CITY OF FOSTER CITY
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

AMENDED FINAL BUDGET
Fiscal Year 2014-2015

CITY COUNCIL/DISTRICT BOARD

Charlie Bronitsky, Mayor / President
Art Kiesel, Vice Mayor / Vice President
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Gary Pollard

SUBMITTED BY THE CITY/DISTRICT MANAGER

James C. Hardy

City of Foster City / Estero Municipal Improvement District
2014-2015 Amended Final Budget
Table of Contents

Section		Page Number
I.	Introduction	
	Foster City Organization Chart	3
	Policy Calendar for 2014	4
	Mission Statement	6
II.	Budget Message	7
III.	Budget Guide	15
IV.	Five Year Financial Plan	25
V.	Financial and Personnel Summaries	75
VI.	Department Operating Budgets (including Detail Line Item Reports)	
	City Council	91
	City Manager	105
	City Clerk	117
	City Attorney	127
	Human Resources	131
	Financial Services	141
	Parks and Recreation	155
	Police	179
	Fire	197
	Community Development	215
	Public Works	231
VII.	Non-Department Operating Budgets	251
VIII.	Special Revenue Funds	259
IX.	Enterprise Funds	293
X.	Internal Service Funds	309
XI.	Capital Improvements	349

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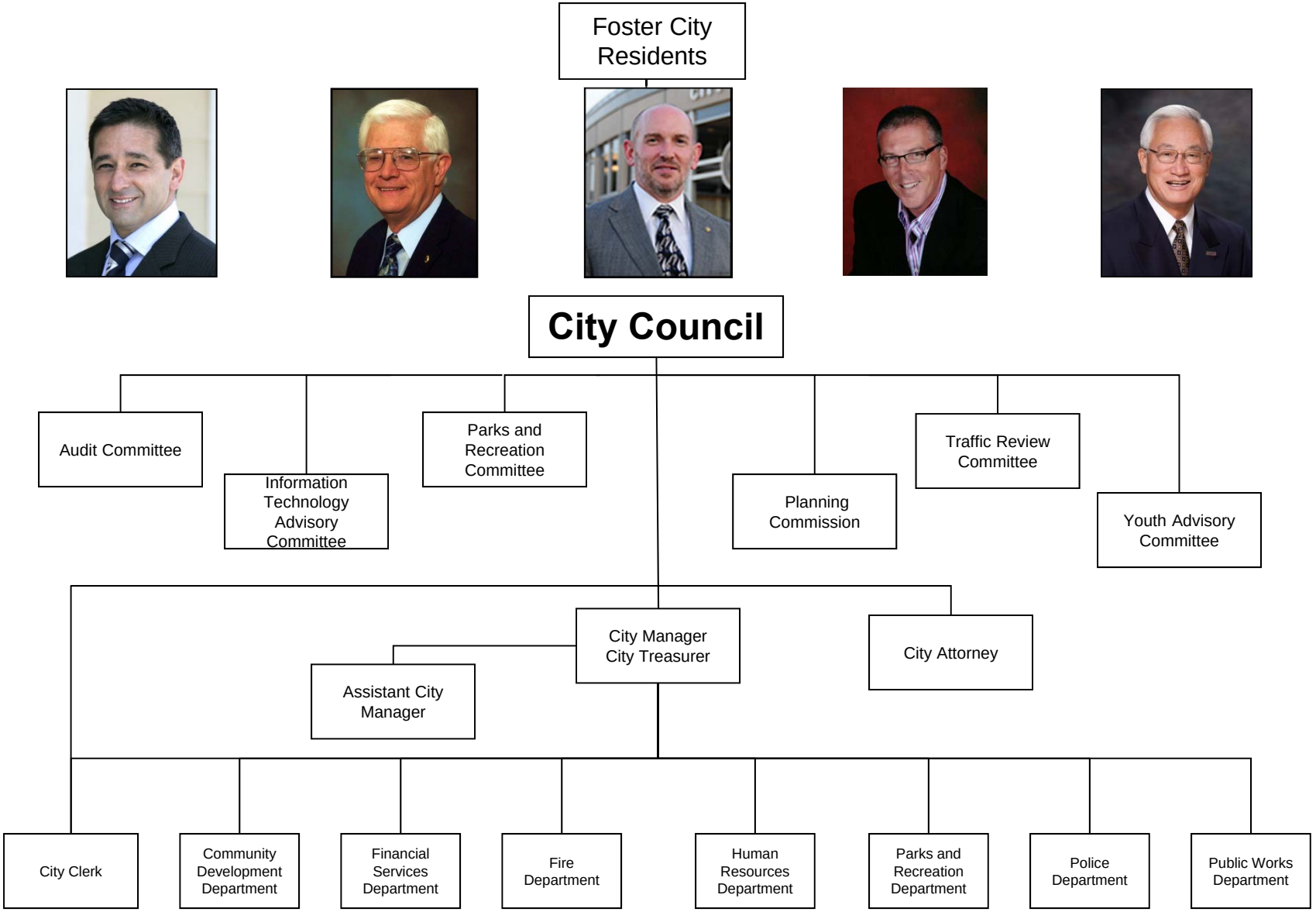
Foster City Organization Chart



POLICY CALENDAR FOR CALENDAR YEAR 2014

The following policy decisions, projects and issues have been identified as priorities by the City Council for 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 be working 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

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 2014-2015

July 1, 2014

Honorable Mayor and Members of the City Council:

INTRODUCTION

The City's FY 2014-2015 Five-Year Financial Plan and Annual Budget is the culmination of many hours of preparation and several public meetings that have led to City Council approval of the budget presented in this document.

The City's Five-Year Financial Plan is merely that – a five-year forecast of revenues and expenditures based upon the strategies and Policy Calendar adopted earlier this year. While the City Council will incorporate the Five-Year Financial Plan as part of this document, the City Council will only appropriate funds on an annual basis.

The Annual Budget is presented in the Financial and Personnel Summary section, which is followed by the individual department and non-department sections that highlight the budget requests for FY 2014-2015. This Annual Budget results in the actual appropriation of funds. Funding requests were carefully reviewed and considered prior to their inclusion in the recommended budget.

The budget is one of the most important policy documents adopted by the City Council each year. It describes the City's goals and details the allocation of financial resources to achieve those goals. In addition, the budget serves as the annual financial plan, an operational guide and a communications tool.

