plan is our vision to protect our heritage and provide guidance in making parks and recreation services that are available to all, and our plan perhaps leaves a legacy for our children that is better than our inheritance.

- We have the parks system we have today because of a legacy of leadership and public support from the past. Each generation has had to recommit its own share of energy and resources to keep our system growing and responsive to emerging needs.

- Foster City's parks, public spaces, facilities, and recreational space give life and beauty to the City. These essential assets connect people to place, self, and others. Foster City's residents will treasure and care for this legacy, building on the past to provide for future generations.

FOSTER CITY
PARKS AND RECREATION

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0
PARKS MANAGER	2.0	2.0	2.0
RECREATION MANAGER	1.0	1.0	1.0
RECREATION COORDINATOR	5.0	5.0	5.0
BUILDING/VEHICLE MANAGER	1.0	1.0	1.0
MECHANIC I	1.0	1.0	1.0
EQUIP. MAINT. WORKER	1.0	1.0	1.0
BUILDING/VEHICLE MAINTENANCE WORKE	1.0	1.0	1.0
PARKS MAINTENANCE LEAD WORKER	4.0	4.0	4.0
PARKS MAINTENANCE WORKER I/II	11.0	11.0	11.0
MANAGEMENT ASSISTANT	0.0	0.0	1.0
ADMINISTRATIVE SECRETARY	4.0	4.0	3.0
FACILITY MAINTENANCE WORKER II	3.0	3.0	3.0
BUILDING SERVICES COORDINATOR	1.0	1.0	1.0
Total Full-time Employees	36.0	36.0	36.0
Part-Time Employees			
RECREATION LEADER III (6)	3.0	3.0	3.0
RECREATION LEADER II (14)	7.0	7.0	7.0
RECREATION LEADER I (14)	7.2	7.2	7.2
BUILDING SERVICES ASSISTANT (10)	6.0	6.0	6.0
BLDG SERVICES COORDINATOR ASNT	0.5	0.75	0.75
PARKS MAINTENANCE WORKER (1)	0.5	0.5	0.5
Total Part-time Employees	24.2	24.5	24.5
TOTAL EMPLOYEES	60.2	60.5	60.5

MISSION STATEMENT

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

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

- Provide high-quality parks and recreation facilities
- Provide high-quality recreational programs
- Manage all City buildings and facilities
- Provide a safe and efficient vehicle fleet
- Create and maintain effective organizational processes
- Recruit, support, retain, and challenge great employees

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

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

Our Department is focused on achieving the following community outcomes:

- Strengthen community image and sense of place
- Support economic development

- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Brand Foster City as a great place to live, work, and play
- Protect environmental resources
- Facilitate community problem solving
- Provide recreational experiences
- Conduct fiscal responsibility

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

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

STRATEGIC PLAN

The Department strategic goals in FY 2015-2016 include:

1. Parks Division – provide safe, clean, and attractive parks throughout the community
2. Recreation Division – offer high quality recreation programs using a variety of different delivery modes for all age groups and all interests
3. Building Maintenance Division – Provide safe, secure, and clean places for Foster City employees and the community
4. Vehicle Maintenance Division – provide a safe and efficient City vehicle fleet
5. Organization – create a dynamic organization committed to an ongoing process of innovation

Ongoing measurement of these goals is provided in the annual Park and Building Audits as well the Department Quarterly Reports.

KEY INITIATIVES COMPLETED

Parks

- Continuing efforts in water conservation through diligent monitoring and adjustments of Parks irrigation - Central Irrigation System - Reduced water usage through synthetic turf field installations
- Park Infrastructure improvement
  - Substantially Completed Construction phase of Bridgeview and Shorebird Parks (CIP 633 & 634)
  - Park Signs Phase I completed (Leo J. Ryan, Catamaran, Marlin, Gull, and Sea Cloud) (CIP 641). Additional park signs are on order for: Shorebird, Bridgeview, Baywinds, and Boat Park.
  - Baywinds Park Construction completed and closed out
  - Edgewater Park Synthetic Turf Soccer and Softball Field installation completed and closed out
  - S-3 Synthetic Turf Warranty item replacement and sub-surface grading completed

- Easements substantially completed (Corp Yard, Boat Park, Gateshead, Sea Cloud Plum Island)
- Updated the Divisions 5-10 year CIP analysis

- Redeployment of staff and enhanced staff efficiencies associated with expansion of synthetic turf fields supplemented with contractual services

Recreation

- Fully funded Summer Concert Series, totally approximately $18,000
- Reduction of the transfer from the General Fund to $181,342 at the close of FY 2013-2014, doubling the decrease in General Fund subsidy since five years ago
- Processed over 2,000 facility and park permits
- Three staff completed Coastside Operation Cohesive Capability – a multi-agency coordination training exercise on a large scale evacuation and setting up a shelter
- Continued to engage community residents in local parks with dinner and family games through the Neighbor Night Program – a fully funded program
- The VIBE offered a fully funded Family Enrichment Series through a grant from Gilead which educated approximately 100 parents on relevant topics facing families today (third annual series)
- Began efforts to build a sustainable group of rose pruning volunteers with the outreach assistance of existing rose volunteers and Department staff
- Use of electronic signboard to promote events and enhance traffic safety around events
- Completed grant reporting for project at East Third Avenue and sought out additional grants for the expansion of the Bocce Ball Courts
- Expanded concession operations with the addition on Off the Grid at Leo Ryan Park, Baywinds Park, and Shorebird Park
- Revamped the seasonal brochure of recreation classes, The Guide, with a new look, feel, and evolved content

Buildings

- Tested or repaired nine backflows at all buildings
- Painted multiple rooms in the Recreation Center
- Installed hands free faucets and soap dispenser in Community Center bathrooms
- With San Mateo County Energy Watch, conducted Energy Efficiency Audits of City-owned buildings; identified opportunities and installed multiple HVAC units, boilers, and on demand hot water heaters in City Hall, Fire Department, Police Department, Community Center/Library, and Recreation Center
- Conducted comprehensive inspection and established maintenance program for the Fire Training Tower in preparation for shared services chargebacks
- Provided information and assistance to the Regional Renewable Energy Procurement project

related to the installation of Solar Photovoltaic panels at the Community Center/Library completed in April 2015

Vehicles

- Worked with the City of San Mateo building joint specifications for the fire truck and to purchase one fire truck for Foster City.
- Researched electric vehicle options for City fleet and purchasing a Ford Focus Electric Vehicle
- Built three Police Interceptor Utility Vehicles for the Police Department
- Conducted approximately 380 regularly scheduled vehicle services

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

The major initiatives for the Department in FY 2015-2016 include:

1. Parks Division
   - The completion and close out of all major Capital Improvement Projects
   - Install three park signs for new parks
   - Update the 5-10 year CIP analysis
   - Explore for discussion purposes the development of the 19 acres at Sea Cloud Park that are currently classified as bay wetlands
   - Finalize and address warranty issues associated with the synthetic surface soccer field at Catamaran Park
   - Explore the efficiencies of at least one additional synthetic surface field at Sea Cloud/ S-1, S-2, B1
   - Continue water conservation methods through conversion of lawn areas to synthetic or drought tolerant plant material
   - Refurbish Sports Wall of Fame
   - Replace roof on Boothbay and Catamaran restrooms
   - Park pathway renovations at Boothbay, Edgewater, Shad Parks and Constitution walkway
   - Refinish/ re-seal boardwalk at Leo J. Ryan park and add permanent goose fencing.
   - Convert park pathway lights to LED lamps at Shad, Sunfish, Turnstone, Boat, Pilgrim, and Constitution
   - Paint restrooms at Sea Cloud, Catamaran, Boothbay, Edgewater, Port Royal, Marlin, Gull, Leo J. Ryan as needed.
   - Adding synthetic turf maintenance to Baywinds Park, Edgewater, Amphitheatre, Boat House and bulkhead turf area
   - Replace playgrounds at Ketch and Catamaran Parks
   - Add synthetic turf on beach at Catamaran

- Staff recruitment to backfill vacant Maintenance Worker position

2. Recreation Division
   - Increased program utilization and partnerships to decrease subsidy and increase revenues.
   - Utilization of technology/social media and new recreation software system to assist in evaluation of on-line registration and activity guide
   - Maintain Foundation as a major funding source
   - Manage comprehensive city concession program
   - Generate community perspective on health and wellness and Recreation role - Positioning
3. Building/Vehicle Division
   - Perform HVAC installation in the Senior Wing of Recreation Building
   - Perform painting of Senior Wing in Recreation Center
   - Quarterly check in of extensive building safety audits
   - Coordinate purchase of fire truck and Public Works Jet Truck in FY 2015-2016
   - Assessment of city unleaded/diesel fuel systems
4. The Department of Parks and Recreation
   - Director of Parks and Recreation to lead partnership component via the Chamber of Commerce
   - Department secession plan including full time and part time staff
   - Director to engage in activities that promote economic/ environmental/ social equity in the City
   - Engaged staff on the continual development of customer service and enhancing the public experience with each encounter

CHANGES IN FINANCIAL RESOURCES REQUIRED

Parks

- Water/Meter/Sewer – Water rates will be increasing in the coming fiscal year. The combined budget for water and meter charges is currently $570,000. The total meter charges for FY 2015-2016 are $120,000. The water rate increase of 42% is $189,000. Taking into consideration: Consumption decrease by mandated reductions; savings from Edgewater Turf field; additional charges for three new parks for irrigation, -meters and for restrooms -water, -meters, and sewer, -the Parks Maintenance Division requires an increase of $85,000 to maintain the parks system ($85,000).
- Janitorial Supplies – for three new parks as well as increased usage in other parks ($39,000).

- Landscape Supplies – for three additional park sites/ picnic areas/ and rose maintenance equipment ($31,000).
- LED Lighting – for converting pathway lighting to LED in approximately 8 parks. Phase 1 ($20,000).
- Synthetic Turf Maintenance – for adding Edgewater, Baywinds Park, Amphitheatre, Boat house, bulk-head turf areas ($12,000).
- Backflow Testing – for contractual service to test, repair and certify our 165 backflows, as mandated by State of California Health Department ($35,000).
- CIS – for repairs on 5-10 Central Irrigation System computer components on an annual basis throughout our 29 controllers at 25 park sites ($7,000).

Recreation

Personnel

- Management Assistant, Recreation Administration – With the reduction in Management staff, more high-level administrative duties are being delegated to Administrative Assistants, including oversight of interns and other part-time administrative staff, corresponding with volunteers and organizing meetings and assisting with special events and meeting materials ($5,000).
- Part-time Staff Salaries – as a result of the change to the School District calendar, the Recreation Division will plan an additional five to six weeks of Extended Care programs to accommodate families with alternative care for children; $20,000 off-setting revenue ($10,000).
- Part-time Staff Salaries, Facilities – Based on use of part-time staff to support Department administrative functions, facility rentals, and set up and monitor large events in the Lagoon Room; $11,000 off-setting revenue associated with Building Attendant operation hours coverage and increase to Master Fees ($18,000).
- Part-time Staff Benefits, Facilities – Benefit costs associated with part-time staff salaries ($5,750).
- Part-time Staff Benefits, Senior Programs – Benefit costs associated with part-time staff salaries ($5,700).
- Part-time Staff Salaries, Senior Programs –this position was approved for 23 hours per week in September 2014, a correction that had to be made in order to compensate for attendance of Senior Trips which often make the work week longer than 20 hours for this position ($2,500).

Supplies and Services

- Special Events, Contracts – to acquire permitting through the San Mateo County Environmental Health Department and increase in costs associated with Summer Concerts contracts ($5,000).
- Youth Contracts Classes, Contracts – as a result of the change to the School District calendar, the

Recreation Division will plan an additional five to six weeks of camp to accommodate families with alternative care for children; $70,000 off-setting revenue ($50,000).

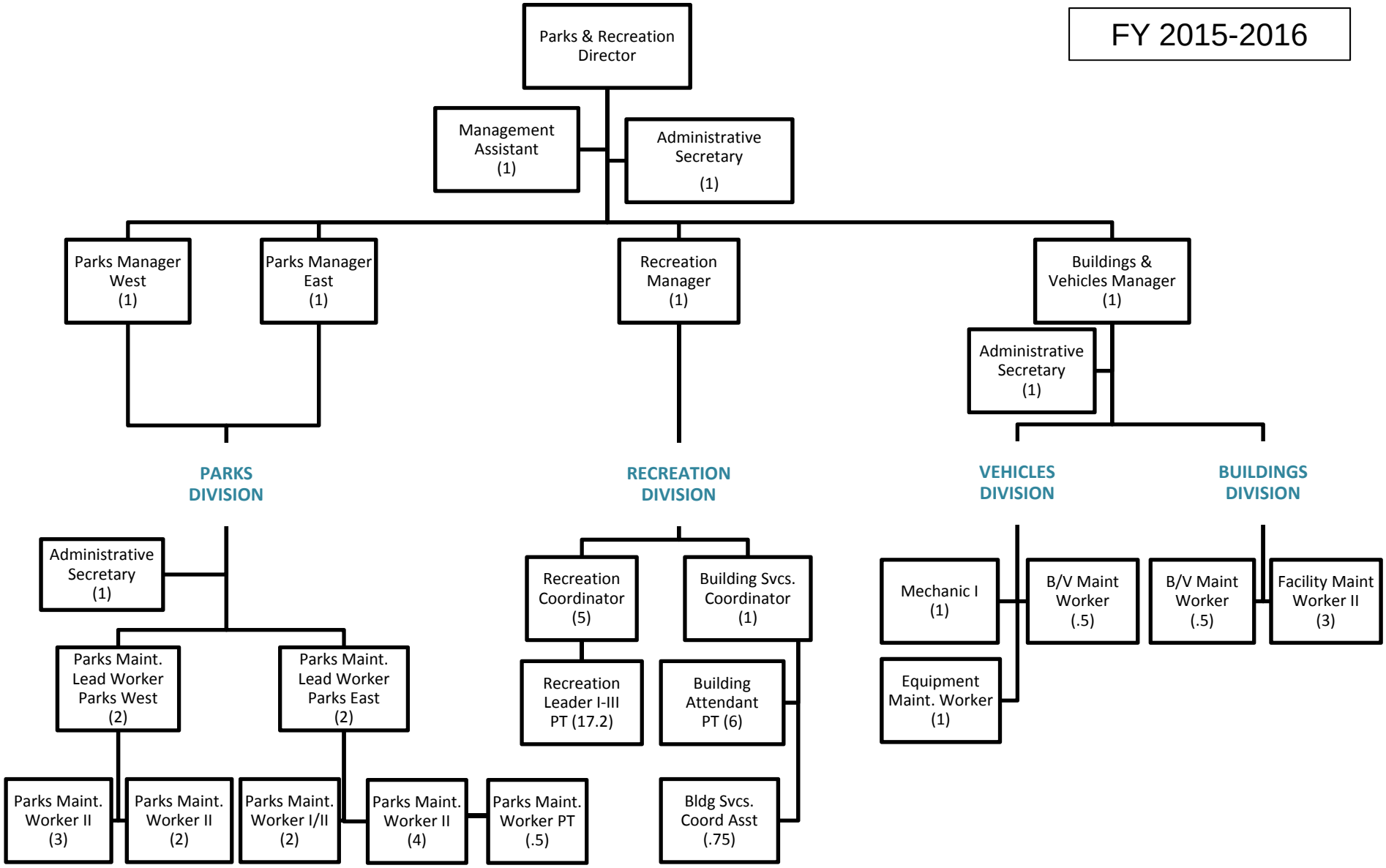
- Youth Camps, Supplies – as a result of the change to the School District calendar, the Recreation Division will plan an additional five to six weeks of extended care to accommodate families with alternative care for children; $20,000 off-setting revenue ($2,000).
- Special Events, Supplies ($2,000) – A-frames for Special Recreation special event programs to update the look and feel of event promotion.
- Advertising, Postage – Associated costs for mailing out The Guide and USPS bulk mail permit cost increases ($2,000).
- Department Branding – the Parks and Recreation Department receives several requests throughout the year to provide City logoed goods to dignitaries, sports groups, and community youth groups ($2,500).
- NOTE: The Recreation Division continues to trend toward increased program and facility rental revenues which are also projected for FY 2015-2016.

Building Maintenance / Vehicles

- Buildings (Recreation Center Blinds) – new blinds for five of the Recreation Center rooms which will be more effective to withstanding wear and add a fresh and updated amenity to the rooms ($10,000).
- Buildings (Security Camera Maintenance) – line item to address possible maintenance associated with the installation of security cameras at the Recreation Center and The VIBE ($3,000).
- Buildings (Aerial lift) – to provide timely and efficient service for changing out lights in the City facilities ($17,000).

Parks & Recreation

FY 2015-2016



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	$ 3,994,639	$ 3,994,639	$ 4,385,847
REC ADMINISTRATION	1,392,976	1,392,976	1,490,366
Subtotal - City General Fund Divisions	5,387,615	5,387,615	5,876,213
ADULT CONTRACTS	166,000	166,000	169,900
ADVERTISING	44,800	44,800	46,800
FACILITY OPERATIONS	442,353	442,353	477,776
SENIORS / VOLUNTEERS	194,190	194,190	210,000
SPECIAL EVENTS	41,084	41,084	46,084
TEEN PROGRAMS	280,340	280,340	277,950
YOUTH CAMPS	341,846	341,846	350,126
YOUTH CONTRACT CLASSES	290,240	290,240	344,140
Subtotal - Special Recreation Fund	1,800,853	1,800,853	1,922,776
TOTAL FOR PARKS & RECREATION	**$ 7,188,468**	**$ 7,188,468**	**$ 7,798,989**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 3,923,090	$ 3,923,090	$ 4,138,510
SERVICES AND SUPPLIES	2,064,100	2,064,100	2,354,420
CAPITAL OUTLAY	40,000	40,000	40,000
Subtotal (Total Department-Controlled Expenses)	6,027,190	6,027,190	6,532,930
INTERNAL SERVICES	1,161,278	1,161,278	1,266,059
Subtotal (Total Department Expenses before Reallocations)	7,188,468	7,188,468	7,798,989
REALLOCATIONS	-	-	-
	$ 7,188,468	**$ 7,188,468**	**$ 7,798,989**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION Account: 001-0510-451 GENERAL FUND

Capital Outlay		Approved 2014-2015	Requested 2015-2016
001-0510-451-4388	VIBE AND SENIOR WING SECURITY CAMERA INSTALLATION	$40,000.00	$40,000.00
	Subtotal	**$40,000.00**	**$40,000.00**
	Capital Outlay Total	**$40,000.00**	**$40,000.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0510-451-4110	PERMANENT SALARIES	$447,300.00	$468,620.00
	Subtotal	**$447,300.00**	**$468,620.00**
001-0510-451-4112	OVERTIME	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-0510-451-4120	FRINGE BENEFITS	$220,200.00	$253,970.00
	Subtotal	**$220,200.00**	**$253,970.00**
	Employee Services Total	**$669,000.00**	**$724,090.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0510-451-4520	COMPENSATED ABSENCES	$1,550.00	$1,600.00
	Subtotal	**$1,550.00**	**$1,600.00**
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	$37,048.00	$39,439.00
	Subtotal	**$37,048.00**	**$39,439.00**
001-0510-451-4556	EQUIPMENT REPLACEMENT	$7,944.00	$25,084.00
	Subtotal	**$7,944.00**	**$25,084.00**
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	$91,137.00	$101,231.00
	Subtotal	**$91,137.00**	**$101,231.00**

001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	$497,427.00	$507,552.00
	Subtotal	**$497,427.00**	**$507,552.00**
	Internal Services Total	**$635,106.00**	**$674,906.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0510-451-4241	COPY - LETTERS AND STAFF REPORTS	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
001-0510-451-4243	GENERAL OFFICE SUPPLIES	$13,500.00	$13,500.00
001-0510-451-4243	SAFE - SENIOR WING AND COMMUNITY CENTER	$3,000.00	$3,000.00
	Subtotal	**$16,500.00**	**$16,500.00**
001-0510-451-4246	SUPPLIES & EQUIPMENT	$6,250.00	$6,250.00
001-0510-451-4246	YOUTH SUMMIT / YOUTH LEADERSHIP	$3,500.00	$3,500.00
	Subtotal	**$9,750.00**	**$9,750.00**
001-0510-451-4249	PUBLICITY/ADVERTISING	$2,400.00	$4,900.00
	Subtotal	**$2,400.00**	**$4,900.00**
001-0510-451-4251	MANDATED FINGERPRINTING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - AGENCY	$600.00	$600.00
001-0510-451-4253	CPRS STAFF MEMBERSHIP	$1,250.00	$1,250.00
001-0510-451-4253	LERN MEMBERSHIP	$350.00	$350.00
001-0510-451-4253	NATIONAL LEGISLATIVE BULLETIN	$150.00	$150.00
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY	$770.00	$770.00
001-0510-451-4253	NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS	$500.00	$500.00
001-0510-451-4253	NRPA NET	$50.00	$50.00
	Subtotal	**$3,670.00**	**$3,670.00**
001-0510-451-4254	ANNUAL DEPARTMENT RETREAT - JANUARY	$1,200.00	$1,200.00
001-0510-451-4254	CA PARKS & REC TRAINING - MANAGER (1)	$1,500.00	$1,500.00
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (5)	$5,000.00	$5,000.00

001-0510-451-4254	NRPA - DIRECTOR	$2,500.00	$2,500.00
001-0510-451-4254	PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR	$1,150.00	$1,150.00
	Subtotal	**$11,350.00**	**$11,350.00**
001-0510-451-4255	DEPT. REGIONAL TRAINING - STAFF	$500.00	$500.00
001-0510-451-4255	SECRETARY'S TRAINING	$200.00	$200.00
	Subtotal	**$700.00**	**$700.00**
	Services and Supplies Total	**$48,870.00**	**$51,370.00**
	REC ADMINISTRATION Total	**$1,392,976.00**	**$1,490,366.00**

PARKS & RECREATION - PARKS MAINTENANCE Account: 001-0520-452 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0520-452-4110*	ON-CALL AND OTHER STAND-BY PAYS	$5,000.00	$5,000.00
001-0520-452-4110	PERMANENT SALARIES	$1,393,700.00	$1,405,800.00
	Subtotal	**$1,398,700.00**	**$1,410,800.00**
001-0520-452-4111*	PART TIME SALARIES	$28,600.00	$28,600.00
	Subtotal	**$28,600.00**	**$28,600.00**
001-0520-452-4112*	4TH OF JULY OVERTIME -- PARKS CREWS	$3,300.00	$3,300.00
001-0520-452-4112	OVERTIME	$38,950.00	$39,750.00
	Subtotal	**$42,250.00**	**$43,050.00**
001-0520-452-4120	FRINGE BENEFITS	$692,500.00	$772,400.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	$6,470.00	$8,450.00
	Subtotal	**$698,970.00**	**$780,850.00**
	Employee Services Total	**$2,168,520.00**	**$2,263,300.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0520-452-4520	COMPENSATED ABSENCES	$4,860.00	$4,860.00

	Subtotal	**$4,860.00**	**$4,860.00**
001-0520-452-4544	VEHICLE REPLACEMENT	$247,690.00	$264,975.00
	Subtotal	**$247,690.00**	**$264,975.00**
001-0520-452-4556	EQUIPMENT REPLACEMENT	$149,824.00	$197,767.00
	Subtotal	**$149,824.00**	**$197,767.00**
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	$104,105.00	$106,485.00
	Subtotal	**$104,105.00**	**$106,485.00**
	Internal Services Total	**$506,479.00**	**$574,087.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	$6,300.00	$6,300.00
	Subtotal	**$6,300.00**	**$6,300.00**
001-0520-452-4241	COPY EXPENSE	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
001-0520-452-4242	POSTAGE EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-0520-452-4243*	OFFICE SUPPLIES, MISCELLANEOUS	$7,190.00	$7,190.00
	Subtotal	**$7,190.00**	**$7,190.00**
001-0520-452-4245*	TOOLS AND EQUIPMENT, MISCELLANEOUS	$12,100.00	$12,100.00
001-0520-452-4245*	TOOLS, WORK PROGRAM	$3,000.00	$3,000.00
	Subtotal	**$15,100.00**	**$15,100.00**
001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	$51,000.00	$61,000.00
001-0520-452-4246*	ELECTRICAL SUPPLIES & REPAIRS	$5,500.00	$5,500.00
001-0520-452-4246	FENCING	$12,000.00	$12,000.00
001-0520-452-4246*	HARDWARE & MISC. MATERIALS INCL. SIGNS	$5,860.00	$15,680.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	$26,400.00	$26,400.00
001-0520-452-4246*	JANITORIAL SUPPLIES FOR PARK BATHROOMS	$10,200.00	$49,200.00
001-0520-452-4246*	LEVEE MAINTENANCE (Repairs, Erosion Control)	$12,800.00	$12,800.00
001-0520-452-4246*	PAINT & CHALK - LINING FIELDS	$3,100.00	$3,100.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	$8,140.00	$19,140.00

001-0520-452-4246*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	$12,000.00	$12,000.00
001-0520-452-4246*	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	$5,000.00	$5,000.00
001-0520-452-4246*	POOPER SCOOPER SUPPLIES	$6,000.00	$6,000.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	$10,200.00	$10,200.00
001-0520-452-4246	SEA CLOUD PARK MAINTENANCE SUPPLIES	$15,000.00	$15,000.00
001-0520-452-4246*	SOIL/CONCRETE/BARK/PLAYGROUND	$50,000.00	$50,000.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	$3,000.00	$3,000.00
001-0520-452-4246*	TRASH CONTAINERS	$3,000.00	$3,000.00
001-0520-452-4246*	VANDALISM REPAIR	$8,000.00	$8,000.00
	Subtotal	**$247,200.00**	**$317,020.00**
001-0520-452-4247	RENTAL OF SPECIAL EQUIPMENT	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	$1,450.00	$1,450.00
001-0520-452-4248*	ELECTRICITY	$39,800.00	$39,800.00
001-0520-452-4248	METERS / WATER / SEWER	$28,000.00	$0.00
001-0520-452-4248*	METERS/WATER/SEWER	$570,000.00	$683,000.00
	Subtotal	**$639,250.00**	**$724,250.00**
001-0520-452-4251	CANADIAN GEESE CONTROL - PARKS	$25,000.00	$25,000.00
001-0520-452-4251*	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	$23,000.00	$23,000.00
001-0520-452-4251*	FENCE MAINTENANCE CONTRACT	$4,000.00	$4,000.00
001-0520-452-4251*	IRRIGATION & PLUMBING SERVICES	$9,900.00	$9,900.00
001-0520-452-4251*	MEDIAN MAINTENANCE CONTRACT	$118,000.00	$118,000.00
001-0520-452-4251	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	$15,000.00	$15,000.00
001-0520-452-4251	PARKS LIGHTING - LED	$0.00	$20,000.00
001-0520-452-4251	PARKS MAINTENANCE CONTRACTUAL SERVICES	$65,630.00	$107,630.00
001-0520-452-4251*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	$16,500.00	$16,500.00
001-0520-452-4251*	PORT-O-LET RENTAL SERVICES	$5,000.00	$5,000.00
001-0520-452-4251	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	$18,000.00	$30,000.00
001-0520-452-4251*	TREE MAINTENANCE - DISEASE PREVENTION	$25,000.00	$25,000.00
001-0520-452-4251	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	$35,000.00	$35,000.00

001-0520-452-4251*	TREE MAINTENANCE - PARKS	$38,600.00	$38,600.00
	Subtotal	**$398,630.00**	**$472,630.00**
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
001-0520-452-4254*	DIVISION RETREAT	$350.00	$350.00
	Subtotal	**$350.00**	**$350.00**
001-0520-452-4255	CERT/TRAIN/RNEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	$1,820.00	$1,820.00
001-0520-452-4255	MAINTENANCE WORKERS TRAINING	$1,000.00	$1,000.00
001-0520-452-4255	PARK SUPERINTENDENT PROFESSIONAL TRAINING	$1,500.00	$1,500.00
	Subtotal	**$4,320.00**	**$4,320.00**
	Services and Supplies Total	**$1,319,640.00**	**$1,548,460.00**
	PARKS MAINTENANCE Total	**$3,994,639.00**	**$4,385,847.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0525-451-4110	PERMANENT SALARIES	$145,100.00	$149,400.00
	Subtotal	**$145,100.00**	**$149,400.00**
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	$16,000.00	$16,000.00
003-0525-451-4111	PART TIME SALARIES	$89,900.00	$107,900.00
	Subtotal	**$105,900.00**	**$123,900.00**
003-0525-451-4112	OVERTIME	$3,100.00	$3,100.00
	Subtotal	**$3,100.00**	**$3,100.00**
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	$72,400.00	$82,400.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,800.00	$0.00
003-0525-451-4120	PART TIME STAFF BENEFITS	$15,250.00	$22,800.00
	Subtotal	**$89,450.00**	**$105,200.00**
	Employee Services Total	**$343,550.00**	**$381,600.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0525-451-4520	COMPENSATED ABSENCES	$510.00	$520.00
	Subtotal	**$510.00**	**$520.00**
003-0525-451-4556	EQUIPMENT REPLACEMENT	$18,093.00	$15,456.00
	Subtotal	**$18,093.00**	**$15,456.00**
	Internal Services Total	**$18,603.00**	**$15,976.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0525-451-4242	POSTAGE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
003-0525-451-4243	SUPPLIES	$12,000.00	$12,000.00
	Subtotal	**$12,000.00**	**$12,000.00**

003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	$58,000.00	$58,000.00
	Subtotal	**$58,000.00**	**$58,000.00**
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
	Services and Supplies Total	**$80,200.00**	**$80,200.00**
	FACILITY OPERATIONS Total	**$442,353.00**	**$477,776.00**

PARKS & RECREATION - YOUTH CAMPS Account: 003-0534-451 SPECIAL RECREATION

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0534-451-4110	PERMANENT SALARIES	$76,600.00	$71,600.00
	Subtotal	**$76,600.00**	**$71,600.00**
003-0534-451-4111	PART TIME SALARIES	$97,375.00	$97,375.00
003-0534-451-4111	PART TIME STAFF AFTERSCHOOL PROGRAM	$21,500.00	$31,500.00
	Subtotal	**$118,875.00**	**$128,875.00**
003-0534-451-4112	OVERTIME	$2,050.00	$2,050.00
	Subtotal	**$2,050.00**	**$2,050.00**
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	$38,200.00	$39,500.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	$17,151.00	$17,151.00
	Subtotal	**$55,351.00**	**$56,651.00**
	Employee Services Total	**$252,876.00**	**$259,176.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0534-451-4520	COMPENSATED ABSENCES	$270.00	$250.00
	Subtotal	**$270.00**	**$250.00**
	Internal Services Total	**$270.00**	**$250.00**

Services and Supplies	Approved	Requested

		2014-2015	2015-2016
003-0534-451-4242	POSTAGE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
003-0534-451-4243	SUPPLIES	$6,000.00	$8,000.00
	Subtotal	**$6,000.00**	**$8,000.00**
003-0534-451-4251	CONTRACTUAL SERVICES	$82,450.00	$82,450.00
	Subtotal	**$82,450.00**	**$82,450.00**
	Services and Supplies Total	**$88,700.00**	**$90,700.00**
	YOUTH CAMPS Total	**$341,846.00**	**$350,126.00**

PARKS & RECREATION - ADULT CONTRACTS Account: 003-0535-451 SPECIAL RECREATION

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0535-451-4110	FULL-TIME SALARIES	$38,300.00	$39,500.00
	Subtotal	**$38,300.00**	**$39,500.00**
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	$2,100.00	$2,100.00
	Subtotal	**$2,100.00**	**$2,100.00**
003-0535-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)	$19,100.00	$21,800.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	$60.00	$60.00
	Subtotal	**$19,160.00**	**$21,860.00**
	Employee Services Total	**$60,060.00**	**$63,960.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0535-451-4520	COMPENSATED ABSENCES	$140.00	$140.00
	Subtotal	**$140.00**	**$140.00**

	Internal Services Total	**$140.00**	**$140.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0535-451-4243	SUPPLIES	$1,600.00	$1,600.00
003-0535-451-4243	SUPPLIES FOR REGIONAL SPORTS	$1,600.00	$1,600.00
	Subtotal	**$3,200.00**	**$3,200.00**
003-0535-451-4246	MAINTENANCE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
003-0535-451-4251	CONTRACTUAL SERVICES	$100,000.00	$100,000.00
003-0535-451-4251	PARTNERSHIP CONTRIBUTIONS FOR REGIONAL SPORTS	$1,600.00	$1,600.00
	Subtotal	**$101,600.00**	**$101,600.00**
	Services and Supplies Total	**$105,800.00**	**$105,800.00**
	ADULT CONTRACTS Total	**$166,000.00**	**$169,900.00**

PARKS & RECREATION - SPECIAL EVENTS Account: 003-0537-451 SPECIAL RECREATION

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0537-451-4111	PART TIME SALARIES	$3,100.00	$3,100.00
	Subtotal	**$3,100.00**	**$3,100.00**
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)	$64.00	$64.00
	Subtotal	**$64.00**	**$64.00**
	Employee Services Total	**$3,164.00**	**$3,164.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0537-451-4242	POSTAGE	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0537-451-4243	SUPPLIES	$10,720.00	$10,720.00

	Subtotal	**$10,720.00**	**$10,720.00**
003-0537-451-4249	PUBLICITY	$4,300.00	$4,300.00
	Subtotal	**$4,300.00**	**$4,300.00**
003-0537-451-4251	CONTRACTUAL SERVICES	$21,900.00	$26,900.00
	Subtotal	**$21,900.00**	**$26,900.00**
003-0537-451-4265	ART GALLERY - MISC	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$37,920.00**	**$42,920.00**
	SPECIAL EVENTS Total	**$41,084.00**	**$46,084.00**

PARKS & RECREATION - YOUTH CONTRACT CLASSES Account: 003-0538-451 SPECIAL RECREATION

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0538-451-4110	FULL-TIME SALARIES	$38,300.00	$39,500.00
	Subtotal	**$38,300.00**	**$39,500.00**
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	$19,100.00	$21,800.00
	Subtotal	**$19,100.00**	**$21,800.00**
	Employee Services Total	**$57,400.00**	**$61,300.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0538-451-4520	COMPENSATED ABSENCES	$140.00	$140.00
	Subtotal	**$140.00**	**$140.00**
	Internal Services Total	**$140.00**	**$140.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0538-451-4243	SUPPLIES	$1,250.00	$1,250.00
	Subtotal	**$1,250.00**	**$1,250.00**

003-0538-451-4251	CONTRACTUAL SERVICES	$231,450.00	$281,450.00
	Subtotal	**$231,450.00**	**$281,450.00**
	Services and Supplies Total	**$232,700.00**	**$282,700.00**
	YOUTH CONTRACT CLASSES Total	**$290,240.00**	**$344,140.00**

PARKS & RECREATION - ADVERTISING Account: 003-0539-451 SPECIAL RECREATION

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0539-451-4242	POSTAGE	$9,000.00	$11,000.00
	Subtotal	**$9,000.00**	**$11,000.00**
003-0539-451-4243	SUPPLIES	$800.00	$800.00
	Subtotal	**$800.00**	**$800.00**
003-0539-451-4251	CONTRACTUAL SERVICES	$35,000.00	$35,000.00
	Subtotal	**$35,000.00**	**$35,000.00**
	Services and Supplies Total	**$44,800.00**	**$46,800.00**
	ADVERTISING Total	**$44,800.00**	**$46,800.00**

PARKS & RECREATION - SENIORS / VOLUNTEERS Account: 003-0540-451 SPECIAL RECREATION

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0540-451-4110	PERMANENT SALARIES	$76,600.00	$78,900.00
	Subtotal	**$76,600.00**	**$78,900.00**
003-0540-451-4111	PART TIME SALARIES	$16,400.00	$18,900.00
	Subtotal	**$16,400.00**	**$18,900.00**

003-0540-451-4112	OVERTIME	$700.00	$700.00
	Subtotal	**$700.00**	**$700.00**
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	$38,200.00	$43,500.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	$320.00	$6,020.00
	Subtotal	**$38,520.00**	**$49,520.00**
	Employee Services Total	**$132,220.00**	**$148,020.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0540-451-4520	COMPENSATED ABSENCES	$270.00	$280.00
	Subtotal	**$270.00**	**$280.00**
	Internal Services Total	**$270.00**	**$280.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0540-451-4242	POSTAGE	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	$16,000.00	$16,000.00
003-0540-451-4243	SUPPLIES	$2,000.00	$2,000.00
	Subtotal	**$18,000.00**	**$18,000.00**
003-0540-451-4249	PUBLICITY	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
003-0540-451-4251	SENIOR EXPRESS BUS RENTAL PROGRAM	$11,700.00	$11,700.00
003-0540-451-4251	SENIOR EXPRESS DOOR-TO-DOOR SERVICE	$31,300.00	$31,300.00
	Subtotal	**$43,000.00**	**$43,000.00**
	Services and Supplies Total	**$61,700.00**	**$61,700.00**
	SENIORS / VOLUNTEERS Total	**$194,190.00**	**$210,000.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
003-0541-451-4110	RECREATION COORDINATOR	$86,600.00	$78,900.00
	Subtotal	**$86,600.00**	**$78,900.00**
003-0541-451-4111	PART TIME SALARIES	$97,400.00	$97,400.00
003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	$5,500.00	$5,500.00
	Subtotal	**$102,900.00**	**$102,900.00**
003-0541-451-4112	OVERTIME	$1,250.00	$1,250.00
	Subtotal	**$1,250.00**	**$1,250.00**
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	$38,200.00	$43,500.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	$1,900.00	$1,900.00
003-0541-451-4120	PART TIME STAFF BENEFITS	$5,450.00	$5,450.00
	Subtotal	**$45,550.00**	**$50,850.00**
	Employee Services Total	**$236,300.00**	**$233,900.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
003-0541-451-4520	COMPENSATED ABSENCES	$270.00	$280.00
	Subtotal	**$270.00**	**$280.00**
	Internal Services Total	**$270.00**	**$280.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
003-0541-451-4242	POSTAGE	$550.00	$550.00
	Subtotal	**$550.00**	**$550.00**
003-0541-451-4243	SUPPLIES	$6,770.00	$6,770.00
	Subtotal	**$6,770.00**	**$6,770.00**
003-0541-451-4249	PUBLICITY	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**

003-0541-451-4251	BUS TRANSPORTATION - SUMMER CAMP	$32,200.00	$32,200.00
003-0541-451-4251	MIDDLE SCHOOL DANCES	$2,000.00	$2,000.00
003-0541-451-4251	TEEN PROGRAMS	$2,000.00	$2,000.00
	Subtotal	**$36,200.00**	**$36,200.00**
	Services and Supplies Total	**$43,770.00**	**$43,770.00**
	TEEN PROGRAMS Total	**$280,340.00**	**$277,950.00**

POLICE DEPARTMENT

DEPARTMENT DESCRIPTION

The Police Department is comprised of two primary divisions working together in support of our mission of maintaining the highest quality of life for those who live, work and play in Foster City.

- The **Field Operations Division** includes all uniformed personnel who patrol the streets and respond to crimes and the wide variety of calls for service we receive. This includes Patrol, Traffic, S.W.A.T., Parking Enforcement, Community Service Officers and Reserve Officers.

- The **Administrative Services Division** is comprised of the Detective, Youth Services, Recruitment, Crime Prevention, Property/Evidence, Dispatch and Records Bureau personnel. It also encompasses the Department's Emergency Service Volunteers and Police Explorers.

Excellent Service – Every Call – Every Contact- Every Day

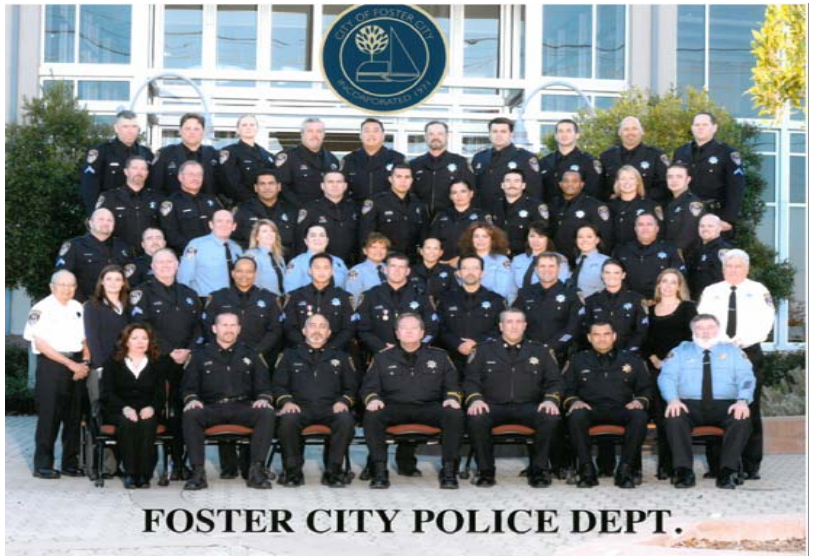
MISSION STATEMENT

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

DEPARTMENT PERSONNEL SUMMARY

DEPARTMENT PERSONNEL SUMMARY *(by year)*			
Position	13-14	14-15	15-16
POLICE CHIEF	1	1	1
POLICE CAPTAIN	2	2	2
POLICE LIEUTENANT	2	2	2
POLICE SERGEANT	7	7	7
POLICE CORPORAL	6	6	6
POLICE OFFICER*	18	19	21
SR. COMMUNITY SVS. OFC.	3	3	3
COMM & RECORDS MGR	1	N/A	N/A
COMM. SUPERVISOR	N/A	1	1
RECORDS SUPERVISOR	N/A	1	1
LEAD DISPATCHER	1	1	1
POLICE DISPATCHER*	5	4	5
POLICE RECORDS SPLST.	2	2	2
MANAGEMENT ASSISTANT	1	1	1
TOTAL EMPLOYEES	49	50	53

*2 Police Officer positions and 1 Police Dispatcher position are “overhire” positions in anticipation of vacancies in the next three years due to retirements in the Police Department.



DEPARTMENT VALUES

Integrity – Our society has entrusted us with tremendous authority and expects that we do what is right in matters of personal and professional integrity. This means we have the courage to uphold these principles even in the face of adversity.

Community Service – We recognize that to be an effective law enforcement agency we must have the confidence, support and trust of our community. Therefore, we seek and welcome active partnerships that help identify and resolve issues that affect personal safety, security of property and the quality of life within our community.

Professionalism – Our community demands that we possess the skills, competence and character expected of highly trained professionals. We will foster internal relationships with an emphasis on effective communication; and are committed to promoting the professional development of our personnel through quality hiring, education and training.

STRATEGIC PLANNING

For over a decade, the Police Department has been using Strategic Planning to help focus our efforts on a daily basis and to ensure the continuity of our long-term goals and objectives. Each calendar year the Department produces an Annual Strategic Plan with up to five goals we want to achieve over a 12-month period. Each annual plan contains mid-term initiatives and deliverables that are designed to incrementally help us realize the larger vison. An action item spreadsheet is developed and action items are included and discussed at each of our monthly staff meetings. Through hard work and staying focused on the big picture objectives of our plans, we were able to complete several of the long-term goals and we are largely where we wanted to be at this point in time.

This year marks a special anniversary for us, our 50th year of Public Safety Service. Although we are celebrating a bit this year, we will not be resting on our laurels. The following goals are part of our 2015 Strategic Plan and will help guide us through the upcoming year. It is important to note that our Strategic Plan is a living document and sometime changes as priorities shift throughout the year. Once again, most of these goals are on-going or have been realized.

1. **Crime Prevention and Traffic Safety** - maintain a superior level of safety of persons and security of property in our community.
    - Maintain Foster City's position among the top 100 safest cities within America
    - Continue to reduce the number of injury and non-injury traffic collisions on public roadways in Foster City, maintaining our status as one of the safest "Traffic Cities" according to the Office of Traffic Safety.

2. **Succession Planning and Professional Development** identify and develop employees who will be interested, prepared and ready for promotion when opportunities arise.
    - Prepare officers for promotion to corporal.
    - Prepare corporals for promotion to sergeant.
    - Prepare sergeants for promotion to lieutenant.
    - Prepare lieutenants for promotion to captain.
    - Prepare captains for promotion to chief.

3. **Partnering with the Community** – provide the public with a transparent and accessible organization. Improve our social media outreach
    - Focus on fully integrating crime prevention through environmental design
    - Increase the use of social media to improve community outreach and accessibility
    - Improve participation in community events and with community groups

4. **Honoring our Past, Embracing our Future** – as a significant number of tenured leadership staff retires over the next few years, the Department will transition to a new generation of leadership.
    - Maintain and build on our solid reputation as a leading agency in our regional law enforcement community.
    - Honor our past accomplishments and build on our legacy of professional and distinguished leadership.

- Embrace innovation and technology, respect tradition and focus on providing Excellent Service, Every Call, Every Contact, Every Day!

KEY INITIATIVES COMPLETED IN 2014

Some of our accomplishments during the past year include:

- FCPD staff responded to more than 12,000 calls for service, initiated 20,153 incidents and made more than 600 arrests. The FBI & Unified Crime Reporting (UCR) crime statistics ranks Foster City as the 6th safest city in the Bay Area and routinely in the top 50 safest cities in the nation.
- While struggling with staffing issues and a regional spike in crime, Foster City only saw a 2% increase in overall crime in 2014. Unfortunately due to Prison Realignment and the passage of Proposition 47 these trends are likely to worsen as our State continues to "Reform" our Criminal Justice System.
- In 2014 traffic collisions were also up slightly, however there were zero traffic related fatalities and an overall decrease in the number of reported traffic related injuries. Education and enforcement were employed to address pedestrian and bicycle safety issues and we are currently exploring additional staffing and other initiatives to further promote personal responsibility and traffic safety.
- Department staff implemented "Chalkboard" a cloud based, virtual briefing / investigative tool which improved communication and accessibility.
- Continued participation in various levels (line level, supervisory, and management) within the San Mateo County North Central Regional SWAT Team and the Countywide Gang Task Force.
- Developed a "Training and Development Guide" which helped provide consistent training guidelines for all positions and provided a roadmap for development and succession planning.

- For the 22st consecutive year, the Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to students in the middle and elementary schools. In the past year 850 students in the 4th and 6th grades completed the program.
- The Department Explorer program continued to flourish with 13 young adults who are learning about the law enforcement profession and providing a service to their community.
- The Department participated in several regional traffic safety and alcohol impaired driver enforcement operations targeting DUI, distracted drivers, and pedestrian safety.
- The Police and Fire Departments held our joint community open house event.

- Members of the Department participated in numerous community events, including those benefitting the American Cancer Society, domestic violence prevention, the Red Cross and the Special Olympics.
- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- Department employees attended professional development courses such as the LAPD leadership, Sherman Block Supervisory Leadership Institute, County's Inner Perspectives Leadership Development course, the Public Sector Supervisor Academy, and the Burlingame, Foster City, Hillsborough, San Mateo joint Leadership program. Several Department employees obtained their bachelor degrees and other continued the pursuit of bachelor / masters degrees.
- Continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via the Lexipol electronic policy manual. All members of the Department maintained their knowledge of these policies by completing daily training on the contents of the manual.
- Implemented the "Passport" program which begins after a year of employment where new employees spend time with each internal department to gain a perspective on their roles and how each contributes to the success of the organization.
- For the fourth year the Department participated in the Urban Shield International training program. This program utilized the NIMS/SIMS process which helped develop our staff.
- Through funding from the State of California, the Department upgraded our 911 system. This next-generation equipment will be compatible with impending technology such as agency shared dispatching and text recognition.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

We face several significant challenges as we head in to the next Fiscal Year. The implementation of "Realignment" by the State has put additional convicted criminal offenders in the community. This segment of society will require monitoring to ensure compliance with release conditions and to minimize recidivism. Law Enforcement agencies

throughout San Mateo County are working together and committing resources to this issue. Additionally, with the passing of Prop 47 many drug and theft related offenses were reduced from felonies to misdemeanors. This reduction requires the cite and release of violators where historically they were booked into the jail. Locally, we are seeing an increase in our population, new developments and traffic issues while also facing significant potential retirements of key personnel over the next few years. All of these factors may necessitate the need for a temporary staffing increase or an “over hire” period. Despite these challenges, we will strive to continue to provide public safety services at the high level the community has come to expect from the Foster City Police Department.

The services provided by the Police Department for the coming year will continue to include, at a minimum:

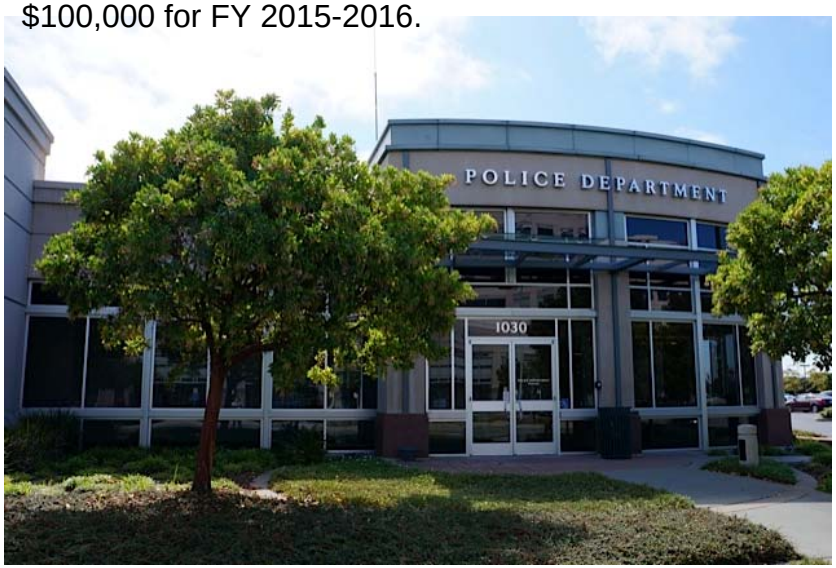
- Response to emergency calls for service within current response times.
- Continued Traffic Safety focus with an emphasis on school zones and pedestrian safety. The implementation of a third traffic officer will be considered / evaluated.
- Juvenile intervention through involvement in schools and programs.
- Continued involvement in the County Gang Task Force operations and regional traffic safety programs.
- Abandoned vehicle abatement will continue
- Maintain services related to requests for records, criminal report processing and State mandated reporting.
- The continuation of services for arrested inebriates and improved officer processing time in handling them via the First Chance Program.
- Maintaining drug and vehicle theft investigative resources through participation in the Countywide Narcotics and Vehicle Theft Task Forces.
- The G.R.E.A.T. program will continue to be instructed within our public schools.
- Attending to non-emergency calls for service will maintain current response time expectations.
- Proactive community outreach by our Crime Prevention/ Community Outreach Officer.
- Continued support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Improved utilization of social media to communicate effectively with our community by providing information, crime prevention resources, and Department transparency.
- Continue to work closely with other City Departments and community organizations to maintain quality of life and ensure a, “Sustainable Foster City.”

CHANGES IN RESOURCES REQUIRED

There are two budget items that have traditionally been funded by the State which are the subject of continued debate and potential elimination during State budget deliberations:

Employee Services

- SLESF/COPS Grant Funding – In previous years, the City received $100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2015-2016. Based on this information, the City is projecting to receive this State funding of $100,000 for FY 2015-2016.



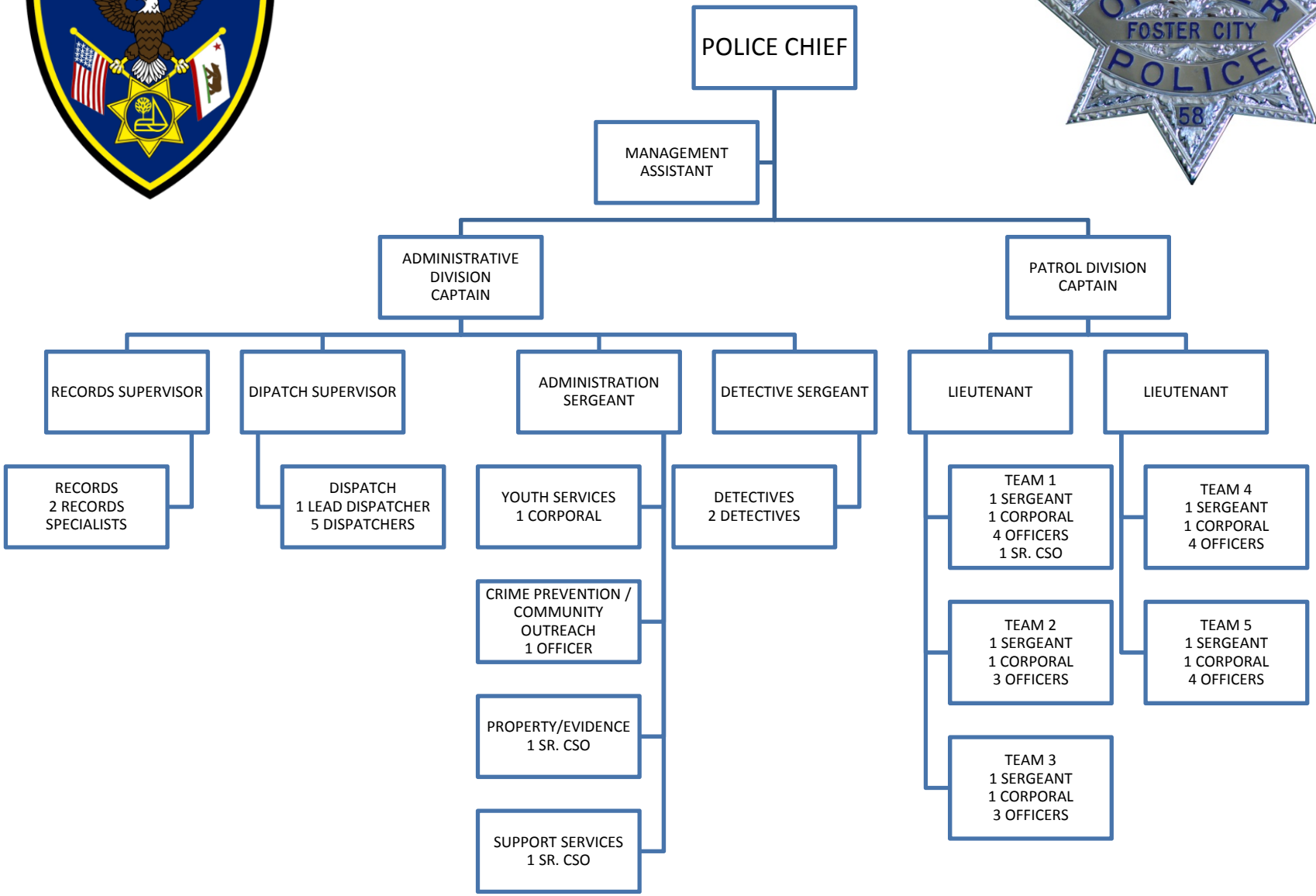
Services and Supplies

- The "Booking Fees" line item is subject to the same State historical budget uncertainties as the SLESF/COPS grant funding. Most suspects booked into County jail are billed by the County directly to the State. Some bookings that are ineligible for State funding may be charged back to the City for reimbursement to the County. Booking fee expenditures are included in the FY 2015-2016 budget as a conservative measure to cover our typical non-reimbursed expenses and to cover most of our bookings should the State ends their reimbursement program or due to Prop 47 re-classifies some additional bookings as no longer qualifying for reimbursement.

Staffing/Over Hire Positions

- New "over hire" positions (2 Police Officers and 1 Police Dispatcher) will maintain service delivery to our community and mitigate the impact of anticipated turnover of current staff ($518,734).

Police Department



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	$ 3,656,881	$ 3,661,881	$ 4,051,697
CHIEF'S OFFICE	458,183	458,183	473,739
CROSSING GUARDS	21,600	21,600	21,600
FIELD OPERATIONS	5,810,817	5,805,817	6,723,842
TOTAL FOR POLICE	**$ 9,947,481**	**$ 9,947,481**	**$ 11,270,878**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 8,801,832	$ 8,801,832	$ 10,040,961
SERVICES AND SUPPLIES	292,615	292,615	300,075
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	9,094,447	9,094,447	10,341,036
INTERNAL SERVICES	853,034	853,034	929,842
Subtotal (Total Department Expenses before Reallocations)	9,947,481	9,947,481	11,270,878
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	**$ 9,947,481**	**$ 9,947,481**	**$ 11,270,878**

DETAIL LINE ITEM REPORT

POLICE - CHIEF'S OFFICE Account: 001-0610-421 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0610-421-4110	PERMANENT SALARIES	$277,200.00	$285,300.00
	Subtotal	**$277,200.00**	**$285,300.00**
001-0610-421-4120	EMPLOYEE SERVICES/FRINGE BENEFITS	$150,900.00	$150,300.00
	Subtotal	**$150,900.00**	**$150,300.00**
	Employee Services Total	**$428,100.00**	**$435,600.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0610-421-4520	COMPENSATED ABSENCES	$950.00	$970.00
	Subtotal	**$950.00**	**$970.00**
001-0610-421-4544	VEHICLE REPLACEMENT	$10,733.00	$13,769.00
	Subtotal	**$10,733.00**	**$13,769.00**
	Internal Services Total	**$11,683.00**	**$14,739.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0610-421-4243	GENERAL OFFICE SUPPLIES	$750.00	$750.00
	Subtotal	**$750.00**	**$750.00**
001-0610-421-4251*	LEGAL SERVICES	$4,000.00	$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	$10,000.00	$15,000.00
	Subtotal	**$14,000.00**	**$19,000.00**
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	$400.00	$400.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	$125.00	$125.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	$150.00	$150.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	$450.00	$450.00
	Subtotal	**$1,125.00**	**$1,125.00**

001-0610-421-4254	LOCAL MEETINGS AND TOLLS	$625.00	$625.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	$400.00	$400.00
	Subtotal	**$1,025.00**	**$1,025.00**
001-0610-421-4255	CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
	Services and Supplies Total	**$18,400.00**	**$23,400.00**
	CHIEF'S OFFICE Total	**$458,183.00**	**$473,739.00**

POLICE - FIELD OPERATIONS Account: 001-0620-421 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0620-421-4110	PERMANENT SALARIES	$3,235,000.00	$3,671,236.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	($100,000.00)	($100,000.00)
	Subtotal	**$3,135,000.00**	**$3,571,236.00**
001-0620-421-4112	FOURTH OF JULY OVERTIME	$8,000.00	$8,000.00
001-0620-421-4112	OVERTIME	$137,000.00	$140,000.00
	Subtotal	**$145,000.00**	**$148,000.00**
001-0620-421-4117	HOLIDAY IN-LIEU PAY	$161,700.00	$182,622.00
	Subtotal	**$161,700.00**	**$182,622.00**
001-0620-421-4120	FRINGE BENEFITS	$2,024,200.00	$2,467,834.00
	Subtotal	**$2,024,200.00**	**$2,467,834.00**
	Employee Services Total	**$5,465,900.00**	**$6,369,692.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0620-421-4520	COMPENSATED ABSENCES	$11,300.00	$12,748.00
	Subtotal	**$11,300.00**	**$12,748.00**
001-0620-421-4544	VEHICLE REPLACEMENT	$237,691.00	$241,205.00

	Subtotal	**$237,691.00**	**$241,205.00**
001-0620-421-4556	EQUIPMENT REPLACEMENT	$16,845.00	$19,961.00
	Subtotal	**$16,845.00**	**$19,961.00**
	Internal Services Total	**$265,836.00**	**$273,914.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0620-421-4240	BADGE REFURBISHING	$400.00	$400.00
001-0620-421-4240	EVIDENCE SUPPLIES	$3,200.00	$3,200.00
001-0620-421-4240	FIRST AID KIT SUPPLIES	$100.00	$100.00
001-0620-421-4240	FLARES	$500.00	$500.00
001-0620-421-4240*	FLASHLIGHT EQUIPMENT	$1,000.00	$1,000.00
001-0620-421-4240*	LEATHER AND SAFETY EQUIPMENT	$2,500.00	$2,500.00
001-0620-421-4240*	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	$1,000.00	$1,000.00
001-0620-421-4240	MOTOR OFFICER EQUIPMENT	$2,500.00	$5,000.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	$10,295.00	$10,295.00
001-0620-421-4240*	TRAINING SUPPLIES	$1,000.00	$0.00
	Subtotal	**$22,495.00**	**$23,995.00**
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	$600.00	$850.00
001-0620-421-4246	VEHICLE FIRE EXTINGUISHERS	$250.00	$0.00
	Subtotal	**$850.00**	**$850.00**
001-0620-421-4251	BOOKING FEES	$20,000.00	$20,000.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	$6,300.00	$5,965.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	$435.00	$435.00
001-0620-421-4251	RANGE FEES	$3,000.00	$3,000.00
001-0620-421-4251	STAR VISTA/FIRST CHANCE FACILITY	$20,061.00	$20,061.00
	Subtotal	**$49,796.00**	**$49,461.00**
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	$375.00	$375.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	$125.00	$125.00
001-0620-421-4253	CALIFORNIA TACTICAL OFFICERS ASSOCIATION	$40.00	$30.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	$75.00	$75.00

	Subtotal	**$615.00**	**$605.00**
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	$825.00	$825.00
	Subtotal	**$825.00**	**$825.00**
001-0620-421-4255*	ARPOC RESERVE TRAINING CONFERENCE	$3,000.00	$3,000.00
001-0620-421-4255*	CPCA TRAINING CONFERENCE - CAPTAIN	$1,500.00	$1,500.00
	Subtotal	**$4,500.00**	**$4,500.00**
	Services and Supplies Total	**$79,081.00**	**$80,236.00**
	FIELD OPERATIONS Total	**$5,810,817.00**	**$6,723,842.00**

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0630-421-4110	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$96,196.00	$0.00
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	$26,000.00	$26,000.00
001-0630-421-4110	PERMANENT SALARIES	$1,646,800.00	$1,917,434.00
	Subtotal	**$1,768,996.00**	**$1,943,434.00**
001-0630-421-4111	HOURLY AND PART TIME SALARY	$22,000.00	$22,000.00
	Subtotal	**$22,000.00**	**$22,000.00**
001-0630-421-4112	FOURTH OF JULY OVERTIME	$2,500.00	$2,500.00
001-0630-421-4112	OVERTIME	$59,000.00	$59,000.00
	Subtotal	**$61,500.00**	**$61,500.00**
001-0630-421-4117	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$5,195.00	$0.00
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	$31,600.00	$37,300.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	$32,000.00	$32,322.00
	Subtotal	**$68,795.00**	**$69,622.00**
001-0630-421-4120	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$59,641.00	$0.00
001-0630-421-4120	FRINGE BENEFITS	$926,900.00	$1,139,113.00

	Subtotal	**$986,541.00**	**$1,139,113.00**
	Employee Services Total	**$2,907,832.00**	**$3,235,669.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0630-421-4520	COMPENSATED ABSENCES	$5,730.00	$6,300.00
001-0630-421-4520	COMPENSATED ABSENCES-PUBLIC SAFETY DISPATCHER	$0.00	$325.00
	Subtotal	**$5,730.00**	**$6,625.00**
001-0630-421-4544	VEHICLE REPLACEMENT	$64,675.00	$66,644.00
	Subtotal	**$64,675.00**	**$66,644.00**
001-0630-421-4556	EQUIPMENT REPLACEMENT	$25,934.00	$40,118.00
	Subtotal	**$25,934.00**	**$40,118.00**
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	$347,426.00	$393,187.00
	Subtotal	**$347,426.00**	**$393,187.00**
001-0630-421-4569	BUILDING MAINTENANCE	$131,750.00	$134,615.00
	Subtotal	**$131,750.00**	**$134,615.00**
	Internal Services Total	**$575,515.00**	**$641,189.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0630-421-4240	BALLISTIC VEST REPLACEMENT	$3,000.00	$3,000.00
001-0630-421-4240*	FILM/PHOTO PROCESSING	$200.00	$200.00
001-0630-421-4240*	PENAL CODES/PUBLICATIONS	$800.00	$800.00
	Subtotal	**$4,000.00**	**$4,000.00**
001-0630-421-4242	POSTAGE	$2,200.00	$2,200.00
	Subtotal	**$2,200.00**	**$2,200.00**
001-0630-421-4243*	CITATIONS	$1,500.00	$1,500.00
001-0630-421-4243*	OFFICE SUPPLIES	$15,000.00	$15,000.00
001-0630-421-4243	PRINTING	$2,000.00	$2,000.00
	Subtotal	**$18,500.00**	**$18,500.00**
001-0630-421-4246	COMMUNICATIONS CENTER EQUIPMENT	$1,000.00	$1,000.00
001-0630-421-4246	FIXED RADIO EQUIP (TEA)	$22,752.00	$22,752.00

001-0630-421-4246	HAINES CROSS DIRECTORY		$770.00	$770.00
001-0630-421-4246	MOBILE RADIO REPAIR		$1,100.00	$1,100.00
001-0630-421-4246	PLAIN PAPER COPIERS (6765 AND 6632)		$2,000.00	$2,000.00
001-0630-421-4246	SHREDDER AND FAX		$500.00	$500.00
001-0630-421-4246	UPS (BEST POWER INC.)		$1,000.00	$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE		$2,000.00	$2,000.00
		Subtotal	**$31,122.00**	**$31,122.00**
001-0630-421-4249	ADVERTISING		$200.00	$200.00
001-0630-421-4249	COMMUNITY OUTREACH		$3,500.00	$3,500.00
		Subtotal	**$3,700.00**	**$3,700.00**
001-0630-421-4251	AT & T LANGUAGE LINE		$500.00	$500.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)		$6,500.00	$6,600.00
001-0630-421-4251	SAN MATEO COUNTY CRIME LAB FEES		$27,000.00	$27,000.00
001-0630-421-4251	SAN MATEO COUNTY INFORMATION SERVICES DIVISION		$25,000.00	$25,000.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE		$44,343.00	$44,343.00
		Subtotal	**$103,343.00**	**$103,443.00**
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS		$69.00	$69.00
001-0630-421-4253	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.		$75.00	$75.00
001-0630-421-4253	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS		$50.00	$50.00
001-0630-421-4253	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER		$125.00	$125.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS		$50.00	$50.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S		$250.00	$205.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC		$100.00	$100.00
		Subtotal	**$719.00**	**$674.00**
001-0630-421-4254	LOCAL MEETINGS AND TOLLS		$1,350.00	$1,350.00
		Subtotal	**$1,350.00**	**$1,350.00**
001-0630-421-4255	CAPE/CCUG TRAINING		$1,100.00	$1,100.00
001-0630-421-4255	CPOA TRAINING SYMPOSIUM (1 Capt)		$1,500.00	$1,500.00
001-0630-421-4255	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)		$2,500.00	$3,750.00
		Subtotal	**$5,100.00**	**$6,350.00**

001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	$3,500.00	$3,500.00
	Subtotal	**$3,500.00**	**$3,500.00**
	Services and Supplies Total	**$173,534.00**	**$174,839.00**
	ADMINISTRATIVE BUREAU Total	**$3,656,881.00**	**$4,051,697.00**

POLICE - CROSSING GUARDS Account: 001-0650-421 GENERAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0650-421-4251	CROSSING GUARDS	$21,600.00	$21,600.00
	Subtotal	**$21,600.00**	**$21,600.00**
	Services and Supplies Total	**$21,600.00**	**$21,600.00**
	CROSSING GUARDS Total	**$21,600.00**	**$21,600.00**

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Foster City Fire Department

DEPARTMENT DESCRIPTION

The Foster City Fire Department consists of three divisions: Administration, Prevention and Operations. The **Administration Division,** which includes the Office of the Fire Chief, provides program direction to all divisions, budget oversight, and manages the city's emergency operations center (EOC) on behalf of the City Manager. The **Fire Prevention Division** works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing permits, checking plans, inspecting for fire code compliance and developing and recommending new or modified codes to the City Council. The **Operations Division** personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials and citizen assist calls for service.

DEPARTMENT PERSONNEL SUMMARY

Full-Time Employees

FIRE CHIEF[1]	0.0	0.0	0.0
DEPUTY FIRE CHIEF[1]	0.0	0.0	0.0
ADMIN BATTALION CHIEF[1]	1.0	1.0	1.0
BATTALION CHIEF[1]	1.0	2.0	2.0
FIRE CAPTAIN[2]	9.0	9.0	8.0
FIREFIGHTER	21.0	21.0	21.0
FIRE MARSHAL[3]	1.0	1.0	0.0
DEPUTY FIRE MARSHAL[3]	0.0	0.0	0.0
FIRE INSPECTOR II[3]	0.0	0.0	0.0
EMERGENCY PREPAREDNESS COORDINATOR[4]	0.0	0.0	0.0
MANAGEMENT COORDINATOR	1.0	1.0	1.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0
Total Full-Time Employees	**35.0**	**36.0**	**34.0**

Part-Time Employees

EMERGENCY PREPAREDNESS INTERN	0.5	0.5	0.5
CLERICAL ASSISTANT	0.5	0.5	0.5
Total Part-Time Employees	**1.0**	**1.0**	**1.0**
TOTAL EMPLOYEES	36.0	37.0	35.0

[1] The Fire Command Team, which consists of the Fire Chief, Deputy Fire Chief, Admin Battalion Chief and (Operations) Battalion Chiefs, are shared positions with the City of San Mateo, of which Foster City funds 33.3% of these positions.

[2] One Captain FTE position will be eliminated as a result of our joint staffed shared truck. This FTE position is staffed and funded by Belmont Fire Protection District.

[3] Fire Prevention services are contracted with the City of San Mateo, which consists of a Fire Marshal (10% Foster City funded), a Deputy Fire Marshal (100% Foster City funded) and a part-time Fire Inspector II (up to 50% funded by Foster City) positions.

[4] The Emergency Preparedness Coordinator is shared with the City of San Mateo, with Foster City funding 33.3% of the position.

MISSION STATEMENT

The Fire Department protects lives, property and the environment from fire and exposure to hazardous materials, provides pre-hospital emergency medical care, offers programs which prepare our employees and citizens for emergencies and provides non-emergency services, including fire prevention and related code enforcement, emergency preparedness and fire prevention to residents, businesses and visitors of Foster City.

VALUES

- **Service to the Community:** Delivering the highest level of service to our customers during emergency operations, citizen assists and public education programs.
- **Integrity:** Maintaining high ethical standards and treating customers and all Department members with dignity. Striving through deeds to earn the trust and respect of others.
- **Dedication:** Demonstrating loyalty to our organization and seeking and supporting continued education, training opportunities and ways to create ongoing improvement within our mission.
- **Teamwork:** Striving for unity and working together with steady progress toward worthy goals. Ensuring that all decisions are honest, fair and in the best interest of our organization.
- **Positive Work Environment:** Striving to create an environment that strengthens working relationships and fosters a sense of pride and camaraderie.

Fire Department STRATEGIC PLAN

The Fire Department will continue to pursue shared services opportunities with our neighboring cities while still maintaining local control. A contract for service with Belmont Fire Protection District is in place and functioning well. In 2015, the Fire Department will focus on the following initiatives:

Emergency Preparedness

Fire Department personnel will continue to provide emergency preparedness education to the community, businesses and city employees.

- Activate the Emergency Operations Center (EOC) for smaller events or drills and include Line Staff to increase their knowledge and skills.
- Address the needs of our diverse population in regards to Emergency Preparedness.
- Develop and execute a 2-year Emergency Preparedness Work Plan which will include City-wide Incident Command System (ICS) Training.
- Train and implement Multi-Agency Coordination (MAC) concepts to provide cross-training in Emergency Preparedness between neighboring cities.
- Create and implement a project plan for the development of the 2016 Local Hazard Mitigation Plan (LHMP).
- Revise the Continuity of Operations Plan (COOP).
- Standardize EOC operations within the Shared Services model.
- Work with the San Mateo County Office of Emergency Services (OES) to standardize County Emergency Operations Plan (EOP).
- Develop Business Emergency Preparedness & Resiliency program for small / medium sized businesses.
- Continue to enhance our working relationship with the San Mateo County Office of Emergency Services prior to a major or significant events.
- Evaluate and implement appropriate emergency management and geographic information service (GIS) technologies for use in all four phases of the emergency management cycle.

Community Emergency Response Team (CERT)

The City of Foster City's CERT program is one of the most dynamic and sustainable programs in the County. With over 700 citizens trained and 350 active members, Foster City CERT will continue to be a leader on the Peninsula in emergency preparedness and training.

- Recruit and train 50 citizens per year with a goal of 500 active CERT members.
- Develop opportunities for discussion with local businesses for the development of a "business CERT" program.
- Establish joint CERT training exercises with San Mateo and Belmont CERT Teams.
- Develop a program for advanced CERT Members.
- Work with County OES to standardize CERT program and interests.
- Recruit T3 (CERT Train the Trainers) Trainers.

Leadership and Professional Development

The Foster City Fire Department strives to seek opportunities for leadership and offer professional development, training and guidance for its employees

by exemplifying leadership at all levels of the organization.

- Identify and create career paths to complement professional development efforts.
- Maintain active eligibility and promotional lists for all appropriate positions.
- Evaluate and modify all department job descriptions for accuracy and appropriateness and conduct job audits at all levels.
- Evaluate expectations for all “acting” positions (Captain and BC) and consistently encourage and mentor those currently in the programs.
- Encourage and train all probationary employees.
- Promote and model ethical behavior and exceptional internal and external customer service.
- Create opportunities for modern skill building in all divisions.
- Encourage and identify appropriate professional development opportunities for employees at all levels.

Training

The Fire Department will develop or enhance current training that provides employees the opportunity to maintain the high level of service and commitment to the community.

- Ensure all line staff meets the mandated state and federal training requirements.
- Update organizational structure and training plan for the Water Rescue Program.
- Continue the use of our “web-based” Training Programs offering interactive, individual training courses, through Target Solutions.
- Offer a tabletop training program for incident command for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- Implement a training program that increases knowledge, skills and abilities for those that are assigned as the Officer of the Truck Company.
- Standardize all training manuals across the Shared Services organization to provide consistent training and testing.
- Revise / update our internal water rescue response model utilizing partnerships with other agencies specifically the City of San Mateo and the San Mateo County Sheriffs.
- Continue to participate in cadet program to provide training, mentoring and evaluation of cadets.
- Offer Fire Officer and Chief Officer Certification classes through collaboration with our Joint In-House Training Work Group.
- Provide Officer training via our tri-annual “All Officer” meetings with all shared service partner agencies.

Committed and Engaged

The Fire Department will continue to create an environment that fosters participation, ethical behavior and department ownership.

- Create an environment that encourages loyalty, ownership and participation.
- Continue to encourage attendance at our All Officer meetings (three times a year) for training and team building with shared services agencies to further build relationships.
- Standardize policies and procedures when applicable with our partner agencies.

- Encourage Foster City personnel to attend and participate in FACT (Fire Action Consensus Team) with San Mateo Fire.
- Maintain and evaluate all staff assignments currently held in the department to increase effectiveness and assure fiscal responsibility.
- Select and use a system to accurately track the progress of department projects.
- Look for opportunities in technology to provide better service, interact and communicate with our citizens and provide information in the event of an emergency.

Fire Operations

The Operations Division personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials and citizen assist calls for service.

- Meet or exceed the San Mateo County required 6 minute 59 second response times to 90% of all medical calls within our community.
- Meet or exceed NFPA 1710 for truck response times 90% of the time.
- Complete all required, daily, weekly and monthly equipment and apparatus checks focusing on attention to detail.
- Participate in regional fire service activities, training and actively participate in County operations group meetings.
- Continue to upgrade and evaluate modern technology to stay on the leading edge.
- Look for cooperative purchasing opportunities with other departments and agencies.
- Continue to provide safety equipment / practices to meet or exceed industry standards.
- Continue to seek shared services opportunities.

Fire Administration

The Administration Division, which includes the Office of the Fire Chief, provides program direction to all divisions, budget oversight, and manages the city's emergency operations center (EOC) on behalf of the City Manager. Fire Administration also maintains all records and provides administrative support to the organization.

- Provide exceptional customer service to internal and external stakeholders.
- Develop and promote a standard of excellence in administration based on the values of professionalism, integrity, personal responsibility, and service.
- Continue to seek shared services opportunities.
- Promote a culture that clearly recognizes and values the role of administration staff as partners in the success of the department's core mission.
- Assist and prepare the annual budget, payroll, appropriate billing, and associated functions.
- Support our public education program and schedule tours and events.
- Maintain all public records in compliance with the City's records retention program.
- Assist staff with scheduling, staff reports, special studies, annual report development and other projects.

Fire Prevention

The Fire Prevention Division works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing

permits, checking plans, and inspecting for fire code compliance.

- Enhance and improve the scope of our electronic all risk pre-fire plan program and delivery system.
- Deliver fire prevention and outreach programs that provide citizens with information to reduce and prevent injury, maintain life safety in all buildings and reduce the occurrence of fires.
- Inspect buildings for life safety and fire code compliance.
- Inspect/test fire suppression and life safety systems
- Represent Fire Prevention at meetings and comment on behalf of the Fire Department's interest.
- Provide detailed fire/life safety review of plans on all submitted projects.
- Maintain supportive and professional relationships with other departments.
- Provide Fire Investigation to shared services partners.
- Participate in County Fire Prevention Officer's committee.
- Provide technical support and information to fire suppression personnel.
- Recommend amendments and facilitate the adoption of the tri-annual California Fire Code adoption process.
- Implement shared services model for Fire Prevention Bureau.

KEY INITIATIVES COMPLETED

- In 2014, the Fire Department responded to 2243 calls for service, 1035 of which were medical in nature. The Fire Department continues to achieve a 98% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.
- The Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions are shared between the City of San Mateo and the City of Foster City under an agreement for shared fire services.
- The Belmont Fire Protection District contracts for 24-hour Battalion Chief service, an Administrative Battalion Chief and a Fire Chief with the City of Foster City and the City of San Mateo.
- Foster City, San Mateo and Belmont Fire Department Chief Officers continue to hold monthly command staff meetings to discuss and enhance day-to-day operations for all cities. Larger meetings consisting of 50+ Foster City, San Mateo and Belmont Officers occur three times each year.
- The Fire Department is in the fourth year of its Acting Battalion Chief program. This program provides necessary career development of Company Officers to better prepare them for promotional opportunities. The program also aids in department succession planning efforts. Three captains currently in the program are progressing well.
- The Fire Department held its annual Open House in conjunction with the Police Department in October of 2014, allowing Foster City residents the opportunity to meet its Fire and Police Departments. Fire demonstrations and free blood pressure checks by firefighters were offered. Over 1000 residents attended our Open House.

- Several Foster City personnel who may be called into our Emergency Operations Center (EOC) participated in a Multiagency Coordination System (MACS) Workshop held October in 2014. This training was sponsored by the County Office of Emergency Services (OES) and held at the College of San Mateo.

- Foster City participated in a county sponsored functional drill and tabletop exercise, "Operation Cohesive Capability," which was held in December of 2014. The drill allowed city staff to exercise the EOC, test interagency communication capabilities utilizing the WebEOC software tool, and to assess technology needs. The tabletop portion allowed the City Managers from multiple agencies to discuss decision making and prioritization process for coping with a regional disaster.

- Emergency Preparedness Coordinator Jenelle Masterson conducted seven (7) E.O.C section specific training classes, attended by 83 staff members from Belmont, Foster City and San Mateo.

- The Fire Department continues to organize and schedule ongoing Incident Command System (ICS) and National Incident Management System (NIMS) training to meet federal and state law for newly hired employees or promoted employees on an annual basis.

- Every year, the Fire Department provides classes to Foster City residents. Basic Emergency Preparedness gives residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours. Cardiopulmonary Resuscitation (CPR) provides valuable information, teaching lay rescuers how to recognize and treat life threatening emergencies, such as cardiac arrest and choking.

- Fire Captain Steve Dimauro and Management Coordinator Vanessa Brannon along with assistance from intern Rimple Paul, (under the direction of the Fire Chief) continue to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. The Foster City Fire Department will have trained over 780 CERT members by the end of Fiscal Year 2014-2015.

- In August, at Leo Ryan Park, the Foster City CERT Community demonstrated to our residents of Foster City what CERT is all about. Our CERT's provided live demonstrations, disaster planning assistance, food and family fun, during our "living!LOCAL™ Are You Ready? Foster City Emergency Preparedness Day!" Our message to Foster City residents focused on our CERT motto "Neighbors Helping Neighbors."

- In September, we activated our CERT members to report to the Fire Station with short notice. 35 CERTs responded and were tasked with going door-to-door to deliver door hangers with mosquito fogging alert information to approximately 2100 homes and businesses in neighborhoods 6, 7, and 8. In December, twenty (20) of our CERT members responded to an activation request seeking help filling sandbags for Foster City residents fortifying their homes for an incoming storm.

- In 2014, we began a pilot Business Emergency Response Training (BERT) program with national pharmaceutical leader, Gilead Sciences. BERT is designed to train local businesses in emergency preparedness and resiliency, while our community benefits from the additional trained CERT Members. Our first class consisted of twenty (20) Gilead Sciences employees. These trained CERT members will respond to Gilead first, if at work when the disaster strikes, or their home community. These trained personnel can also respond with the Foster City CERT Community, as part of Neighborhood 1.

- CERT program purchased a new 24-foot trailer to carry emergency equipment and is outfitted as a mobile emergency radio center. This trailer can be parked to the rear of the fire station and assist with vital communications in the event of a widespread failure of our dispatch system CERT trained HAM radio operators will staff this trailer.

- In April 2014, Foster City, Cal-Fire, San Mateo County Office of Emergency Services and San Mateo County Health Department partnered with other San Mateo County Fire Departments and utilized trained CERT members to participate in a Bio-Hazard Field Exercise called Silver Dragon VII. CERT Members canvassed Foster City neighborhoods and distributed emergency preparedness flyers to over 1400 homes in less than 2 & a half hours.