ELEMENTS OF THE BUDGET

The budget document is organized as follows:

1. **Introductory Items**
   Table of Contents
   Mission Statement
   Foster City Organization Chart
   Policy Calendar for 2014
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 2014-2015, 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 $5 million General Fund structural deficit identified in early 2010 was resolved through a series of service level and staffing reductions, shared services, revenue enhancements and managing employee compensation packages. The negotiated compensation and benefits changes from the July 2014 labor contracts are incorporated in the amended publication of this Budget. The budget for FY 2014-2015 anticipates a surplus (revenues exceeding expenditures and transfers out) of $376,943, and General Fund reserves are expected to grow from $20.9 million to $21.3 million by the end of the fiscal year. Moreover, the five-year forecast projects annual General Fund surpluses that will see the General Fund grow to over $22.8 million by FY 2018-2019. 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 64.9% of annual operating expenditures and ending at 62.7% by FY 2018-2019.

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

- Sale of 15-Acre Site Adjacent to City Hall – 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 30,000 square feet of retail. The property was sold to TNHC for $30 million, payable over a 22 month period upon close of escrow, which is expected in July 2014. The proceeds from this sale will be deposited into the newly created 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 increase in 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, and a new extended stay hotel at the site of the former Black Angus Restaurant have been incorporated into the Annual Budget and/or the Five-Year Financial Forecast based upon the anticipated construction and completion of those projects. Two other significant projects – the Chess-Hatch Master Plan and the BioMed Realty Properties on the former site of Life Technologies – are in the planning stages but are not included in the Five-Year Financial Plan as the details of the timing and extent of those projects are not sufficiently prepared for the financial forecasts. In addition, other projects such as the redevelopment of the Charter Square Shopping Center or the proposed development of a Foster City Marina are in the very early stages of the planning process and 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 21.458% and 32.907%, respectively, which includes the second 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 starting in FY 2015-2016 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 expire 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. Labor and management have successfully negotiated multi-year

contracts. The Management Employees Compensation and Benefits Plan also expires June 30, 2017. For purposes of the expenditure forecast for FY 2015-2016 through FY 2018-2019, an increase of 3% per year is projected.

- Long-Term Capital Improvements Funding – The City's General Fund continues to transfer funds to the City Capital Investment Fund totaling $400,000 to fund long-term capital improvement projects, which is a reduction of $200,000 per year based upon the annual assessment of fund balance reserves and projected timing of 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 2014-2015 will require the District to increase fixed meter charges by 1.3%, and the base consumption rate by 6%. Wastewater rates will increase in FY 2014-2015 by 2%. Excluded from those Wastewater Rate increases, however, is the anticipated future costs associated with the expansion and upgrade of the Wastewater Treatment Plant under a JPA with the City of San Mateo. The District's share of those costs is estimated to be $100 million through 2025. Staff from San Mateo and the District are refining the capital improvement project estimates and financing options to be brought forward to their respective governing boards for action in FY 2014-2015, which will require increases in future wastewater rates for the District's ratepayers.
- State Budget Assumptions – The Governor's Budget revised budget released in May 2014 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 2014-2015

City General Fund revenues overall are expected to increase from the amounts estimated in the prior year. Property tax, transient occupancy tax, vehicle license fees and business license fees are expected to increase, while franchise fees (due to the reduction in the Recology franchise rate) and sales tax revenues (due to the loss of the City's largest sales tax producer as well as the reduction in the Triple Flip amount relative to sales taxes) will be lower than last year. In total, General Fund revenues are expected to exceed last year's forecast by $2.1 million (or 6.6%).

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 will commence in FY 2014-2015. Gilead Sciences completed its first laboratory building and several other improvements as part of its South Campus development. It is expected to pull building permits on its second lab building and an office building on the North Campus. The extended stay hotel at the former site of the Black Angus Restaurant is expected to start construction in FY 2014-2015. And finally, construction will begin 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)

- Addition of one (1) part-time Clerical Assistant in the City Clerk's Office to meet clerical demands associated with increased activity in City Hall departments.
- Increases to the City Attorney's budget to incorporate: 1) increases in the retainer and fees paid based upon an renewed contract for City Attorney services; 2) increase of $40,000 associated with other legal services that may be required based upon recent and anticipated legal services required; and, 3) addition of $50,000 in contract legal services associated with the update of the City/District Municipal Code.

Parks & Recreation

- Increase in water rates charged by the District will increase water utility costs by $28,000 net of anticipated water savings from the Parks Division's ongoing efforts towards water conservation
- Capital outlay of $40,000 for the installation of security cameras at the VIBE and Senior Center.

Police Department

- Addition of one (1) Police Officer in the Administrative Bureau to serve as a Crime Prevention / Community Outreach Officer to enhance Crime Prevention services to the community at a cost of $161,000 per year.

Fire Department

- Continued implementation of the Fire Command Shared Services Model with the cities of San Mateo and Belmont, with the addition of the Department will share in the cost of a full-time Emergency Preparedness Coordinator position with the City of San Mateo to standardize EOC operations and emergency plans and conduct joint training with San Mateo. The annual cost of this cost-sharing arrangement to Foster City will be approximately $49,000 per year. It should be noted that potential cost savings from a shared fire truck with San Mateo and Belmont are not shown as a formal agreement has not yet been approved.

Community Development

- Implementation of the reorganization of the Department approved during FY 2013-2014 to restore the Associate Planner position and flexibly staff the Associate and Assistant Planner positions, which is now included in the FY 2014-2015 budget.
- Addition of a limited term Building Inspector through FY 2016-2017 at an annual cost of approximately

$130,000 due to the significant increase in development projects, the cost of which will be recovered from increased building permit revenue anticipated as part of those related development projects.

- Consulting services are included for 1) preparing the environmental impact report for the General Plan update, and 2) updating the Housing Element of the General Plan; totaling $60,000. The Department also plans to hire consulting planners for major projects which would be fully reimbursed from applicants' processing deposits.

Public Works Department

- The Department plans to hire consulting engineers to review plans for major projects which would be fully reimbursed from applicants' processing deposits.

Property Tax Administration

- Increase of $30,000 for anticipated property tax administration fees charged by the County of San Mateo Controller's Office based on increased property tax revenues anticipated.

Special Revenue Fund

CalOpps.Org Fund

- Inclusion of $60,000 in consulting services for the documentation and technical transition of the site to the City of Redwood City as site administrator.