- The Fire Department administered our CERT continuing education program for our residents who have already completed the basic course. Continuing education for CERT includes: Incident Command, Fire Extinguisher, Terrorism and Weapons of Mass Destruction, Utilities, Search and Rescue, Triage, Disaster Medical, Disaster Psychology and Disaster Preparedness. We also provide expanded training classes that are not included in the Citizen Corp CERT curriculum. These include: Pet Preparedness, Ham Radio Communications, Family Radio Service (FRS)/General Mobile Radio Service (GMRS) Radio Communications, CERT Leadership, Moulage, Shelter Management, and Earthquake 101. We also conduct large scale drills and exercises to keep our CERT's prepared.

- The Operations Divisions completed a truck relocation pilot study to evaluate responses into all three communities (Foster City, San Mateo & Belmont). City Council approved our recommendation for an enhanced joint staffed (Belmont and Foster City) Truck Company.

The enhanced truck increases staffing from (3) personnel to (4) personnel with one position being a paramedic. Truck 28 has relocated to San Mateo Station 23 and became Truck 23. This relocation centralizes our shared Truck response to our partner agencies.

- The Administration Division continues to administer the Vehicle and Residential lockout program generating revenue for the City.

- The Fire Marshal is part of the State Fire Alarm Advisory Committee. The Advisory Board is a group of California Fire Marshals, Regulatory Agencies and Major Industry representatives. They advise the State Fire Marshal on fire alarm code enforcement or installation issues, make recommendations for code changes and provide interpretations for dissemination to contractors and code enforcement jurisdictions.

- The Fire Marshal completed plan reviews and construction approvals on several high profile property development and redevelopment projects.

- The Bureau also continues to provide assistance to other San Mateo County jurisdictions for fire investigation and training. The City of San Mateo has contracted with Foster City Fire for part-time plan checking services provided by the Fire Marshal. These costs are reimbursed back to Foster City.

- Fire Department is in its fourth year as part of the Central San Mateo County Training Division. The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that are not available in a single agency. An added benefit to our organization as a member of this Training Group is that our personnel were eligible and competed for a Captain position assigned to the training division as a benefit to our participation in the division.

- The Fire Department continues to successfully participate in the San Mateo County Pre-Hospital Emergency Medical Services Group (JPA). Major components of the system are the provision of engine-based paramedic service to the community and the coordinated dispatch of all fire agencies in the County. Fire and medical responses are dispatched based upon the closest available engine, regardless of jurisdiction

INTIATIVES & SERVICE LEVEL EXPECTATIONS DURING FY 2015-2016

Service levels to the residents remained high and will continue to remain high in FY 2015-2016

<u>Administration</u>

- Evaluate current governance model for shared services. Explore options and develop recommendations for creating a sustainable long term model for fire administration and operational delivery.

- In conjunction with the San Mateo County Operational Area and the other counties in the region though the Association of Bay Area Governments (ABAG), Foster City will participate in a regional Local Hazard Mitigation Planning effort in 2015. The Fire

Department will produce an updated Local Hazard Mitigation Plan, which will be sent to the City Council for adoption in 2016. As the Local Hazard Mitigation Planning effort is a citywide effort, the Fire Department Staff will serve as the lead for the project, but will strongly rely on all relevant city departments for participation and input to the plan.

- Continue to fund the part-time clerical assistant position at an annual cost of $11,800. This position enables staff to meet the clerical needs of the Department.

- Continue to fund the part-time emergency preparedness intern at an annual cost of $25,000. This position supports the city's efforts in community and employee preparedness.

Fire Prevention

- Foster City and San Mateo Fire Prevention Divisions will continue to share a Fire Inspector II position as a step towards a shared Fire Prevention Division. This inspector will develop institutional knowledge working under the Fire Marshal. A restructuring of the Fire Prevention Division is anticipated with the retirement of the Fire Marshal.

Fire Operations

- In FY 2015-2016, we will continue to explore opportunities for additional shared services. We will focus on maintaining exceptional customer service while remaining fiscally responsible. We will use proactive and outside the box leadership to think of new and different ways of doing things.

- Accept receipt of our new Fire Engine and Ladder Truck following completion of acceptance testing guidelines and place them into service.

- Update our reserve apparatus fleet when new equipment is placed into service and salvage our current reserve equipment.

CHANGES IN FINANCIAL RESOURCES REQUIRED

Personnel

- The Belmont Fire Protection District will reimburse the City of Foster City for a portion of the Fire Chief, Administrative Battalion Chief and Operational Battalion Chiefs salaries in the amount of $105,147 for FY 15-16.

- The San Mateo Fire Department will reimburse the City of Foster City $120,000 for shared truck service as part of our shared truck agreement.

- The Belmont Fire Protection District will reimburse the City of Foster City for $15,963 for a shared portion of our Training Costs related to Truck personnel.

- The City of Foster City will eliminate a full time Fire Captain position (1 FTE) as a result of our joint staffed shared truck. This FTE position is staffed and funded by Belmont Fire Protection District. This results in a savings of $226,663 for FY 15-16.

- The City of Foster City will contract with the City of San Mateo for Fire Prevention services which includes a Fire Marshal, providing division oversight and a Deputy Fire Marshal for $255,176 for FY 15-16.

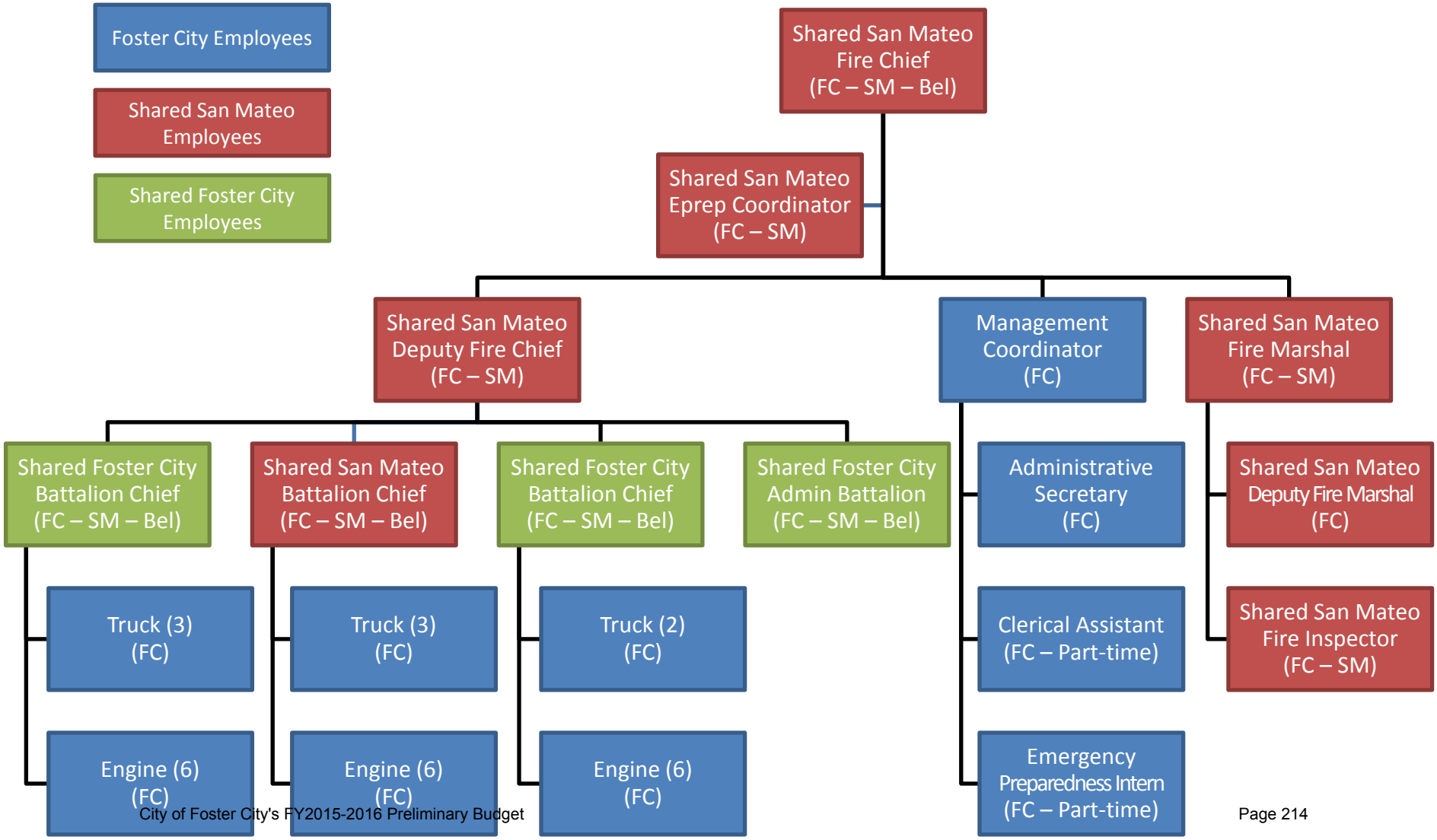
- Fire will continue to share (up to 50%) a Fire Inspector II position with San Mateo Fire Department in an amount not to exceed $99,191.

- Fire will continue to share (33%) of an Emergency Preparedness Coordinator position with the City of San Mateo at an annual cost of $52,850.

Services and Supplies

- The Emergency Preparedness budget has been transferred from the City Manager's Department to the Fire Department.
- Safety Boots – Increase in cost as the initial boots must be black high top with steel shank and steel toed, as approved by CAL OSHA for the fire service ($8,400).
- Wellness Testing – Increase in preventive testing as cancer studies have found that firefighters have an increased risk of cancer(s) ($16,000).

FCFD
FY 15/16


Foster City Employees
Shared San Mateo Employees
Shared Foster City Employees
Shared San Mateo Fire Chief (FC – SM – Bel)
Shared San Mateo Eprep Coordinator (FC – SM)
Shared San Mateo Deputy Fire Chief (FC – SM)
Management Coordinator (FC)
Shared San Mateo Fire Marshal (FC – SM)
Shared Foster City Battalion Chief (FC – SM – Bel)
Shared San Mateo Battalion Chief (FC – SM – Bel)
Shared Foster City Battalion Chief (FC – SM – Bel)
Shared Foster City Admin Battalion (FC – SM – Bel)
Administrative Secretary (FC)
Shared San Mateo Deputy Fire Marshal (FC)
Truck (3) (FC)
Truck (3) (FC)
Truck (2) (FC)
Clerical Assistant (FC – Part-time)
Shared San Mateo Fire Inspector (FC – SM)
Engine (6) (FC)
Engine (6) (FC)
Engine (6) (FC)
Emergency Preparedness Intern (FC – Part-time)

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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 833,423	$ 833,423	$ 1,050,012
PREVENTION	283,687	283,687	-
TRAINING / OPERATIONS	7,150,553	7,150,553	7,316,427
DISASTER PREPAREDNESS	-	-	52,185
TOTAL FOR FIRE	**$ 8,267,663**	**$ 8,267,663**	**$ 8,418,624**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 7,064,197	$ 7,064,197	$ 6,940,397
SERVICES AND SUPPLIES	472,120	472,120	728,906
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,536,317	7,536,317	7,669,303
INTERNAL SERVICES	731,346	731,346	771,685
Subtotal (Total Department Expenses before Reallocations)	8,267,663	8,267,663	8,440,988
REALLOCATIONS	-	-	(22,364)
TOTAL FOR FIRE	**$ 8,267,663**	**$ 8,267,663**	**$ 8,418,624**

DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION Account: 001-0710-422 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0710-422-4110	PERMANENT SALARIES	$315,668.00	$324,925.00
	Subtotal	**$315,668.00**	**$324,925.00**
001-0710-422-4111*	CLERICAL ASSISTANT	$11,200.00	$11,200.00
001-0710-422-4111	PART-TIME EMERGENCY PREPAREDNESS INTERN	$24,975.00	$24,975.00
	Subtotal	**$36,175.00**	**$36,175.00**
001-0710-422-4120	FRINGE	$170,205.00	$184,479.00
	Subtotal	**$170,205.00**	**$184,479.00**
	Employee Services Total	**$522,048.00**	**$545,579.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0710-422-4520	COMPENSATED ABSENCES	$1,105.00	$1,137.00
	Subtotal	**$1,105.00**	**$1,137.00**
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	$87,594.00	$98,570.00
	Subtotal	**$87,594.00**	**$98,570.00**
001-0710-422-4569	BUILDING MAINTENANCE	$7,978.00	$8,159.00
	Subtotal	**$7,978.00**	**$8,159.00**
	Internal Services Total	**$96,677.00**	**$107,866.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0710-422-4240	CERT BACKPACKS	$0.00	$4,000.00
001-0710-422-4240	CERT Materials	$6,000.00	$6,000.00
001-0710-422-4240	OFFICE FURNITURE	$250.00	$750.00
	Subtotal	**$6,250.00**	**$10,750.00**
001-0710-422-4241	PAPER/COPY SUPPLIES	$3,000.00	$3,000.00

		Subtotal	**$3,000.00**	**$3,000.00**
001-0710-422-4242	GENERAL POSTAGE		$500.00	$500.00
		Subtotal	**$500.00**	**$500.00**
001-0710-422-4243	GENERAL OFFICE SUPPLIES		$4,500.00	$4,500.00
001-0710-422-4243	SHARED SERVICES SUPPLIES		$4,000.00	$4,000.00
		Subtotal	**$8,500.00**	**$8,500.00**
001-0710-422-4246	DASHBOARD FIREVIEW		$1,100.00	$1,100.00
001-0710-422-4246	LEXIPRO		$0.00	$2,000.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE		$500.00	$500.00
001-0710-422-4246	SUNPRO UPDATES		$1,450.00	$1,450.00
001-0710-422-4246	TELESTAFF		$2,700.00	$2,700.00
		Subtotal	**$5,750.00**	**$7,750.00**
001-0710-422-4251	BACKGROUND INVESTIGATIONS		$1,000.00	$1,000.00
001-0710-422-4251	COST SHARING EMERGENCY PREPAREDNESS COORDINATOR		$48,635.00	$0.00
001-0710-422-4251	FIRE COMMAND SHARED SERVICES MODEL		$133,263.00	$0.00
001-0710-422-4251	FIRE PREVENTION CONTRACT		$0.00	$354,367.00
001-0710-422-4251	LEGAL SERVICES		$1,000.00	$1,000.00
		Subtotal	**$183,898.00**	**$356,367.00**
001-0710-422-4253	FIRE CODE UPDATES		$0.00	$1,000.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS		$200.00	$200.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC		$600.00	$1,000.00
		Subtotal	**$800.00**	**$2,200.00**
001-0710-422-4254	CONFERENCES AND MEETINGS		$1,000.00	$1,000.00
001-0710-422-4254	MISCELLANEOUS		$500.00	$500.00
		Subtotal	**$1,500.00**	**$1,500.00**
001-0710-422-4255	SHARED SERVICES TRAINING		$4,000.00	$4,000.00
001-0710-422-4255	TRAINING		$500.00	$2,000.00
		Subtotal	**$4,500.00**	**$6,000.00**
		Services and Supplies Total	**$214,698.00**	**$396,567.00**
		ADMINISTRATION Total	**$833,423.00**	**$1,050,012.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0720-422-4110	PERMANENT SALARIES	$162,209.00	$0.00
	Subtotal	**$162,209.00**	**$0.00**
001-0720-422-4120	FRINGE	$90,320.00	$0.00
	Subtotal	**$90,320.00**	**$0.00**
	Employee Services Total	**$252,529.00**	**$0.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0720-422-4520	COMPENSATED ABSENCES	$568.00	$0.00
	Subtotal	**$568.00**	**$0.00**
001-0720-422-4544	VEHICLE REPLACEMENT	$24,325.00	$0.00
	Subtotal	**$24,325.00**	**$0.00**
	Internal Services Total	**$24,893.00**	**$0.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0720-422-4240	1997 CA CCR	$300.00	$0.00
001-0720-422-4240	CODE ADOPTION - UBC	$300.00	$0.00
001-0720-422-4240	CODE ADOPTION - UFC	$920.00	$0.00
001-0720-422-4240	FIRE PREVENTION MATERIALS	$1,750.00	$0.00
	Subtotal	**$3,270.00**	**$0.00**
001-0720-422-4243	FIRE INSPECTION FORMS	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**
001-0720-422-4253	CCAI MEMBERSHIP	$150.00	$0.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	$845.00	$0.00

001-0720-422-4253	NORCAL FPO	$100.00	$0.00
001-0720-422-4253	SMCFPO/FIU	$100.00	$0.00
001-0720-422-4253	TITLE 19 UPDATES	$300.00	$0.00
	Subtotal	**$1,495.00**	**$0.00**
001-0720-422-4254	FIRE PREVENTION MEETINGS	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**
001-0720-422-4255	TRAINING	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**
	Services and Supplies Total	**$6,265.00**	**$0.00**
	PREVENTION Total	**$283,687.00**	**$0.00**

FIRE - TRAINING/OPERATIONS Account: 001-0730-422 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0730-422-4110	PERMANENT SALARIES	$3,405,609.00	$3,451,380.00
	Subtotal	**$3,405,609.00**	**$3,451,380.00**
001-0730-422-4112	GENERAL OVERTIME	$313,020.00	$330,560.00
	Subtotal	**$313,020.00**	**$330,560.00**
001-0730-422-4116	FLSA	$57,126.00	$54,186.00
001-0730-422-4116	TRAINING OVERTIME	$20,000.00	$20,000.00
	Subtotal	**$77,126.00**	**$74,186.00**
001-0730-422-4117	HOLIDAY PAY	$156,825.00	$156,511.00
	Subtotal	**$156,825.00**	**$156,511.00**
001-0730-422-4120	FRINGE BENEFITS	$2,337,040.00	$2,382,181.00
	Subtotal	**$2,337,040.00**	**$2,382,181.00**
	Employee Services Total	**$6,289,620.00**	**$6,394,818.00**

Internal Services	Approved	Requested

		2014-2015	2015-2016
001-0730-422-4520	COMPENSATED ABSENCES	$11,920.00	$12,080.00
	Subtotal	**$11,920.00**	**$12,080.00**
001-0730-422-4544	VEHICLE REPLACEMENT	$291,188.00	$320,725.00
	Subtotal	**$291,188.00**	**$320,725.00**
001-0730-422-4556	EQUIPMENT REPLACEMENT	$78,163.00	$84,229.00
	Subtotal	**$78,163.00**	**$84,229.00**
001-0730-422-4569	BUILDING MAINTENANCE	$228,505.00	$233,681.00
	Subtotal	**$228,505.00**	**$233,681.00**
	Internal Services Total	**$609,776.00**	**$650,715.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0730-422-4240	ALS ROLLING STOCK	$2,000.00	$2,000.00
001-0730-422-4240	BLS SUPPLIES	$3,000.00	$3,000.00
001-0730-422-4240	CPR MANUALS	$2,000.00	$2,000.00
001-0730-422-4240	HOSE	$6,000.00	$6,000.00
001-0730-422-4240	KITCHEN SUPPLIES	$500.00	$1,000.00
001-0730-422-4240	LINEN SUPPLIES	$0.00	$1,000.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	$1,500.00	$1,500.00
001-0730-422-4240	SAFETY UNIFORMS	$17,820.00	$26,220.00
001-0730-422-4240	WILDLAND EQUIPMENT	$1,800.00	$1,800.00
	Subtotal	**$34,620.00**	**$44,520.00**
001-0730-422-4243	MAPS	$1,000.00	$1,000.00
001-0730-422-4243	MISCELLANEOUS	$1,300.00	$1,300.00
001-0730-422-4243	OFFICE SUPPLIES	$1,700.00	$2,000.00
	Subtotal	**$4,000.00**	**$4,300.00**
001-0730-422-4245	ADAPTERS	$200.00	$200.00
001-0730-422-4245	BATTERIES	$1,000.00	$1,000.00
001-0730-422-4245	CHAMOIS	$100.00	$100.00
001-0730-422-4245	ELECTRICAL	$100.00	$100.00

001-0730-422-4245	FLASHLIGHTS	$315.00	$315.00
001-0730-422-4245	FOAM	$750.00	$750.00
001-0730-422-4245	HAZMAT SUPPLIES	$400.00	$600.00
001-0730-422-4245	MISCELLANEOUS	$1,500.00	$1,500.00
001-0730-422-4245	SALVAGE COVERS	$200.00	$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	$7,000.00	$7,000.00
	Subtotal	**$11,565.00**	**$11,765.00**
001-0730-422-4246*	AED	$1,000.00	$1,000.00
001-0730-422-4246	AIR CASCADE SYSTEM	$1,500.00	$1,500.00
001-0730-422-4246	AIR TESTING	$400.00	$400.00
001-0730-422-4246	BOAT MOTOR	$1,000.00	$1,000.00
001-0730-422-4246	BREATHING APPARATUS	$5,000.00	$5,000.00
001-0730-422-4246	BUILDING MAINTENANCE	$1,500.00	$1,500.00
001-0730-422-4246	CERT TRAILER MAINTENANCE	$500.00	$500.00
001-0730-422-4246	EXTINGUISHERS	$550.00	$550.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	$2,000.00	$2,000.00
001-0730-422-4246	HAND TOOLS	$350.00	$350.00
001-0730-422-4246	LADDER TESTING	$1,000.00	$1,000.00
001-0730-422-4246	LADDERS	$200.00	$1,000.00
001-0730-422-4246	LIGHT EQUIPMENT	$100.00	$100.00
001-0730-422-4246	LINEN SERVICE	$500.00	$0.00
001-0730-422-4246	NOZZLES/VALVES	$100.00	$100.00
001-0730-422-4246	POWER TOOLS	$300.00	$300.00
001-0730-422-4246	RADIO MAINTENANCE	$5,500.00	$5,500.00
001-0730-422-4246	RESCUE TOOLS	$600.00	$600.00
001-0730-422-4246	SAW BLADES	$800.00	$2,800.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	$1,150.00	$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	$2,000.00	$2,000.00
001-0730-422-4246	TRAINING PROP	$600.00	$600.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	$4,500.00	$4,500.00

001-0730-422-4246	VEHICLE MAINTENANCE	$2,450.00	$2,450.00
	Subtotal	**$33,600.00**	**$35,900.00**
001-0730-422-4251	ALS CERTIFICATION	$3,000.00	$3,000.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	$3,000.00	$3,000.00
001-0730-422-4251	JPA CAD LINK	$3,700.00	$3,700.00
001-0730-422-4251	JPA DATA LINK	$1,430.00	$1,430.00
001-0730-422-4251	JPA TEA CONTRACT	$3,800.00	$3,800.00
001-0730-422-4251	PSC CAD LICENSES	$500.00	$500.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS	$2,000.00	$1,500.00
001-0730-422-4251	TB TESTING	$560.00	$560.00
	Subtotal	**$17,990.00**	**$17,490.00**
001-0730-422-4253	SMCTO	$375.00	$375.00
	Subtotal	**$375.00**	**$375.00**
001-0730-422-4254	SHARED OPS MEETINGS	$1,500.00	$1,500.00
001-0730-422-4254	TRAVEL & MEETINGS	$340.00	$340.00
	Subtotal	**$1,840.00**	**$1,840.00**
001-0730-422-4255	CENTRAL COUNTY TRAINING	$136,167.00	$127,704.00
001-0730-422-4255	MUTUAL AID WILDLAND	$1,500.00	$1,500.00
001-0730-422-4255	OPERATIONAL TRAINING	$5,500.00	$5,500.00
001-0730-422-4255	WELLNESS TESTING	$4,000.00	$20,000.00
	Subtotal	**$147,167.00**	**$154,704.00**
	Services and Supplies Total	**$251,157.00**	**$270,894.00**
	TRAINING/OPERATIONS Total	**$7,150,553.00**	**$7,316,427.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0740-422-4544	VEHICLE REPLACEMENT	$0.00	$10,947.00
	Subtotal	**$0.00**	**$10,947.00**
001-0740-422-4556	EQUIPMENT REPLACEMENT	$0.00	$2,157.00
	Subtotal	**$0.00**	**$2,157.00**
	Internal Services Total	**$0.00**	**$13,104.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0740-422-4243	OFFICE SUPPLIES	$0.00	$1,000.00
	Subtotal	**$0.00**	**$1,000.00**
001-0740-422-4251	OES / EMERGENCY SERVICES JPA	$0.00	$57,945.00
	Subtotal	**$0.00**	**$57,945.00**
001-0740-422-4255	TRAINING	$0.00	$2,500.00
	Subtotal	**$0.00**	**$2,500.00**
	Services and Supplies Total	**$0.00**	**$61,445.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0740-422-4496	ALLOCATION OF EXPENSES TO WATER	$0.00	($11,182.00)
	Subtotal	**$0.00**	**($11,182.00)**
001-0740-422-4497	ALLOCATION OF EXPENSES TO SEWER	$0.00	($11,182.00)
	Subtotal	**$0.00**	**($11,182.00)**
	Reallocation Total	**$0.00**	**($22,364.00)**
	DISASTER PREPAREDNESS Total	**$0.00**	**$52,185.00**

Community Development Department

DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.

- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
COMMUNITY DEVELOPMENT DIRECTOR	1.0	1.0	1.0
PLANNING MANAGER	1.0	1.0	1.0
SENIOR PLANNER	1.0	1.0	1.0
ASSISTANT/ASSOCIATE PLANNER	2.0	2.0	2.0
MANAGEMENT COORDINATOR	0.0	0.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	0.0
OFFICE ASSISTANT II	2.0	2.0	2.0
CHIEF BUILDING OFFICIAL	1.0	1.0	1.0
SENIOR BUILDING INSPECTOR	1.0	1.0	1.0
BUILDING INSPECTOR	2.0	3.0	3.0
BLDG. PERMIT TECHNICIAN	0.0	0.0	0.0
Total Full-Time Employees	**12.0**	**13.0**	**13.0**

MISSION STATEMENT

The Community Development Department is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community.

STRATEGIC PLAN

- Continue updating the General Plan and ensure that the Plan is relevant and reflects current values of the community
- Implement Land Use and Circulation Element Goals and Policies
- Implement Climate Action Plan
- Implement Housing Element initiatives
- Work with the City Attorney to update the zoning code to be more user friendly and to reflect current community expectations and values
- Provide inspection services in a timely manner
- Ensure that building inspectors and plan checkers are trained and equipped to review all building types and tenant improvements in conformance with applicable codes and regulations
- Maintain the unique character of Foster City's commercial and residential areas

KEY INITIATIVES COMPLETED

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2014-2015.

The Department has accomplished many significant objectives during FY 2014-2015 including the following major items:

- **General Plan Update**
  - Work continued on the update of the Land Use and Circulation Element and accompanying Environmental Impact Report and Climate Action Plan. A draft of the Climate Action Plan and Land Use and Circulation Element were reviewed by the Planning Commission and City Council in 2014. The draft EIR will be circulated in mid-2015. Adoption is anticipated in 2015.
  - Housing Element Update – Work was completed on the update of the Housing Element for the 2015-2023 Planning Period, including adoption by the City Council on February 2, 2015 and approved by the State Department of Housing and Community Development on April 14, 2015.

- **Development Plan Process**
  - Triton Pointe, which is the second phase of the Pilgrim-Triton Master Plan is under construction. It consists of 166 apartment units and 6,000 square feet of commercial. Construction is expected to be completed in 2015.
  - Waverly, which is the third phase of the Pilgrim Triton Master Plan is under construction. It consists of 240 housing units and 5,000 sq. ft. of retail. Construction is expected to completed in 2016-2017.
  - Foster Square, (the 15 acres site), is under construction.
    - Completed review of construction plans for Midpen Housing, which consists of 66

affordable housing units for seniors, and is now under construction. Construction is expected to be completed in 2016.
  - Atria, which consistns of 155 assisted and independent living units, including 24 memory care units. Construction is anticipated to begin in 2015.
  - Reviewed construction for Lennar Homes, which consists of 200 for-sale senior housing units is now under construction. Construction is anticipated in phases beginning in April 2015.
- The Use Permit and Environmental Assessment were approved on April 3, 2014 for a 314,524 square foot 10-story office building on a vacant lot in the Gilead Integrated Campus. A Building Permit has been issued and the building is under construction. The building is expected to be completed in 2016.
- A Use Permit Modification was approved on March 19, 2015, for a 1-story, 27,698 square foot meeting center addition to the 10-story Gilead office building.
- The Use Permit and Environmental Assessment were approved on May 1, 2014 for a 6-level parking garage on the Gilead North Campus. The building is currently under construction and is expected to be completed in 2016.
- An application to redevelop the Charter Square Shopping Center was reviewed at a Development Project Preliminary Review City Council Meeting.
- An application to develop a marina with housing on a vacant site at the terminus of Halibut Street and Beach Park Blvd. was reviewed twice at a Development Project Preliminary Review City Council Meetings.
- An application to amend the Pilgrim-Triton General Development Plan (Master Plan) to increase the amount of housing in Phase C was reviewed at a Development Project Preliminary Review City Council meeting.
- A preliminary review application to redevelop and add affordable housing units for the Harbor Cove Apartments was reviewed at a Planning Commission Study Session but has been subsequently withdrawn.
- Began reviewing and processing a General Plan Amendment, General Development Plan, Environmental Assessment (including preparation of the Environmental Impact Report) Specific Development Plan/Use Permit and Development Agreement for the BioMed Realty site on Lincoln Centre Drive.

- **Staff Training** –The Community Development Director attended the State Planning Conference. The Chief Building Official attended the International Code Development Hearings conference. The Chief Building Official and Building Inspectors attended approximately 40 continuing education seminars and 60 local code group meetings annually regarding new regulations and Building Code updates.

- **Planning Permit Processing** – During calendar year 2014, the Planning/Code Enforcement Division processed 235 permits, including the major categories of 89 Architectural Review permits, 9 Use Permits, 48 Use Permit Modifications, 13 Environmental Assessments and 44 Sign Review permits compared to 247 permits, including the major categories of 83 Architectural Review permits, 9 Use Permits and 49 Sign Review Permits in 2013.

- **Building Permit Processing** - In calendar year 2014, the Building Inspection Division issued 2,667 permits and conducted 14,044 inspections, compared to 2,547 permits and 17,507 inspections in 2013.

- **Code Enforcement** – During calendar year 2014, a total of 107 code enforcement cases were handled, including the major categories of 66 property maintenance cases, and 1 boat case on private property, compared to 2013 totals of 107 code enforcement cases, including the major categories of 93 property maintenance cases, 3 sign cases, 2 buildings without permits and 3 boats on private property.

- **Affordable Housing Programs** – Staff continued to implement affordable housing programs, including the Existing Unit Purchase Program. Staff continued with the ongoing administrative efforts required for the affordable housing programs for units at Foster's Landing, Metro Senior Apartments, Marlin Cove and Miramar and Pilgrim/Triton projects. Staff also continues to provide administrative oversight of existing loans. In May 2014, one of the units in the Existing Unit Purchase Program was sold, leaving six units in the program.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

The Community Development Department will continue to provide the required planning and building services. Staff will be augmented with consulting planners as needed. The consulting planners will be paid from the developers' deposits.

Key initiatives and service levels planned for FY 2015-2016 include the following:

Planning/Code Enforcement Division

- Review and process the Specific Development Plan/ Use Permits and construction plans associated with the remaining phases of the Foster Square (15-acre site) Master Plan.
- Review and process the Specific Development Plan/Use Permits and construction plans associated with future buildings as part of the Gilead Sciences Integrated Corporate Campus Master Plan.
- Review and process a General Development Plan to amend the Vintage Park Master Plan to include additional land purchased by Gilead Sciences, Inc. in Vintage Park.
- Complete reviewing and processing a General Plan Amendment, General Development Plan,

Environmental Assessment and Specific Development Plan/Use Permit for the BioMed Realty site on Lincoln Centre Drive. Assist in updating the Municipal Code and specifically Title 17, Zoning Code.

- Implement the recommended measures in the Climate Action Plan.
- Complete revisions and adopt the Land Use and Circulation Element and certify the Environmental Impact Report associated with these revisions.
- Begin implementation of the programs included in the new Housing Element.
- Begin revisions of the Safety, Noise and Conservation Elements of the General Plan.
- Assist City Manager on Vision and Managed Growth efforts
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Continue to implement and administer continuing housing programs. Complete the Housing Nexus study and consider adoption of housing impact fees.
- Process planning permits with the target turnaround time for most property improvement applications of 72 hours.
- Development and implementation of State mandated laws and programs, such as preparation/adoption of ordinances to comply with changes in State law, review of CIP projects for CEQA compliance, and review of land development projects.
- Review and process a Use Permit, General Development Plan to expand Family Dental.
- Train the new Associate Planner.
- Housing Element Implementation – Adopt and apply Affordable Housing Overlay Zone to sites identified in the Housing Element.

Building Inspection Division

- Review plans and provide daily inspection services for residential and commercial development.
- Review plans for the Atria along with phase 2 of the Foster Square development; review plans for Illumina of the BioMed development; and review plans for 1297 Chess Drive. Provide inspections services once construction commences.
- Provide inspection services for the construction of the Triton Pointe apartments and the Waverly of the Pilgrim-Triton development.
- Collaborate with other City Departments to advance implementation of new permitting processing system.
- Provide inspection services for the For-Sale Condominiums at Foster Square once construction commences.
- Provide inspection services for the Gilead 10-story office building and 6-story parking garage (309 Velocity Way) under construction.
- Provide inspection services for the Towneplace Suites Hotel under construction at 1299 Chess Drive.
- Provide inspection services for the Atria assisted living facility at Foster Square under construction

- Provide inspection services for all other construction projects.
- Enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforcement of State energy regulations
- Enforcement of the Federal Americans with Disabilities Act.
- Special State mandate/ensure the safety of automatic garage door openers.
- Special State mandate/ensure that asbestos is not being applied to new structures.
- Conduct inspection of buildings under construction to ensure code compliance with all relevant codes and ordinances.
- File and maintain approved construction plans for the life of a building.

CHANGES IN FINANCIAL RESOURCES REQUIRED

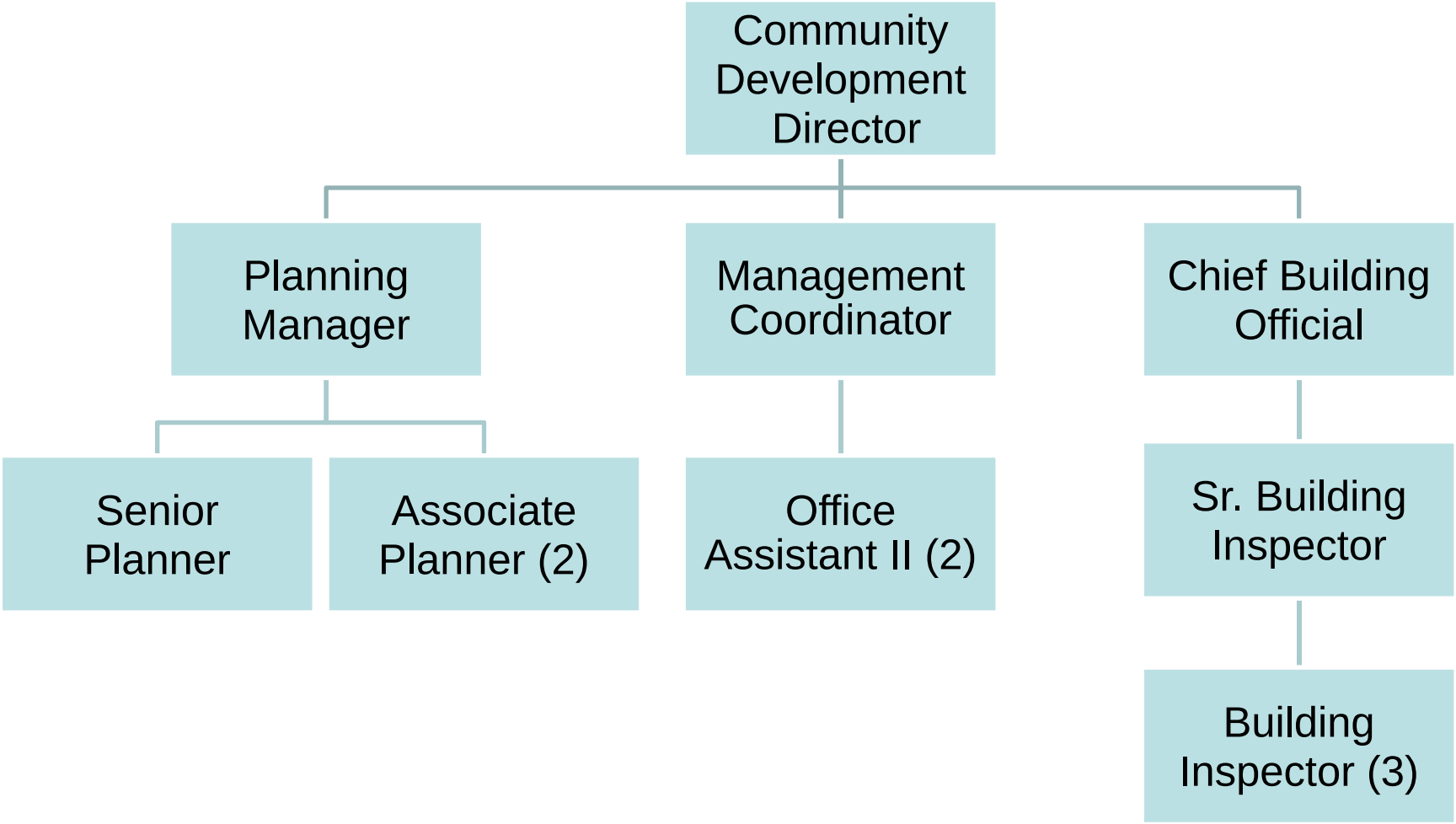
Employee Services

- The Management Assistant position has been reclassified to a Management Coordinator position to reflect increased responsibilities and duties ($12,028).

Services and Supplies

- Consultant services will continue to be used to complete the required Environmental Impact Report for the General Plan Update.
- Consultant services are proposed to assist with updating the Land Use and Circulation Element, Noise, Safety and Circulation Elements. Funds will come from the General Plan Maintenance Fee that was established in FY 2011-2012.
- Continued use of consulting planners is anticipated for major projects. The cost for the consulting planners will be paid from the applicant's processing deposit.
- With the retirement of the Fire Marshall, Building inspectors are proposed to be trained to inspect fire sprinklers for single family homes. Funding for certification pay will be paid from Building Permit Fees ($9,600).
- Consultant services are proposed to assist with plan checks because the Senior Inspector will need to conduct additional inspections due to the number of major projects currently under construction. The cost will be covered by building permit fees and will not come from General Fund ($50,000).
- Consultant services for projects without deposit accounts ($20,000).

Community Development Department



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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	$ 295,125	$ 351,335	$ 310,660
BUILDING SAFETY, CODE, PLAN CHECK	973,707	973,707	1,148,660
CURRENT PLANNING	489,910	489,910	540,470
ORDINANCE ENFORCEMENT	108,550	108,550	113,460
PLANNING ADMINISTRATION	426,043	426,043	464,377
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 2,293,335**	**$ 2,349,545**	**$ 2,577,627**

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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 1,975,700	$ 1,975,700	$ 2,147,400
SERVICES AND SUPPLIES	153,166	209,376	250,946
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,128,866	2,185,076	2,398,346
INTERNAL SERVICES	164,469	164,469	179,281
Subtotal (Total Department Expenses before Reallocations)	2,293,335	2,349,545	2,577,627
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 2,293,335**	**$ 2,349,545**	**$ 2,577,627**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - PLANNING ADMINISTRATION Account: 001-0810-419 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0810-419-4110	PERMANENT SALARIES	$196,200.00	$216,900.00
	Subtotal	**$196,200.00**	**$216,900.00**
001-0810-419-4120	FRINGE BENEFITS	$99,400.00	$109,400.00
	Subtotal	**$99,400.00**	**$109,400.00**
	Employee Services Total	**$295,600.00**	**$326,300.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0810-419-4520	COMPENSATED ABSENCES	$675.00	$748.00
	Subtotal	**$675.00**	**$748.00**
001-0810-419-4544	VEHICLE REPLACEMENT	$17,609.00	$18,488.00
	Subtotal	**$17,609.00**	**$18,488.00**
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	$37,622.00	$42,827.00
	Subtotal	**$37,622.00**	**$42,827.00**
001-0810-419-4569	BUILDING MAINTENANCE	$21,041.00	$21,518.00
	Subtotal	**$21,041.00**	**$21,518.00**
	Internal Services Total	**$76,947.00**	**$83,581.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0810-419-4241	COPY EXPENSE	$7,000.00	$7,000.00
	Subtotal	**$7,000.00**	**$7,000.00**
001-0810-419-4242	POSTAGE EXPENSE	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
001-0810-419-4243	GENERAL OFFICE SUPPLIES	$9,000.00	$9,000.00
	Subtotal	**$9,000.00**	**$9,000.00**

001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	$80.00	$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	$216.00	$216.00
	Subtotal	**$296.00**	**$296.00**
001-0810-419-4249	ADVERTISING	$15,000.00	$15,000.00
	Subtotal	**$15,000.00**	**$15,000.00**
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	$4,000.00	$4,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	$200.00	$200.00
	Subtotal	**$4,200.00**	**$4,200.00**
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	$4,000.00	$5,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	$4,000.00	$4,000.00
	Subtotal	**$8,000.00**	**$9,000.00**
	Services and Supplies Total	**$53,496.00**	**$54,496.00**
	PLANNING ADMINISTRATION Total	**$426,043.00**	**$464,377.00**

COMMUNITY DEVELOPMENT - ADVANCE PLANNING Account: 001-0811-419 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0811-419-4110	PERMANENT SALARIES	$152,800.00	$163,300.00
	Subtotal	**$152,800.00**	**$163,300.00**
001-0811-419-4120	FRINGE BENEFITS	$76,800.00	$81,800.00
	Subtotal	**$76,800.00**	**$81,800.00**
	Employee Services Total	**$229,600.00**	**$245,100.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0811-419-4520	COMPENSATED ABSENCES	$525.00	$560.00
	Subtotal	**$525.00**	**$560.00**
	Internal Services Total	**$525.00**	**$560.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0811-419-4241	COPY EXPENSE-PRINTING OF GP ELEMENTS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-0811-419-4251	GENERAL PLAN IMPLEMENTATION	$30,000.00	$30,000.00
001-0811-419-4251	GENERAL PLAN UPDATE AND EIR	$30,000.00	$30,000.00
	Subtotal	**$60,000.00**	**$60,000.00**
	Services and Supplies Total	**$65,000.00**	**$65,000.00**
	ADVANCE PLANNING Total	**$295,125.00**	**$310,660.00**
	Less Offsetting Revenue		**$30,000.00**
	ADVANCE PLANNING Net Operating Costs	**$295,125.00**	**$280,660.00**

COMMUNITY DEVELOPMENT - CURRENT PLANNING Account: 001-0812-419 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0812-419-4110	PERMANENT SALARIES	$325,300.00	$346,000.00
	Subtotal	**$325,300.00**	**$346,000.00**
001-0812-419-4120	FRINGE BENEFITS	$163,500.00	$173,300.00
	Subtotal	**$163,500.00**	**$173,300.00**
	Employee Services Total	**$488,800.00**	**$519,300.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0812-419-4520	COMPENSATED ABSENCES	$1,110.00	$1,170.00
	Subtotal	**$1,110.00**	**$1,170.00**
	Internal Services Total	**$1,110.00**	**$1,170.00**

Services and Supplies	Approved 2014-2015	Requested 2015-2016

001-0812-419-4251	CONTRACTUAL PROFESSIONAL SERVICES	$0.00	$20,000.00
	Subtotal	**$0.00**	**$20,000.00**
	Services and Supplies Total	**$0.00**	**$20,000.00**
	CURRENT PLANNING Total	**$489,910.00**	**$540,470.00**

COMMUNITY DEVELOPMENT - ORDINANCE ENFORCEMENT Account: 001-0813-419 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0813-419-4110	PERMANENT SALARIES	$72,100.00	$75,400.00
	Subtotal	**$72,100.00**	**$75,400.00**
001-0813-419-4120	FRINGE BENEFITS	$36,200.00	$37,800.00
	Subtotal	**$36,200.00**	**$37,800.00**
	Employee Services Total	**$108,300.00**	**$113,200.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0813-419-4520	COMPENSATED ABSENCES	$250.00	$260.00
	Subtotal	**$250.00**	**$260.00**
	Internal Services Total	**$250.00**	**$260.00**
	ORDINANCE ENFORCEMENT Total	**$108,550.00**	**$113,460.00**

COMMUNITY DEVELOPMENT - BLDG SAFETY,CODE,PLN CHK Account: 001-0820-424 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0820-424-4110	BUILDING INSPECTOR SALARY	$130,000.00	$99,200.00

001-0820-424-4110	PERMANENT SALARIES	$471,200.00	$509,300.00
	Subtotal	**$601,200.00**	**$608,500.00**
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	$10,800.00	$24,000.00
001-0820-424-4120	FRINGE BENEFITS	$241,400.00	$260,000.00
001-0820-424-4120	FRINGE BENEFITS - BUILDING INSPECTOR	$0.00	$51,000.00
	Subtotal	**$252,200.00**	**$335,000.00**
	Employee Services Total	**$853,400.00**	**$943,500.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0820-424-4520	COMPENSATED ABSENCES	$1,640.00	$1,800.00
001-0820-424-4520	COMPENSATED ABSENCES - BUILDING INSPECTOR	$0.00	$350.00
	Subtotal	**$1,640.00**	**$2,150.00**
001-0820-424-4544	VEHICLE REPLACEMENT	$25,334.00	$27,214.00
	Subtotal	**$25,334.00**	**$27,214.00**
001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	$37,622.00	$42,828.00
	Subtotal	**$37,622.00**	**$42,828.00**
001-0820-424-4569	BUILDING MAINTENANCE	$21,041.00	$21,518.00
	Subtotal	**$21,041.00**	**$21,518.00**
	Internal Services Total	**$85,637.00**	**$93,710.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0820-424-4241	COPY EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-0820-424-4242	POSTAGE EXPENSE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	$3,700.00	$4,000.00
	Subtotal	**$3,700.00**	**$4,000.00**
001-0820-424-4251	CONTRACTUAL PROFESSIONAL SERVICES	$0.00	$50,000.00
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	$12,000.00	$36,000.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	$4,000.00	$4,000.00

	Subtotal	**$16,000.00**	**$90,000.00**
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	$215.00	$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	$200.00	$250.00
001-0820-424-4253	INTERNATIONAL CODE COUNCIL	$300.00	$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	$1,300.00	$1,350.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	$105.00	$150.00
001-0820-424-4253	STATE CODES AND AMENDMENTS	$565.00	$565.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	$1,800.00	$1,800.00
	Subtotal	**$4,485.00**	**$4,630.00**
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	$480.00	$720.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	$1,980.00	$2,620.00
001-0820-424-4255	ICC ANNUAL TRAINING MEETINGS	$2,325.00	$2,620.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	$250.00	$330.00
001-0820-424-4255	PENINSULA CHAPTER ICC MONTHLY TRAINING	$250.00	$330.00
001-0820-424-4255	TRAINING FOR INSPECTORS	$4,000.00	$5,000.00
	Subtotal	**$9,285.00**	**$11,620.00**
	Services and Supplies Total	**$34,670.00**	**$111,450.00**
	BLDG SAFETY,CODE,PLN CHK Total	**$973,707.00**	**$1,148,660.00**
	Less Offsetting Revenue		**$5,000.00**
	BLDG SAFETY,CODE,PLN CHK Net Operating Costs	**$973,707.00**	**$1,143,660.00**

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Public Works Department

DEPARTMENT DESCRIPTION

The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting, sweeping and signage, pavement markings and striping), lagoon and levees, and drainage, water and sewer facilities. The Department also manages the City's Capital Improvement Program and reviews infrastructure improvements for private developments within the City.

DEPARTMENT PERSONNEL SUMMARY

Position	13-14	14-15	15-16
Full-Time Employees			
Director of Public Works	1.0	1.0	1.0
Maintenance Manager	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0
Junior/Assistant/Associate Engineer	3.0	3.0	3.0
Senior Engineering Technician	0.0	0.0	1.0
Management Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0	1.0
PW Maintenance Superintendent	2.0	2.0	2.0
PW Maintenance Lead Worker	6.0	6.0	5.0
PW Maint Worker/ MW1/MW2*	14.0	14.0	15.0
Total Full-Time Employees	31.0	31.0	32.0
Part-Time Employees			
Public Works Interns (2)	1.0	1.0	1.0
Total Part-Time Employees (PTE)	1.0	1.0	1.0
TOTAL EMPLOYEES	32.0	32.0	33.0

MISSION STATEMENT

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, water, wastewater, lagoon and levee facilities for the benefit of the community in an efficient manner while providing a safe working environment for employees.

FIVE-YEAR STRATEGIC PLAN

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

Values

- Integrity – Do the right thing every day
- Service – Responsibility to meet needs and make a difference every day
- Excellence – Passion to do our best every day
- Fiscal Responsibility – Public trust and accountability
- Leadership – Ability to communicate and act upon our vision every day

Initiatives

➢ Goals and Objectives

Goal # 1 – Public Works Engineering Division shall provide administrative and engineering support services for the Capital Improvement Program, operational and maintenance programs, development

projects, as well as policies established by the City Council.

Objectives:

1. Ensure consistent, reliable, and high quality service while effectively maintaining infrastructure and capital assets.
2. Optimize the use of public funds to further the City's programs and objectives**.**
3. Provide timely review and support of development projects including Waverly, Pilgrim-Triton, Gilead Sciences, Lincoln Centre, 15-Acre and Tidelands in San Mateo
4. Collaborate with FEMA to complete Flood Insurance Rate Map (FIRM), Base Flood Elevation (BFE) Study, and Coastal Study.
5. Review, update, and implement a comprehensive Urban Water Management Plan in an effort to support Environmental Sustainability and Resources.
6. Collaborate with other City Departments in an effort to update the Municipal Code.
7. Develop and execute a comprehensive Traffic Management Strategic Plan to address current and projected vehicular and pedestrian traffic impacts.
8. Continue to evaluate operations of the traffic signals and make adjustments as necessary.

Goal # 2 – Lagoon & Levees Division shall maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Develop strategies in response to the potential Sea Level Rise issues that may impact the levee system, including collaboration with other affected communities and government agencies.
2. Maintain lagoon system infrastructure including intake and outfall gates, City-owned bulkheads, and lagoon pump station to provide reliable flood control and safe recreational uses.

Goal # 3 – Streets and Storm Drains Division shall provide safe and well maintained streets, sidewalks, and effective drainage of surface water runoff.

Objectives:

1. Maintain streets system infrastructure including streets, sidewalks, pavement markings, and traffic signage.
2. Maintain storm drainage system infrastructure including catch basins and storm drainage pipes to provide effective surface drainage in compliance with regulatory requirements.
3. Improve street maintenance program through the implementation of crack sealing.
4. Utilize the annual asphalt construction contract to provide expedited response to large areas of distressed pavement in need of repair.

Goal # 4 – Water Division shall provide safe, cost effective, and reliable water supply to the District service area.

Objectives:

1. Maintain water system infrastructure including water booster pump station, water pumps,

storage tanks, transmission mains, pressure-reducing stations, and water valves to provide safe, cost effective, and reliable water supply that meets or exceeds Federal and State water quality standards.
2. Promote and implement water conservation measures through programs, services and education.
3. Complete transition to new water meter software to allow customer self-monitoring and customized District usage reports.
4. Continue to monitor opportunities for the use of alternative water sources, including recycled water and desalination in an effort to support Environmental Sustainability and Resources.

Goal # 5 – Wastewater Division shall maintain a reliable wastewater collection and conveyance system to protect the environment and public health and safety.

Objectives:

1. Maintain wastewater collection system infrastructure including lift stations, force mains, sewer gravity pipelines, and valves to provide safe and reliable collection and conveyance of wastewater meeting current regulations.
2. Work cooperatively with the wastewater treatment plant operations.
3. Work collaboratively with the City of San Mateo to develop and implement the Wastewater Treatment Plant (WWTP) Master Plan Improvements and research options for funding future improvements.

Goal # 6 – Solid Waste Collection program ensures that all solid waste generated within the City is collected and transported in a manner that protects public health and safety and the environment.

Objectives:

1. Ensure customers receive cost effective, consistent, reliable, and high quality programs and service.
2. Serve on the SBWMA Technical Advisory Committee (TAC) to support the new Board of Directors.
3. Achieve and exceed state mandated diversion (recycling) goal of 50%.

KEY INITIATIVES COMPLETED

The Public Works Department continues to work efficiently and effectively to provide courteous, responsive services to the public and other City Departments in protecting public health and safety and ensuring reliable delivery of services. Public Works Department continues to seek available grant funding for program improvements.

Engineering

- Completed four (4) CIP projects.
- Executed eight (8) consultant services contracts.
- Performed engineering review, plan checking, and inspection services for 5 projects related to the Gilead Sciences Integrated Campus Master Plan Development: 309 Velocity NB and PG, 355

Lakeside Drive NB & PG, and 351 Foster City Boulevard.

- Performed engineering review, plan checking, and inspection services for development projects including: Gilead, Triton Pointe, Waverly, Foster Square, and Chess Hotel.
- Performed engineering review for the relocation of Lift Station #28 associated with the construction of the New Building at 309 Velocity Way.
- Processed and inspected 81 encroachment permits.
- Coordinated with the City of San Mateo to secure $75,000 in grant funds to pursue a Recycled Water Feasibility Study.
- Coordinated with the City of San Mateo to begin delivery of a 20-year Wastewater Treatment Master Plan Improvements project called the Clean Water Program.
- Received approval for a new FIRM with favorable base flood elevation of 2 feet (originally 3 feet) for the interior (Central) lagoon. Also, received multi-LOMA approval for all lagoon front properties and therefore, those properties will not have to purchase mandatory flood insurance.
- Completed the Levee Protection Planning Study in preparation for the sea level rise.
- Collaborated with the Finance Department to prepare Water and Sewer Rate Study.
- Collaborated with the Planning Department to prepare the Water Supply Assessment Report for the Lincoln Centre Development project.
- Administered construction management of the CIP 301-643, Library/Community Center Solar Project.
- Performed construction inspections within public right-of-way to support development projects.
- Processed 60 Waste Management Plans as a condition of the issuance of building permits for qualifying projects, resulting in an estimated total diversion of 20,000 tons of construction debris in 2014.

Lagoon and Levees

1. New Pontoon Boat was fully outfitted with a new chemical spray apparatus to be utilized beginning the spring of 2015 for use in day-to-day Lagoon maintenance operations.
2. Continued the Levee systems quarterly inspection that includes video documentation of its condition. Any maintenance issues are followed up with within 48 hours.
3. Responded to and resolved fourteen (14) public service requests/inquiries.

Streets and Storm Drains

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections of storm drains within public right-of-way to support development projects.
3. Completed 90% of red-curb painting.
4. Inspected 75% of catch basin inlets and removed debris as necessary.
5. Responded to sign repair / replacement request within 24 hours or less.
6. Continued crack sealing program.
7. Implemented the contractual paving program.

8. Responded to seven (7) graffiti complaint calls within 24 hours or less.
9. Responded to and resolved seventy-seven (77) public service requests/inquiries.

Water

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. AMI (Advanced Metering Infrastructure) has been installed and the online customer interface (Customer Portal) should be operational by early summer.
4. Implemented our AMI's leak detection feature to detect leaks before they become an issue.
5. Collected over 2,200 water quality samples to make sure parameters are within the safe drinking water guidelines.
6. Continue to retrofit large meter vault covers with safer/lighter covers for the safety of the employees.
7. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
8. Completed the U.S. Environmental Protection Agency's (USEPA) required Unregulated Contaminant Monitoring Reporting (UCMR3) sampling and testing, consisting of quarterly samples analyzed by a USEPA approved laboratory.
9. Responded to twelve (12) emergency water main leaks and took appropriate actions.
10. Responded to and resolved seventy-four (74) public service requests/inquiries.

Wastewater

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. Restarted the tri-Annual video inspection of gravity sewer lines for blockage, line cracks, and separations (complete 35% of system per year). The sewer lines were flushed as necessary to clear any blockages.
4. Annual flush and hot spot maintenance of 60 miles of sanitary sewer lines was completed.
5. Completed four (4) scheduled system shutdowns during early morning hours to accommodate repairs at the San Mateo Wastewater Treatment Plant.
6. Mobilized crew to maintain wastewater flow during unscheduled PG&E power outages.
7. Responded to and resolved thirty-five (35) public service requests/inquiries.
8. Retrofitted ten (10) heavy vault covers with safer/ lighter covers.

Solid Waste Collection

1. Increased solid waste rates by 13% for 2015.
2. Held community events – compost giveaways, e-waste events, shred events, coats for kids collection, etc.

3. Awarded approximately $8,000 in grant funds from the State (CalRecycle) towards the promotion of the recycling of bottles and cans.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2015-2016

Key initiatives and service levels planned for FY 2015-2016 include the following.

Division / Category

Public Works Engineering

- Continue to develop and implement Capital Improvement Program to maintain infrastructure
- Issue and update City Engineering and Construction Standards
- Update frontend boilerplate specifications in compliance with the public contracting code
- Process and issue encroachment permits and transportation permits to monitor and control construction activities within public right-of-ways.
- Review private development projects in a timely manner
- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize records consistent with the Records Retention Schedule
- Conduct Traffic Review Committee meetings and implement recommendations from the Committee
- Continue collaboration with FEMA in updating the Bay Costal Study addressing sea level rise due to climate change
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Monitor regional desalination projects and possible water supply alternatives
- Maintain and continue to implement PMP (Pavement Management Program)
- Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner.
- Conduct HOA outreach program to educate HOA Boards about private utility maintenance.

Lagoon & Levees

- Monitor lagoon water surface levels with seasonal needs
- Implement algae and widgeon weed control program by inspecting the lagoon twice a week
- Monitor water quality by taking monthly samples
- Regulate monthly lagoon water exchange by allowing fresh bay water through intake gates during high tides
- Maintain and repair bulkheads, intakes and outfall
- Maintain lagoon pump station
- Prepare for rain storms and provide flood control
- Conduct quarterly inspection of levee and make repairs as needed to maintain FEMA certification

Streets and Storm Drains

- Maintain street lights and traffic signals
- Identify and replace out of compliance regulatory signs

- Maintain pavement striping and markings including red curb
- Implement ADA Improvements
- Manage public/private sidewalk policy
- Clean storm drain inlets to prevent localized flooding
- Participate and comply with NPDES (National Pollution Discharge Elimination System) program requirements
- Conduct quarterly inspection of City owned bridges
- Implement an improved street maintenance program through replacement of curb and gutter, crack sealing and repairs to distressed pavement

Water

- Implement an on-line program enabling the public to read water meters
- Test water supply (DHS, Regulations)
- Perform preventative maintenance: flushing, tank cleaning, exercising valves, monitoring corrosion protection systems, and performing condition assessment
- Oversee testing of back flow prevention devices administered by the San Mateo County
- Maintain relationships with emergency water purveyors
- Review development plans for impacts
- Support indoor/outdoor water conservation use ordinances
- Increase public awareness of voluntary and/or mandatory water reduction
- Administer water conservation related rebate programs
- Issue annual Water Quality Report called Consumer Confidence Report (CCR)
- Identify and replace 5-6 ageing gate valves with butterfly valves on distribution system trunk mains (12” and larger) to improve distribution system operation and reliability

Wastewater

- Implement and update Sewer System Management Plan (SSMP)
- Prevent sewer spills and overflows by cleaning pipelines and performing routine maintenance at Lift Stations and exercising valves.
- Inspect 20 air release valves on the sanitary sewer force mains
- Utilize video inspections to assess condition of the collection system
- Maintain emergency response equipment (SCADA, standby generators)
- Work cooperatively with the City of San Mateo to perform reclaimed water study for the jointly-owned WWTP
- Work cooperatively with the City of San Mateo to administer the WWTP Master Plan Improvements program

Solid Waste Collection

- Monitor collection and operations contractor’s performance
- Respond to customers concerns and inquiries
- Establish rates for 2016
- Develop a long-term strategic plan (5-year scope) to address solutions for cost effective waste reduction

and recycling programs and services and facility infrastructure.

- Comply with requirements of AB341- Mandatory Commercial Recycling
- Hold community events – compost giveaways (4), e-waste events (2), shred events (3), coats for kids (1), etc.
- Participate on the SBWMA Technical Advisory Committee (TAC) and committees to represent the best interests of the community
- Research the use of anaerobic digestion technology to process organic waste to produce energy and a compost product.
- Participate on the Public Education Outreach Committee to support expansion of commercial recycling outreach and education efforts and develop outreach and education materials for the public

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City has had the good fortune of utilizing a variety of funding sources for its CIP's in the form of one-time revenues from capital asset sales, park-in-lieu fees, developer contributions, federal and state grants, and bond financing (e.g., EMID, Special Assessment District and CDA). However, the City does not anticipate the magnitude of previous one-time revenues or CDA funds to be available in the future. Also, economic pressures at the federal and state levels are limiting future grant opportunities. In addition, the City is debt free and currently uses a "pay-as-you-go" approach to funding capital projects. Therefore, the City would prefer to not use debt financing for its capital projects unless it is necessary.

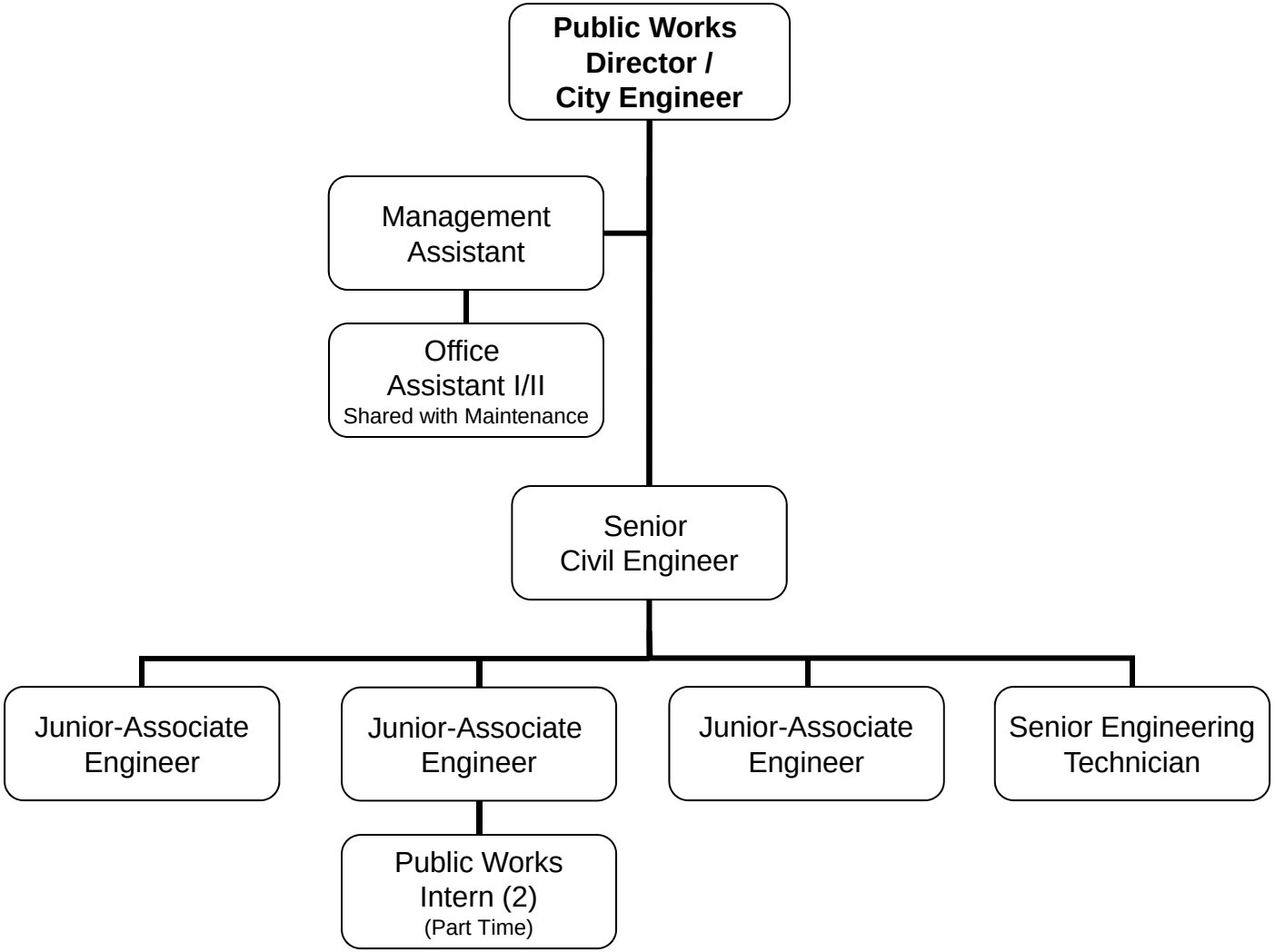
The Department will continue the allocation of $200,000 in Section 2103 Gas Tax Funds to improve the street maintenance program. These funds will be used to continue the crack seal program, replacement of areas of distressed pavement and repairing of City sidewalk, curb and gutter. These are sufficient funds within the Section 2103 account to continue these improved street maintenance programs.

The budget includes the addition of a Senior Engineering Technician for the Engineering Division. The primary responsibilities include the following: conducting public improvement development inspection for new development as well as work associated with encroachment permits; stormwater inspections in compliance with the SWRCB; water conservation enforcement/education in response to the 2015 Governor's Executive Order; sidewalk safety inspections and administration associated with the repair of privately-owned sidewalks; and miscellaneous other duties as assigned. The position would be funded by the Wastewater (33%), Water (33%), and the General Fund (33%, estimated to decrease to 8%). Please note that this position will also be charging to developer deposit accounts for any inspection services towards the development project, which is estimated to decrease the 33% General Fund allocation to this position by 25%, resulting in a net cost to the General Fund of 8% (Public Works - $47,237; Water - $45,848; Wastewater - $45,848).

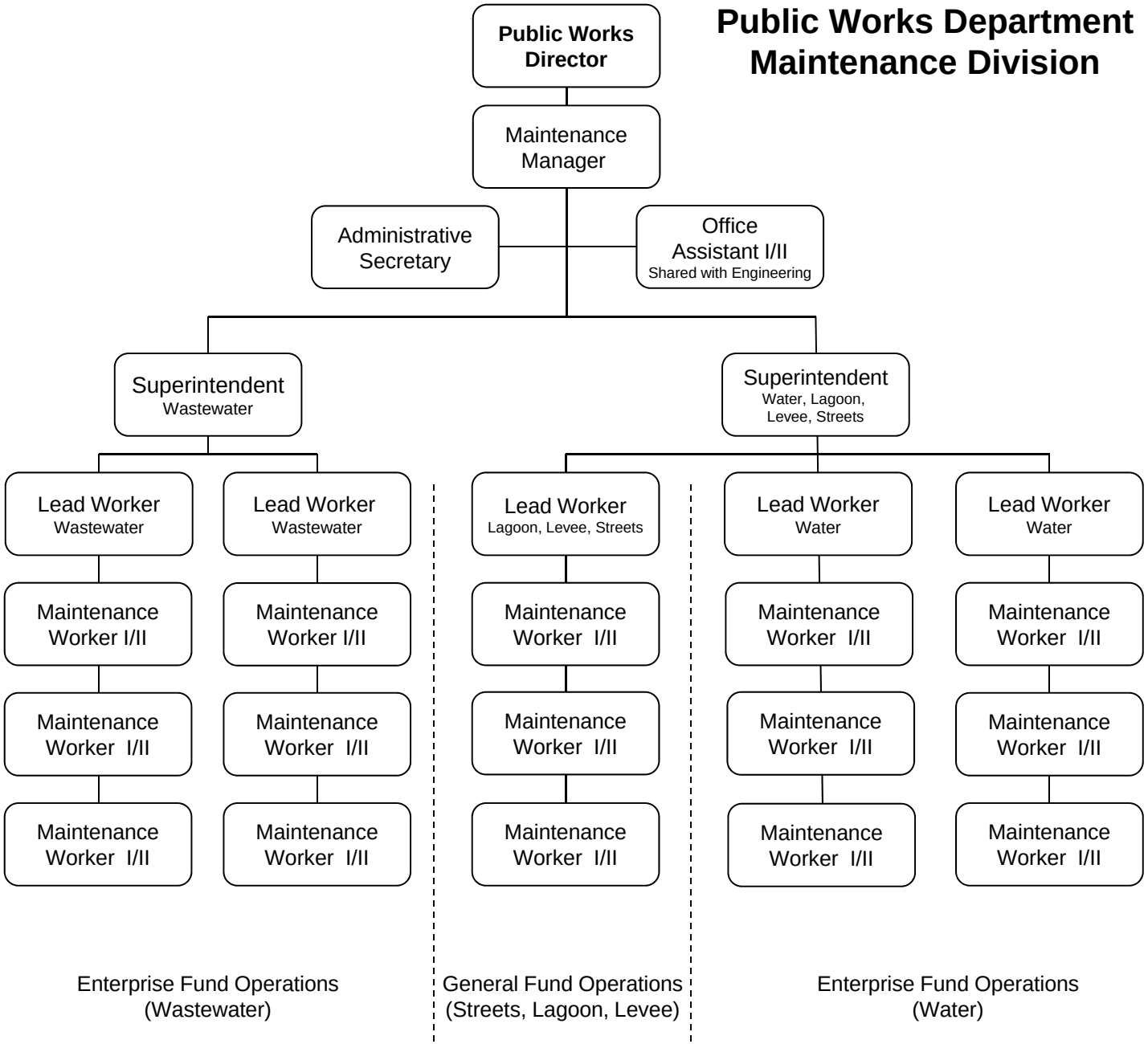
DSS Model Support Services and Training - Additional training is require to ensure maintenance of public infrastructure ($1,500).

In the Maintenance Division, the Streets program has been combined with the Lagoon/Levees program resulting in the reduction of one Lead Worker position and the addition of one Maintenance Worker I/II position.

Public Works Department - Engineering Division



Public Works Department
Maintenance Division



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS -- General Fund Divisons
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION & ENGINEERING	$ 517,322	$ 517,322	$ 616,912
LAGOON & LEVEES	666,097	666,097	669,364
STREETS	499,736	499,736	330,384
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,683,155**	**$ 1,683,155**	**$ 1,616,660**

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS -- General Fund Divisons
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,191,800	$ 1,191,800	$ 1,276,833
SERVICES AND SUPPLIES	879,775	879,775	883,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,071,575	2,071,575	2,160,533
INTERNAL SERVICES	437,787	437,787	400,407
Subtotal (Total Department Expenses before Reallocations)	2,509,362	2,509,362	2,560,940
REALLOCATIONS	(826,207)	(826,207)	(944,280)
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,683,155**	**$ 1,683,155**	**$ 1,616,660**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING Account: 001-0910-431 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0910-431-4110	PERMANENT SALARY	$252,900.00	$319,417.00
	Subtotal	**$252,900.00**	**$319,417.00**
001-0910-431-4111	PUBLIC WORKS INTERNS	$16,000.00	$20,000.00
	Subtotal	**$16,000.00**	**$20,000.00**
001-0910-431-4120	FRINGE BENEFITS	$135,300.00	$168,916.00
	Subtotal	**$135,300.00**	**$168,916.00**
	Employee Services Total	**$404,200.00**	**$508,333.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0910-431-4520	COMPENSATED ABSENCES	$865.00	$1,084.00
	Subtotal	**$865.00**	**$1,084.00**
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	$49,084.00	$37,421.00
	Subtotal	**$49,084.00**	**$37,421.00**
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	$74,724.00	$86,757.00
	Subtotal	**$74,724.00**	**$86,757.00**
001-0910-431-4569	BUILDING MAINTENANCE	$28,746.00	$29,397.00
	Subtotal	**$28,746.00**	**$29,397.00**
	Internal Services Total	**$153,419.00**	**$154,659.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	$1,500.00	$1,500.00
001-0910-431-4240	LARGE COPIER SUPPLIES	$1,500.00	$1,500.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	$1,000.00	$1,000.00
	Subtotal	**$4,000.00**	**$4,000.00**

001-0910-431-4241	COPY EXPENSE		$4,000.00	$4,000.00
		Subtotal	**$4,000.00**	**$4,000.00**
001-0910-431-4242	POSTAGE EXPENSE		$2,000.00	$2,000.00
		Subtotal	**$2,000.00**	**$2,000.00**
001-0910-431-4243	MISC. OFFICE SUPPLIES		$3,000.00	$3,000.00
		Subtotal	**$3,000.00**	**$3,000.00**
001-0910-431-4246	SMALL EQUIPMENT - MAINTENANCE		$2,000.00	$2,000.00
		Subtotal	**$2,000.00**	**$2,000.00**
001-0910-431-4251	DOCUMENT IMAGING CONVERSION		$2,000.00	$6,000.00
001-0910-431-4251	GIS MAPPING UPDATES		$1,500.00	$5,500.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES		$25,000.00	$25,000.00
001-0910-431-4251	UPDATE CONTRACT AGRMT FRONT END BOILERPLATE		$15,000.00	$0.00
		Subtotal	**$43,500.00**	**$36,500.00**
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS		$1,800.00	$1,800.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)		$500.00	$500.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS		$1,075.00	$1,000.00
		Subtotal	**$3,375.00**	**$3,300.00**
001-0910-431-4254	APWA NATIONAL CONGRESS (DIRECTOR)		$700.00	$700.00
001-0910-431-4254	DEPARTMENT RETREAT		$500.00	$500.00
001-0910-431-4254	LOCAL MEETINGS		$700.00	$700.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP		$800.00	$800.00
		Subtotal	**$2,700.00**	**$2,700.00**
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING		$5,000.00	$5,000.00
		Subtotal	**$5,000.00**	**$5,000.00**
		Services and Supplies Total	**$69,575.00**	**$62,500.00**

Reallocation			Approved 2014-2015	Requested 2015-2016
001-0910-431-4496	ALLOCATION OF EXPENSES TO WATER		($54,936.00)	($54,290.00)
		Subtotal	**($54,936.00)**	**($54,290.00)**
001-0910-431-4497	ALLOCATION OF EXPENSES TO SEWER		($54,936.00)	($54,290.00)

Subtotal	**($54,936.00)**	**($54,290.00)**
Reallocation Total	**($109,872.00)**	**($108,580.00)**
ADMIN & ENGINEERING Total	**$517,322.00**	**$616,912.00**

PUBLIC WORKS - LAGOON & LEVEES Account: 001-0920-431 GENERAL FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0920-431-4110	PERMANENT SALARIES	$243,500.00	$244,000.00
	Subtotal	**$243,500.00**	**$244,000.00**
001-0920-431-4112	OVERTIME	$5,100.00	$5,500.00
	Subtotal	**$5,100.00**	**$5,500.00**
001-0920-431-4120	FRINGE BENEFITS	$132,700.00	$130,200.00
	Subtotal	**$132,700.00**	**$130,200.00**
	Employee Services Total	**$381,300.00**	**$379,700.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0920-431-4520	COMPENSATED ABSENCES	$850.00	$840.00
	Subtotal	**$850.00**	**$840.00**
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	$17,426.00	$13,957.00
	Subtotal	**$17,426.00**	**$13,957.00**
001-0920-431-4556	EQUIPMENT REPLACEMENT	$55,008.00	$56,339.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$0.00
	Subtotal	**$55,223.00**	**$56,339.00**
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	$18,280.00	$20,794.00
	Subtotal	**$18,280.00**	**$20,794.00**
001-0920-431-4569	BUILDING MAINTENANCE	$31,318.00	$32,034.00
	Subtotal	**$31,318.00**	**$32,034.00**

	Internal Services Total	**$123,097.00**	**$123,964.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$5,500.00	$6,000.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	$35,000.00	$35,000.00
001-0920-431-4240	SMALL TOOLS	$100.00	$100.00
	Subtotal	**$40,600.00**	**$41,100.00**
001-0920-431-4245	PORTABLE FIELD DATA UNITS	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
001-0920-431-4246	BOAT MAINTENANCE	$5,000.00	$5,000.00
001-0920-431-4246	CRANE MAINTENANCE	$3,000.00	$3,000.00
001-0920-431-4246	MAINTENANCE OF LEVEES, INCL. RIP-RAP	$7,500.00	$7,500.00
001-0920-431-4246	OIL FOR DIESEL ENGINES	$2,000.00	$2,000.00
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	$5,000.00	$5,000.00
	Subtotal	**$22,500.00**	**$22,500.00**
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	$6,000.00	$7,500.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	$17,000.00	$18,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	$44,000.00	$45,000.00
001-0920-431-4251	NPDES PERMIT FEE	$25,000.00	$25,000.00
	Subtotal	**$92,000.00**	**$95,500.00**
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	$350.00	$350.00
	Subtotal	**$350.00**	**$350.00**
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	$750.00	$750.00
	Subtotal	**$750.00**	**$750.00**
001-0920-431-4255	TRAINING AND CERTIFICATION	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
	Services and Supplies Total	**$161,700.00**	**$165,700.00**
	LAGOON & LEVEES Total	**$666,097.00**	**$669,364.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
001-0930-431-4110	PERMANENT SALARIES	$243,500.00	$233,700.00
	Subtotal	**$243,500.00**	**$233,700.00**
001-0930-431-4111	TEMPORARY EMPLOYEES (GAS TAX 2103)	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
001-0930-431-4112	4TH OF JULY OVERTIME -- PUBLIC WORKS	$1,000.00	$1,500.00
001-0930-431-4112	OVERTIME	$4,100.00	$4,000.00
	Subtotal	**$5,100.00**	**$5,500.00**
001-0930-431-4120	FRINGE BENEFITS	$132,700.00	$124,600.00
	Subtotal	**$132,700.00**	**$124,600.00**
	Employee Services Total	**$406,300.00**	**$388,800.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
001-0930-431-4520	COMPENSATED ABSENCES	$850.00	$850.00
	Subtotal	**$850.00**	**$850.00**
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	$58,040.00	$56,230.00
	Subtotal	**$58,040.00**	**$56,230.00**
001-0930-431-4556	EQUIPMENT REPLACEMENT	$52,568.00	$11,876.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$0.00
	Subtotal	**$52,783.00**	**$11,876.00**
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	$18,280.00	$20,794.00
	Subtotal	**$18,280.00**	**$20,794.00**
001-0930-431-4569	BUILDING MAINTENANCE	$31,318.00	$32,034.00
	Subtotal	**$31,318.00**	**$32,034.00**
	Internal Services Total	**$161,271.00**	**$121,784.00**

Services and Supplies	Approved	Requested

		2014-2015	2015-2016
001-0930-431-4240	BARRICADES AND ACCESSORIES	$1,500.00	$1,500.00
001-0930-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$7,000.00	$7,500.00
001-0930-431-4240	CRACK SEAL (GAS TAX 2103)	$25,000.00	$25,000.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	$14,000.00	$14,000.00
001-0930-431-4240	MISC. SUPPLIES	$1,500.00	$1,500.00
001-0930-431-4240	PAVEMENT MATERIALS (GAS TAX 2103)	$25,000.00	$25,000.00
001-0930-431-4240	SAND BAGS	$1,000.00	$1,500.00
001-0930-431-4240	SAND, ROCK, CEMENT	$5,000.00	$5,000.00
001-0930-431-4240	SEALER AND ASPHALT, CUT BACK	$5,000.00	$5,000.00
001-0930-431-4240	SIGN MOUNTING HARDWARE	$2,000.00	$2,000.00
001-0930-431-4240	SIGN REFURBISHING	$5,000.00	$5,000.00
001-0930-431-4240	STORM SEWER CLEANING, REPAIR AND INSTALLATION	$10,000.00	$10,000.00
001-0930-431-4240	STORM SEWER POLLUTION PREVENTION PRODUCTS	$5,000.00	$5,000.00
	Subtotal	**$107,000.00**	**$108,000.00**
001-0930-431-4243	MISC. OFFICE SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0930-431-4246	LUBRICATING OIL AND GREASE	$500.00	$500.00
001-0930-431-4246	SMALL EQUIPMENT MAINTENANCE	$2,000.00	$2,000.00
001-0930-431-4246	TRAFFIC MARKING EQUIPMENT AND PARTS	$2,500.00	$2,500.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-0930-431-4247	RENTAL EQUIPMENT	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS	$160,500.00	$160,000.00
	Subtotal	**$160,500.00**	**$160,000.00**
001-0930-431-4251	CONCRETE REPAIR (GAS TAX 2103)	$50,000.00	$50,000.00
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT	$25,000.00	$25,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	$61,000.00	$63,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	$58,500.00	$60,000.00
001-0930-431-4251	PAVEMENT REPAIR (GAS TAX 2103)	$75,000.00	$75,000.00

001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	$10,000.00	$10,000.00
001-0930-431-4251	STREET SWEEPING	$90,000.00	$93,000.00
	Subtotal	**$369,500.00**	**$376,000.00**
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-0930-431-4255	TRAINING AND CERTIFICATION	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
	Services and Supplies Total	**$648,500.00**	**$655,500.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2103)	($200,000.00)	($145,700.00)
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	($370,335.00)	($541,000.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	($146,000.00)	($149,000.00)
	Subtotal	**($716,335.00)**	**($835,700.00)**
	Reallocation Total	**($716,335.00)**	**($835,700.00)**
	STREET Total	**$499,736.00**	**$330,384.00**

Library Services

The County of San Mateo Library Services Joint Powers Authority (JPA), of which Foster City is a member, operates a library on the ground floor of the Foster City Library / Community Center. The JPA funds the operations of the Library: acquires and maintains book asset inventory, provides personnel to operate the library, etc. Under the JPA, the City owns the building housing the library and is responsible for its maintenance.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	235,868	235,868	240,031
Subtotal (Total Department Expenses before Reallocations)	235,868	235,868	240,031
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	**$ 235,868**	**$ 235,868**	**$ 240,031**

DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES Account: 001-1310-413 GENERAL FUND

Internal Services		Approved 2014-2015	Requested 2015-2016
001-1310-413-4569	BUILDING MAINTENANCE -- LIBRARY	$235,868.00	$240,031.00
	Subtotal	**$235,868.00**	**$240,031.00**
	Internal Services Total	**$235,868.00**	**$240,031.00**
	LIBRARY SERVICES Total	**$235,868.00**	**$240,031.00**

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Property Tax Administration

The property tax administration fee is charged by the County of San Mateo for services rendered in collecting the property taxes for the Estero Municipal Improvement District.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PROPERTY TAX ADMINISTRATION
GENERAL FUND -- DISTRICT
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	180,000	180,000	180,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	180,000	180,000	180,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	180,000	180,000	180,000
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	**$ 180,000**	**$ 180,000**	**$ 180,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 002-1120-415 GENERAL FUND-DISTRICT

Services and Supplies	Approved 2014-2015	Requested 2015-2016
002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE	$180,000.00	$180,000.00
Subtotal	**$180,000.00**	**$180,000.00**
Services and Supplies Total	**$180,000.00**	**$180,000.00**
GENERAL ACCOUNTING Total	**$180,000.00**	**$180,000.00**

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Traffic Safety

Revenues are received by the City as its share of fines generated from violations of the State Motor Vehicle Code and expended for traffic safety programs. These funds are eligible to be spent on street and roadway improvements that facilitate traffic safety programs in Foster City.