Low- and Moderate-Income Housing Fund

- Funding for the HIP Housing Homeshare Program of $5,000.

Day Time Shuttle Fund

- Funding of $100,750 for the implementation of a day time shuttle starting January 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 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.

Sustainable Foster City Fund

- The Sustainable Foster City Fund includes an amount equal to $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 are provided through a transfer from the City's General Fund.

Enterprise Funds

Water Enterprise Operations

- The SFPUC is increasing its wholesale water rate from $2.45 / ccf to $2.93 / ccf due to increases associated with the capital improvements as part of the Hetch Hetchy System improvements.
- Expanded 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.

Wastewater Enterprise Operations

- The annual capital improvement program costs associated with the Wastewater Treatment Plant (WWTP) are expected to increase from $500,000 to $1 million in the current year. In addition, the District's share of operating expenditures of the WWTP will increase by $344,000 from the prior year. The District is working with San Mateo in regards to estimates and funding options for significant capital upgrades of the wastewater treatment plant that will be required in the next several years. These have not been incorporated into the budget or the five-year forecast.

Internal Service Funds

Vehicle Replacement Fund

- Capital outlay costs include replacement of the tiller truck for the Fire Department of $1.1 million.

Equipment Replacement Fund

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

Self-Insurance Fund

- Increase in insurance premiums for general liability coverage of $65,000.

Information Technology Fund

- Reduction of personnel costs totaling $103,000 as a result of the reorganization of the IT Division approved in FY 2013-2014.
- One-time consulting fees of $30,000 are included to enhance the system and allow for more efficient maintenance of the system in light of the reorganization of the IT Division.

Building Maintenance Fund

- Capital outlay costs include replacement of carpeting and paint in certain city facilities, replacement of the City's facility security system, and renovation of the Fire Tower at the Corporation Yard.

Capital Improvement Projects

Over $11 million in capital improvement projects are slated for FY 2014-2015, the most significant of which include:

- Werder Park and Destination Park Development – creation of two (2) new parks totaling $2.6 million funded through Park-in-Lieu Funds that will add recreational amenities along the Bay Trail / Levee Pedway.
- Street Rehabilitation – Part of the annual street improvement program of $1 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.
- Sanitary Sewer Lift Station Improvements – the most recent phase of the 25-year program to refurbish / upgrade all of the City's 48 lift stations. Funding in the amount of $5.5 million is included for FY 2014-2015 from Wastewater CIP funds.

ORGANIZATIONAL CHANGES

Based upon the organizational changes discussed in the preceding section, staffing levels as we enter FY 2014-2015 will increase by two (2) full-time equivalents (FTE) from a total of 184 to 186 FTE.

CONCLUSION

The City of Foster City and Estero Municipal Improvement District have been well managed and are in sound financial condition. This has served the City well in striving to maintain the highest service levels possible as we travelled through the Recession of 2008. This City has a long history of being fiscally conservative, the result of wise policy decisions by current and former City Councils and excellent and talented staff that have committed themselves to the City's Mission and Values Statement to serving the community to the best of its ability.

On behalf of all the City employees, we look forward to providing the service levels presented in the Final Budget for FY 2014-2015.

Sincerely,

James C Hardy

James C. Hardy
City/District Manager

FISCAL YEAR 2014-2015 ANNUAL BUDGET
FIVE YEAR FINANCIAL PLAN
BUDGET CALENDAR

January 21, 2014 (Tuesday) Regular City Council Meeting at 6:30 p.m.

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2012-2013

January 27, 2014 (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 24, 2014 (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 12, 2014 (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 2, 2014 (Monday) Study Session at 5:30 p.m.

- Presentation of Funding Requests from Non-profit Agencies

June 2, 2014 (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 16, 2014 (Monday) Regular City Council Meeting at 6:30 p.m.

- Adoption of Annual Budget

June 27, 2013 (Friday)

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

(Note: all items above relate to the preparation of the FY 2014-2015 Budget except where otherwise noted.)

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 C osts - 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 G uidelines - 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 2014-2015 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.

CLEEP Grant Fund: Revenues from the California Law Enforcement Equipment Program (CLEEP). Expenditure of these funds is restricted to the purchase of equipment that will improve Police services.

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.

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.

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 will also be deposited into this fund, and a loan to Mid-Pen Housing, Inc. of $4.75 million will be 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.

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 pending sale of the City-owned 15 acre site to TNHC-HW Foster City, LLC will also be 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.
- *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, 2019

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

SUBMITTED BY THE CITY/DISTRICT MANAGER
James C. Hardy

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FOSTER CITY COMMUNITY PROFILE

Location

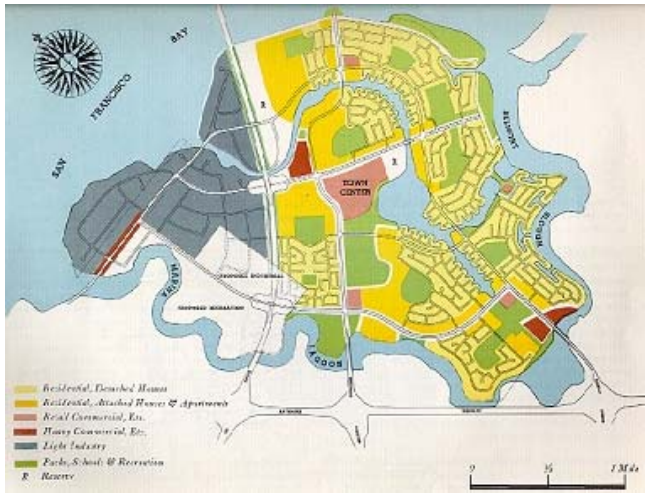
Foster City is located midway between San Francisco and San Jose on the western shoreline of the San Francisco Bay, east of U.S. 101, which provides convenient access to the San Francisco Airport and San Francisco to the north and Santa Clara County to the south. The City is bisected by State Route 92 (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, City Clerk, Financial Services 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.

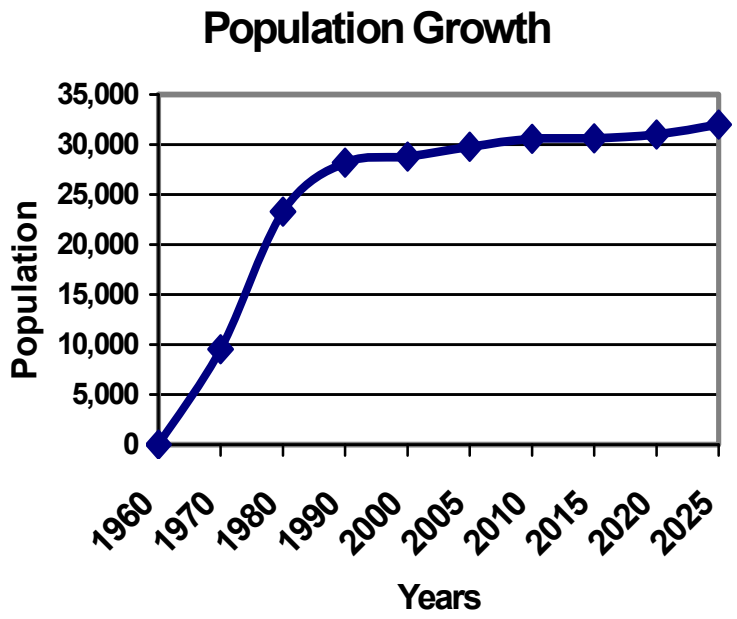
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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 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 30,895 as of January 1, 2012.

The original Master Plan estimated a population at buildout of 35,000. Projections 2009 published by the Association of Bay Area Governments projects a population of 32,000 in 2025.

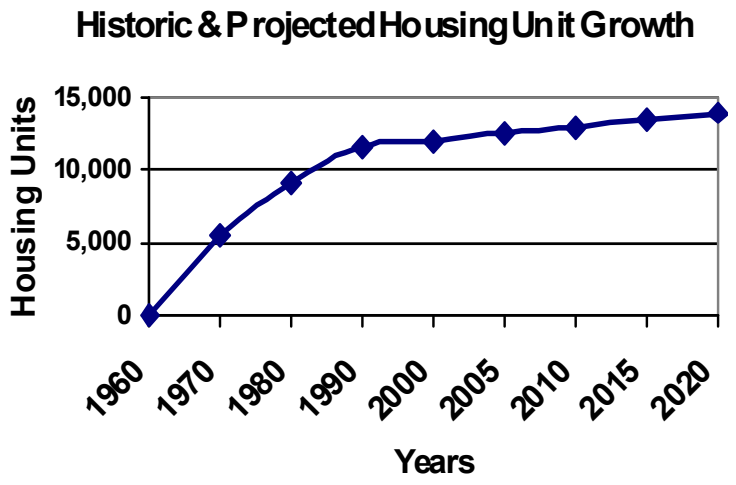


Housing

As of January 1, 2013, the City had 12,548 housing units. The 307 units in Pilgrim Triton Phase A were completed in 2013. Pilgrim Triton Phase D was approved in 2012 for an additional 166 housing units and is currently under construction. Phase B of Pilgrim Triton was approved in 2013 and will have an additional 240 units. 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 150 assisted living unit, 66 below market rate apartments and 200 for-sale units along with 30,000 square feet of commercial.

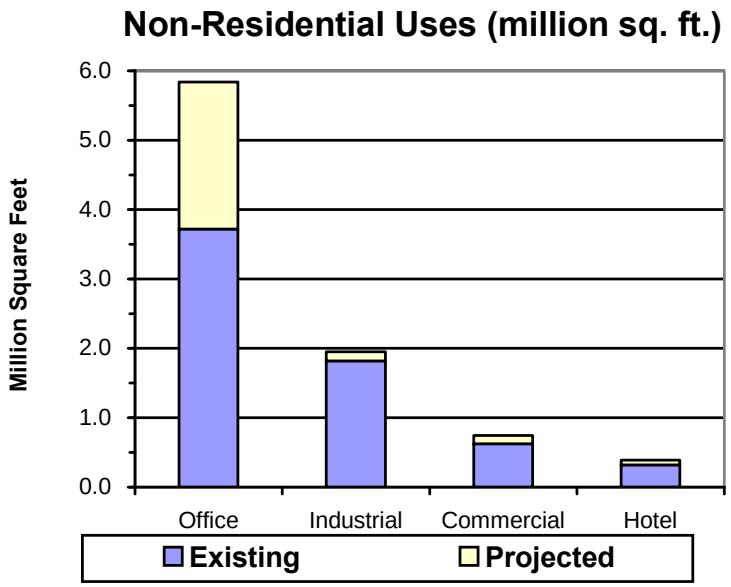
Remaining housing growth will come through redevelopment of existing sites with new housing. Additional housing units are called for in the Housing Element in order to provide the City's share of the region's housing needs. The City adopted a revised Housing Element of the General Plan in February 2010 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 2007-2014. A new Housing Element is required to be adopted by December 2014 to cover the planning period of 2014-2022.



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 light industrial development over the past fifteen 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, 1.8 million sq. ft. of industrial/research and development, 0.6 million sq. ft. of commercial and 509 hotel rooms.



The amount of office development 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 redevelopment 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. The applicant is currently processing the first Specific Development Plan/Use Permit requested under the Chess Hatch General Development Plan. The proposed project includes demolition of 146,000 square feet of commercial/industrial uses in nine (9) buildings and replacement with up to 600,000 square feet of office, biotechnology, or research and development use, including up to 5,000 square feet of business-supporting use, in two (2) multi-story office buildings and one connector building. The two office buildings and connector building are located in the interior of the site, surrounded by open space. Parking will be provided in two parking structures, one on each side of the office buildings

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 30,000 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 MidPen affordable housing component consisting of 66 units and 10,560 square feet of retail in January 2014. Review of the Use Permits for the Artria assisted living units and the 200 residential condominiums is underway. The first phase of the project consisting of the MidPen housing, Artria assisted living and approximately 104 condominium units are anticipate to start construction in December 2014.

If all the projected development occurs, this would result in approximately 5.8 million sq. ft. of office, 1.9 million sq. ft. of industrial/research & development, .7 million sq. ft. of commercial and 627 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 additional retail (17,000 sq. ft.) has been provided on the first floor of the Parkside Towers development at the corner of Shell and East Hillsdale Boulevards. An additional 10,000 square feet of retail has been included in "Phase A" of the Pilgrim-Triton Project. As previously mentioned, an additional 30,000 square feet of retail is expected to be included in the mixed-use project on the 15-acre site.