A portion of the costs incurred in the Public Works – Streets Maintenance Division are charged to the Traffic Safety Fund as an expenditure reallocation.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	146,000	146,000	149,000
TOTAL FOR PUBLIC WORKS	**$ 146,000**	**$ 146,000**	**$ 149,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 101-1120-415 TRAFFIC SAFETY

Reallocation		Approved 2014-2015	Requested 2015-2016
101-1120-415-4463	REALLOCATION FROM PW STREETS	$146,000.00	$149,000.00
	Subtotal	**$146,000.00**	**$149,000.00**
	Reallocation Total	**$146,000.00**	**$149,000.00**
	GENERAL ACCOUNTING Total	**$146,000.00**	**$149,000.00**

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Gas Tax

The State of California imposes excise taxes on various transportation fuels and apportions those taxes based upon state law to the City. There are two separate funds to account for these gas taxes.

Gas Tax (Section 2105-2107.5)

Historically, Gas Taxes of 18 cents per gallon of fuel sold statewide were remitted to the City in accordance with the Streets and Highways Code under the four following sections:

- Section 2105(b) – Allocation of tax revenues above 9 cents per gallon based on city population.
- Section 2106 – Revenues equal to 1.04 cents per gallon subject to a flat amount of $400 per month plus any residual based on registered vehicles in the county
- Section 2107 – allocations ranging from 1.315 cents per gallon of gasoline to 2.59 cents per gallon of LP Gas based on population
- Section 2107.5 – Flat allocation based on city size ($6,000 for Foster City based on population between 25,000 and 50,000)

These funds are eligible to be spent for engineering, construction and maintenance of City streets. The City has chosen to allocate expenses related to the City / County Association of Governments Congestion Management and Relief Plans in the Council/Board division as eligible expenditures for reimbursement from these Gas Tax revenues, as well as all costs associated with Streets Maintenance under the Public Works – Streets Division in the General Fund up to the full amount of gas tax revenues expected in each budget year.

Gas Tax (Section 2103)

As part of the State's attempt to solve its budgetary deficit in FY 2010-2011, the State passed legislation by creating a new section in the Streets and Highway Code:

- Section 2103 – Allocation of funds from a new motor vehicle fuel excise tax (17.3 cents per gallon) that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. Forty-four percent (44%) of the amount collected is allocated to cities and counties based on a pro-rata share of the total of the other gas taxes in Sections 2105-2107.5 above.

When the legislation was passed, Section 2103 revenues were intended for the same purposes as the Proposition 42 revenues, which were intended for streets and roadways infrastructure projects. However, clean-up legislation was signed by the Governor in light of the passage of Propositions 22 and 26 in November 2010 that changes the characterization of those revenues and allows them to be used for the same purposes as the other Gas Tax revenues (Sections 2105-2107.5).

The City has elected to retain the Gas Tax (Section 2103) revenues for purposes of funding streets and roadway capital improvement projects in future years. However, the FY 2015/16 Budget includes the use of $145,700 of this revenue for street maintenance activities within the Streets Division.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	688,400	688,400	781,266
TOTAL FOR PUBLIC WORKS	**$ 688,400**	**$ 688,400**	**$ 781,266**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 103-1120-415 GAS TAX

Reallocation		Approved 2014-2015	Requested 2015-2016
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	$118,065.00	$94,566.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2103)	$200,000.00	$145,700.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	$370,335.00	$541,000.00
	Subtotal	**$688,400.00**	**$781,266.00**
	Reallocation Total	**$688,400.00**	**$781,266.00**
	GENERAL ACCOUNTING Total	**$688,400.00**	**$781,266.00**

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SLESF/COPS Grant

SLESF/COPS Grant Funding – In previous years, the City received $100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2015-2016. Based on this information, the City is projecting to receive this State funding of $100,000 for FY 2015-2016.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 100,000	$ 100,000	$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR SLESF / COPS GRANT	**$ 100,000**	**$ 100,000**	**$ 100,000**

DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS Account: 108-0620-421 SLESF/COPS GRANT

Employee Services		Approved 2014-2015	Requested 2015-2016
108-0620-421-4110	ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	$100,000.00	$100,000.00
	Subtotal	**$100,000.00**	**$100,000.00**
	Employee Services Total	**$100,000.00**	**$100,000.00**
	FIELD OPERATIONS Total	**$100,000.00**	**$100,000.00**

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In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. The entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for jobs that are open. Employers are charged an initiation fee of up to $5,000 to join the program, a one-time $750 training fee and then an annual maintenance fee of $2,000 thereafter. For agencies who are only interested in posting summer internship positions, the fee is $250. Agencies can also opt not to become members and pay $250 per job announcement. A job seeker incurs no cost to submit applications or post resumes.

The City benefits from the creation and maintenance of this entrepreneurial endeavor. The personnel allocations greatly subsidize personnel that would otherwise be charged to the General Fund. The savings is approximately $60,000 per year. Additionally, the City would otherwise be processing all recruitments manually through paper applications and scoring. The use of web-based technology increases the quality of the applicant pool and decreases recruitment times by approximately 60% and has reduced Human Resources staff time spent on recruitments greatly, allowing capacity for more strategic City endeavors. If Foster City were to buy these services on the market, the cost could be approximately $7,500 annually through another vendor. This is an expense that the City does not incur, but rather enjoys for free.

The major upgrade to the current version of CalOpps will continue in Fiscal Year 2015/16. The last upgrade was in January of 2009 and there are many areas in CalOpps where agencies would like to see improvements. Surveys were sent out to all member agencies for input on which areas the agencies would like to see improved and upgraded on the system. IT consultants will be involved in the enhancement of CalOpps. The annual fee will increase by approximately $500 per agency to $2000 annually (the first increase since 2004). CalOpps signifies an important partnership of governmental entities and strives to continue to provide these services at an affordable fee that fully recovers the cost and future upgrades.

The upgrade involves support from hourly part-time staff who will be needed to assist in developing the documentation of the new version as well as the technical transition to the new managed vendor for CalOpps.

The City/District General Fund does not provide the funding for CalOpps and staff hours spent on CalOpps administration including the services of the consultants are covered by CalOpps membership fees. It was determined that the best long term option for supporting CalOpps was to find a vendor who could provide managed services and computing services. This will be a reoccurring line item in future fiscal years.

RESOURCES REQUIRED

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

- Personnel Allocations – Allocations of 5% of the Human Resources Director and 20% of one Human Resources Analyst time are charged to the fund on an annual basis.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expense charges are necessary to account for such expenses borne by the City for the CalOpps program.
- Consulting Serivces Migration to Hosted Developer - Fees associated for new managing vendor for CalOpps.
- Temporary Consultant Fees – Documentation and technical transition ($60,000 one-time only).

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
CALOPPS.ORG FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 97,000	$ 97,000	$ 98,900
SERVICES AND SUPPLIES	73,900	73,900	73,900
CAPITAL OUTLAY			-
Subtotal (Total Department-Controlled Expenses)	170,900	170,900	172,800
INTERNAL SERVICES	9,720	9,720	11,045
Subtotal (Total Department Expenses before Reallocations)	180,620	180,620	183,845
REALLOCATIONS	-	-	-
TOTAL FOR HUMAN RESOURCES	**$ 180,620**	**$ 180,620**	**$ 183,845**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415 CALOPPS.ORG

Employee Services		Approved 2014-2015	Requested 2015-2016
114-1210-415-4110	PERMANENT SALARIES	$26,900.00	$27,700.00
	Subtotal	**$26,900.00**	**$27,700.00**
114-1210-415-4111	TEMPORARY CONSULTANT FEES	$60,000.00	$60,000.00
	Subtotal	**$60,000.00**	**$60,000.00**
114-1210-415-4120	FRINGE BENEFITS	$10,100.00	$11,200.00
	Subtotal	**$10,100.00**	**$11,200.00**
	Employee Services Total	**$97,000.00**	**$98,900.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
114-1210-415-4520	COMPENSATED ABSENCES	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$9,620.00	$10,945.00
	Subtotal	**$9,620.00**	**$10,945.00**
	Internal Services Total	**$9,720.00**	**$11,045.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
114-1210-415-4241	COPY EXPENSES	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
114-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
114-1210-415-4249	MARKETING / TRADE SHOWS	$6,400.00	$6,400.00
	Subtotal	**$6,400.00**	**$6,400.00**
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	$5,000.00	$5,000.00
114-1210-415-4251	CONSULTING SERVICES- MIGRATION TO HOSTED DEVELOPER	$50,000.00	$50,000.00

Subtotal	**$55,000.00**	**$55,000.00**
Services and Supplies Total	**$73,900.00**	**$73,900.00**
ADMINISTRATION Total	**$180,620.00**	**$183,845.00**

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Low- and Moderate-Income Housing Fund (LMIHF)

The LMIHF Fund was a new fund for FY 2012-2013 that was the result of the passage of ABx1 26 by the State on June 29, 2011 that dissolved redevelopment agencies in California. The legislation, which was upheld by ruling of the California Supreme Court on December 29, 2011 dissolved agencies on January 31, 2012.

On January 9, 2012, the City Council exercised its right under the legislation to become the Successor Housing Agency to the former Agency. All non-cash housing assets and obligations, including the eight (8) affordable housing units formerly owned and operated by the Agency, and loans receivable from the Metro Center Senior Housing Project and individual borrowers under the former 1st Time Homebuyers Program, were transferred to the City Affordable Housing Fund effective February 1, 2012.

Continuing obligations of the Successor Agency to the Community Development Agency, including affordable housing obligations related to Marlin Cove and Miramar and monitoring affordable housing covenants in various developments, are funded from the tax increment received by the Successor Agency and are not included in the budget for the City Affordable Housing Fund.

The budget for FY 2015-2016 includes expenditures related to operating and maintaining the remaining six (6) affordable housing units, including property management services, landscaping and other maintenance costs, homeowners' association dues, as well as initiatives that were formerly funded by the Agency that support and enhance the availability of affordable housing in Foster City. Revenues going into the LMIHF include rental income and loan repayments. The City Council has set a goal of maintaining a $300,000 fund balance as a reserve for capital expenditures related to the affordable housing units owned by the City.

(Note: These funds are distinguished from the City Affordable Housing Funds as they are restricted for the use of low- to moderate-income housing based on California Health & Safety Code §34176 et. seq. or through enacted legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community.)

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
COMMUNITY DEVELOPMENT
LMIHF HOUSING SUCCESSOR FUNDS
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	138,700	138,700	142,600
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	138,700	138,700	142,600
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	138,700	138,700	142,600
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 138,700**	**$ 138,700**	**$ 142,600**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM AFFORDABILITY Account: 122-0832-463

LMIHF HOUSING SUCCESSOR FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
122-0832-463-4251	HOUSING STAFFING ADMINISTRATION-MONITORING	$10,000.00	$15,000.00
122-0832-463-4251	LEGAL SERVICES	$2,000.00	$2,000.00
	Subtotal	**$12,000.00**	**$17,000.00**
122-0832-463-4265	MISC EXPENSE	$400.00	$400.00
	Subtotal	**$400.00**	**$400.00**
122-0832-463-4281	MANAGEMENT FEE-HIP	$14,400.00	$14,400.00
	Subtotal	**$14,400.00**	**$14,400.00**
122-0832-463-4284	REPAIR AND MAINTENANCE-HIP	$33,600.00	$50,000.00
	Subtotal	**$33,600.00**	**$50,000.00**
122-0832-463-4285	LANDSCAPE AND PEST CONTROL-HIP	$9,600.00	$9,600.00
	Subtotal	**$9,600.00**	**$9,600.00**
122-0832-463-4286	HOUSING STAFFING ADMINISTRATION-EXISTING UNIT	$7,500.00	$10,000.00
	Subtotal	**$7,500.00**	**$10,000.00**
122-0832-463-4287	CONTINGENCY FOR MAJOR REPAIRS	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
	Services and Supplies Total	**$102,500.00**	**$126,400.00**
	MONITORING & PRESERVING LONG-TERM AFFORDABILITY Total	**$102,500.00**	**$126,400.00**

COMMUNITY DEVELOPMENT - HOMELESS PREVENTION & RAPID REHOUSING SERVICES Account: 122-0836-463

LMIHF HOUSING SUCCESSOR FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
122-0836-463-4251	HIP HOUSING HOMESHARE PROGRAM	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Services and Supplies Total	**$5,000.00**	**$5,000.00**
	HOMELESS PREVENTION & RAPID REHOUSING SERVICES Total	**$5,000.00**	**$5,000.00**

COMMUNITY DEVELOPMENT - DEVELOPMENT OF AFFORDABLE HOUSING Account: 122-0837-463

LMIHF HOUSING SUCCESSOR FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
122-0837-463-4251	NEXUS STUDY FOR AFFORDABLE HOUSING IMPACT FEE	$20,000.00	$0.00
	Subtotal	**$20,000.00**	**$0.00**
122-0837-463-4253	SAN MATEO COUNTY HEART DUES	$11,200.00	$11,200.00
	Subtotal	**$11,200.00**	**$11,200.00**
	Services and Supplies Total	**$31,200.00**	**$11,200.00**
	DEVELOPMENT OF AFFORDABLE HOUSING Total	**$31,200.00**	**$11,200.00**

City Affordable Housing Fund

The City Affordable Housing Fund was a new fund for FY 2012-2013 that was the result of the passage of ABx1 26 by the State on June 29, 2011 that dissolved redevelopment agencies in California. The legislation, which was upheld by ruling of the California Supreme Court on December 29, 2011 dissolved agencies on January 31, 2012.

In FY 2012-2013, the City received $3.3 million of one-time “boomerang” funds that were the City/EMID share of the one-time “sweep” by the State of $12.1 million of the Community Development Agency’s housing funds that were not already obligated. The City Council chose to dedicate these funds to funding affordable housing projects.

In FY 2014-2015, the expenditure of $4.75 million was made from the City Affordable Housing Fund to assist the affordable housing project to be constructed on the Foster Square site by Mid-Pen Housing. These funds are expended in the form of a loan payable from future residual income from the property. The loan was funded through the $3.3 million of one-time “boomerang” funds as indicated above, plus a contribution by TNHC-HW Foster City LLC, the master developer of the Foster Square Project, totaling $1.45 million upon the close of escrow of the 15-acre site formerly owned by the City.

Pursuant to City Council direction, a nexus study is underway that will enable consideration of an affordable housing impact fee as a source of ongoing funding for affordable housing. If adopted, revenues from the housing impact fees will be placed in the City Affordable Housing Fund.

(Note: This fund is distinguished from the LMIHF Fund in that these funds may be used at the discretion of the City Council for affordable housing, as opposed to LMIHF Fund assets which are subject to specific restrictions for spending and recording by state law.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	4,750,000	4,750,000	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	4,750,000	4,750,000	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	4,750,000	4,750,000	-
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 4,750,000**	**$ 4,750,000**	**$ -**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM AFFORDABILITY Account: 124-0832-463

CITY AFFORDABLE HOUSING FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
124-0832-463-4262	LOAN FUNDING FOR MID-PEN HOUSING - FOSTER SQUARE	$4,750,000.00	$0.00
	Subtotal	**$4,750,000.00**	**$0.00**
	Services and Supplies Total	**$4,750,000.00**	**$0.00**
	MONITORING & PRESERVING LONG-TERM AFFORDABILITY Total	**$4,750,000.00**	**$0.00**

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Sustainable Foster City Fund

The City Council created the Sustainable Foster City Fund in Fiscal Year 2012-13 to support the implementation of the tenets of the Sustainable Foster City Plan, a sustainable economic development strategy developed to protect, maintain and grow the economic resources in Foster City based on economic, environmental, and social equity sustainability principles. The vision of Sustainable Foster City is to sustain and enhance the quality of life in Foster City.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY/DISTRICT MANAGER - ADMINSTRATION
SUSTAINABLE FOSTER CITY SPECIAL FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	258,100	258,100	258,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	258,100	258,100	258,100
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	258,100	258,100	258,100
REALLOCATIONS	-	-	-
TOTAL FOR CITY/DISTRICT MANAGER - ADMINSTRATION	**$ 258,100**	**$ 258,100**	**$ 258,100**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 125-0110-413 SUSTAINABLE FOSTER CITY SPECIAL FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
125-0110-413-4251	SUSTAINABLE FC INITIATIVES WORKING CAPITAL	$250,000.00	$250,000.00
	Subtotal	**$250,000.00**	**$250,000.00**
125-0110-413-4253	ICLEI MEMBERSHIP	$700.00	$700.00
125-0110-413-4253	SVEDA MEMBERSHIP	$5,000.00	$5,000.00
	Subtotal	**$5,700.00**	**$5,700.00**
125-0110-413-4254	MEETINGS AND SUPPLIES	$2,400.00	$2,400.00
	Subtotal	**$2,400.00**	**$2,400.00**
	Services and Supplies Total	**$258,100.00**	**$258,100.00**
	ADMINISTRATION Total	**$258,100.00**	**$258,100.00**

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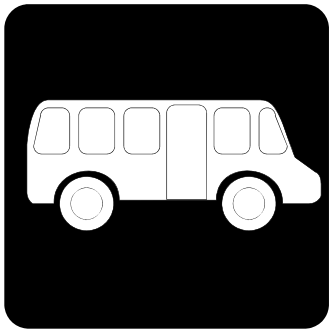
Day Time Shuttle Fund



Foster City has been approved for a grant from the San Mateo County Transportation Authority (TA) to fund 75% of the operations of a daytime shuttle service that would provide transportation for workers during the middle of the day in the commercial office buildings throughout the City to the various shopping centers throughout Foster City as a means of promoting those shopping centers. Funding for the remaining 25% will come from the City. The City is working with the Foster City Chamber of Commerce to develop routes that will best service the employee who work for companies located north of Highway 92. Because the routes also require the approval of the TA and SamTrans, and that approval was not received until late April, 2015, it is anticipated that the shuttle will be operational for FY 2015-2016.

- Grant revenues of $143,625 (75% of the program cost) are shown in the Revenue by Source and the Summary of Resources and Requirements by Funds sections of the budget.

- A transfer of $47,875 from the City General Fund to offset any costs not covered through contributions from the business community (25% of the program cost) are shown in the Summary of Resources and Requirements by Funds section of the budget.

Since this is a reimbursement grant, the total (100%) cost of $191,500 for the shuttle operations is included in the operating budget for FY 2015-2016 in order to allow for payment of the shuttle vendor throughout the year.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY/DISTRICT MANAGER - ADMINSTRATION
DAY TIME SHUTTLE FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	100,750	100,750	191,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,750	100,750	191,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,750	100,750	191,500
REALLOCATIONS	-	-	-
TOTAL FOR CITY/DISTRICT MANAGER - ADMINSTRATION	**$ 100,750**	**$ 100,750**	**$ 191,500**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 126-0110-413 DAY TIME SHUTTLE FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
126-0110-413-4251	FC MID-DAY SHUTTLE	$100,750.00	$191,500.00
	Subtotal	**$100,750.00**	**$191,500.00**
	Services and Supplies Total	**$100,750.00**	**$191,500.00**
	ADMINISTRATION Total	**$100,750.00**	**$191,500.00**

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Bay Area Employee Relations Services

The Bay Area Employee Relations Service (BAERS) was a Joint Powers Agency/Agreement (JPA) consisting of 36 city, county, and other government entities in the San Francisco Bay Area. The purpose of BAERS has been to provide a shared internet based resource whereby public sector agencies have access to information used to support activities such as labor negotiations, position/classification studies and compensation.

BAERS has provided for the delivery of the above listed employee relations services using Santa Clara County employees and facilities since 1976. The City of Foster City has provided information technology services for the database. In August 2014, Santa Clara County representatives notified members of the BAERS Management Committee that Santa Clara County no longer wished to host BAERS, effective in June 30, 2015.

The BAERS Management Committee has developed an alternate model believed to lead to a desirable and seamless transition for current BAERS JPA members. The City of Foster City, which helped develop the BAERS website in 1999, can host the database and provide services for former BAERS member agencies. The Foster City service model will operate in the same manner as CALOPPS (which Foster City hosts and manages). BAERS provides timely and accurate classification, benefits and compensation data and related policies to members and allows members to share information which helps Bay Area government agencies and their human resources professionals support activities, such as:

- labor negotiations,
- position/classification studies and
- compensation and benefit policy reviews.

The new structure includes:

1. A member service model with each agency signing an annual service agreement.
2. Membership services and fees would remain at the FY 2014-15 levels for FY 2015-16.
3. The City of Foster City will employ two Human Resource Analysts to maintain the data base and provide services for member agencies, utilize internal IT services as well as the hosted services for the website and provide administrative support and supervision through Foster City's Human Resources Department.

4. A steering committee made up of 8 member agencies would provide direction and input on the development of database and an annual budget/fee structure.
5. Foster City would continue to provide services to member agencies and develop long range plans to upgrade and maintain the data base.

RESOURCES REQUIRED

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (fund #127). Resources required include the following:

- Personnel Allocations – Allocations of 5% of the Human Resources Director and 20% of one Human Resources Analyst time charged to the fund on an annual basis and two 30 hour per week Human Resource Analysts who have previously worked with BAERS.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expense charges are necessary to account for such expenses borne by the City for the BAERS program.
- Consulting Services Migration to Hosted Developer - Fees associated for hosting the database.
- Temporary Consultant Fees – Documentation and technical transition (one-time only).

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

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ 293,960
SERVICES AND SUPPLIES	-	-	35,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	329,060
INTERNAL SERVICES	-	-	11,532
Subtotal (Total Department Expenses before Reallocations)	-	-	340,592
REALLOCATIONS	-	-	-
TOTAL FOR HUMAN RESOURCES	**$ -**	**$ -**	**$ 340,592**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 127-1210-415 BAERS

Employee Services		Approved 2014-2015	Requested 2015-2016
127-1210-415-4110	PERMANENT SALARIES	$0.00	$179,654.00
127-1210-415-4110	PERMANENT SALARIES - HR ALLOCATION	$0.00	$27,700.00
	Subtotal	**$0.00**	**$207,354.00**
127-1210-415-4111	TEMPORARY CONSULTANT FEES	$0.00	$4,000.00
	Subtotal	**$0.00**	**$4,000.00**
127-1210-415-4120	FRINGE BENEFITS	$0.00	$71,406.00
127-1210-415-4120	FRINGE BENEFITS - HR ALLOCATION	$0.00	$11,200.00
	Subtotal	**$0.00**	**$82,606.00**
	Employee Services Total	**$0.00**	**$293,960.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
127-1210-415-4520	COMPENSATED ABSENCES	$0.00	$587.00
	Subtotal	**$0.00**	**$587.00**
127-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$0.00	$10,945.00
	Subtotal	**$0.00**	**$10,945.00**
	Internal Services Total	**$0.00**	**$11,532.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
127-1210-415-4243	OFFICE EXPENSES	$0.00	$1,100.00
	Subtotal	**$0.00**	**$1,100.00**
127-1210-415-4248	COMMUNICATION COSTS - DATA	$0.00	$2,000.00
127-1210-415-4248	COMMUNICATION COSTS - SOFTWARE	$0.00	$1,000.00
127-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	$0.00	$10,000.00
	Subtotal	**$0.00**	**$13,000.00**

127-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	$0.00	$8,000.00
127-1210-415-4251	CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY	$0.00	$10,000.00
127-1210-415-4251	LEGAL SERVICES	$0.00	$3,000.00
	Subtotal	**$0.00**	**$21,000.00**
	Services and Supplies Total	**$0.00**	**$35,100.00**
	ADMINISTRATION Total	**$0.00**	**$340,592.00**

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Water Enterprise Fund

The Estero Municipal Improvement District (EMID) provides water utility services to customers in Foster City and the Mariner's Island area of the City of San Mateo (north of Highway 92 and East of Highway 101). Treated water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission (SFPUC). The water is delivered to EMID via the Hetch Hetchy Reservoir distribution system with approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for customers. The SFPUC treats and monitors the water quality to meet all drinking water standards. EMID also continually tests the water it distributes with dedicated sampling sites throughout our service area to assure compliance with State health standards.

EMID maintains and operates the distribution system within its boundaries. EMID maintains and operates four (4) water tanks with a total storage of 20 million gallons to provide supply storage in the event of system shutdowns or emergencies. EMID has three (3) natural gas engines with propane backup systems and two (2) electrical powered pumps that pump water from the storage tanks into the distribution system. The water storage tanks and the pumping station are located at the District's corporation yard. EMID also maintains and operates more than 110 miles of water lines, more than 4,800 water valves, over 8,200 Water Meters, more than 1,400 fire hydrants, and two water pressure reduction stations.

EMID customers are currently billed bi-monthly for the water services. There are two (2) components of charges in the customer bill. The customers are charged a water availability charge, which is often referred to as a meter charge because the charge is based on the size of the water meter at the property, and a consumption charge for the amount of water consumed. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost.

As a result of recent water conservation measures that have been implemented over the last few years, on average, EMID customers consumed approximately 3.87 million gallons of water per day (MGD) in 2014 a 20% reduction in water use since 2010 and just over 30% since 2007. While the Water Supply Assurance from the SFPUC is 5.9 MGD through June 30, 2034[1], water conservation efforts will need to be increased in light of Governor Brown's Executive Order calling for a statewide 25% reduction from 2013 usage. As details are developed and rolled out by the state, EMID will continue to work with customers to meet the target reductions. Conservation-based water rates and expanded rebated programs were implemented in an effort to provide incentives for customers to conserve.

[1] The Water Supply Agreement has conditional provisions for two (2) five-year extensions through June 30, 2044.

For further information about the EMID Water Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,555,000	$ 1,555,000	$ 1,640,647
SERVICES AND SUPPLIES	7,651,072	7,666,672	9,446,216
CAPITAL OUTLAY	80,000	80,000	35,000
Subtotal (Total Department-Controlled Expenses)	9,286,072	9,301,672	11,121,863
INTERNAL SERVICES	660,337	660,337	750,987
Subtotal (Total Department Expenses before Reallocations)	9,946,409	9,962,009	11,872,850
REALLOCATIONS	795,767	795,767	887,321
TOTAL FOR WATER ENTERPRISE FUND	**$ 10,742,176**	**$ 10,757,776**	**$ 12,760,171**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461 WATER REVENUE

Capital Outlay		Approved 2014-2015	Requested 2015-2016
401-0960-461-4385	INSTALLATION OF SENSUS REPEATER FOR MIB	$0.00	$15,000.00
401-0960-461-4385	LEAK DETECTION CORRELATION SYSTEM	$55,000.00	$0.00
401-0960-461-4385	UPGRADE OF TGB NETWORK	$0.00	$20,000.00
401-0960-461-4385	WATER QUALITY IMPROVEMENT (WHEELHOUSE - SEA CLOUD)	$25,000.00	$0.00
	Subtotal	**$80,000.00**	**$35,000.00**
	Capital Outlay Total	**$80,000.00**	**$35,000.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
401-0960-461-4110	PERMANENT SALARIES	$991,400.00	$1,051,737.00
	Subtotal	**$991,400.00**	**$1,051,737.00**
401-0960-461-4111	PUBLIC WORKS INTERNS	$7,000.00	$10,000.00
	Subtotal	**$7,000.00**	**$10,000.00**
401-0960-461-4112	OVERTIME	$17,300.00	$17,500.00
	Subtotal	**$17,300.00**	**$17,500.00**
401-0960-461-4120	FRINGE BENEFITS	$539,300.00	$561,410.00
	Subtotal	**$539,300.00**	**$561,410.00**
	Employee Services Total	**$1,555,000.00**	**$1,640,647.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
401-0960-461-4520	COMPENSATED ABSENCES	$3,440.00	$3,701.00
	Subtotal	**$3,440.00**	**$3,701.00**
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	$86,270.00	$96,292.00
	Subtotal	**$86,270.00**	**$96,292.00**
401-0960-461-4556	EQUIPMENT REPLACEMENT	$247,858.00	$273,440.00

401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$0.00
	Subtotal	**$248,073.00**	**$273,440.00**
401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	$202,827.00	$230,495.00
	Subtotal	**$202,827.00**	**$230,495.00**
401-0960-461-4562	SELF INSURANCE FUND CHARGE	$57,100.00	$83,000.00
	Subtotal	**$57,100.00**	**$83,000.00**
401-0960-461-4569	BUILDING MAINTENANCE	$62,627.00	$64,059.00
	Subtotal	**$62,627.00**	**$64,059.00**
	Internal Services Total	**$660,337.00**	**$750,987.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	$2,500.00	$2,600.00
401-0960-461-4240	BOOTS AND UNIFORMS	$10,300.00	$10,500.00
401-0960-461-4240	COMPRESSION FITTINGS	$2,000.00	$2,500.00
401-0960-461-4240	HYDRANT FITTINGS AND PARTS	$5,500.00	$5,000.00
401-0960-461-4240	METER PARTS	$7,000.00	$7,500.00
401-0960-461-4240	PAINT FOR HYDRANTS AND MISC. JOBS	$1,000.00	$1,000.00
401-0960-461-4240	PIPES, CLAMPS AND PARTS	$12,000.00	$9,000.00
401-0960-461-4240	SAFETY GEAR	$1,500.00	$1,500.00
401-0960-461-4240	SMALL TOOLS	$1,500.00	$1,500.00
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	$1,800.00	$1,800.00
401-0960-461-4240	TRENCH EXCAVATION MATERIAL	$8,000.00	$9,000.00
401-0960-461-4240	VALVES AND METER BOXES AND LIDS	$11,000.00	$10,000.00
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	$4,000.00	$3,500.00
	Subtotal	**$68,100.00**	**$65,400.00**
401-0960-461-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,200.00	$2,300.00
	Subtotal	**$2,200.00**	**$2,300.00**
401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	$1,100.00	$1,200.00
401-0960-461-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,200.00	$2,200.00
	Subtotal	**$3,300.00**	**$3,400.00**

401-0960-461-4243	BOOKS, MANUALS & TAPES	$1,000.00	$1,000.00
401-0960-461-4243	MISC. OFFICE SUPPLIES	$1,500.00	$1,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
401-0960-461-4245	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
401-0960-461-4246	AIR RELIEF VALVE REPAIR AND REPLACEMENT	$1,000.00	$0.00
401-0960-461-4246	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	$3,000.00	$3,000.00
401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	$1,000.00	$1,000.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES	$3,000.00	$4,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	$5,000.00	$5,000.00
401-0960-461-4246	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	$1,000.00	$1,000.00
401-0960-461-4246	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	$4,000.00	$4,000.00
	Subtotal	**$18,000.00**	**$18,000.00**
401-0960-461-4247	RENTAL EQUIPMENT	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	$16,000.00	$16,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT	$48,000.00	$50,500.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	$23,000.00	$24,250.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE	$692,518.00	$647,666.00
401-0960-461-4248	SFPUC WATER PURCHASE	$6,480,504.00	$8,350,000.00
	Subtotal	**$7,260,022.00**	**$9,088,416.00**
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	$27,000.00	$28,000.00
401-0960-461-4251	CLEAN / INSPECT ALL WATER TANKS	$30,000.00	$0.00
401-0960-461-4251	DSS MODEL SUPPORT SERVICES AND TRAINING	$0.00	$1,500.00
401-0960-461-4251	MDM PORTAL	$57,000.00	$57,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS	$32,000.00	$35,000.00
401-0960-461-4251	PUBLIC WORKS DESIGN STANDARDS	$20,000.00	$0.00
401-0960-461-4251	SPECIAL STUDIES	$25,000.00	$25,000.00
	Subtotal	**$191,000.00**	**$146,500.00**
401-0960-461-4253	AWWA DUES	$1,500.00	$1,750.00

401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	$90,000.00	$103,500.00
	Subtotal	**$91,500.00**	**$105,250.00**
401-0960-461-4254	APWA NATIONAL CONGRESS (DIRECTOR)	$700.00	$700.00
401-0960-461-4254	DEPARTMENT RETREAT	$500.00	$500.00
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	$2,250.00	$2,250.00
	Subtotal	**$3,450.00**	**$3,450.00**
401-0960-461-4255	TRAINING AND CERTIFICATION	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
	Services and Supplies Total	**$7,651,072.00**	**$9,446,216.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
401-0960-461-4463	DISTRICT BOARD	$27,710.00	$38,211.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	$74,213.00	$74,213.00
401-0960-461-4463	DISTRICT MANAGER	$158,977.00	$150,770.00
401-0960-461-4463	DISTRICT SECRETARY	$59,903.00	$84,346.00
401-0960-461-4463	FINANCIAL SERVICES	$328,476.00	$383,215.00
401-0960-461-4463	FIRE	$0.00	$11,182.00
401-0960-461-4463	HUMAN RESOURCES	$91,552.00	$91,094.00
401-0960-461-4463	PW ENGINEERING	$54,936.00	$54,290.00
	Subtotal	**$795,767.00**	**$887,321.00**
	Reallocation Total	**$795,767.00**	**$887,321.00**
	WATER Total	**$10,742,176.00**	**$12,760,171.00**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	39,500	39,500	7,900
Subtotal (Total Department-Controlled Expenses)	39,500	39,500	7,900
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	39,500	39,500	7,900
REALLOCATIONS	-	-	-
TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND	**$ 39,500**	**$ 39,500**	**$ 7,900**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 405-0110-413 WATER ERF

Capital Outlay		Approved 2014-2015	Requested 2015-2016
405-0110-413-4385	EQUIPMENT REPLACEMENT -- WATER FUND	$39,500.00	$7,900.00
	Subtotal	**$39,500.00**	**$7,900.00**
	Capital Outlay Total	**$39,500.00**	**$7,900.00**
	ADMINISTRATION Total	**$39,500.00**	**$7,900.00**

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Wastewater Collection System Enterprise Funds

The Estero Municipal Improvement District (EMID) collects all wastewater flows within Foster City. Collected wastewater is pumped to the jointly owned Wastewater Treatment Plant (WWTP) in San Mateo for treatment and disposal. The EMID staff with the cooperation of the San Mateo Treatment Plant staff strives to protect the health and safety of Foster City residents and to ensure the protection of the environment by effective treatment and disposal of all wastewater flows from commercial, industrial, and residential users.

The San Mateo Treatment Plant staff is currently working with a consultant to develop an updated 20 Year Master Plan for the plant. The Master Plan will be updated to identify potential capital improvement projects to be implemented over the next twenty years. Early indications are that some major improvements are needed to improve plant operations and bring the plant into compliance with the order and NPDES permits recently issued by the San Francisco Bay Regional Water Quality Control Board which became effective May 1, 2013.

EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 48 pumping stations, 15 permanent standby generators, and four portable generators located within the collection system. The maintenance performed includes, but is not limited to, flushing of gravity mains, closed circuit TV inspection, pump station and generator inspection and maintenance. Staff also identifies possible capital improvement projects to keep the system up to date. Nearly 3 million gallons of wastewater is generated within Foster City each day and pumped to the EMID/ San Mateo Treatment Plant for treatment and disposal.

EMID customers are currently billed bi-monthly for the sewer services. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. The residential customers are categorized by different classifications (Single Family, Townhouse, Duplex, Apartments). The customers within each classification pay the same flat rate. The commercial customers are charged based on classification and potable water usage. The wastewater rates are reviewed annually and updated accordingly.

For further information about the EMID Collection System (Wastewater) Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

DEPARTMENT SUMMARY BY DIVISION
Estero Municipal Improvement District
PUBLIC WORKS
WASTEWATER COLLECTION SYSTEM FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,601,200	$ 1,601,200	$ 1,741,147
SERVICES AND SUPPLIES	3,419,850	3,435,450	3,691,200
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	5,021,050	5,036,650	5,432,347
INTERNAL SERVICES	813,403	813,403	950,906
Subtotal (Total Department Expenses before Reallocations)	5,834,453	5,850,053	6,383,253
REALLOCATIONS	719,966	719,966	798,962
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	**$ 6,554,419**	**$ 6,570,019**	**$ 7,182,215**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432 WASTEWATER REVENUE

Employee Services		Approved 2014-2015	Requested 2015-2016
451-0970-432-4110	PERMANENT SALARIES	$984,300.00	$1,079,037.00
	Subtotal	**$984,300.00**	**$1,079,037.00**
451-0970-432-4111	PUBLIC WORKS INTERNS	$7,000.00	$10,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	$27,000.00	$28,000.00
	Subtotal	**$34,000.00**	**$38,000.00**
451-0970-432-4112	OVERTIME	$24,500.00	$25,000.00
	Subtotal	**$24,500.00**	**$25,000.00**
451-0970-432-4113	STANDBY PAY	$23,000.00	$24,000.00
	Subtotal	**$23,000.00**	**$24,000.00**
451-0970-432-4120	FRINGE BENEFITS	$535,400.00	$575,110.00
	Subtotal	**$535,400.00**	**$575,110.00**
	Employee Services Total	**$1,601,200.00**	**$1,741,147.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
451-0970-432-4520	COMPENSATED ABSENCES	$3,420.00	$3,601.00
	Subtotal	**$3,420.00**	**$3,601.00**
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	$207,595.00	$206,015.00
	Subtotal	**$207,595.00**	**$206,015.00**
451-0970-432-4556	EQUIPMENT REPLACEMENT	$276,319.00	$360,436.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$0.00
	Subtotal	**$276,534.00**	**$360,436.00**
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	$206,127.00	$233,795.00
	Subtotal	**$206,127.00**	**$233,795.00**
451-0970-432-4562	SELF INSURANCE FUND CHARGE	$57,100.00	$83,000.00

	Subtotal	**$57,100.00**	**$83,000.00**
451-0970-432-4569	BUILDING MAINTENANCE	$62,627.00	$64,059.00
	Subtotal	**$62,627.00**	**$64,059.00**
	Internal Services Total	**$813,403.00**	**$950,906.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
451-0970-432-4240	BOOTS / UNIFORMS	$11,400.00	$11,400.00
451-0970-432-4240	CABLE/HOSES	$1,500.00	$1,500.00
451-0970-432-4240	COATINGS/EPOXIES	$1,000.00	$1,000.00
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	$1,000.00	$1,000.00
451-0970-432-4240	FIRST AID AND SAFETY SUPPLIES	$1,500.00	$1,500.00
451-0970-432-4240	GREASE REMOVER	$4,000.00	$4,000.00
451-0970-432-4240	L/S, CONTROLS AND PUMP COMPONENTS	$19,000.00	$19,000.00
451-0970-432-4240	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS	$12,000.00	$12,000.00
451-0970-432-4240	MISC. MAINTENANCE SUPPLIES	$6,000.00	$6,000.00
451-0970-432-4240	OIL AND DIESEL FUEL	$2,500.00	$2,500.00
451-0970-432-4240	SEWER JET ACCESSORIES AND SUPPLIES	$2,000.00	$2,000.00
451-0970-432-4240	SMALL TOOLS	$2,000.00	$2,000.00
451-0970-432-4240	STAINLESS STEEL BOLTS/MATERIALS	$3,000.00	$3,000.00
451-0970-432-4240	TRENCH EXCAVATION MATERIAL	$2,000.00	$2,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	$2,000.00	$2,000.00
	Subtotal	**$70,900.00**	**$70,900.00**
451-0970-432-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$750.00	$800.00
	Subtotal	**$750.00**	**$800.00**
451-0970-432-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,200.00	$2,300.00
	Subtotal	**$2,200.00**	**$2,300.00**
451-0970-432-4243	MISC. OFFICE SUPPLIES	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
451-0970-432-4245	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**

451-0970-432-4246	ELECTRICAL REPAIRS		$2,000.00	$2,500.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE		$1,300.00	$1,500.00
451-0970-432-4246	HEAVY EQUIPMENT MAINTENANCE		$5,000.00	$5,000.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)		$500.00	$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS		$5,000.00	$5,000.00
451-0970-432-4246	MECHANICAL PARTS		$8,000.00	$8,000.00
451-0970-432-4246	REPAIRS TO L/S GENERATORS / ATS(s)		$12,000.00	$16,000.00
451-0970-432-4246	REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS		$10,000.00	$10,000.00
451-0970-432-4246	SCADA MAINTENANCE		$5,000.00	$5,000.00
		Subtotal	**$48,800.00**	**$53,500.00**
451-0970-432-4247	RENTAL EQUIPMENT		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)		$280,000.00	$290,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE/SUPPLIES		$1,000.00	$1,000.00
		Subtotal	**$281,000.00**	**$291,000.00**
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS		$12,000.00	$12,000.00
451-0970-432-4251	BAY AREA AIR QUALTIY MGMT DIST		$5,500.00	$7,000.00
451-0970-432-4251	CONSULTANT OVERSIGHT OF WWTP EXPANSION PROJECT		$100,000.00	$200,000.00
451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS		$5,000.00	$5,000.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL		$4,000.00	$4,000.00
451-0970-432-4251	LOAD BANK TESTING (LABOR)		$7,000.00	$7,500.00
451-0970-432-4251	MISC. REPAIRS TO L/S GENERATORS (LABOR)		$10,000.00	$20,000.00
451-0970-432-4251	PUBLIC WORKS DESIGN STANDARDS		$20,000.00	$0.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT		$3,000.00	$4,000.00
451-0970-432-4251	SM WWTP - ANNUAL CIP PROGRAM		$1,000,000.00	$1,000,000.00
451-0970-432-4251*	SM WWTP - EMID SHARE OF O & M - (PC30)		$1,800,000.00	$1,962,000.00
451-0970-432-4251	SPECIAL STUDIES		$25,000.00	$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD		$1,500.00	$3,000.00
451-0970-432-4251	UST COMPLIANCE -- LS #29		$1,000.00	$1,000.00
		Subtotal	**$2,994,000.00**	**$3,250,500.00**

451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
451-0970-432-4254	APWA NATIONAL CONGRESS (DIRECTOR)	$700.00	$700.00
451-0970-432-4254	DEPARTMENT RETREAT	$500.00	$500.00
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	$4,500.00	$4,500.00
	Subtotal	**$5,700.00**	**$5,700.00**
451-0970-432-4255	TRAINING AND CERTIFICATION	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Services and Supplies Total	**$3,419,850.00**	**$3,691,200.00**

Reallocation		Approved 2014-2015	Requested 2015-2016
451-0970-432-4463	DISTRICT BOARD	$27,710.00	$38,211.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	$74,213.00	$74,213.00
451-0970-432-4463	DISTRICT MANAGER	$158,977.00	$150,770.00
451-0970-432-4463	DISTRICT SECRETARY	$59,903.00	$84,346.00
451-0970-432-4463	FINANCIAL SERVICES	$252,675.00	$294,856.00
451-0970-432-4463	FIRE	$0.00	$11,182.00
451-0970-432-4463	HUMAN RESOURCES	$91,552.00	$91,094.00
451-0970-432-4463	PW ENGINEERING	$54,936.00	$54,290.00
	Subtotal	**$719,966.00**	**$798,962.00**
	Reallocation Total	**$719,966.00**	**$798,962.00**
	WASTEWATER Total	**$6,554,419.00**	**$7,182,215.00**

Wastewater Collection System Revenue Bond Fund

The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). The City of San Mateo operates the plant. As co-permit holders for the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The jointly owned WWTP is an aging facility that needs improvements to continue to meet current and future flows, and permit requirements. There are numerous projects that are needed in both the near-term and long-term to rehabilitate or replace facilities that are failing and/or are at the end of their useful life.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035 by combining San Mateo's Collection System CIP with the WWTP Master Plan Improvements.