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). The owner of Charter Square Shopping Center has submitted for City consideration a redevelopment of that shopping center to include a mixed use development, reducing the retail square footage from 58,000 sq. ft. to 10,000 sq. ft. and adding 95 townhouse units. The City is currently reviewing this proposal to ensure that possible redevelopment of the site is consistent with the current and future needs of the City.

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 industrial developments 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 2012 (latest data available) are indicated in the accompanying table.

Largest Employers	No. of Employees
VISA / Innovant	4,500
Gilead Sciences	1,600
Rearden Commerce	500
Quinstreet	400
IBM	350

Source: Foster City Business License Data, 2012

Based on the Foster City 2012 record of business licenses, businesses in Foster City employ approximately 19,500 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 23,000 persons. In comparison, Projections 2009 by the Association of Bay Area Governments (the latest forecast by an independent source) projected employment in Foster City at just over 17,000 persons by 2025. The accelerated development occurring in Foster City the past 3 years has allowed the local job market to grow beyond expectations amidst a contracting economy.

Source: Projections 2009, 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 or nearly completed 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.

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 2014-2015 to FY 2018-2019)

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.

The City, the Bay Area, California, and the nation have exited one of the worst economic recessions since the 1920's. Economists are suggesting that economic growth will continue at a slow to moderate pace. In California, economic growth in the Bay Area will surpass the nation and the rest of the State given the continued growth anticipated in Silicon Valley. Unemployment rates are improving, especially in San Mateo County where the unemployment rate is 4.9% as of March 2014, much lower than the 8.7% through the rest of the State. Businesses are beginning to invest 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 improved significantly in 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 Recession, 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.

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. For the first time, the City is able to include the sale and development of the 15 acre site adjacent to City Hall as the close of escrow on that property is anticipated to occur in July 2014. 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, and the extended stay hotel on the site of the former Black Angus restaurant. Future possible development projects including the Chess-Hatch Office project and the BioMed Realty site (former home of Life Technologies) is not included in the five-year forecast, but has the potential to move forward in the next five years subject to those developers finding long-term tenants for those properties.

The forecast does not include any compensation adjustments in FY 2014-2015 pending the outcome of negotiations with all labor groups in developing successor agreements. The forecast, however, does include an assumption of a 2% cost of living increase in compensation per year starting in FY 2015-2016. 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 2014-2015 with an annual surplus of $376,943 and reserves totaling $21.3 million. Moreover, the entire five-year forecast indicates that the General Fund will have surpluses in each year and will grow from $21.3 million in reserves at the end of FY 2014-2015 to $22.8 million in reserves at the end of FY 2018-2019.

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 not 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 and the flood protection provided by their levees, the engineering and financial extent of which has yet to be determined; 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 cost nearly $440 million (with the District's portion estimated to be $100 million) through 2025. 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.

In short, **the City has solved the structural deficit** that was evident during the Recession and is well on the way to economic recovery.

City of Foster City
Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2019

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2019. 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. Unemployment rates for the US and California are 6.7% and 8.5%, respectively, nearly 1.2% lower than the prior year. San Mateo County unemployment is down to 4.9%, 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 2017: 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 is expected to begin construction in FY 2014-2015, with occupancy by the end of FY 2015-2016.
- *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 and is expected to commence construction in FY 2015-2016, with occupancy by FY 2017-2018.
- *Extended Stay Hotel (Former Black Angus Site)* – as indicated above, the developer intends to move forward with construction of this hotel 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)* – the Disposition and Development Agreement (DDA) was approved by the City Council in November 2013. The affordable housing component is cautiously optimistic in receiving its tax credit financing in June 2014. TNHC-HW Foster City, LLC anticipates closing escrow on the property in July 2014 and will then begin to develop the horizontal improvements on the property in the Summer of 2014 for all of the sites. The affordable housing and assisted living components are expected to be completed in FY 2015-2016, and the for-sale townhome / condominium component will be constructed and sold to homeowners starting in FY 2015-2016 through FY 2017-2018. Planning and building permit fees are projected to be collected in FY 2014-2015, although it is possible that a portion of those fees may be collected prior to the end of FY 2013-2014. Park in-lieu fees would be collected upon completion of the residential units per the terms of the DDA and deposited in the Park In-Lieu Fees Fund.

- The following projects have <u>not</u> been included in the revenue forecast:
  - *Gilead Sciences Proposed Campus Buildout* – 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.
  - *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.
  - *BioMed Realty Property (Former Life Technologies Campus)* – the City has met with the new owner of the property on Lincoln Centre Drive. While the developer has indicated a desire to create a new biotech campus, there are no definitive plans that have been provided with sufficient detail to incorporate into the five-year forecast. Nevertheless, the developer has expressed a genuine interest in developing the properties in the next five years.

- *Charter Square Redevelopment* – the property owner for Charter Square Shopping Center has proposed a mixed-use development on the site to include approximately 95 townhomes and up to 10,000 square feet of commercial retail space. The redevelopment of that site has not been assumed in the 5-year forecast as the plans are conceptual at the present time.
- *Foster City Marina* – the property owner of the land that is outside of the levee is proposing a mixed-use development to include a commercial and residential component comprising of a Marina (berths) / Harbormaster building including 214 boat slips with breakwater, 273 apartment units, 27,500 square feet of commercial uses, a public pier and access trail.. The development of that site has not been assumed in the 5-year forecast as the plans are conceptual at the present time.

Property Taxes

- Home sales volumes picked up over the last two years compared to the recessionary period from 2008 to 2012, but has not increased much in the past year. Commercial property values have increased to near their Proposition 13 basis, but there still exists several commercial property owners filing assessment appeals. Over $447 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of March 10, 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 1.45% for 2013 which is less 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 3.5% as of April 14, 2014. Given the state of the market, Proposition 13 increases, AV projections provided by the County Assessor's Office, and recent turnover in homes yielding higher AV, an increase of 2.8% in FY 2014-2015 is incorporated into the projections based upon FY 2012-2013 projected actual collections, less a $291,000 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; Triton Plaza (just completed); Pilgrim-Triton sites including Triton Pointe, the Waverly, and the Phase 4 property; the new Extended Stay Hotel (former Black Angus site); the Foster Square Development (City's former 15-acre site); and, Hillsdale/Gull redevelopment project area tax increment reverting back to taxing entities in FY 2016-2017. The recently approved Chess-Hatch development has been excluded from the projections until which time the developer of that site indicates that it has secured a long-term tenant and anticipates starting construction.
- The FY 2014-2015 revenue projections assume a $500,000 refund of excess Education Revenue Augmentation Funds (ERAF) refunds to the District based on 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 2014-2015.

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 have grown slowly, however negative adjustments expected from the Board of Equalization will reduce Sales Tax estimates to $3 million in FY 2014-2015, with 2% expected 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. Modest growth of 2% is expected in FY 2014-2015 and throughout the five-year forecast based upon current occupancy levels and increases in room rates. In addition, the assumptions include the development of the proposed Extended Stay Hotel on the site of the former Black Angus restaurant, for which the developer is currently in the process of obtaining the necessary permits to construct the hotel. It is assumed this hotel will come online by January 2016 with ~ 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

- Yields on the City's investment portfolio as of April 19, 2014 was 0.90%. Fixed investments continue to trade at or near all-time lows as the Fed continues to keep investment rates low. The daily yield on the City's LAIF deposits is at an all-time low of 0.23%. 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 $2.45 to $2.93 per ccf in FY 2014-2015, which will increase ratably to $4.41 per ccf by 2020. Under the District's 10-Year Rate Smoothing policy, and based upon the District's own analysis of existing reserves and projected future costs, the water rates proposed for FY 2014-2015 will increase fixed meter charges by 1.3% and the base consumption rate by 6%. The forecast assumes increases in fixed meter charges by 3.5%, and base consumption rate increases of 6%, from FY 2015-2016 through FY 2018-2019.

- Wastewater Rates – Wastewater rates assume a 2% increase in FY 2014-2015, and 1% increases in FY 2015-2016 through FY 2018-2019, based on currently known

operating and capital improvement projects. It is noted that the Estero Municipal Improvement District and the City of San Mateo are currently exploring capital improvement project estimates and financing options associated with the expansion of the Wastewater Treatment Plant that are currently estimated to exceed $440 million by 2025 (the District's portion is estimated to be about $100 million). Those significant capital costs are not included in the five-year forecast pending the evaluation of the capital improvement program and financing options being brought forward to the District Board and San Mateo's City Council at a future date.

State Budget

- The Governor's proposed State Budget issued in January 2014 projects a balanced budget and partial reinstatement of funding levels for education. The current budget proposals do 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 2.0 FTE's in FY 2014-2015. The Community Development Department is recommending the addition of one (1) Building Inspector to meet the demands anticipated from the significant number of construction projects in Foster City. This will be a limited-term position for three years. The Police Department is recommending the addition of one (1) Police Officer position that will be dedicated to crime prevention and community outreach previously provided by a Police Corporal position that was eliminated in FY 2009-2010.
- In addition to these full-time positions, the Fire Department is recommending sharing an Emergency Preparedness Coordinator position that would be hired by the City of San Mateo and Foster City would pay for 1/3 of the costs. This position would coordinate all the emergency services planning and efforts for the two cities. The City Clerk Department is recommending that a part-time Clerical Assistant position be added due to the increased workload and need for clerical support primarily in the staff and line departments in City Hall.
- 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 $400,000 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 $40 million by the end of the five-year forecast.

Employee Services

- An increase of 2.0 FTE's will be realized in FY 2014-2015 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 2018-2019. 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 (13 employees as of April 2014).
- Much of the City's workforce falls under collective bargaining agreements. The City has recently concluded discussions with all bargaining units and agreed to new successor agreements. The FCPOA and IAFF contracts expire 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 for FY 2014-2015.
- With respect to future compensation changes starting in FY 2015-2016, 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% 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 2015-2016 to FY 2018-2019 to reflect a more realistic picture of the City's anticipated fiscal results in future years. This expenditure savings is not included in FY 2014-2015 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, 2019

	Approved	Five Year Financial Plan					
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Governmental Fund Type Revenues						
Property taxes	$ 16,192,000	$ 17,910,000	$ 18,751,360	$ 19,665,400	$ 20,674,000	$ 21,356,300
Sales taxes	$ 3,451,000	$ 3,100,000	$ 3,162,000	$ 3,225,000	$ 3,290,000	$ 3,356,000
Transient occupancy taxes	$ 2,040,000	$ 2,070,000	$ 2,276,000	$ 2,483,000	$ 2,533,000	$ 2,584,000
Franchise taxes	$ 1,379,500	$ 1,159,000	$ 1,182,000	$ 1,206,000	$ 1,230,000	$ 1,255,000
Other taxes	$ 1,649,100	$ 1,657,000	$ 1,682,500	$ 1,721,600	$ 1,707,500	$ 1,702,400
Licenses and permits	$ 2,392,400	$ 2,894,700	$ 2,297,400	$ 2,219,600	$ 2,258,400	$ 2,090,800
Intergovernmental	$ 2,810,600	$ 3,289,500	$ 3,360,000	$ 3,220,000	$ 3,223,000	$ 3,226,000
Charges for current services	$ 1,965,500	$ 2,290,600	$ 1,903,600	$ 1,893,100	$ 1,926,900	$ 1,875,200
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 1,262,500	$ 1,245,100	$ 1,385,700	$ 1,430,400	$ 1,443,800	$ 1,463,700
Other	$ 4,487,050	$ 33,641,750	$ 6,890,250	$ 3,502,650	$ 2,224,650	$ 2,225,950
Proprietary Fund Type Revenues						
Sales & service charges	$ 16,592,000	$ 17,694,000	$ 18,403,000	$ 19,540,000	$ 20,255,000	$ 21,016,000
Connection fees	$ 392,200	$ 1,387,300	$ 200,300	$ 164,600	$ 164,600	$ -
Vehicle, equipment rental and other user charges	$ 5,776,203	$ 5,724,173	$ 5,799,000	$ 5,943,000	$ 6,091,000	$ 6,241,000
Interest and rentals	$ 1,070,000	$ 1,272,500	$ 1,262,500	$ 1,264,500	$ 1,273,500	$ 1,283,500
Other	$ 559,000	$ 79,250	$ 15,850	$ 15,850	$ 15,850	$ 15,850
Total Revenues	$ 62,019,053	$ 95,414,873	$ 68,571,460	$ 67,494,700	$ 68,311,200	$ 69,691,700
Expenditures (see attached)	$ 55,918,712	$ 75,010,073	$ 63,401,626	$ 67,157,079	$ 67,746,988	$ 75,310,825
Net revenues over (under) expenditures before transfers	$ 6,100,341	$ 20,404,800	$ 5,169,834	$ 337,621	$ 564,212	$ (5,619,125)
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 6,100,341	$ 20,404,800	$ 5,169,834	$ 337,621	$ 564,212	$ (5,619,125)
Opening Fund Balance	$ 87,494,739	$ 93,595,080	$ 113,999,880	$ 119,848,414	$ 120,888,635	$ 122,173,247
Ending Fund Balance	$ 93,595,080	$ 113,999,880	$ 119,169,714	$ 120,186,035	$ 121,452,847	$ 116,554,122