As a result, a comprehensive 20-year Integrated Wastewater Master Plan (Clean Water Program) was developed by Carollo Engineers. The program addresses the following key elements:

- Repair and replacement of aging infrastructure
- Provide adequate capacity to treat projected flows
- Meet current and future regulatory requirements
- Meet the Cities' sustainability objectives including recycled water

In October 2014, CH2M Hill was hired to provide Program Management Services to support all aspects of the Clean Water Program and validate the Master Plan developed by Carollo Engineers. The first RFP for the Clean Water Program will be issued in May 2015 to address the highest priority projects.

In accordance with the percentages established in the JPA (San Mateo 75%, EMID 25%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs are estimated at $900 million over 20 years, which include WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately $116 million.

The Wastewater Collection System Revenue Bond Fund accounts for the payment of principal and interest on revenue debt used for financing improvements for EMID's share of WWTP costs.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
WASTEWATER REVENUE BOND FUND
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	1,757,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	1,757,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	1,757,000
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER REVENUE BOND FUND	**$ -**	**$ -**	**$ 1,757,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING Account: 454-1120-415

WASTEWATER REVENUE BOND FUND

Services and Supplies	Approved 2014-2015	Requested 2015-2016
454-1120-415-4273 REIMBURSE DISTRICT FOR ADVANCEMENT	$0.00	$1,757,000.00
Subtotal	**$0.00**	**$1,757,000.00**
Services and Supplies Total	**$0.00**	**$1,757,000.00**
GENERAL ACCOUNTING Total	**$0.00**	**$1,757,000.00**

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

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	245,205	245,205	268,555
Subtotal (Total Department-Controlled Expenses)	245,205	245,205	268,555
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	245,205	245,205	268,555
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND	**$ 245,205**	**$ 245,205**	**$ 268,555**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 455-0110-413 WASTEWATER ERF

Capital Outlay		Approved 2014-2015	Requested 2015-2016
455-0110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	$245,205.00	$268,555.00
	Subtotal	**$245,205.00**	**$268,555.00**
	Capital Outlay Total	**$245,205.00**	**$268,555.00**
	ADMINISTRATION Total	**$245,205.00**	**$268,555.00**

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Vehicle Replacement Fund

The mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance, and inspection of all City/District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the Department in accomplishing this goal.

PROPOSED SERVICE LEVELS

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and equipment, and will manage the vehicle replacement schedule and fund. The Division staff reflects 15% of time from the Director of Parks and Recreation, 50% of time from the Building/Vehicle Manager, one Mechanic I, one Small Engine Mechanic and 50% of time from a Building/Vehicle Maintenance Worker.

CHANGES IN RESOURCES REQUIRED

Personnel

No change.

Services and Supplies

No change.

Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. New vehicle is recommended – Fire Administration Battalion Chief Vehicle ($40,000).

Internal Services Charges

Vehicle replacement internal service charges were updated based on reassessment of the existing fleet as to useful life and replacement value, considering anticipated replacements of existing vehicles for FY 2015-16.

Vehicle Replacement Fund

Beginning FY 2014-2015, the replacement charge methodology was changed such that only 85% of the total projected replacement cost is charged back to departments. Because the annual replacement charge calculation does not take into consideration interest earnings and cost savings associated with purchases, this fund tends to experience a growing reserve balance to accomplish the necessary vehicle purchases. Staff believes this is sustainable and reasonable approach to implement on an on-going basis, and staff will continue to monitor the fund balance reserve to ensure that adequate funding remains in the fund.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
VEHICLE REPLACEMENT FUND (#501)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 400,400	$ 400,400	$ 429,900
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	1,663,262	1,663,262	711,265
Subtotal (Total Department-Controlled Expenses)	2,561,512	2,561,512	1,639,015
INTERNAL SERVICES	59,200	59,200	77,384
Subtotal (Total Department Expenses before Reallocations)	2,620,712	2,620,712	1,716,399
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE REPLACEMENT FUND (#501)	**$ 2,620,712**	**$ 2,620,712**	**$ 1,716,399**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - VEHICLE MAINTENANCE & REP Account: 501-0560-431 VEHICLE RENTAL FUND

Capital Outlay		Approved 2014-2015	Requested 2015-2016
501-0560-431-4384	VEHICLE REPLACEMENT CONTINGENCY	$50,000.00	$50,000.00
501-0560-431-4384	VEHICLES TO BE REPLACED	$1,613,262.00	$661,265.00
	Subtotal	**$1,663,262.00**	**$711,265.00**
	Capital Outlay Total	**$1,663,262.00**	**$711,265.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
501-0560-431-4110	PERMANENT SALARIES	$267,100.00	$277,200.00
	Subtotal	**$267,100.00**	**$277,200.00**
501-0560-431-4112	OVERTIME	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
501-0560-431-4120	FRINGE BENEFITS	$132,300.00	$151,700.00
	Subtotal	**$132,300.00**	**$151,700.00**
	Employee Services Total	**$400,400.00**	**$429,900.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
501-0560-431-4520	COMPENSATED ABSENCES	$930.00	$930.00
	Subtotal	**$930.00**	**$930.00**
501-0560-431-4556	EQUIPMENT REPLACEMENT	$11,289.00	$11,289.00
	Subtotal	**$11,289.00**	**$11,289.00**
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	$10,081.00	$11,465.00
	Subtotal	**$10,081.00**	**$11,465.00**
501-0560-431-4562	INSURANCE	$36,900.00	$53,700.00

	Subtotal	**$36,900.00**	**$53,700.00**
	Internal Services Total	**$59,200.00**	**$77,384.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
501-0560-431-4243*	BOOTS/UNIFORMS	$600.00	$600.00
501-0560-431-4243*	OFFICE & JANITORIAL SUPPLIES	$200.00	$200.00
501-0560-431-4243*	SMALL TOOLS	$400.00	$400.00
	Subtotal	**$1,200.00**	**$1,200.00**
501-0560-431-4246*	AUTO PARTS	$30,000.00	$30,000.00
501-0560-431-4246*	DIESEL FUEL	$56,000.00	$56,000.00
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	$57,500.00	$57,500.00
501-0560-431-4246*	GASOLINE	$260,000.00	$260,000.00
501-0560-431-4246*	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	$2,500.00	$2,500.00
501-0560-431-4246	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	$10,000.00	$10,000.00
501-0560-431-4246*	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	$20,000.00	$20,000.00
501-0560-431-4246*	VEHICLE REPAIRS	$32,000.00	$32,000.00
501-0560-431-4246*	WASH, DETAIL, TOUCH UP STAFF VEHICLES	$3,000.00	$3,000.00
	Subtotal	**$471,000.00**	**$471,000.00**
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	$800.00	$800.00
	Subtotal	**$800.00**	**$800.00**
501-0560-431-4248	RADIO MAINTENANCE	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
501-0560-431-4251*	BIENNIAL VEHICLE INSPECTION & SUPPLIES	$3,500.00	$3,500.00
501-0560-431-4251	FIRE VEHICLE PREVENTIVE MAINTENANCE	$15,600.00	$15,600.00
	Subtotal	**$19,100.00**	**$19,100.00**
501-0560-431-4253	NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
501-0560-431-4254	FLEET MAINTENANCE/NOR CAL CONFERENCES	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT TRAINING	$750.00	$750.00

Subtotal	**$750.00**	**$750.00**
Services and Supplies Total	**$497,850.00**	**$497,850.00**
VEHICLE MAINTENANCE & REP Total	**$2,620,712.00**	**$1,716,399.00**

Equipment Replacement Fund

This fund was established to provide for the timely and orderly replacement of equipment valued over $1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.

A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over $1,000), or a pool of assets (which may be less than $1,000 individually, but when pooled together exceed $1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.

This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise funds), or those assets specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
FINANCIAL SERVICES
EQUIPMENT REPLACEMENT FUND (#502)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	10,000	10,000	16,270
CAPITAL OUTLAY	313,900	313,900	747,532
Subtotal (Total Department-Controlled Expenses)	323,900	323,900	763,802
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	323,900	323,900	763,802
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	**$ 323,900**	**$ 323,900**	**$ 763,802**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 502-0110-413 EQUIPMENT REPLACEMENT FD

Capital Outlay		Approved 2014-2015	Requested 2015-2016
502-0110-413-4385	EMERGENCY REPLACEMENT	$50,000.00	$50,000.00
502-0110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	$263,900.00	$697,532.00
	Subtotal	**$313,900.00**	**$747,532.00**
	Capital Outlay Total	**$313,900.00**	**$747,532.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
502-0110-413-4245	EQUIPMENT REPLACEMENT - TOOLS & EQUIPMENT	$10,000.00	$16,270.00
	Subtotal	**$10,000.00**	**$16,270.00**
	Services and Supplies Total	**$10,000.00**	**$16,270.00**
	ADMINISTRATION Total	**$323,900.00**	**$763,802.00**

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Self Insurance Fund

The Self Insurance Fund was established many years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of $100,000, meaning that the City/District pays all expenses associated with a claim up to the first $100,000.

The City of Foster City is a member of a self-insured insurance pool known as ABAG PLAN that provides general liability coverage from $100,000 to $25,000,000 per claim. Any claim over $25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the $100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of $1 million.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
SELF-INSURANCE FUND (#503)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	406,629	406,629	376,629
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	406,629	406,629	376,629
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	406,629	406,629	376,629
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	**$ 406,629**	**$ 406,629**	**$ 376,629**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND Account: 503-1220-415 SELF INSURANCE FUND

Services and Supplies		Approved 2014-2015	Requested 2015-2016
503-1220-415-4241	COPIES	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
503-1220-415-4242	POSTAGE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
503-1220-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	$100,000.00	$70,000.00
	Subtotal	**$100,000.00**	**$70,000.00**
503-1220-415-4253	PARMA MEMBERSHIP DUES	$110.00	$110.00
503-1220-415-4253	PRIMA MEMBERSHIP DUES	$420.00	$420.00
	Subtotal	**$530.00**	**$530.00**
503-1220-415-4262	ABAG PLAN PREMIUM	$305,899.00	$305,899.00
	Subtotal	**$305,899.00**	**$305,899.00**
	Services and Supplies Total	**$406,629.00**	**$376,629.00**
	SELF-INSURANCE FUND Total	**$406,629.00**	**$376,629.00**

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Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.

PROPOSED SERVICE LEVELS

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2015-2016 will be $ 1,542,505 which is $183,003 (or ~ 13.4%) higher than internal service charges for FY 2014-2015 of $1,359,502.

- Personnel Costs: Increases included in the compensation and benefit plan as well as step increases are resulting in increased personnel costs.
- Replacement Costs of Enterprise Software Systems: In order to reflect current industry benchmarks, the replacement cost for our Municipal ERP System (our Financial/HR/Payroll system) was increased. This is in anticipation of replacement of the system in FY 17-18.
- Replacement of Document Management/Agenda Software: The current software we use for Document and Agenda Management is no longer being developed by the vendor. We will be looking into a replacement in FY 15-16.

Capital Outlay – Listed below are the items identified by Departments and Information Technology Division in need of acquisition or replacement.

- Copier Replacements (2 Recreation, 2 Public Works)
- Desktop PC Replacements
- Document/Agenda Management Software Replacement
- Fire RMS Software Replacement
- Laptop Replacements
- Server Replacements
- Server Room Battery Backup Replacements
- Server Room Network Switch Replacements
- Training Computer Replacements

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
INFORMATION TECHNOLOGY FUND (#504)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 567,800	$ 567,800	$ 589,200
SERVICES AND SUPPLIES	569,350	569,350	567,900
CAPITAL OUTLAY	506,636	506,636	262,925
Subtotal (Total Department-Controlled Expenses)	1,643,786	1,643,786	1,420,025
INTERNAL SERVICES	1,390	1,390	1,400
Subtotal (Total Department Expenses before Reallocations)	1,645,176	1,645,176	1,421,425
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	**$ 1,645,176**	**$ 1,645,176**	**$ 1,421,425**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419 COMMUNICATION & INFO SVC

Capital Outlay		Approved 2014-2015	Requested 2015-2016
504-0160-419-4388	Copier Replacements (2 Recreation, 2 PubWorks)	$0.00	$37,800.00
504-0160-419-4388	Copiers (4 - Clerk, Fire, Rec, and Corpyard)	$48,200.00	$0.00
504-0160-419-4388	Department Laptops - HR, Fire (2), and Rec	$4,200.00	$0.00
504-0160-419-4388	Desktop PC Replacements	$39,100.00	$37,525.00
504-0160-419-4388	Document/Agenda Management Software Replacement	$0.00	$80,000.00
504-0160-419-4388	EOC Computers	$10,836.00	$0.00
504-0160-419-4388	Fire RMS Software Replacement	$0.00	$20,000.00
504-0160-419-4388	GIS Software	$100,000.00	$0.00
504-0160-419-4388	Laptop Replacements	$0.00	$13,600.00
504-0160-419-4388	Permitting/Land Management/Planning System	$270,000.00	$0.00
504-0160-419-4388	Printers (PD and Corpyard)	$9,300.00	$0.00
504-0160-419-4388	Server Replacements	$0.00	$44,000.00
504-0160-419-4388	Server Room Battery Backup Replacements	$0.00	$8,000.00
504-0160-419-4388	Server Room Network Switch Replacements	$0.00	$13,500.00
504-0160-419-4388	Sign Shop Printing System (Parks and PW)	$25,000.00	$0.00
504-0160-419-4388	Training Computer Repalcements	$0.00	$8,500.00
	Subtotal	**$506,636.00**	**$262,925.00**
	Capital Outlay Total	**$506,636.00**	**$262,925.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
504-0160-419-4110	PERMANENT SALARIES	$407,800.00	$414,700.00
	Subtotal	**$407,800.00**	**$414,700.00**
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	$160,000.00	$174,500.00
	Subtotal	**$160,000.00**	**$174,500.00**

	Employee Services Total	**$567,800.00**	**$589,200.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
504-0160-419-4520	COMPENSATED ABSENCES	$1,390.00	$1,400.00
	Subtotal	**$1,390.00**	**$1,400.00**
	Internal Services Total	**$1,390.00**	**$1,400.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	$50,000.00	$50,000.00
	Subtotal	**$50,000.00**	**$50,000.00**
504-0160-419-4241	COPIES	$250.00	$500.00
	Subtotal	**$250.00**	**$500.00**
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
504-0160-419-4243	OFFICE SUPPLIES	$400.00	$400.00
	Subtotal	**$400.00**	**$400.00**
504-0160-419-4245	REPLACEMENT MONITORS & PROJECTORS (AS NEEDED)	$7,000.00	$7,000.00
	Subtotal	**$7,000.00**	**$7,000.00**
504-0160-419-4246	(SIRE) DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	$17,000.00	$17,000.00
504-0160-419-4246	(SIRE)MINUTES/VIDEO STREAMING ANNUAL FEE	$8,500.00	$8,500.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE	$17,000.00	$17,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	$9,500.00	$14,000.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	$13,000.00	$13,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT	$71,000.00	$65,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	$6,200.00	$7,500.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	$53,000.00	$53,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	$64,000.00	$66,000.00
504-0160-419-4246	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	$0.00	$2,500.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	$35,000.00	$35,000.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	$10,000.00	$7,000.00

504-0160-419-4246	TELEPHONE MAINTENANCE		$14,000.00	$14,000.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE		$6,000.00	$6,000.00
504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE		$7,000.00	$7,000.00
		Subtotal	**$331,200.00**	**$332,500.00**
504-0160-419-4248	AT&T TELEPHONE SERVICES		$38,000.00	$37,000.00
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)		$17,000.00	$18,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)		$6,000.00	$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER		$23,500.00	$23,000.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES		$1,000.00	$1,000.00
		Subtotal	**$85,500.00**	**$85,000.00**
504-0160-419-4251	BUSINESS CONTINUITY CONSULTING SERVICES		$0.00	$25,000.00
504-0160-419-4251	GIS INTEGRATION SERVICES		$30,000.00	$30,000.00
504-0160-419-4251	RFP EVALUATION PERMITTING/LAND MGMT SYSTEM		$25,000.00	$0.00
504-0160-419-4251	SIRE CUSTOM MODIFICATIONS		$5,000.00	$0.00
		Subtotal	**$60,000.00**	**$55,000.00**
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS		$700.00	$700.00
		Subtotal	**$700.00**	**$700.00**
504-0160-419-4254	HTE USER CONFERENCE (1)		$1,500.00	$1,500.00
504-0160-419-4254	IT STAFF CONFERENCES		$1,500.00	$1,500.00
		Subtotal	**$3,000.00**	**$3,000.00**
504-0160-419-4255	HTE END USER WEBINAR TRAININGS		$1,500.00	$1,500.00
504-0160-419-4255	IT TECHNICAL TRAINING		$2,500.00	$2,500.00
504-0160-419-4255	SECURITY AWARENESS TRAINING SUBSCRIPTION		$0.00	$2,500.00
		Subtotal	**$4,000.00**	**$6,500.00**
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER $1,000)		$14,000.00	$14,000.00
504-0160-419-4259	ELECTRONIC SIGNAGE/KIOSKS		$0.00	$5,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE		$5,000.00	$5,000.00
504-0160-419-4259	MICROSOFT UPGRADE LICENSES - None EA		$5,000.00	$0.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS		$3,000.00	$3,000.00
		Subtotal	**$27,000.00**	**$27,000.00**

Services and Supplies Total	**$569,350.00**	**$567,900.00**
IT Total	**$1,645,176.00**	**$1,421,425.00**

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Building Maintenance Fund

Mission: To provide management, maintenance, and daily inspection of all City/District buildings and equipment.

The Building Maintenance Division will continue to develop ongoing maintenance systems and procedures for City-wide facilities. To maintain the diverse facilities and hours of operation, staff will provide efficient, timely and quality service to meet community needs and industry standards. The Division will continue to evaluate building maintenance functions and its service requirements.

PROPOSED SERVICE LEVELS

The Building Maintenance Division manages City facilities totaling 175,867 square feet. The Division staff includes the Director of Parks and Recreation (15% time); a 50% time Building/Vehicle Manager; three (3) Building Maintenance Worker II positions; and a 50% time Building/Vehicle Maintenance Worker. The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repairs in a timely manner with the support of outside contractors to assist with preventative maintenance tasks and special projects.

Building Maintenance Division Staff duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Work Requests – such as an electrical outlet failure or carpet stain removal
- Regular Repairs – lighting ballast replacement or restroom plumbing
- Supplies/Inventory – order and organize regularly stocked supplies and materials, such as light bulbs
- Preventative Maintenance – within Industry Standards, such as inspecting fire extinguishers monthly
- Special Projects and Capital Improvement Projects – such as painting a facility interior or exterior

Janitorial Service

- Janitorial services are under City contract to complete all janitorial tasks.

Outside Contractors

- Staff will continue to utilize contractors to complete work beyond the scope of their professional training and to assist in completing preventative maintenance work (such as elevator inspections, repairs, and monitoring; heating and air conditioning unit repair and regular maintenance).

ACCOMPLISHMENTS

- Replaced HVAC in Fire Department, Police Department, Recreation Department and Community Center
- Installed Delta Controls in Recreation Building
- Installed new roof on Library/Community Center.
- Installed new door openers for the Fire Department.
- Installed hands free faucets and soap dispenser in Recreation bathrooms

CHANGES IN RESOURCES REQUIRED

This Division requires the staff adjustments outlined as part of the Department succession plan to protect public and employee safety and the City infrastructure.

Personnel

- No changes are recommended.

Service and Supplies

- Security Camera Maintenance ($3,000).

Capital Outlay

- Recreation and senior wing paint.
- Install HVAC unit in Senior Wing.
- Recreation Center Blinds ($10,000).
- Portable Aerial Work Platform for Council Chambers ($17,000).

Equipment Replacement Charges

- The Division will continue to plan for equipment replacement costs for such items as roofing, carpets, painting, and HVAC (heating/ventilation/air conditioning) units by including them in the Building Maintenance internal service charges allocated to operating departments. This allows the City to proactively fund the replacement of these vital building improvements.
- The Building Department would like to purchase a 36’ Genie aerial work platform to perform the replacement of lighting and ballast in the Council Chambers. The platform can also be used in City Hall and the Recreation

Department to perform an array of tasks such as cleaning skylights, painting of ceilings and cleaning of high HVAC vents, as well as many other items which requires a high portable platform.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
BUILDING MAINTENANCE FUND (#505)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 505,360	$ 505,360	$ 541,760
SERVICES AND SUPPLIES	885,583	1,007,583	888,583
CAPITAL OUTLAY	447,500	447,500	158,750
Subtotal (Total Department-Controlled Expenses)	1,838,443	1,960,443	1,589,093
INTERNAL SERVICES	79,736	79,736	79,580
Subtotal (Total Department Expenses before Reallocations)	1,918,179	2,040,179	1,668,673
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	**$ 1,918,179**	**$ 2,040,179**	**$ 1,668,673**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - BUILDING MAINTENANCE Account: 505-0550-419 BUILDING MAINTENANCE

Capital Outlay		Approved 2014-2015	Requested 2015-2016
505-0550-419-4385	BUILDING CONTINGENCY	$50,000.00	$50,000.00
505-0550-419-4385	CAPITAL OUTLAY	$371,000.00	$55,250.00
505-0550-419-4385	FIRE TOWER RENOVATION	$26,500.00	$26,500.00
505-0550-419-4385	PORTABLE AERIAL WORK PLATFORM FOR COUNCIL CHAMBERS	$0.00	$17,000.00
505-0550-419-4385	Recreation Center Blinds	$0.00	$10,000.00
	Subtotal	**$447,500.00**	**$158,750.00**
	Capital Outlay Total	**$447,500.00**	**$158,750.00**

Employee Services		Approved 2014-2015	Requested 2015-2016
505-0550-419-4110	PERMANENT SALARIES	$336,400.00	$348,500.00
	Subtotal	**$336,400.00**	**$348,500.00**
505-0550-419-4112	OVERTIME	$2,160.00	$2,160.00
	Subtotal	**$2,160.00**	**$2,160.00**
505-0550-419-4120	FRINGE BENEFITS	$166,800.00	$191,100.00
	Subtotal	**$166,800.00**	**$191,100.00**
	Employee Services Total	**$505,360.00**	**$541,760.00**

Internal Services		Approved 2014-2015	Requested 2015-2016
505-0550-419-4520	COMPENSATED ABSENCES	$1,170.00	$1,200.00
	Subtotal	**$1,170.00**	**$1,200.00**
505-0550-419-4544	VEHICLE REPLACEMENT	$38,508.00	$28,118.00
	Subtotal	**$38,508.00**	**$28,118.00**
505-0550-419-4556	EQUIPMENT REPLACEMENT	$16,535.00	$23,511.00
	Subtotal	**$16,535.00**	**$23,511.00**

505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	$23,523.00	$26,751.00
	Subtotal	**$23,523.00**	**$26,751.00**
	Internal Services Total	**$79,736.00**	**$79,580.00**

Services and Supplies		Approved 2014-2015	Requested 2015-2016
505-0550-419-4243	DEPARTMENT SUPPLIES	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	$20,000.00	$20,000.00
505-0550-419-4246	CARPET/WINDOW MAINTENANCE	$14,000.00	$14,000.00
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS	$5,000.00	$5,000.00
505-0550-419-4246	FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE	$7,500.00	$7,500.00
505-0550-419-4246	FIRE TRAINING TOWER ANNUAL MAINTENANCE	$10,000.00	$10,000.00
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE	$5,100.00	$5,100.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	$58,000.00	$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	$27,025.00	$27,025.00
505-0550-419-4246	JANITORIAL SUPPLIES	$36,000.00	$36,000.00
505-0550-419-4246	LOCKS AND KEYS	$3,000.00	$3,000.00
505-0550-419-4246	PEST CONTROL FOR CITY BUILDINGS	$8,700.00	$8,700.00
505-0550-419-4246	PLUMBING SUPPLIES	$2,000.00	$2,000.00
505-0550-419-4246	Security Camera Maintenance	$0.00	$3,000.00
505-0550-419-4246	STANDBY GENERATORS REPAIR	$7,630.00	$7,630.00
505-0550-419-4246	VANDALISM REPAIRS	$1,000.00	$1,000.00
	Subtotal	**$204,955.00**	**$207,955.00**
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	$426,817.00	$426,817.00
	Subtotal	**$426,817.00**	**$426,817.00**
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS	$4,600.00	$4,600.00
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT	$5,750.00	$5,750.00
505-0550-419-4251	ELEVATOR SMOKE GUARD MAINTENANCE	$8,600.00	$8,600.00
505-0550-419-4251	FIRE EXTINGUISHER MAINTENANCE	$4,025.00	$4,025.00
505-0550-419-4251	FIRE PROTECTION SYSTEM	$12,650.00	$12,650.00

505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	$34,517.00	$34,517.00
505-0550-419-4251	JANITORIAL SERVICES	$164,419.00	$164,419.00
505-0550-419-4251	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS	$15,000.00	$15,000.00
	Subtotal	**$249,561.00**	**$249,561.00**
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
505-0550-419-4255	HVAC INSPECTION	$750.00	$750.00
	Subtotal	**$750.00**	**$750.00**
	Services and Supplies Total	**$885,583.00**	**$888,583.00**
	BUILDING MAINTENANCE Total	**$1,918,179.00**	**$1,668,673.00**

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Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District agreed to provide this post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA) the International Association of Firefighters (IAFF), San Mateo County Local 2400, the American Federation of State, County and Municipal Employees Local 829 (AFSCME), and employees covered under the Management Employees Compensation and Benefits Plan. This plan provides monthly benefit payments based upon an employee's length of service with the City at the time of their retirement from the City.

In FY 2007-2008, all AFSCME and non-public safety management employees currently employed with the City voluntary eliminated the Longevity Recognition plan from their employee agreements. Current FCPOA, IAFF and public safety management employees will continue to participate in the program, but new employees in those groups hired after January 1, 2012 are longer eligible to participate in the program.

This fund has been established as an internal services fund to capture the actuarially determined employer rate that needs to be invested to pay out the benefits. Based upon the 2015 actuarial evaluation and expected benefits payments, the fund was funded at 104% of the actuarial accrued liability at the end of FY 2014-2015. No contributions into the plan are necessary for FY 2015-2016. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

The expected benefits payments for FY 2015-2016 will total $120,000.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
LONGEVITY RECOGNITION BENEFITS FUND (#507)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 115,000	$ 115,000	$ 120,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	115,000	115,000	120,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	115,000	115,000	120,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	**$ 115,000**	**$ 115,000**	**$ 120,000**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-499 LONGEVITY RECOGNITION BENEFITS FUND

Employee Services		Approved 2014-2015	Requested 2015-2016
507-0460-499-4120	LONGEVITY RECOGNITION BENEFITS PAYMENTS	$115,000.00	$120,000.00
	Subtotal	**$115,000.00**	**$120,000.00**
	Employee Services Total	**$115,000.00**	**$120,000.00**
	Total	**$115,000.00**	**$120,000.00**

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PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2014, the minimum monthly employer contribution is $119, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). Based upon the 2015 actuarial evaluation and expected benefits payments, the fund was funded at 115% of the actuarial accrued liability (excluding implied subsidy) at the end of FY 2014-2015. No contributions into the plan are necessary for FY 2015-2016. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

The expected benefits payments for FY 2015-2016 will total $123,000.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
PEMHCA BENEFITS PLAN FUND (#508)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 123,000	$ 123,000	$ 123,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	123,000	123,000	123,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	123,000	123,000	123,000
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	**$ 123,000**	**$ 123,000**	**$ 123,000**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999 PEMHCA BENEFITS PLAN

Employee Services		Approved 2014-2015	Requested 2015-2016
508-0460-999-4120	PEMHCA BENEFITS PAYMENTS	$123,000.00	$123,000.00
	Subtotal	**$123,000.00**	**$123,000.00**
	Employee Services Total	**$123,000.00**	**$123,000.00**
	Total	**$123,000.00**	**$123,000.00**

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Compensated Absences Fund

The Compensated Absences Fund was established in FY 2012-2013. The City / District provides vacation and sick leave benefits to its staff in the compensation and benefits plan for management employees and the various memoranda of understanding with bargaining groups. These compensated absences are payable to employees upon separation from employment. This fund was established as an internal services fund to capture the projected liability for compensated absences. The fund was initially funded at $3 million through a transfer of existing reserves from the General Fund, the Water Revenue Fund, and the Wastewater Revenue Fund based upon their respective share of the projected liability as of July 1, 2012. It is funded on an ongoing basis through an internal service charge to each operating department based upon its respective permanent salaries budget. For FY 2015-2016, the assessment is 0.35% of permanent salaries. As employees separate service from the City, the payment of any compensated absences balances is paid out of this fund.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
COMPENSATED ABSENCES FUND (#509)
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 300,000	$ 300,000	$ 300,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	300,000	300,000	300,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	300,000	300,000	300,000
REALLOCATIONS	-	-	-
TOTAL FOR COMPENSATED ABSENCES FUND (#509)	**$ 300,000**	**$ 300,000**	**$ 300,000**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999 COMPENSATED ABSENCES

Employee Services		Approved 2014-2015	Requested 2015-2016
509-0460-999-4120	COMPENSATED ABSENCES PAYOUTS	$300,000.00	$300,000.00
	Subtotal	**$300,000.00**	**$300,000.00**
	Employee Services Total	**$300,000.00**	**$300,000.00**
	Total	**$300,000.00**	**$300,000.00**

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Capital Improvement Program

The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City/District's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community.

The primary objective of the CIP is to develop and implement projects to ensure continued, reliable delivery of service to meet the City/District's needs. The following is a summary of active projects to be managed during Fiscal Year 2015-2016.

Ongoing Projects:

(CIP 455-611, Budget $450,000) Sewer System Rehabilitation (2010-2011)
This project continues the District's program of performing repairs to the sanitary sewer collection system. The repairs will be based on video inspections completed by the District's Public Works Maintenance staff. Based on these inspections, repair and rehabilitation work will be completed at high priority locations. The project will address localized pipe repair and manhole rehabilitation work. Staff has identified the repairs to be included in this project. A total budget of $450,000 is available for design and construction.

Project Timeline:

Compiling of Repair/Rehab Locations	Complete
Design	Summer 2015
Construction	Fall 2015
Project Closeout	Winter 2016

(CIP 301-621, Budget $2,150,000) Vintage Park Overcrossing Project (2011-2012)
On September 16, 2013, a contract in the amount of $58,000 was awarded to Biggs Cardosa Associates, Inc. to prepare a Technical Memorandum outlining various design alternatives, construction methods, and maintenance methods to correct settlement issues and to prevent further settlement at the approach slabs to the Vintage Park Overcrossing. On July 21, 2014, the Council considered

various repair options and authorized the preparation of construction documents, based on the design option to remove and replace the existing fill under the roadway with lightweight fill. The project is currently under design. Based on the City Council's direction at its February 17, 2015, meeting, the bridge will be closed during construction for approximately four months. Construction is anticipated to begin in July. A total budget of $2.15 million is available for design and construction services.

Project Timeline:

Construction	July 2015
Project Closeout	Winter 2016

(CIP 455-626, Budget $6,075,000) Sanitary Sewer Lift Station Improvements Phase 5 (2012-2013)

This project continues the District's program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The rehabilitated lift stations will also provide a safer working environment for the operational staff. The improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless steel materials. Since the program started in 2000, 23 lift stations have been fully or partially rehabilitated.

This CIP project includes improvements to 10 lift stations. The Resolution 3224, adopted at the November 18, 2013 District Board meeting, awarded the design contract to HydroScience Engineers, Inc. to prepare construction documents. Construction is anticipated to start during the Summer 2015.

Project Timeline:

Regulatory Permit/Design	In Progress
Construction	Summer 2015
Project Closeout	Winter 2016

(CIP 301-629, Budget $650,000, Additional Funding of $1,300,000 in FY 2015-2016) Dredging at the Lagoon Intake Structure (2012-2013)

The water level in the City's lagoon is controlled by allowing water to flow through the intake structure by Sea Cloud Park and pumping water out of the lagoon into the bay by the Corporation Yard. Over the years, sedimentation has built up on the Belmont Slough side of the intake structure resulting in limited water flow into the lagoon. The sedimentation in front of the lagoon intake structure obstructs water from flowing freely into the lagoon except during periods of high tides. Occasionally, the sediment also blocks the Bay Level Transducer, compromising water level readings.

The Resolution 2013-85 adopted on November 18, 2013, awarded the agreement to Huffman-Broadway Group, Inc. for environmental regulatory permitting services and preparation of construction documents for the project. Based on the preliminary Engineer's Estimate, a budget request of $1,300,000 is included in the FY 2015-2016 CIP budget for construction. If the construction budget is approved, construction can begin in August 2015.

Project Timeline:

Regulatory Permitting/Design	In Progress

Construction	Summer 2015
Project Closeout	Spring 2016

(CIP 301-633, Budget $1,505,000) Werder Park Improvement Project (2012-2013)
The following park design concepts have been incorporated into the development of the park:

Werder Park

- Open park space
- A city construction material laydown area
- Functional and operational restroom
- Hardscape for mobile concessions
- Natural pathway areas
- Picnic area with tables and benches
- A variety of trees used for screening
- Native landscape material
- Public Art
- On-site parking

It is anticipated that the construction will be completed by the end of June 2015.

Projected Timeline

Construction	October 2014
Project Closeout	Winter 2015

(CIP 301-634, Budget $1,375,000) "Destination Park" Improvement Project (2012-2013)
The following park design concepts have been incorporated into the development of the park:

Destination Park

- Open and natural green space
- Pathways to the levee with benches and seating areas
- Native and bay coastal plantings
- Restroom
- Picnic area
- Monument Memorial Rock

It is anticipated that the construction will be completed by the end of June 2015.

Projected Timeline

Construction	October 2014
Project Closeout	Winter 2015

(CIP 301-635, Budget $190,000, Additional Funding of $135,000 in FY 2015-2016) Median Modifications – Foster City Blvd. at Chess Drive – Multi-Project #3 (2013-2014)
This project is identified as MP #3 in the report prepared by Fehr & Peers. The project includes increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650-feet to prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard. Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement.

Funding in the amount of $190,000 was approved for design of CIP 301-635. Actual design costs were approximately $50,000. Design is complete and construction is scheduled for Spring 2016. Additional funding of $135,000 is requested for construction in FY 2015-2016.

At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of $377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. CIP 301-635 and CIP 301-637 were combined to maximize efficiency since both projects are in the same vicinity. The design is complete with construction anticipated in the Spring of 2016.

Project Timeline:

Construction	Spring 2016
Project Closeout	Winter 2016

(CIP 405-636, Budget $475,000) Water System Improvements and Valve Replacements (2013-2014)
The project is part of the District's ongoing program of maintaining and upgrading the water system by replacing valves and installing components to improve reliability and minimize service impact to the customers.

The project includes:

- Replacement of an 18" gate valve at the intersection of Mariner's Island Blvd. & Fashion Island Blvd.;
- Replacement of a 16" butterfly valve at the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd.;
- Installation of two 18" butterfly valves and bypass tees on the 24" transmission main attached to the Seal Slough Bridge. The valves and the bypass tees will be installed at the ends of the bridge to allow bypassing should the almost 100 year old Bridge fail.

Funding of $375,000 has been approved. Additional funding of $100,000 was approved in FY 2014-2015 budget to fund design and construction. A request for proposal (RFP) for design services was issued in the summer of 2014 and HydroScience Engineers, Inc. was selected to design the project and the design is now complete.

Project Timeline:

Construction	Summer 2015
Project Closeout	Winter 2015

(CIP 301-637, Budget $381,000, Additional Funding of $760,000 in FY 2015-2016) Road Improvements at Foster City Blvd. and Chess Drive – Multi-Project #4, Multi-Project #7, and Multi-Project #8 (2013-2014)
This project is identified as MP #4, MP #7, and MP #8 in the report prepared by Fehr & Peers. The project will add a northbound right-turn lane on Foster City Blvd. at Chess Drive, lengthen the westbound left turn lane on Chess Drive at Foster City Blvd., and add a westbound lane on Chess Drive east of Foster City Blvd.

Funding for this roadway improvement project is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement. Funding in the amount of $381,000 was approved for design services for CIP 301-637. At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of $377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. CIP 301-635 and CIP 301-637 were combined to maximize efficiency since both projects are in the same vicinity. Additional funding of $760,000 is requested for construction in FY 2015-2016. The design is complete with construction anticipated in Spring 2016.

Project Timeline:

Construction	Spring 2016
Project Closeout	Winter 2016

(CIP 301-641, Budget $286,000) Parks Infrastructure Improvements -

1. **Basketball and Tennis Court Resurfacing (Budget $236,000)**: The basketball courts and tennis courts listed below were in need of repairs. The majority of surfaces showed considerable signs of wear and cracking. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system, the courts are level and smoother to play on. Basketball and tennis court resurfacing is typically performed every five to seven years based on an evaluation of the condition of each court. City Council awarded a contract to First Serve Productions Inc. in the amount of $49,488 for resurfacing of the following courts in 2014:

   a. Edgewater Park – 3 tennis courts
   b. Catamaran Park – 2 tennis courts
   c. Catamaran Park – 1 basketball court
   d. Teen Center – 1 basketball court

Staff processed a purchase order to Saviano Co. in the amount of $7,500 for resurfacing Edgewater Basketball court in May 2015.

2. **Wood Park Signs – Phase I (Budget $50,000)**:
The large wooden Park Name signs have been in place for about 20 years and were last refurbished in 2005. Several of them were showing signs of severe wood-rot. (5) of the (13) existing wood signs have been replaced. The new signs are custom-made by Outdoor Creations and installed by in-house Parks staff during 2014 and February 2015. This included replacement of the following Park Name signs:

   - Sea Cloud Park (2015)
   - Leo J. Ryan Memorial Park (2014)
   - Catamaran Park (2014)
   - Gull Park (2014)
   - Marlin Park (2014)

   The next (4) Park Name signs have been ordered for the following parks:

   - Bridgeview Park
   - Shorebird Park
   - Baywinds Park
   - Boat Park

The cost for each Park name sign is less than $4,000 installed.