City of Foster City, California

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2019

Total By Expenditure	Approved	Five Year Financial Plan					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 29,199,326	$ 31,109,029	$ 32,268,989	$ 33,497,666	$ 34,408,200	$ 35,486,266
Supplies and other	$ 16,843,541	$ 24,060,777	$ 20,407,801	$ 20,732,475	$ 21,454,920	$ 22,904,894
Capital Improvement Projects	$ 2,113,000	$ 10,740,000	$ 2,305,000	$ 4,320,000	$ 3,085,000	$ 7,925,000
Capital Outlay	$ 1,929,861	$ 3,336,003	$ 2,544,000	$ 2,605,000	$ 2,667,000	$ 2,731,000
Total department expenses	$ 50,085,728	$ 69,245,809	$ 57,525,790	$ 61,155,141	$ 61,615,120	$ 69,047,160
Interdepartmental charges (credits)	$ 5,832,984	$ 5,764,264	$ 5,875,836	$ 6,001,938	$ 6,131,868	$ 6,263,665
Reallocations	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 55,918,712	$ 75,010,073	$ 63,401,626	$ 67,157,079	$ 67,746,988	$ 75,310,825

City of Foster City, California

General Fund

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Property taxes	$ 16,192,000	$ 17,910,000	$ 18,751,360	$ 19,665,400	$ 20,674,000	$ 21,356,300
Sales taxes	$ 3,451,000	$ 3,100,000	$ 3,162,000	$ 3,225,000	$ 3,290,000	$ 3,356,000
Transient occupancy taxes	$ 2,040,000	$ 2,070,000	$ 2,276,000	$ 2,483,000	$ 2,533,000	$ 2,584,000
Franchise taxes	$ 1,379,500	$ 1,159,000	$ 1,182,000	$ 1,206,000	$ 1,230,000	$ 1,255,000
Other taxes	$ 275,400	$ 271,600	$ 286,100	$ 313,200	$ 287,100	$ 270,000
Licenses and permits (recurring)	$ 1,254,400	$ 1,700,200	$ 1,978,900	$ 2,014,500	$ 2,053,300	$ 2,090,800
Licenses and permits (one-time / significant)	$ 1,138,000	$ 1,194,500	$ 318,500	$ 205,100	$ 205,100	$ -
Intergovernmental (Vehicle License Fees)	$ 2,460,000	$ 2,828,000	$ 2,828,000	$ 2,828,000	$ 2,828,000	$ 2,828,000
Charges for current services (recurring)	$ 1,773,500	$ 1,633,900	$ 1,666,500	$ 1,699,300	$ 1,733,100	$ 1,767,200
Charges for current services (one-time / significant)	$ 90,000	$ 548,700	$ 129,100	$ 85,800	$ 85,800	$ -
Interest and rentals	$ 977,000	$ 886,500	$ 892,000	$ 897,000	$ 902,000	$ 907,000
Other	$ 506,800	$ 426,500	$ 985,500	$ 378,500	$ 379,500	$ 380,500
Total Revenues	$ 31,537,600	$ 33,728,900	$ 34,455,960	$ 35,000,800	$ 36,200,900	$ 36,794,800
Projected Expenditures (see attached) (1)	$ 31,139,123	$ 32,873,607	$ 33,257,256	$ 34,427,215	$ 35,298,936	$ 36,334,112
Net revenues over (under) expenditures before transfers	$ 398,477	$ 855,293	$ 1,198,704	$ 573,585	$ 901,964	$ 460,688
Net Transfers In (Out)	$ (376,000)	$ (478,350)	$ (455,975)	$ (408,100)	$ (408,100)	$ (408,100)
Net Increase (Decrease) in Fund Balance	$ 22,477	$ 376,943	$ 742,729	$ 165,485	$ 493,864	$ 52,588
Opening Fund Balance	$ 20,944,523	$ 20,967,000	$ 21,343,943	$ 22,086,672	$ 22,252,157	$ 22,746,021
Ending Fund Balance	$ 20,967,000	$ 21,343,943	$ 22,086,672	$ 22,252,157	$ 22,746,021	$ 22,798,609

(1) - Expenditures for FY 2014-2015 represent budgeted appropriations; expenditures for FY 2015-2016 to FY 2018-2019 are projections.

City of Foster City, California

General Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 23,978,066	$ 25,744,269	$ 26,748,295	$ 27,791,479	$ 28,526,911	$ 29,425,509
Supplies and other	$ 5,140,160	$ 5,298,993	$ 5,310,473	$ 5,416,682	$ 5,525,016	$ 5,635,516
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 35,000	$ 40,000	$ -	$ -	$ -	$ -
Total department expenses	$ 29,153,226	$ 31,083,262	$ 32,058,768	$ 33,208,161	$ 34,051,927	$ 35,061,025
Interdepartmental charges (credits)	$ 4,165,999	$ 4,140,478	$ 4,223,288	$ 4,307,754	$ 4,393,909	$ 4,481,787
Reallocation	$ (2,180,102)	$ (2,350,133)	$ (2,346,100)	$ (2,386,100)	$ (2,426,500)	$ (2,467,200)
Net Expeditures	$ 31,139,123	$ 32,873,607	$ 33,935,956	$ 35,129,815	$ 36,019,336	$ 37,075,612
Less: Expected Expenditure Savings (2%)	$ -	$ -	$ (678,700)	$ (702,600)	$ (720,400)	$ (741,500)
Projected Expenditures	$ 31,139,123	$ 32,873,607	$ 33,257,256	$ 34,427,215	$ 35,298,936	$ 36,334,112