Projected Timeline:

Delivery of Signs	July, 2015
Installations	August – Dec 2015
Project Closeout	June 2016

(CIP 301-643, Budget $1,294,000) Library/Community Center Solar Project (2014-2015)

This project includes the replacement of the roof at the Library/Community Center and the installation of the solar system on the roof and carports in the parking lot. The project is expected to generate approximately 184 kW of energy annually.

The roofing project was awarded to the State Roofing Systems, Inc. and the solar project was awarded to Cupertino Electric, Inc. (CEI) in July, 2014. The roofing project has been completed. The Solar Project was approved by the Planning Commission in October 2014 and the Building Permit was issued in November 2014. It is anticipated that the construction will be completed by the end of April 2015.

The City has a rebate reservation of $147,300 for the project through the California Solar Initiative for which the work must be completed and the incentive claim must be submitted no later than May 19, 2015.

Project Timeline:

Construction	July 2014
Project Closeout	Fall 2015

(CIP 455-645, Budget $50,000, Additional Funding of $250,000 in FY 2015-2016) Lift Station 59 Effluent Line Improvements (2014-2015)

This project is part of the District's ongoing program of maintaining and upgrading the wastewater system through the replacement of appurtenances that have reached the end of their useful life and various improvements to the wastewater system to improve reliability and minimize impacts to the environment. A budget request of $250,000 will be added in FY 2015-2016.

This project will replace aging components of the effluent line at lift station 59 and provide the capability of bypassing the components in the event of failure.

The components to be replaced are two rubber expansion joints which allow movement of the effluent line during a seismic event. These components have been in service for thirteen (13) years. According to the manufacturer, the useful life these joints when used in a sanitary sewer application is between five (5) to seven (7) years.

The bypass capability will be achieved by excavating an existing bypass line, installing an access vault and ball valve and purchasing the pipe necessary in the event bypass is warranted. The design will be done by the spring of 2015 and construction will begin in Summer 2015.

Project Timeline:

Design	Spring 2015
Construction	Summer 2015
Project Closeout	Winter 2015

(CIP 301 – 646, Budget $1,000,000) Street Rehabilitation (2014-2015)

This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. The federal and state transportation grant funding is used when available. The project consists of repairing and resurfacing the pavement of various streets in the City. Staff is currently working in preparing the list of streets that will be included on the project. Advertisement of the construction contract is anticipated to occur in Spring 2015 followed by construction in Summer 2015.

Project Timeline:

Project Design – In-house	Spring 2015
Construction	Summer 2015
Project Closeout	Winter 2015

(CIP 301 – 648, Budget $50,000, Additional Funding of $120,000 in FY 2015-2016) Wooden Dock and Concrete Deck Adjacent to Edgewater Plaza (2014-2015)

This project will review and repair the structural integrity of the wooden dock and the deteriorated concrete decking structure located adjacent to Edgewater Plaza. The existing wooden dock and the concrete decking sit on piles. The wooden deck hides the City's storm drain pipe that extends out into the water. The wooden dock had excessive deterioration and was removed by staff. The concrete structure decking is spalled and has exposed re-bar. The piles underneath should also be evaluated to see if repairs are needed.

A contract was executed with Finn Design Group, Inc. (FDG) Structural Engineers to perform an inspection of the entire structure including the support piles under the decking. FDG completed the inspection and submitted a report with various repair alternatives. Based on the inspection, alternatives for improvements with funding requests will be brought to the City Council for consideration on the special meeting of March 23, 2015.

Additional funding of $120,000 is requested in FY 2015-2016.

Project Timeline:

Structural Review	Completed
Construction	Summer 2015
Project Closeout	Winter 2016

(CIP 301-649, Budget $70,000, Additional Funding of $150,000 in FY 2015-2016) Pedway Connector – Foster City to Belmont (2014-2015)

There is an existing 170-foot dirt path connecting the Foster City levee pedway (for bikes and pedestrians) near Lantern Cove with Belmont at the office buildings on Clipper Drive. The project involves environmental assessment, regulatory permits, design, and construction. The project construction includes: cut and fill to level the area, grading, plant removal

and environmental protection, as well as installation of curb ramps and decomposed granite for a bicycle and pedestrian trail.

Funding of $70,000 was approved in the FY 2014-2015 CIP budget. The environmental assessment, regulatory permitting (if necessary), and preparation of the design documents are anticipated in 2015. Additional funding in the amount of $150,000 is requested in FY 2015-2016 for construction.

Project Timeline:

Design	Spring 2015
Construction	Fall 2015
Project Closeout	Spring 2016

(CIP 301-650, Budget $480,000) Parks Infrastructure Improvements (2014-2015)

1. Easement Improvements (Budget $127,000)

City maintained easements at these four (4) locations are substantially complete:

- Sea Cloud Park
- Gateshead Park
- Corporation Yard
- Boat Park

2. ADA Upgrades, Synthetic Surfacing for Catamaran Park Playground and Beach (Budget $300,000)

The play-structures at Ketch and Catamaran Parks were scheduled for replacement in FY 2014/2015. Funding for replacement of actual play-structures was available in the Equipment Replacement Fund (ERF) in the amount of $137,400. Other improvements, such as surfacing material and ADA upgrades, were not included in ERF.

Catamaran

Project consists of:

- Consultant design for proper ADA access
- Concrete retaining wall for proper access and grading of the playground
- Synthetic surfacing material ("pour-in-place" or synthetic turf with attenuation) in the playground
- Based on public input, synthetic turf is installed to improve the "beach area". Fencing to be strategically incorporated for safety.

Projected Timeline:

Demo & Site-prep	-	August – September 2015
Construction	-	October – November 2015
Playground open	-	December 2015

Ketch Playground

New play-structure is on order. Installation anticipated September – December 2015.

3. Grading Repair at Sea Cloud S-3 (Budget $53,000)

Sub-surface repairs were completed in conjunction with synthetic turf replacement (under warranty). Project close-out anticipated by June 2015.

(CIP 301-651, Budget $964,295) Two Natural Gas Powered Engines and Pumps Replacement (2013-2014)
There are six (6) engines/pumps in the Booster Pump Station; two (2) powered by electric and four (4) powered by natural gas with propane gas back-up. This project would replace two (2) of the four (4) natural gas engines/pumps and appurtenances that are nearing the end of their useful lives. Also included in the project are new suction and discharge piping, valves, fuel piping connections, new exhaust silencers, radiators or other cooling components and controllers. Integration of the new engines and pumps into the existing Supervisory Control and Data Acquisition (SCADA) system is also included.

Once this project is complete, the District will have a total of four (4) reliable working pumps with the ability to use three different sources of power (electricity, natural gas, and propane) providing maximum flexibility. The remaining two (2) 1960's era natural gas engine/pumps will be left in place as emergency backup.

At the City Council meeting on September 2, 2014, the construction contract was awarded to NMI Industrial Holdings, Inc. The NMI is procuring engines, pumps, and appurtenances for installation in June 2015. The project closeout is anticipated in August 2015.

Project Timeline:

Construction	Summer 2015
Project Closeout	Fall 2015

Projects Completed and Closed Out in FY 2014-15:

- (CIP 301-607) Levee/Pedway Improvements & Repairs Phase III (2006-2007)
- (CIP 301-630) Park Infrastructure Improvements (2012-2013)
    1. Parking Lot Resurfacing
    2. Boothbay Park – Turf Renovation
- (CIP 301-632) Synthetic Surface for Softball, Baseball, and Soccer Fields at Edgewater Park (2012-2013)
- (CIP 301-639) Arterial and Collector Resurfacing (2013-2014)
- (CIP 301-640) Site Improvements – East Third Avenue
- (CIP 301-642) Intersection Upgrade on Edgewater Boulevard at Port Royal Avenue (North) (2013-2014)
- (CIP 301-644) HVAC System Energy Efficiency Upgrades @ FD & PD Stations and Recreation & Community Centers
- (CIP 301-647) Installation of LED Rectangular Rapid Flashing Beacons on Beach Park Boulevard at Bowditch Middle School (2014-2015)

THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project plan. A Capital Improvement Project (or "CIP") is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Plan so that it can anticipate future costs and funding strategies for projects.

CIP Planning Process

Identifying CIP Projects

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's physical plant. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities. Staff makes note of these projects and begins to define the scope, nature and extent of projects as may be required.

In December of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a January study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

Cost Estimates

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begins to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total cost of the project. Projects which are 3-5 years out have less-detailed cost estimates prepared, but are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflation factor to cost estimates that are 2-5 years out. Inflation factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw material and labor costs for each project. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecast for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that can range from 10% to 25% based upon historical experience of similar projects and relative uncertainty with respect to the project itself. For example, a construction project built upon ground that is suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary factors and contingency factors.

Cost Components

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project and as described above.

Funding Sources

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds, including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Measure A funds for street improvements)
- Park In-lieu fees
- Water and Wastewater revenue rate projections
- Interest earnings
- Existing undesignated funds

Development of Five Year Plan

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure, risk management considerations, Council Policy Calendar initiatives, bidding environment, and available funding.

Once the draft plan is created, it is presented to the City Council in a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. In April, the Planning Commission reviews the proposed Capital Improvement Projects for consistency with the General Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2015-16 TO 2019-20)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20
		WATER PROJECTS							
A	1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)	CW	**$500,000**	$0	$0	$500,000	$0	$0
B	14	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2017-2018)	CW	**$70,000**	$0	$0	$70,000	$0	$0
B	15	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2017-2018)	CW	**$300,000**	$0	$0	$300,000	$0	$0
B	16	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2017-2018)	CW	**$2,500,000**	$0	$0	$100,000	$2,400,000	$0
		TOTAL WATER PROJECTS	**4**	**$3,370,000**	**$0**	**$0**	**$970,000**	**$2,400,000**	**$0**
		WASTEWATER PROJECTS							
A	2	(CIP 645) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	**$250,000**	$250,000	$0	$0	$0	$0
A	3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2018-2019)	CS	**$6,000,000**	$0	$0	$0	$500,000	$5,500,000
A	4	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2019-2020)	CS	**$500,000**	$0	$0	$0	$0	$500,000
A	13	(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF	**$42,089,000**	$5,931,000	$9,854,000	$11,441,000	$11,040,000	$3,823,000
		TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS	**4**	**$48,839,000**	**$6,181,000**	**$9,854,000**	**$11,441,000**	**$11,540,000**	**$9,823,000**
		STREETS/TRAFFIC PROJECTS							
A	5	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	**$135,000**	$135,000	$0	$0	$0	$0
A	6	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	**$760,000**	$760,000	$0	$0	$0	$0
A	7	(NEW CIP) STREET REHABILITATION (2015-2016)	MA/MM	**$1,150,000**	$1,150,000	$0	$0	$0	$0
A	8	(NEW CIP) STREET REHABILITATION (2016-2017)	MA/MM	**$1,000,000**	$0	$1,000,000	$0	$0	$0
A	9	(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM	**$1,000,000**	$0	$0	$1,000,000	$0	$0
A	10	(NEW CIP) STREET REHABILITATION (2018-2019)	MA/MM	**$1,000,000**	$0	$0	$0	$1,000,000	$0
A	11	(NEW CIP) STREET REHABILITATION (2019-2020)	MA/MM	**$1,000,000**	$0	$0	$0	$0	$1,000,000
B	21	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	MA	**$180,000**	$0	$180,000	$0	$0	$0
		TOTAL STREETS/TRAFFIC PROJECTS	**8**	**$6,225,000**	**$2,045,000**	**$1,180,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**
		STORMWATER/LAGOON PROJECTS							
B	17	(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	CC	**$120,000**	$120,000	$0	$0	$0	$0
B	18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	**$1,300,000**	$1,300,000	$0	$0	$0	$0
B	19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	CC	**$75,000**	$75,000	$0	$0	$0	$0
B	20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2017-2018)	CC	**$140,000**	$0	$0	$140,000	$0	$0
		TOTAL STORMWATER/LAGOON PROJECTS	**4**	**$1,635,000**	**$1,495,000**	**$0**	**$140,000**	**$0**	**$0**
		PARKS PROJECTS							
C	22	(CIP 649) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	**$150,000**	$150,000	$0	$0	$0	$0
C	23	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	CC/PIL	**$925,000**	$925,000	$0	$0	$0	$0
C	24	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT - CATAMARAN PARK (2016-2017)	CC/PIL	**$3,450,000**	$0	$3,450,000	$0	$0	$0
C	25	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	CC	**$650,000**	$650,000	$0	$0	$0	$0
C	26	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	CC	**$1,075,000**	$0	$1,075,000	$0	$0	$0
C	27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	CC/PIL	**$1,750,000**	$0	$0	$1,750,000	$0	$0
C	28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	CC/PIL	**$1,100,000**	$0	$0	$0	$1,100,000	$0
C	29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	CC	**$775,000**	$0	$0	$0	$0	$775,000
		TOTAL PARKS PROJECTS	**9**	**$9,875,000**	**$1,725,000**	**$4,525,000**	**$1,750,000**	**$1,100,000**	**$775,000**
		LEVEE PROJECTS							
A	12	(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	CC	**$1,000,000**	$1,000,000				
		TOTAL LEVEE PROJECTS	**1**	**$1,000,000**	**$1,000,000**	**$0**	**$0**	**$0**	**$0**
		BUILDING PROJECTS							
		NONE		**$0**					
		TOTAL BUILDING PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		GRAND TOTAL	**30**	**$70,944,000**	**$12,446,000**	**$15,559,000**	**$15,301,000**	**$16,040,000**	**$11,598,000**

* CC=CIP City; DD = Developer Deposits; MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CS=CIP Wastewater; CW=CIP Water; BF=Bond Financing

TABLE A

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2015-16 TO 2019-20)

Project No.	PROJECT DESCRIPTION	TOTAL
	CATEGORY A PROJECTS	
1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)	$500,000
2	(CIP 645) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	$250,000
3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2018-2019)	$6,000,000
4	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2019-2020)	$500,000
5	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	$135,000
6	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	$760,000
7	(NEW CIP) STREET REHABILITATION (2015-2016)	$1,150,000
8	(NEW CIP) STREET REHABILITATION (2016-2017)	$1,000,000
9	(NEW CIP) STREET REHABILITATION (2017-2018)	$1,000,000
10	(NEW CIP) STREET REHABILITATION (2018-2019)	$1,000,000
11	(NEW CIP) STREET REHABILITATION (2019-2020)	$1,000,000
12	(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	$1,000,000
13	(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	$42,089,000
	Subtotal for Category A Projects	**$56,384,000**
	CATEGORY B PROJECTS	
14	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2017-2018)	$70,000
15	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2017-2018)	$300,000
16	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2017-2018)	$2,500,000
17	(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	$120,000
18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	$1,300,000
19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	$75,000
20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2017-2018)	$140,000
21	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	$180,000
	Subtotal for Category B Projects	**$4,685,000**
	CATEGORY C PROJECTS	
22	(CIP 649) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	$150,000
23	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	$925,000
24	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	$3,450,000
25	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	$650,000
26	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	$1,075,000
27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	$1,750,000
28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	$1,100,000
29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	$775,000
	Subtotal for Category C Projects	**$9,875,000**
	GRAND TOTAL	**$70,944,000**

TABLE B

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2015-16 TO 2019-20)

No.	DESCRIPTION	CIP City	Capital Asset Acquisition & Replacement	Developer Deposits (4)	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu Fees	Bond Financing	Water Capital Investment	Wastewater Capital Investment	TOTAL	No.
	Funds Available for CIP Projects (1)	$ 4,104,250	$ 33,584,238	$ 1,952,900	$ 2,072,300	$ 1,259,500	$ 84,000	$ 1,004,387		$ 6,152,971	$ 5,069,200	$ 55,283,746	
	Long-Term CIP Funding Program (2)	$ 7,800,000								$ 1,025,000	$ 3,900,000	$ 12,725,000	
	Revenue Projections (3)	$ 483,000	$ 7,234,200		$ 3,195,300	$ 758,200	$ 530,700	$ 3,259,950				$ 15,461,350	
	Fund Transfers											$ -	
	Other Sources (7)								$ 42,089,000			$ 42,089,000	
	Total Available	$ 12,387,250	$ 40,818,438	$ 1,952,900	$ 5,267,600	$ 2,017,700	$ 614,700	$ 4,264,337	$ 42,089,000	$ 7,177,971	$ 8,969,200	$ 125,559,096	
	CATEGORY A PROJECTS												
1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)									$ 500,000		$ 500,000	1
2	(CIP 645) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)										$ 250,000	$ 250,000	2
3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2018-2019)										$ 6,000,000	$ 6,000,000	3
4	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2019-2020)										$ 500,000	$ 500,000	4
5	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)			$ 135,000								$ 135,000	5
6	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)			$ 760,000								$ 760,000	6
7	(NEW CIP) STREET REHABILITATION (2015-2016)				$ 1,000,000		$ 150,000					$ 1,150,000	7
8	(NEW CIP) STREET REHABILITATION (2016-2017)				$ 900,000		$ 100,000					$ 1,000,000	8
9	(NEW CIP) STREET REHABILITATION (2017-2018)				$ 900,000		$ 100,000					$ 1,000,000	9
10	(NEW CIP) STREET REHABILITATION (2018-2019)				$ 900,000		$ 100,000					$ 1,000,000	10
11	(NEW CIP) STREET REHABILITATION (2019-2020)				$ 900,000		$ 100,000					$ 1,000,000	11
12	(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	$ 1,000,000										$ 1,000,000	12
13	(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)								$ 42,089,000			$ 42,089,000	13
	SUB TOTAL OF CATEGORY A PROJECTS	**$ 1,000,000**	**$ -**	**$ 895,000**	**$ 4,600,000**	**$ -**	**$ 550,000**	**$ -**	**$ 42,089,000**	**$ 500,000**	**$ 6,750,000**	**$ 56,384,000**	
	FUNDS AVAIL. (LESS CATEGORY A PROJECTS)	**$ 11,387,250**	**$ 40,818,438**	**$ 1,057,900**	**$ 667,600**	**$ 2,017,700**	**$ 64,700**	**$ 4,264,337**	**$ -**	**$ 6,677,971**	**$ 2,219,200**	**$ 69,175,096**	
	CATEGORY B PROJECTS												
14	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2017-2018)									$ 70,000		$ 70,000	14
15	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2017-2018)									$ 300,000		$ 300,000	15
16	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2017-2018)									$ 2,500,000		$ 2,500,000	16
17	(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	$ 120,000										$ 120,000	17
18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	$ 1,300,000										$ 1,300,000	18
19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	$ 75,000										$ 75,000	19
20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2017-2018)	$ 140,000										$ 140,000	20
21	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)				$ 180,000							$ 180,000	21
	SUB TOTAL OF CATEGORY B PROJECTS	**$ 1,635,000**	**$ -**	**$ -**	**$ 180,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,870,000**	**$ -**	**$ 4,685,000**	
	FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)	**$ 9,752,250**	**$ 40,818,438**	**$ 1,057,900**	**$ 487,600**	**$ 2,017,700**	**$ 64,700**	**$ 4,264,337**	**$ -**	**$ 3,807,971**	**$ 2,219,200**	**$ 64,490,096**	
	CATEGORY C PROJECTS												
22	(CIP 649) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)							$ 150,000				$ 150,000	22
23	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016) (5)	$ 150,000						$ 775,000				$ 925,000	23
24	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017) (6)	$ 500,000						$ 2,950,000				$ 3,450,000	24
25	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	$ 650,000										$ 650,000	25
26	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	$ 1,075,000										$ 1,075,000	26
27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	$ 1,640,000						$ 110,000				$ 1,750,000	27
28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	$ 1,000,000						$ 100,000				$ 1,100,000	28
29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	$ 775,000										$ 775,000	29
	SUB TOTAL OF CATEGORY C PROJECTS	**$ 5,790,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,085,000**	**$ -**	**$ -**	**$ -**	**$ 9,875,000**	
	FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)	**$ 3,962,250**	**$ 40,818,438**	**$ 1,057,900**	**$ 487,600**	**$ 2,017,700**	**$ 64,700**	**$ 179,337**	**$ -**	**$ 3,807,971**	**$ 2,219,200**	**$ 54,615,096**	

(1) Funds Available as of 7/1/2015 are based upon the Mid-Year Financial Review from FY 2014-2015 and also include $2.0M Emerg. Reserve for CIP City, CIP Water and CIP Wastewater.

(2) Funds transferred from the City General Fund (for CIP - City), Water Operations (CIP Water) and Wastewater Operations (CIP Wastewater) over the next five years per the Long-Term CIP Funding Program.

(3) Revenue projections based on a preliminary projection of revenues in preparation of the 5-Year Financial Plan forecast.

(4) Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; and, 15-acre site. An advance from the City CIP Fund may be necessary in anticipation of subsequent reimbursement from the Chess Drive Offices that is planned but has not yet commenced construction. Transfer from the Developer Deposits expected for funds advanced by the City CIP.

(5) Total estimated cost is $1,125,000 (including $750,000 from park in lieu fees, $225,000 from CIP City, and $150,000 from application of grant).

(6) Total estimated cost is $3,450,000 (including $500,000 advanced by City CIP to be repaid over a 10 year period from youth sports groups contributions). An additional advance of $380,000 may also be needed from City CIP in FY 2016-17 in anticipation of Park in Lieu Funds to be collected in FY 2017-18.

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2015-16)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2015-2016 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Measure M	Park-In-Lieu	Bond Financing	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS													
NONE		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL WATER PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WASTEWATER PROJECTS													
(CIP 645) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	$ 300,000	$ 50,000	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ 250,000
(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF	$ 9,988,000	$ 4,057,000	$ 5,931,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,931,000	$ -	$ -
TOTAL WASTEWATER PROJECTS	**1**	**$ 10,288,000**	**$ 4,107,000**	**$ 6,181,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,931,000**	**$ -**	**$ 250,000**
STREETS/TRAFFIC PROJECTS													
(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	$ 325,000	$ 190,000	$ 135,000	$ -	$ 135,000	$ -	$ -	$ -	$ -		$ -	$ -
(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	$ 1,141,000	$ 381,000	$ 760,000	$ -	$ 760,000	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) STREET REHABILITATION (2015-2016)	MA/MM	$ 1,150,000	$ -	$ 1,150,000	$ -	$ -	$ -	$ 1,000,000	$ 150,000	$ -		$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**3**	**$ 2,616,000**	**$ 571,000**	**$ 2,045,000**	**$ -**	**$ 895,000**	**$ -**	**$ 1,000,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS													
(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	CC	$ 170,000	$ 50,000	$ 120,000	$ 120,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	$ 1,950,000	$ 650,000	$ 1,300,000	$ 1,300,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	CC	$ 75,000	$ -	$ 75,000	$ 75,000								
TOTAL STORMWATER/LAGOON PROJECTS	**3**	**$ 2,195,000**	**$ 700,000**	**$ 1,495,000**	**$ 1,495,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS													
(CIP 649) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	$ 220,000	$ 70,000	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ 150,000		$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	CC	$ 650,000	$ -	$ 650,000	$ 650,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS-LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	CC/PIL	$ 925,000	$ -	$ 925,000	$ 150,000	$ -	$ -	$ -	$ -	$ 775,000		$ -	$ -
TOTAL PARKS PROJECTS	**1**	**$ 1,795,000**	**$ 70,000**	**$ 1,725,000**	**$ 800,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 925,000**	**$ -**	**$ -**	**$ -**
LEVEE PROJECTS													
(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	CC	$ 1,000,000	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -			$ -		$ -	$ -
TOTAL LEVEE PROJECTS	**1**	**$ 1,000,000**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**9**	**$ 17,894,000**	**$ 5,448,000**	**$ 12,446,000**	**$ 3,295,000**	**$ 895,000**	**$ -**	**$ 1,000,000**	**$ 150,000**	**$ 925,000**	**$ 5,931,000**	**$ -**	**$ 250,000**

* CC=CIP City; DD = Developer Deposits; MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CS=CIP Wastewater; CW=CIP Water; BF=Bond Financing

TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2019-20

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2014-2015)		TOTAL APPROVED BUDGET AND ADJUSTMENT	2015-16	2016-17	2017-18	2018-19	2019-20	ESTIMATED TOTAL PROJECT BUDGET
455-611	SEWER SYSTEM REHABILITATION-FORCE MAINS, GRAVITY MAINS AND MANHOLES (10/11 TO 11/12)	10-11	$ 150,000	$ 300,000		$ 450,000	$ -	$ -	$ -	$ -	$ -	$ 450,000
301-621	VINTAGE PARK OVERCROSSING PROJECT (2011-2012 TO 2012-2013)	11-12	$ 2,150,000			$ 2,150,000	$ -	$ -	$ -	$ -	$ -	$ 2,150,000
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)*	12-13	$ 575,000	$ 5,500,000		$ 6,075,000	$ -	$ -	$ -	$ -	$ -	$ 6,075,000
301-629	DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	12-13	$ 150,000	$ 500,000		$ 650,000	$ 1,300,000	$ -	$ -	$ -	$ -	$ 1,950,000
301-633	WERDER PARK SITE DEVELOPMENT (2012-2013)	12-13	$ 125,000	$ 1,380,000		$ 1,505,000	$ -	$ -	$ -	$ -	$ -	$ 1,505,000
301-634	DESTINATION PARK DEVELOPMENT (2012-2013)	12-13	$ 125,000	$ 1,250,000		$ 1,375,000	$ -	$ -	$ -	$ -	$ -	$ 1,375,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	$ 57,000	$ 133,000		$ 190,000	$ 135,000	$ -	$ -	$ -	$ -	$ 325,000
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	$ 375,000	$ 100,000		$ 475,000	$ -	$ -	$ -	$ -	$ -	$ 475,000
301-637	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	$ 175,000	$ 206,000		$ 381,000	$ 760,000	$ -	$ -	$ -	$ -	$ 1,141,000
301-641	PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13-14	$ 381,000	$ -		$ 381,000	$ -	$ -	$ -	$ -	$ -	$ 381,000
301-643	LIBRARY / COMMUNITY CENTER SOLAR PROJECT (2013-2014)	13-14	$ -	$ 1,294,000		$ 1,294,000	$ -	$ -	$ -	$ -	$ -	$ 1,294,000
455-645	LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	14-15	$ -	$ 50,000		$ 50,000	$ 250,000	$ -	$ -	$ -	$ -	$ 300,000
301-646	STREET REHABILITATION (2014-2015)	14-15	$ -	$ 1,000,000		$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
301-648	(CIP 648) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	14-15	$ -	$ 50,000		$ 50,000	$ 120,000	$ -	$ -	$ -	$ -	$ 170,000
301-649	PEDWAY CONNECTOR - FOSTER CITY TO BELMONT (2014-2015)	14-15	$ -	$ 70,000		$ 70,000	$ 150,000	$ -	$ -	$ -	$ -	$ 220,000
301-650	PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	14-15	$ -	$ 480,000		$ 480,000	$ -	$ -	$ -	$ -	$ -	$ 480,000
301-651	TWO NATURAL GAS POWERED ENGINES AND PUMPS REPLACEMENT (2013-2014)	13-14	$ 575,000	$ 389,295		$ 964,295	$ -	$ -	$ -	$ -	$ -	$ 964,295
NEW	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 500,000	$ -	$ -	$ 500,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 70,000	$ -	$ -	$ 70,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 300,000	$ -	$ -	$ 300,000
NEW	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 100,000	$ 2,400,000	$ -	$ 2,500,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2018-2019)	18-19	$ -	$ -		$ -	$ -	$ -	$ -	$ 500,000	$ 5,500,000	$ 6,000,000
NEW	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2019-2020)	19-20	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 500,000
NEW	(NEW CIP) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	15-16	$ -	$ -		$ -	$ 5,931,000	$ 9,854,000	$ 11,441,000	$ 11,040,000	$ 3,823,000	$ 42,089,000
NEW	(NEW CIP) STREET REHABILITATION (2015-2016)	15-16	$ -	$ -		$ -	$ 1,150,000	$ -	$ -	$ -	$ -	$ 1,150,000
NEW	(NEW CIP) STREET REHABILITATION (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ 1,000,000	$ -	$ -	$ -	$ 1,000,000
NEW	(NEW CIP) STREET REHABILITATION (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 1,000,000	$ -	$ -	$ 1,000,000
NEW	(NEW CIP) STREET REHABILITATION (2018-2019)	18-19	$ -	$ -		$ -	$ -	$ -	$ -	$ 1,000,000	$ -	$ 1,000,000
NEW	(NEW CIP) STREET REHABILITATION (2019-2020)	19-20	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000
NEW	(NEW CIP) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	19-20	$ -	$ -		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
NEW	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ 180,000	$ -	$ -	$ -	$ 180,000
NEW	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	15-16	$ -	$ -		$ -	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 140,000	$ -	$ -	$ 140,000
NEW	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ 3,450,000	$ -	$ -	$ -	$ 3,450,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	15-16	$ -	$ -		$ -	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ 1,075,000	$ -	$ -	$ -	$ 1,075,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ 1,750,000	$ -	$ -	$ 1,750,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	18-19	$ -	$ -		$ -	$ -	$ -	$ -	$ 1,100,000	$ -	$ 1,100,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	19-20	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 775,000	$ 775,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	15-16	$ -	$ -		$ -	$ 925,000	$ -	$ -	$ -	$ -	$ 925,000
	TOTAL		**$ 4,838,000**	**$ 12,702,295**		**$ 17,540,295**	**$ 12,446,000**	**$ 15,559,000**	**$ 15,301,000**	**$ 16,040,000**	**$ 11,598,000**	**$ 88,484,295**

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER SYSTEM IMPROVEMENTS (2017-2018)

	Funding Sources	
Funding	**CIP Water**	**Total**
2015-2016	-	-
2016-2017	-	-
2017-2018	500,000	500,000
2018-2019	-	-
2019-2020	-	-
Total	**500,000**	**500,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017			3%	-	-
2017-2018		378,000	6%	22,700	400,700
2018-2019			9%		
2019-2020		-	12%	-	-
Subtotal		378,000		22,700	400,700
Contingency	25%	94,500		5,700	100,200
Totals		**472,500**		**28,400**	**500,900**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the District's ongoing program to maintain and upgrade the water system by installing and/or replacing valves and appurtenances to improve reliability and minimize service interruption to the customers.

Valves included in the project are leaking or not functioning properly. The defective valves are discovered during water main and fire hydrant flushing operations. To minimize shutdown of a large group of customers during emergency repairs, new valves are installed at strategic locations to isolate pipeline sections.

This on-going program helps keep the water distribution system in reliable condition, minimizing emergency repairs. The program may include the use of line-stop technology during construction to minimize water service interruptions to large block of customers.

Funding is provided every four years to fund this ongoing program. Funding of $500,000 is requested in FY 2017-2018.

ESTIMATED PROJECT SCHEDULE:

Design	FY 2017-2018
Construction	FY 2018-2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)

Funding Sources

Funding	CIP Wastewater	Total
2015-2016	250,000	250,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**250,000**	**250,000**

Expenditure Categories

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		200,000	0%	-	200,000
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		200,000		-	200,000
Contingency	25%	50,000		-	50,000
Totals		**250,000**		**-**	**250,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the District's ongoing program of maintaining and upgrading the wastewater system through the replacement of appurtenances that have reached the end of their and useful life and various improvements to the wastewater system to improve reliability and minimize impacts to the environment.

This project will replace aging components of the effluent line at lift station 59 and provide the capability of bypassing the components in the event of failure.

The components to be replaced are two rubber expansion joints, which allow movement of the effluent line during a seismic event. These components have been in service for thirteen (13) years. According to the manufacturer, the useful life these joints when used in a sanitary sewer application is between five (5) to seven (7) years.

The bypass capability will be achieved by excavating an existing bypass line, installing an access vault and ball valve and purchasing the pipe necessary in the event bypass is warranted.

Funding of $50,000 has been approved in FY 2014-2015. An additional funding of $250,000 is requested in FY 2015-2016 for construction.

ESTIMATED PROJECT SCHEDULE:

Design	Winter/Spring 2015
Construction	FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2018-2019)

	Funding Sources	
Funding	**CIP Wastewater**	**Total**
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	500,000	500,000
2019-2020	5,500,000	5,500,000
Total	**6,000,000**	**6,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		480,000	9%	43,200	523,200
2019-2020		3,900,000	12%	468,000	4,368,000
Subtotal		4,380,000		43,200	4,891,200
Contingency	25%	1,095,000		10,800	1,105,800
Totals		**5,475,000**		**54,000**	**5,997,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multi-phase program started in 2000 to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of the lift stations. The program provides for a project to be constructed every 3 to 4 years to achieve economies of scale. Over a 25-year period, all of the District's 48 lift stations will be repaired and rehabilitated.

Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors and valves; replacing electrical control cabinets and components; installing by-pass piping and connections; replacing corroded components; replacing manhole covers with lighter hatches; and installing control monitoring equipment.

Phase 4 was completed in February 2012 and included improvements to 6 lift stations. Phase 5 will include various repairs at 10 lift stations. Phase 5 is anticipated to be complete in FY 2016. It is anticipated Phase 6 will begin in FY 2018-2019.

Funding of $500,000 is requested in FY 2018-2019 for developing construction documents for Phase 6. Depending on the priority list, the amount of funding and timing will be adjusted.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	FY 2018-2019
Project Construction	FY 2019-2020
Project Closeout	FY 2021-2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2019-2020)

Funding Sources

Funding	CIP Wastewater	Total
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	500,000	500,000
Total	**500,000**	**500,000**

Expenditure Categories

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		-		-	-
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		360,000	12%	43,200	403,200
Subtotal		360,000		43,200	403,200
Contingency	25%	90,000		10,800	100,800
Totals		**450,000**		**54,000**	**504,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project will continue the District's multi-phased program of assessing the condition and performing repairs to the sanitary sewer collection system gravity mains. The repairs are based on the video inspections performed by the District's Public Works Maintenance staff.

To date, staff has completed a comprehensive television inspection of the gravity collection mains throughout the District. The inspections show that the system is generally in a good condition although corrosion damage and repair/rehabilitation work is required at some locations.

After review of the video inspection data, staff will prepare a priority list based on the severity of the deficiencies. Repairs will be performed to extend the useful life of the sewer mains and manholes throughout the District's collection system.

Typical problem and issues include:

- Due to the differential settlement over time, the pipelines have developed sags at various locations creating low spots. These sags exacerbate the deposit of grease and debris resulting in the need for more frequent maintenance. Left unrepaired, these low spots could become hotspots for sewage backup.
- Due to the corrosive gas (hydrogen sulfide) produce by the sewage, concrete manholes have developed cracks causing groundwater infiltration, which increases flow and treatment costs.

Funding is provided every four years to fund this ongoing program.

ESTIMATED PROJECT SCHEDULE:

Compilation of Priority List	FY 2018-2019
Design	FY 2019-2020
Construction	FY 2020-2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE (MP#3) (FY 2013-2014)

	Funding Sources		
Funding	Developer Deposits (1)	Measure A (Special Projects)	Total
2015-2016	135,000	-	135,000
2016-2017		-	-
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
Total	**135,000**	**-**	**135,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		113,000		-	113,000
2016-2017			3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		113,000		-	113,000
Contingency	20%	22,600		-	22,600
Totals		**135,600**		**-**	**135,600**

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

The following project is one of the improvements required as a result of the above four developments:

- Lengthen northbound left-turn lane on Foster City Boulevard at Chess Drive (MP #3)

Increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650-feet will prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard.

Funding of $57,000 was included in the FY 2013-2014 budget, and $133,000 is included in the FY 2014-2015 budget. Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement. Additional funding in the amount of $135,000 is requested in the FY 2015-2016 budget.

ESTIMATED PROJECT SCHEDULE:

Construction Spring 2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ROAD IMPROVEMENTS AT FOSTER CITY BOULEVARD AND CHESS DRIVE (MP #4, #7, AND MP #8) (2013-2014)

	Funding Sources		
Funding	**Developer Deposits (1)**	**Measure A (Special Projects)**	**Total**
2015-2016	760,000	-	760,000
2016-2017		-	-
2017-2018		-	-
2018-2019	-	-	-
2019-2020	-	-	-
Total	**760,000**	**-**	**760,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		635,000		-	635,000
2016-2017			3%	-	-
2017-2018			6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		635,000		-	635,000
Contingency	20%	127,000		-	127,000
Totals		**762,000**		**-**	**762,000**

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

Funding of $175,000 was included in the FY 2013-2014 budget. Funding in the amount of $206,000 for design services for MP #4, MP #7, and MP #8 was approved in the FY 2014-2015 budget.

The project is designed, and construction depends on the timing of the Chess Drive Offices development. Funding request of $760,000 for construction is requested in the FY 2015-2016 budget. Budget for this project will be reimbursed by the Chess Drive Offices developer based on the terms of their Master Development Agreement.

MP #7: The project will lengthen northbound right-turn lane on Foster City Boulevard at Chess Drive. The median, northbound travel lanes and sidewalk widths will be reduced for approximately 200-feet leading up to the Chess Drive intersection in order to add a right-turn lane.

MP #4 and MP #8: The scope of work for MP #4 includes lengthening the westbound left turn lane on Chess Drive at Foster City Blvd. and the scope of work for MP #8 includes adding a westbound lane on Chess Drive east of Foster City Blvd.

ESTIMATED PROJECT SCHEDULE:

Construction	Spring 2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2015-2016)

	Funding Sources		
Funding	**Measure A**	**Measure M**	**Total**
2015-2016	1,000,000	150,000	1,150,000
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
Total	**1,000,000**	**150,000**	**1,150,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		920,000	0%	-	920,000
2016-2017		-	3%	-	
2017-2018		-	6%	-	
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		920,000		-	920,000
Contingency	25%	230,000		-	230,000
Totals		**1,150,000**		**-**	**1,150,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. The project also includes restriping arterial streets.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A and Measure M funds. Funding, in the amount of $1,150,000, is requested in the FY 2015-2016 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2015-2016
Construction	Summer 2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2016-2017)

	Funding Sources		
	Measure A	Measure M	Total
2015-2016	-	-	-
2016-2017	900,000	100,000	1,000,000
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	
2016-2017		777,000	3%	23,300	800,300
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		777,000		23,300	800,300
Contingency	25%	194,300		5,800	200,100
Totals		**971,300**		**29,100**	**1,000,400**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A and Measure M funds. Funding of $1,000,000 is requested in the FY 2016-2017 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2016-2017
Construction	Summer 2017

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2017-2018)

	Funding Sources		
Funding	**Measure A**	**Measure M**	**Total**
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	900,000	100,000	1,000,000
2018-2019	-	-	-
2019-2020	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		-	3%	-	-
2017-2018		755,000	6%	45,300	800,300
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		755,000		45,300	800,300
Contingency	25%	188,800		11,300	200,100
Totals		**943,800**		**56,600**	**1,000,400**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A and Measure M funds. Funding of $1,000,000 is requested in the FY 2017-2018 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2017-2018
Construction	Summer 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2018-2019)

	Funding Sources		
	Measure A	Measure M	Total
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	900,000	100,000	1,000,000
2019-2020	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		-	0%	-	-
2016-2017		-	3%	-	
2017-2018		-	6%	-	-
2018-2019		734,000	9%	66,100	800,100
2019-2020		-	12%	-	-
Subtotal		734,000		66,100	800,100
Contingency	25%	183,500		16,500	200,000
Totals		**917,500**		**82,600**	**1,000,100**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A and Measure M funds. Funding of $1,000,000 is requested in the FY 2018-2019 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2018-2019
Construction	Summer 2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2019-2020)

	Funding Sources		
	Measure A	Measure M	Total
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	900,000	100,000	1,000,000
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		-	0%	-	-
2016-2017		-	3%	-	
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		714,500	12%	85,700	800,200
Subtotal		714,500		85,700	800,200
Contingency	25%	178,600		21,400	200,000
Totals		**893,100**		**107,100**	**1,000,200**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A and Measure M funds. Funding of $1,000,000 is requested in the FY 2019-2020 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2019-2020
Construction	Summer 2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT – (2015-2016)

	Funding Sources	
Funding	**CIP City**	**Total**
2015-2016	1,000,000	1,000,000
2016-2017		-
2017-2018	-	-
2018-2019		-
2019-2020		-
Total	**1,000,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		800,000	0%	-	800,000
2016-2017			3%	-	-
2017-2018			6%	-	-
2018-2019			9%	-	-
2019-2020			12%	-	-
Subtotal		800,000		-	800,000
Contingency	25%	200,000		-	200,000
Totals		**1,000,000**		**-**	**1,000,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. Therefore, the levee will not retain accreditation status when the Flood Insurance Rate Map (FIRM) is updated in mid-2016. Currently, land within Foster City limits is classified as Zone X, meaning mandatory flood insurance is not required. However, when the new maps become effective in mid-2016, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance if no action is taken or if FEMA does not approve the City's request for an extension of time to raise the levels.

In December 2014, the City hired Schaaf & Wheeler to prepare a report to identify the City's flood risk and determine potential levee improvement alternatives that may be necessary to restore accreditation. The report concluded that the levee surrounding Foster City will have to be raised by 2.5 to 5.5 feet depending on the location. The report also outlined the project costs could be as high as $75 million.

Funding request in the amount of $1,000,000, if approved, will allow staff to prepare technical reports, review funding options, review regulatory requirements, and apply for levee seclusion mapping and Zone A99 designation. The levee seclusion mapping, if approved by FEMA, will allow Foster City to maintain Zone X designation while the City prepares for construction of the project. Inclusion of the project in the CIP plan will show FEMA that the Foster City is making a good faith effort toward meeting the requirements. Once the project is further defined, an additional funding request will be brought to the City Council for consideration.

ESTIMATED PROJECT SCHEDULE:

Technical Reports FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)

	Funding Sources	
Funding	**Bond Financing**	**Total**
2015-2016	5,931,000	5,931,000
2016-2017	9,854,000	9,854,000
2017-2018	11,441,000	11,441,000
2018-2019	11,040,000	11,040,000
2019-2020	3,823,000	3,823,000
Total	**42,089,000**	**42,089,000**

Note: Estimated Clean Water Program expenditures for EMID through June 30, 2015 is $1,557,000.

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plan (WWTP) through a Joint Powers Agreement (JPA). The City of San Mateo operates the plant. As co-permit holders for the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The jointly owned WWTP is an aging facility that needs improvements to continue to meet current and future flows, and permit requirements. There are numerous projects that are needed in both the near-term and long-term to rehabilitate or replace facilities that are failing and/or are at the end of their useful life.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035 by combining San Mateo's Collection System CIP with the WWTP Master Plan Improvements.

As a result, a comprehensive 20-year Integrated Wastewater Master Plan (Clean Water Program) was developed by Carollo Engineers. The program addresses the following key elements:

- Repair and replacement of aging infrastructure
- Provide adequate capacity to treat projected flows
- Meet current and future regulatory requirements
- Meet the Cities' sustainability objectives including recycled water

In October 2014, CH2M Hill was hired to provide Program Management Services to support all aspects of the Clean Water Program and validate the Master Plan developed by Carollo Engineers. The first RFP for the Clean Water Program will be issued in May 2015 to address the highest priority projects.

In accordance with the percentages established in the JPA (San Mateo 75%, EMID 25%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs are estimated at $900

million over 20 years, which include WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately $116 million. Budget numbers used are based on the 90-plus projects currently identified in the Clean Water Program. EMID has recently hired Erler & Kalinowski, Inc. to independently evaluate the feasibility of these projects and to review cost allocations. Based on EKI's review and the results of the Master Plan validation studies performed by CH2M Hill, budget numbers will be further refined and shall be included in future funding requests.

ESTIMATED PROJECT SCHEDULE:

Construction	FY 2015-2016 and Beyond

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2017-2018)

	Funding Sources	
Funding	**CIP Water**	**Total**
2015-2016		-
2016-2017	-	-
2017-2018	70,000	70,000
2018-2019	-	-
2019-2020	-	-
Total	**70,000**	**70,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016				-	-
2016-2017		-	3%	-	-
2017-2018		66,000	6%	4,000	70,000
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		66,000		4,000	70,000
Contingency	0%	-		-	-
Totals		**66,000**		**4,000**	**70,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in the summer of 2012 to perform the Seismic Vulnerability Assessment of the Water Booster Pump Station located at the City/District Corporation Yard. The Report was completed in September 2013.

The pump station currently houses 6 engines and pumps that are used to pump water from District's four (4) storage tanks into the distribution system during periods of peak demand and to cycle the water in the storage tanks.

The report concluded that the pump station meets the current Seismic Code. However, the report recommended reinforcing the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing. The report also recommended installing flexible connections on the underground utilities entering the building to allow differential movement during earthquakes.

Funding request in the amount of $70,000 in FY 2017-2018 will fund design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2017-2018
Design and Construction	FY 2017-2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2017-2018)

Funding	Funding Sources: CIP Water	Total
2015-2016		-
2016-2017	-	-
2017-2018	300,000	300,000
2018-2019	-	-
2019-2020	-	-
Total	**300,000**	**300,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016				-	-
2016-2017		-	3%	-	-
2017-2018		283,000	6%	17,000	300,000
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		283,000		17,000	300,000
Contingency	0%	-		-	-
Totals		**283,000**		**17,000**	**300,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in the summer of 2012 to perform the Seismic Vulnerability Assessment of the District's three (3) water storage tanks located at the City/District Corporation Yard. The Report was completed in September 2013.

The water tanks provide emergency supply storage, as well as storage for peak use periods and fire fighting needs. Water Tanks 1 and 2 are the oldest of the tanks and were constructed in 1965 and 1974 respectively. Water Tank #3 was completed in 1993. All three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The protective coating on all three tanks was replaced in 2001.

The report concluded that all three tanks meet the current Code and are adequate for the 475-year minimum code level earthquake. However, the drain pipes in the older Tanks #1 and #2 are connected to the tank bottom, and could potentially break during earthquakes due to the ground movement. G&E recommended the drain pipes be installed on the tank shell with the flexible connections. The report also noted corrosion spots on the exterior of the tank. Spot repairs for all three steel tanks will also be included in the project.

Funding request in the amount of $300,000 in FY 2017-2018 will provide for design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2017-2018
Design and Construction	FY 2017-2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2017-2018)

	Funding Sources	
Funding	**CIP Water**	**Total**
2015-2016		-
2016-2017	-	-
2017-2018	100,000	100,000
2018-2019	2,400,000	2,400,000
2019-2020	-	-
Total	**2,500,000**	**2,500,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016				-	-
2016-2017		-	3%	-	-
2017-2018		95,000	6%	5,700	100,700
2018-2019		2,200,000	9%	198,000	2,398,000
2019-2020		-	12%	-	-
Subtotal		2,295,000		203,700	2,498,700
Contingency	0%	-		-	-
Totals		**2,295,000**		**203,700**	**2,498,700**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

In January 2015, a review of the tank coatings of the District's three (3) steel water storage tanks located at the City/District Corporation Yard was performed. The review confirmed the need to repaint the three (3) steel tanks in the near future.

The water tanks provide emergency supply storage, as well as storage for peak use periods and fire fighting needs. The coating on the three (3) Water Tanks was removed and the tanks recoated in 2004. In the tank coating industry, the estimated life of steel tank coatings is 10-15 years. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The protective coating on all three tanks was replaced in 2004.

The review revealed that the coatings on all three (3) steel tanks is beginning to show signs that the they are beginning to fail and plans for the recoating need to begin.

Funding request in the amount of $100,000 in FY 2017-2018 for design and $2,400,000 in FY 2018-2019 for construction of the project.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal	FY 2017-2018
Design	FY 2017-2018
Construction	FY 2018-2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)

	Funding Sources	
	CIP City	Total
2015-2016	120,000	120,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**- 120,000**	**120,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		96,000	0%	-	96,000
2016-2017		-	3%	-	
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		96,000		-	96,000
Contingency	25%	24,000		-	24,000
Totals		**120,000**		**-**	**120,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

This project will repair the concrete deck structure and replace the wooden dock located adjacent to Edgewater Place. Finn Design Group (FDG) Structural Engineers performed a thorough inspection of the entire structure, including the support piles under the decking and wooden dock, and reported the following existing conditions. The existing wooden dock was approximately 10’ by 12’. The wooden dock hides the City’s storm drain pipe that extends out into the water. The wooden dock was removed due to its deteriorated condition.

The concrete slab is partially supported on-grade and on wood piles in the water. The slab is approximately 14’ by 60’ and is approximately 10” thick. There is an approximately 8” thick by 2’ tall concrete wall at each end of the slab. There are four stair steps (6” rise by 12” tread) which lead from the concrete slab up to sidewalk level. The concrete structure decking is spalled and has exposed re-bar with water puddles observed at the center of the slab. The edges of the stairs are spalled at the south end and the stairs have minor cracking. One of the piles underneath the slab is also in need of repair.

Repair the Concrete Deck, Stairs, Piles and Installation of ADA Ramp (Cost $105,000):

- The lowest step of the stairs will be eliminated and a new concrete slab overlay will be placed to drain the water towards the lagoon. The overlay will be about 6” thick at the stairs and 3” minimum thick at the edge of the concrete. This would provide slightly more than 1% slope towards the lagoon for drainage purposes.
- The edge of the concrete slab shall be cut back approximately 8” to remove all loose, cracked and spalling concrete and corroded reinforcing steel. All loose concrete and any additional corroded reinforcing steel from the top surface of the slab shall be removed as well. New epoxy-coated reinforcing steel will be

installed and epoxy-doweled into the existing concrete slab and new concrete shall be placed.

- The damaged pile shall be repaired using a composite strengthening system consisting of a fiberglass jacket and marine-grade epoxy grout.
- The stairs shall be repaired by removing all loose, cracked, and spalling concrete and corroded reinforcing steel. New reinforcing steel to be installed as necessary. An epoxy bonding agent to be applied to seal cracks, and a repair mortar installed to reconstruct the stairs. An epoxy coating to be applied to the entire surface of the stairs, with sand added for slip-resistance.
- A final urethane top coating to be applied to the entire surface of the stairs and concrete slab overlay, to provide UV resistance.
- Install two 6 foot Wabash park benches to match the benches used by the Parks and Recreation Department. The benches will be installed by in-house staff.
- The construction of an ADA ramps and associated handrails at the south end of the stairs, including a cut-in at the curb from the street up to the sidewalk and then down to the new concrete slab overlay.
- Install a safety railing along the edge of the concrete deck. The new railing will consist of 4' galvanized steel posts with horizontal aircraft cables strands.

Replace the Wooden Dock with Trex Dock (Cost $15,000):

- Install a 10' x 12' dock to replace the old wooden dock. The new dock will be using hot-dip galvanized structural steel and composite Trex decking with life expectancy of 25 years. The existing two wood piles will be used to support the new dock framing. A new steel embeds will be installed at the edge of the new concrete slab edge to replace the old corroded imbeds.

Funding of $50,000 has been approved in the FY 2014-2015 for the inspection and design of the repairs. For budgeting purposes, funding request in the amount of $120,000 is included in the FY 2015-2016.

ESTIMATED PROJECT SCHEDULE:

Structural Review	Completed
Design	In Progress
Construction	Summer 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)

	Funding Sources	
	CIP City	Total
2015-2016	1,300,000	1,300,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**1,300,000**	**1,300,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		1,040,000	0%	-	1,040,000
2016-2017		-	3%	-	-
2017-2018		-	6%	-	
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		1,040,000		-	1,040,000
Contingency	25%	260,000		-	260,000
Totals		**1,300,000**		**-**	**1,300,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The water level in the City's lagoon is controlled by allowing water to flow through the intake structure near Sea Cloud Park and pumping water out of the lagoon into the bay at the Lagoon Pump Station at the Corporation Yard. Over the years, sedimentation has built up on the Belmont Slough side of the intake structure resulting in limited water flow into the lagoon. The sedimentation in front of the lagoon intake structure obstructs water from flowing freely into the lagoon except during periods of high tides. In addition, at times, the sediment also blocks the Bay Level Transducer, compromising water level readings.

The Resolution 2013-85 adopted on November 18, 2013, awarded the agreement to Huffman-Broadway Group, Inc. for environmental regulatory permitting services and preparation of construction documents for the project. Once the necessary permits are approved and scope of work is better defined, the engineer's estimate of probable construction will be developed.

Funding of $650,000 has been approved to date. A consultant has been hired to complete regulatory permitting and prepare engineering documents for construction. Based on the preliminary Engineer's Estimate, additional budget of $1,300,000 is requested to fully fund construction. If the construction budget is approved, construction can began in August 2015.

ESTIMATED PROJECT SCHEDULE:

Regulatory Permit Approval/Design	In Progress
Construction	Summer 2015
Project Closeout	Spring 2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LAGOON INTAKE GATE REPLACEMENT (2015-2016)

Funding	Funding Sources: CIP City	Total
2015-2016	75,000	75,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**75,000**	**75,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		60,000	0%	-	60,000
2016-2017			3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		60,000		-	60,000
Contingency	25%	15,000		-	15,000
Totals		**75,000**		**-**	**75,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

During the SCADA project, CIP 626/Phase 4, Lagoon Intake Gate #2 was damaged as the limit controls were being adjusted.

The gate was placed in the shut position and gates 1 and 3 are used to allow bay waters into Foster City's Lagoon.

The remaining gates were inspected and found to have significant wear. The intake gates were on the equipment replacement list and three new gates were purchased in FY2012/13. An initial attempt was made to inspect the concrete culvert at the intake structure but silt had built up making this impossible.

The intake dredging project, CIP 629, is currently scheduled for construction in FY 2015/16 pending permits from various agencies. The project would remove this bay silt and dredge on the Belmont Slough side of the intakes. The damaged and remaining gates should be replaced shortly after the dredging is complete before the silt builds back up.

As this is a critical structure that requires the use of a temporary dam to keep the bay waters out while this work is done, it requires a contractor that has the mechanical engineering expertise to handle the challenge this installation requires.

ESTIMATED PROJECT SCHEDULE:

Construction FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2017-2018)

Funding	Funding Sources: CIP City	Total
2015-2016		-
2016-2017	-	-
2017-2018	140,000	140,000
2018-2019	-	-
2019-2020	-	-
Total	**140,000**	**140,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016				-	-
2016-2017		-	3%	-	-
2017-2018		132,000	6%	7,900	139,900
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		132,000		7,900	139,900
Contingency	0%	-		-	-
Totals		**132,000**		**7,900**	**139,900**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in the summer of 2012 to perform the Seismic Vulnerability Assessment of the Lagoon Pump Station located at the City/District Corporation Yard. The Report was completed in September 2013.

The pump station houses 2 engines/pumps used to pump lagoon water out into the bay to control the water level in the interior lagoon.

The report concluded that the pump station meets the current Seismic Code. However, the report recommended the following improvements:

1. Reinforce the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing.
2. Isolate the tidal channel walls from the building to stop and prevent differential settlement.
3. Install flexible connections on the underground utilities entering the building to allow movement during earthquakes.

Funding request in the amount of $140,000 in FY 2017-2018 will fund design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2017-2018
Design and Construction	FY 2018-2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)

	Funding Sources		
		Measure A	Total
2015-2016	-	-	-
2016-2017	-	180,000	180,000
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
Total	**-**	**180,000**	**180,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		140,000	3%	4,200	144,200
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		140,000		4,200	144,200
Contingency	25%	35,000		1,100	36,100
Totals		**175,000**		**5,300**	**180,300**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The project provides for the replacement of the brick pavers and concrete bands on Chess Drive. The brick pavers at this location were removed and reset in December 2006 as part of a CIP project. The bricks have settled and concrete banding has localized chipped or spalled areas, causing an uneven roadway surface.

Brick pavers with concrete banding are used as a decorative surface finishing in many intersection, crosswalk, and medians in the Vintage Park area of the City. This recurring theme was incorporated into the original construction of the streets when Vintage Park area was developed.

At the CIP budget meeting on March 23, 2015, the City Council directed staff to develop a CIP project to remove existing concrete bands and brick pavers at the Vintage Park Drive/Chess Drive intersection and the crosswalk in front of the Crown Plaza including the driveways. The pavers and concrete banks shall be replaced with asphalt concrete (AC) to match the roadway. The crosswalks will be re-striped with white thermoplastic, similar to other streets in the City. Future maintenance costs would be similar to other City streets with AC resurfacing every 10-15 years. The estimated cost of this alternative is approximately $180,000.

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ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2016-2017
Construction	Summer 2017

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)

	Funding Sources	
	Park-In-Lieu	Total
2015-2016	150,000	150,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**150,000**	**150,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2015-2016		120,000	0%	-	120,000
2016-2017			3%	-	-
2017-2018			6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		120,000		-	120,000
Contingency	25%	30,000		-	30,000
Totals		**150,000**		**-**	**150,000**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION:

There is an existing 170-foot dirt path connecting the Foster City levee pedway (for bikes and pedestrian) near Lantern Cove with Belmont at the office buildings on Clipper Drive. The project involves environmental assessment, including any necessary permits, design of the connector pedway and construction. The project construction includes: cut and fill to level the area, grading, plant removal and environmental protection, installation of concrete ramps and decomposed granite for a bicycle and pedestrian trail.

$70,000 was approved in 2014-2015 for the environmental assessment, regulatory permitting (if necessary), and preparation of the design documents. Preliminary design has been completed. Final design is anticipated by Summer 2015, with construction starting in Fall 2015. Depending on the required permitting, budget augmentation may be required.

ESTIMATED PROJECT SCHEDULE:

Design	Spring 2015
Construction	Fall 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – LEO RYAN PARK LAWN CONVERSION AND BOCCE COURT (2015-2016)

	Funding Sources			
Funding		**CIP City**	**Park In-lieu**	**Total**
2015-2016		150,000	775,000	925,000
2016-2017		-	-	-
2017-2018		-	-	-
2018-2019		-	-	-
2019-2020		-	-	-
Total	**-**	**150,000**	**775,000**	**925,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		740,000	0%	-	740,000
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		740,000		-	740,000
Contingency	25%	185,000		-	185,000
Totals		**925,000**		**-**	**925,000**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES

1. Capital Invesment – City Fund $150,000*
2. Park-in-Lieu $775,000

* Applied for the State Housing-Related Parks Program Grant which would reimburse the Capital Investment – City Fund if awarded.

Lawn Conversion and Bocce Court Expansion - $925,000

Staff evaluated the installation of an additional Bocce Court at Leo Ryan Park based on public input. After due diligence, staff recommends an expanded project to include approximately 27,575 square feet of lawn conversion in the area between the Recreation Center and The VIBE. The scope of the expanded project includes the following components:

- Renovation of existing (2) Bocce Court in Leo Ryan Park
- Addition of one (1) Bocce Court in Leo Ryan Park
- Lawn conversion of the area between the Recreation Center and The VIBE from natural grass to a combination of synthetic turf and sustainable landscape elements
- Installation of a picnic and hardscape area that may also lend itself to a concession opportunity in the future

The entire location will be designed to meet ADA requirements.

This project achieves multiple City Council priorities:

- Community amenity – with the renovation and addition of one (1) Bocce Court and picnic area

- Water conservation – with the lawn conversion, and the added benefit of being a deterrent to the water birds that negatively impact the Park
- Revenue generation – with the picnic and hardscape areas that create a space convenient for possible concession and/or rental

The Bocce Courts have proved very popular by the people that work and play in Foster City. Currently, the Bocce League consists of 24 teams, with eight players each. In each of the three Bocce League seasons, 192 people participate in this activity. Drop-in use during the week and weekend is regular and consistent. There are approximately four drop-in uses per day on weekdays and six per day on the weekend. Each drop-in use can be as few as two or a larger group of eight total players.

Further, the converted lawn and landscaping will reduce watered landscape and provide work efficiencies. Tasks reduced or eliminated:

- Weekly mowing
- Irrigation repairs
- Fertilizing
- Weed control
- Seeding and sodding
- Aeration to reduce compaction
- Installing and removing temporary fencing
- Reduced maintenance requirements of refurbished Bocce Courts as elements have aged and are in need of replacement

Benefits:

- Less water
- Less Geese (with low fencing along the water)

The estimated annual savings associated with the project, specifically the lawn conversation and related maintenance savings totals $8,000.

The total anticipated project is $925,000. Based on this budget, the project components are estimated as follows:

- Project design and administrative support - $80,000
- Renovated (2) existing Bocce Courts (10'x76') – $88,000
- One (1) new Bocce Court (10'x76') – $200,000
- Lawn conversion – $203,000
- Picnic / hardscape area - $171,000
- Finish work: lighting, fencing, ADA compliance - $183,000
- TOTAL: $925,000

PROJECT FUNDING

Capital Invesment – City Fund	$150,000*
Park-in-lieu Total	$775,000
PROJECT TOTAL	$925,000^

^ with 25% contingency

* Applied for the State Housing-Related Parks Program Grant which would reimburse the Capital Investment – City Fund if awarded.

Note, this project includes a design component that would be developed and the engineer's construction estimate would then be brought back to City Council for review and approval to call for construction bids.

The estimated construction costs could come in a little lower or higher than the proposed budget which is

largely driven by the current bid environment. The Parks and Recreation Department does have a history, however, of completing projects on or below the approved budget.

The interest of the development of the Bocce Courts has generated significant community input to date, and staff would continue to engage the entire community throughout the design process.

PROJECT TIMELINE

July 2015 – Dec 2015	Community Input
Oct 2015 - Feb 2016	Design/ Plan Checks
March 2016 – July 2016	Bids / Insurance
Aug 2016 – Dec 2016	Construction
January 2017	Opening

Leo Ryan Park Lawn Conversion and Bocce Courts
FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)

	Funding Sources		
Funding	**CIP City**	**Park In-lieu**	**Total**
2015-2016		-	-
2016-2017	500,000	2,950,000	3,450,000
2017-2018		-	-
2018-2019		-	-
2019-2020		-	-
Total	**500,000**	**2,950,000**	**3,450,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		3,040,000	3%	91,200	3,131,200
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		3,040,000		91,200	3,131,200
Contingency	10%	304,000		9,100	313,100
Totals		**3,344,000**		**100,300**	**3,444,300**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund*
2. Park In-lieu

*(Includes Youth Sports Groups Contributions of $500,000)

PROJECT DESCRIPTION:

Soccer Fields S1, S2, Baseball Field B1 Synthetic Turf Installation Sea Cloud Park; and Catamaran Synthetic Turf Replacement –Total $3,450,000

1. **Synthetic Surface S1, S2, B1, Park – Design – $275,000**
   Synthetic Surface for Baseball, and Soccer Fields for S1, S2, & B1 Field at Sea Cloud Park – Development – $3,000,000

Soccer fields S1 & S2 and Baseball field B1 are used heavily by Foster City youth sports groups. The installation of synthetic turf on the baseball infield and grass outfield and soccer areas will minimize maintenance on the field and eliminate mowing of grass turf areas. Also, the installation of synthetic turf will create a more consistent and level playing surface for baseball play and a durable surface for soccer play.

Because of the minimal field maintenance and elimination of grass turf mowing along with many other routine park maintenance duties, Parks staff will be redeployed to handle maintenance in other areas throughout the park and the City. Projected increases in garbage pickup and bathroom cleanup are anticipated due to playing times on these fields.

With the installation of synthetic surfaces with a modern drainage system, playing conditions will improve and “rain-

outs" for the most part will be virtually eliminated. Synthetic fields are also aesthetically pleasing. The new modern synthetic fields are very similar in appearance to a natural grass field. The synthetic fields are also considered equal or superior to natural grass fields with regards to safety for players.

SYNTHETIC TURF OVERVIEW:

Improvements for player safety and prevention of UV degradation to the synthetic grass blades continue to be developed. Baseball players and youth soccer players, coaches, and parents agree that playing on the new state of the art synthetic grass surface is more enjoyable and much safer.

Youth Sports Groups have committed to $500,000 donation over a 10-year period upon approval of this project.

The addition of the synthetic field to our park system will add value to the entire Foster City community. Maintenance resources that would be used on the upkeep of natural grass fields can then be redeployed to other areas. This will help to maintain the high park maintenance standards enjoyed by the Foster City community.

Synthetic grass baseball/soccer fields are gaining popularity due to their outstanding playability in less than optimal weather and the true hops it provides on ground balls.

Water Conservation – Staff have realized substantial water savings each year with the installation of synthetic fields. Each Soccer field uses approximately 3,300 water units per year. Each water unit equates to 748 gallons. Approximately 2,500,000 gallons of water are used on the field annually. Based on actual water savings in relation to field size, we should see a water savings of approximately 5,300,000 gallons of water for S1, S2, and B1 field conversion.

Maintenance Benefits – The installation of a synthetic surface at the S1, S2, and B1 Fields at Sea Cloud Park provides significant maintenance and operation benefits. Staff projects certain field maintenance tasks will be reduced or eliminated which will allow parks maintenance staff to be re-deployed to other park tasks such as restroom cleaning and general park maintenance. It should be noted that the synthetic surface sports fields still require general maintenance tasks such as:

- Daily litter pick up on the synthetic surface
- Monthly brushing of surface blades
- Weekly surface inspections
- Maintenance upkeep of the perimeter landscaped areas at the park
- Blowing of leaves and needles off of the synthetic surface

Tasks Reduced or Eliminated:

- Weekly mowing
- Weekly line painting
- Irrigation repairs
- Adjustments to the irrigation controller
- Fertilizing
- Weed control
- Seeding and sodding
- Top dressing sand and organic compost
- De-thatching
- Aeration to reduce compaction

Safety – Statistics and studies indicate that synthetic turf playing surfaces are equal or superior to grass playing

surfaces typically found in schools and municipalities. The newly developed synthetic turf surfaces have excellent foot release characteristics. Cleated shoes release safely in the engineered infill material similar to natural grass.

Additional Safety Enhancements Include:

- The entire playing field is evenly resilient.
- Soccer players report that playing on a synthetic field decreases player fatigue.
- Saturated field conditions are eliminated.
- There are no soft or uneven surface hazards around sprinkler heads.
- Grass clippings and mud are eliminated.

Design of new synthetic fields continues to evolve. Architects with prior experience in synthetic field installations and design will be needed as an element of the design and construction process.

RESOURCE REQUIREMENTS:

All facilities will be maintained with existing Parks staff.

ESTIMATED PROJECT SCHEDULE:

Design	July 2016 – March 2017
Construction	April 2017 – October 2017

2. Catamaran Synthetic Turf Replacement - $175,000

The synthetic turf at Catamaran soccer-field is deteriorating and will be replaced under pro-rated warranty with substantial cost-savings of approximately $450,000. This warranty work will include:

- New top of the line, state of the art Field Turf product
- Adjustments and repairs to Brock and drainage corrections.
- 12 Year Life-span
- 8 Year Warranty

The projected timeline is pending field turf warranty approval.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)

	Funding Sources	
Funding	**CIP City**	**Total**
2015-2016	650,000	650,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**650,000**	**650,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		565,000	0%	-	565,000
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		565,000		-	565,000
Contingency	15%	84,800		-	84,800
Totals		**649,800**		**-**	**649,800**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

1. Boardwalk Re-finishing and Re-sealing - $65,000

Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years. This was last done in 2010. This will also fund goose control fencing along the water at Leo J. Ryan Park, as part of our on-going Habitat modification efforts.

Projected Timeline: August – November 2015

2. Lawn Conversions - $250,000

Staff has identified numerous smaller areas that are ideal for converting lawn area to drought tolerant shrub areas, while maintaining a balance between grass and non-grass areas.

Project will include selected lawn conversions in the following parks:

- City Hall
- Recreation Center
- Catamaran

Scope of Work Includes:

- Sod removal
- Irrigation modifications
- Soil amendment
- Drought tolerant planting
- Mulching

Projected Timeline: September 2015 – December 2016

3. Park Pathway Renovation/ Repairs - $310,000

The Pathway that winds through Boothbay Park is in need of renovation. Over the years this pathway has been repaired numerous times to keep it safe and aesthetically pleasing for park patrons that utilize it to walk, jog or bike through the park. The pathway underwent major repair work in 2014 to repair four large trip hazards that were being caused by tree roots as well as just wear and tear.

The scope of work for this job will be removal and disposal of existing asphalt concrete, prune and off haul roots, placement of header board and installation of new asphalt concrete along the entire length of the pathway. Along with Boothbay Park, staff has also identified pathway sections at a few other parks that are in need of removal and replacement.

This will mainly include pathways at:

- Boothbay Park
- Shad Park
- Constitution Walkway
- Edgewater Park

Projected Timeline:

Scope of Work -	August 2015 – December 2015
RFP -	January 2016 – February 2016
Construction -	March 2016 – June 2016
Close-out -	December 2016

4. Restroom Roof Replacements - $25,000

The restrooms at Boothbay and Catamaran were built in 1994/95. The roofs on these two restrooms at twenty years old are in dis-repair and need replacing. This includes demo and replacement of old roofs, skylights, and new vent flashings.

- Boothbay Restroom
- Catamaran Restroom

Projected Timeline: July 2015 – November 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)

	Funding Sources	
Funding	**CIP City**	**Total**
2015-2016	-	-
2016-2017	1,075,000	1,075,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
Total	**1,075,000**	**1,075,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		905,000	3%	27,200	932,200
2017-2018		-	6%	-	-
2018-2019			9%	-	-
2019-2020		-	12%	-	-
Subtotal		905,000		27,200	932,200
Contingency	15%	135,800		4,100	139,900
Totals		**1,040,800**		**31,300**	**1,072,100**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

1. **Water Conservation Retrofit/Street Median Enhancements - $325,000**

   Several street medians need landscaping upgrades and irrigation renovation. Most medians throughout the City utilize pop up spray irrigation. This technology can be efficient in a park setting. When used on medians, overspray leads to water run-off and is deemed inefficient.

   Staff recommends retrofitting a few medians every year with new water saving technology until all medians have been retrofitted. The technology staff is recommending is drip and drip/ bubbler combinations depending on the needs of the site. Staff is recommending retrofitting parts of East Hillsdale Boulevard and parts of Shell Boulevard.

   Along with irrigation water conservation/ retrofit, Staff recommends converting the shrubs to drought tolerant shrubs and some landscape ground-cover with hard-scape. Areas for proposed enhancement include:

   - East Hillsdale Boulevard
   - Shell Boulevard
   - Foster City Boulevard

Work in these areas will be performed in stages and during minimal traffic flow periods.

2. Playground Americans with Disabilities Act Upgrades - $475,000

There are a total of seven (7) play-areas at Erckenbrack (3), Gull (1), Marlin (2), and Sea Cloud Parks (1) that are due for replacement in FY 2016-2017. ADA accessibility requirements have changed since last time these playgrounds were replaced. Staff recommends use of a consultant to design anticipated modifications to elevations for accessibility compliance at these playgrounds as well as installation of Synthetic surfacing in playgrounds at Erckenbrack, Gull, and Marlin Parks. Staff recommends continuing to use “Fibar” (Engineered wood fiber) as surfacing material at Sea Cloud playground.

Funding for replacement of the actual play-structures will be available in the City’s Equipment Replacement Fund.

3. Dog Park Synthetic Turf Replacement - $275,000

The synthetic turf inside the dog park needs replacement every 7-8 years. This project includes replacement of turf and some drainage improvement for efficient clean-out purposes. Last replacement of turf was done in 2009.

- *(**S1-S2-B1 Synthetic** is on separate sheet)*
- *(**Bocce** is on separate sheet)*

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)

	Funding Sources		
Funding	**CIP City**	**Park In-lieu**	**Total**
2015-2016	-		-
2016-2017	-		-
2017-2018	1,640,000	110,000	1,750,000
2018-2019	-		-
2019-2020	-		-
Total	**1,640,000**	**110,000**	**1,750,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		-	3%	-	-
2017-2018		1,435,000	6%	86,100	1,521,100
2018-2019		-	9%	-	-
2019-2020		-	12%	-	-
Subtotal		1,435,000		86,100	1,521,100
Contingency	15%	215,300		12,900	228,200
Totals		**1,650,300**		**99,000**	**1,749,300**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION:

1. **Arcturus Park Renovation - Design $90,000**
   Park Renovation Construction - $300,000
   The turf, shrubs, hardscape, and trees are over 25 years old and in poor and declining condition. Park benches, pathway and other hardscape features need to be replaced. A complete renovation to expand the capacity , amenitites, and use of the park by the community would include:

   a. Demolition – Removal of old turf, soils, pathway, and designated trees
   b. Grading – Grading turf areas to level (12” or more)
   c. Drainage – Correcting drainage as needed
   d. Irrigation – Installing new irrigation system
   e. Top soil – Installing new top soil and amendments
   f. Pathway – Asphalt pathway installation
   g. Landscape – Installation of new trees, shrubs and sod
   h. Mulch – Adding mulch in shrub areas

   Plans and specifications will be developed by consultant. The project construction will be managed in-house mainly by Manager and Lead-Worker. Part-time help will be utilized during construction to back-fill maintenance work in other park areas while Lead-worker oversees daily on-site project construction progress.

2. **Wood Park Signs – Phase II - $180,000**
   We have approximately thirteen (13) large monument wooden park signs. Nine (9) of these are the

distinguished blue park signs with the Foster City logo that the community has come to enjoy which identify the name of the park. Estimated costs for this work include concrete base work, wood support posts, and fabrication and installation of the signs. The large wooden Park signs have been in place for about 20 years and were last refurbished in 2005.

Phase I included replacement of five Park signs at:

- Sea Cloud Park
- Leo J. Ryan Park
- Marlin Park
- Gull Park
- Catamaran Park

Phase II includes replacement of these four signs:

- Edgewater Park
- Boothbay Park
- Port Royal Park
- Erckenbrack Park
- Farragut Park

It also includes adding seven more park signs in these parks that do not currently have signs to identify the park:

- Turnstone Park
- Killdeer Park
- Pompano Park
- Sunfish Park
- Shad Park
- Arcturus Park

Phase III would be the replacement of the four "natural" wood finished signs - (3) at Recreation Center Complex and (1) at Ketch Park – which we would anticipate adding as a future CIP as the deterioration of these signs become prevalent.

3. **Pompano Conversion – Design - $45,000**
   Park Renovation Construction - $300,000

   As part of our on-going efforts toward water conservation and sustainability in Foster City Parks, the lawn at Pompano Park can be converted to an area that can provide more benefit to the neighborhood.

   Suggested design includes:

   - Neighborhood Picnic area
   - Horse-shoe pit
   - Benches
   - Path with Gold-Dust
   - Bollard lighting
   - Trees
   - Drought tolerant planting with mulch

   Scope of work includes:

   - Design plans and specifications
   - Demolition, drainage and grading
   - Irrigation upgrades
   - Soil amendments
   - Planting
   - Mulching

   Plans and specifications will be developed by consultant. The project construction will be managed in-house mainly by Manager and Lead-Worker. Part-time help will be utilized during construction to back-fill maintenance work in other park areas while Lead-worker oversees daily on-site project construction progress.

4. **Outdoor Fitness Equipment at Boothbay Park - $110,000**
   The sand volleyball court at Boothbay Park is a rarely used amenity of the park. With the court's lack of use staff was planning to do work to remove the poles and sand and to sod over the area it occupies. Rather than sodding over the 72' x 38' area, staff will sod only a portion of the area and add a pour-in-place surfacing that will cover approximately 35' x 25' of the space and install a seven station outdoor fitness area. This is very sturdy and low maintenance equipment and will be available for park patrons age 13 and over. The area will be bordered by fence on the playground facing side. This is consistent with water conservation by not sodding the entire space which would require additional irrigation heads and water to maintain as well as promoting health and wellness to the community. With this installation the Recreation Division would also be able to run contract fitness classes for adults and seniors.

5. **Synthetic Surfaces Replacements - $725,000**
   The synthetic turf surfaces at the following locations have been in place since about 2005 and will be in need of replacement:
   - Amphitheatre
   - Recreation Center to the Boat House along the boardwalk
   - Boat Park along the boardwalk

   The project will consist of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each area.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)

	Funding Sources		
Funding	**CIP City**	**Park In-lieu**	**Total**
2015-2016	-		-
2016-2017	-		-
2017-2018	-		-
2018-2019	1,000,000	100,000	1,100,000
2019-2020	-	-	-
Total	**1,000,000**	**100,000**	**1,100,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		875,000	9%	78,800	953,800
2019-2020		-	12%	-	-
Subtotal		875,000		78,800	953,800
Contingency	15%	131,300		11,800	143,100
Totals		**1,006,300**		**90,600**	**1,096,900**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION:

1. Medians – Irrigation Renovation/Landscape Renovation - $220,000

With the increasing call for water conservation efforts in public water use, staff recommends upgrading all median irrigation controllers that have not been upgraded to this point and converting the shrubs, groundcover and hardscape areas.

The Parks and Recreation Department has made numerous improvements in the area of landscape, hardscape and irrigation controls at city parks in an effort to improve water conservation. Drought tolerant shubs, improved irrigation control systems, drip systems and replacement of landscape with hardscape in some areas while keeping the medians asthetically appealing.

The areas that will be included in this project are:

- *East Hillsdale*
- *Edgewater*
- *Foster City Blvd*
- *Beach Park Blvd*
- *Vintage Park*
- *Shell Blvd*
- *Third Ave*

2. **Twelve (12) Cul-de-sacs – Refurbishment <u>Phase I</u> Smart Controllers and Drought Tolerant Plantings - $435,000**
   As part of our on-going water conservation efforts, staff recommends upgrading all cul-de-sac and Georgian Squares irrigation controllers and converting all cul-de-sac lawn areas to drought tolerant shrub, ground-cover and hard-scape areas.

The <u>total</u> project proposal is to refurbish 28 cul-de-sacs and 16 Georgian Squares totaling approximately 10 acres of landscaped areas in **four (IV) phases**. This would include replacing lawn and shrub areas with drought tolerant, low maintenance planting, including irrigation upgrade with water conserving nozzles and installation of Central Irrigation System or Smart controllers in each cul-de-sac. The 28 cul-de-sacs include: Sunfish, Mullet, Bluefish, Shad, Sandpiper, Stilt, Puffin, Kildeer, Turnstone, Avocet, Loon, Curlew, Pelican and Duck Courts. The irrigation controllers in the 16 Georgian Squares would also be upgraded. This would be a multi-year/multi-phase project.

This **Phase I** of the project includes:
Replacing lawn areas w/drought tolerant plantings and hard-scape in 12 cul-de-sacs including:

- Sunfish
- Mullet
- Bluefish
- Shad
- Sandpiper
- Stilt
- Puffin

Funding needed for **Phase I** of this project is estimated to be **$435,000**.

Phase II would include replacing the Irrigation Controllers in the remaining shrub cul-de-sacs. – Estimated cost $150,000.

Phase III would include replacing the Irrigation Controllers in the 16 Georgian Squares. – Estimated cost $150,000.

Phase IV would include upgrading remaining cul-de-sacs w/drought-tolerant landscaping. Estimated cost $100,000.

Total estimated project cost over 4 phases is: $885,000.

Phase I Scope of work includes:

- Design plans and specifications
- Demolition, sod removal, and grading
- Hardscape improvements
- Irrigation upgrades with new controllers and pedestals
- Soil prep and amendments
- Landscaping with trees and drought tolerant shrubs
- Mulching for weed control and water conservation

<u>RESOURCE REQUIREMENTS</u>:

Plans and specifications will be developed by consultant. The project construction will be managed in-house mainly by Manager and Lead-Worker. Part-time help will be utilized during construction to back-fill maintenance work in other park areas while Lead-worker oversees daily on-site project construction.

No additional staff is anticipated after refurbishment of these sites. Ongoing maintenance by contractual services is anticipated with no increase in cost. It is anticipated that approximately 8 hours of contractual services can be re-deployed to other areas of park and levee maintenance after completion of this project.

3. **Tennis Courts Resurfacing - $245,000**
   The Tennis courts and Basketball courts listed below will be in need of resurfacing. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system, the courts are level and smoother to play on. Resurfacing of courts are typically performed every five to seven years based on an evaluation of the condition of each court. The total costs include all resurfacing and painting of lines.

   Ten (10) Tennis Courts and six (6) Basketball Courts are anticipated to be in need of repairs in FY 2018/19. All of these courts were last resurfaced (FY 2011/12).

   TENNIS COURTS:
   - (4) Boothbay
   - (4) Recreation Center
   - (2) Edgewater

   BASKET BALL COURTS:
   Full Courts:
   - (1) Shad
   - (1) Sunfish
   - (1) Turnstone
   - (1) Boothbay

   Half Courts:
   - (1) Port Royal
   - (1) Ketch

4. **Playgrounds ADA upgrades – Turnstone, Boothbay, Edgewater - $100,000**
   Three play-structures are due for replacement at Turnstone, Boothbay, and Edgewater parks. ADA accessibility requirements have changed since last time these playgrounds were replaced. These changes will mainly include concrete work.

   Funding for the actual play-structures will be available in the City's Equipment Replacement Fund (ERF).

5. **Levee Landscape Development by Port Royal Park - $100,000**
   This proposed project is to address a maintenance issue by the levee path northeast of Port Royal Park. The proposal includes removal of existing iceplant and weeds, installation of irrigation, drainage, soil preparation/grading, planting of trees and shrubs, and installation of mulch, benches, trash and recycling cans. Projected annual maintenance cost: $5,000

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)

	Funding Sources		
Funding	**CIP City**	**Park In-lieu**	**Total**
2015-2016	-		-
2016-2017	-		-
2017-2018	-		-
2018-2019	-		-
2019-2020	775,000	-	775,000
Total	**775,000**	**-**	**775,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2015-2016		-	0%	-	-
2016-2017		-	3%	-	-
2017-2018		-	6%	-	-
2018-2019		-	9%	-	-
2019-2020		600,000	12%	72,000	672,000
Subtotal		600,000		72,000	672,000
Contingency	15%	90,000		10,800	100,800
Totals		**690,000**		**82,800**	**772,800**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

1. **LED Lighting in Parks - $200,000**
   This is to fund LED lamps conversion in remaining parks infrastructure.

2. **ADA Upgrades – Playgrounds - $575,000**
   There are a total of five (5) play-areas that are due for replacement in FY 19/20. ADA accessibility requirements have changed since last time these playgrounds were replaced.

   Staff recommends use of a consultant to design anticipated modifications to elevations for accessibility compliance at these playgrounds as well as installation of synthetic surfacing in select playgrounds.

   Playgrounds to be replaced this Fiscal Year are:
   - (1) Farragut - $200K
   - (1) Killdeer - $125K
   - (2) Shad - $125K
   - (1) Sunfish - $125K

   Funding for replacement for the actual play-structures in these parks will be available in the City's Equipment Replacement Fund.

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