City of Foster City, California

Special Revenue Funds

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ 1,373,700	$ 1,385,400	$ 1,396,400	$ 1,408,400	$ 1,420,400	$ 1,432,400
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 325,600	$ 421,500	$ 492,000	$ 352,000	$ 355,000	$ 358,000
Charges for current services	$ 102,000	$ 108,000	$ 108,000	$ 108,000	$ 108,000	$ 108,000
Interest and rentals	$ 149,000	$ 149,600	$ 162,700	$ 158,400	$ 158,800	$ 165,700
Other	$ 2,861,000	$ 5,641,000	$ 98,000	$ 2,004,900	$ 725,900	$ 726,200
Total Revenues	$ 4,811,300	$ 7,705,500	$ 2,257,100	$ 4,031,700	$ 2,768,100	$ 2,790,300
Expenditures (see attached)	$ 2,713,620	$ 10,222,570	$ 3,044,445	$ 4,474,778	$ 2,455,886	$ 2,582,615
Net revenues over (under) expenditures before transfers	$ 2,097,680	$ (2,517,070)	$ (787,345)	$ (443,078)	$ 312,214	$ 207,685
Net Transfers In (Out)	$ (2,219,100)	$ 234,350	$ 11,975	$ (30,900)	$ 8,100	$ 8,100
Net Increase (Decrease) in Fund Balance	$ (121,420)	$ (2,282,720)	$ (775,370)	$ (473,978)	$ 320,314	$ 215,785
Opening Fund Balance	$ 9,487,700	$ 9,366,280	$ 7,083,560	$ 6,308,190	$ 5,834,212	$ 6,154,526
Ending Fund Balance	$ 9,366,280	$ 7,083,560	$ 6,308,190	$ 5,834,212	$ 6,154,526	$ 6,370,311

City of Foster City, California

Special Revenue Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 136,600	$ 197,000	$ 204,683	$ 212,666	$ 219,365	$ 226,275
Supplies and other	$ 340,600	$ 5,321,450	$ 518,650	$ 333,700	$ 340,400	$ 347,200
Capital Improvement Projects	$ 1,477,000	$ 3,860,000	$ 1,460,000	$ 3,050,000	$ 1,000,000	$ 1,095,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 1,954,200	$ 9,378,450	$ 2,183,333	$ 3,596,366	$ 1,559,765	$ 1,668,475
Interdepartmental charges (credits)	$ 9,720	$ 9,720	$ 10,012	$ 10,312	$ 10,621	$ 10,940
Reallocation	$ 749,700	$ 834,400	$ 851,100	$ 868,100	$ 885,500	$ 903,200
Net Expeditures	$ 2,713,620	$ 10,222,570	$ 3,044,445	$ 4,474,778	$ 2,455,886	$ 2,582,615

City of Foster City, California

Capital Improvements (City) Fund

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 25,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 119,000	$ 95,000	$ 97,000	$ 99,000	$ 101,000	$ 103,000
Other	$ 8,250	$ 138,250	$ 8,250	$ 8,250	$ 8,250	$ 8,250
Total Revenues	$ 152,250	$ 273,250	$ 145,250	$ 147,250	$ 149,250	$ 151,250
Expenditures (see attached)	$ 286,000	$ 930,000	$ 595,000	$ 900,000	$ 1,165,000	$ 1,030,000
Net revenues over (under) expenditures before transfers	$ (133,750)	$ (656,750)	$ (449,750)	$ (752,750)	$ (1,015,750)	$ (878,750)
Net Transfers In (Out)	$ 2,800,100	$ 449,000	$ 444,000	$ 439,000	$ 400,000	$ 400,000
Net Increase (Decrease) in Fund Balance	$ 2,666,350	$ (207,750)	$ (5,750)	$ (313,750)	$ (615,750)	$ (478,750)
Opening Fund Balance (Deficit)	$ 3,217,650	$ 5,884,000	$ 5,676,250	$ 5,670,500	$ 5,356,750	$ 4,741,000
Ending Fund Balance (Deficit)	$ 5,884,000	$ 5,676,250	$ 5,670,500	$ 5,356,750	$ 4,741,000	$ 4,262,250

City of Foster City, California

Capital Improvement (City) Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 286,000	$ 930,000	$ 595,000	$ 900,000	$ 1,165,000	$ 1,030,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 286,000	$ 930,000	$ 595,000	$ 900,000	$ 1,165,000	$ 1,030,000
Interdepartmental charges (credits)						
Information Services	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Services	$ -	$ -	$ -	$ -	$ -	$ -
Equipment Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Total Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 286,000	$ 930,000	$ 595,000	$ 900,000	$ 1,165,000	$ 1,030,000

City of Foster City, California

Capital Asset Acquisition and Replacement Fund

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 17,500	$ 114,000	$ 234,000	$ 276,000	$ 282,000	$ 288,000
Other	$ 1,111,000	$ 27,436,000	$ 5,798,500	$ 1,111,000	$ 1,111,000	$ 1,111,000
Total Revenues	$ 1,128,500	$ 27,550,000	$ 6,032,500	$ 1,387,000	$ 1,393,000	$ 1,399,000
Expenditures (see attached)	$ -	$ -	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ 1,128,500	$ 27,550,000	$ 6,032,500	$ 1,387,000	$ 1,393,000	$ 1,399,000
Net Transfers In (Out)	$ (205,000)	$ (205,000)	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 923,500	$ 27,345,000	$ 6,032,500	$ 1,387,000	$ 1,393,000	$ 1,399,000
Opening Fund Balance (Deficit)	$ 1,548,200	$ 2,471,700	$ 29,816,700	$ 35,849,200	$ 37,236,200	$ 38,629,200
Ending Fund Balance (Deficit)	$ 2,471,700	$ 29,816,700	$ 35,849,200	$ 37,236,200	$ 38,629,200	$ 40,028,200

City of Foster City, California

Capital Asset Acquisition and Replacement Fund Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
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, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ 10,034,000	$ 10,874,000	$ 11,447,000	$ 12,306,000	$ 12,949,000	$ 13,637,000
Connection fees	$ 171,900	$ 590,400	$ 100,300	$ 77,100	$ 77,100	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 120,000	$ 120,000	$ 99,000	$ 95,000	$ 97,000	$ 100,000
Other	$ 545,000	$ 38,000	$ -	$ -	$ -	$ -
Total Revenues	$ 10,870,900	$ 11,622,400	$ 11,646,300	$ 12,478,100	$ 13,123,100	$ 13,737,000
Expenditures (see attached)	$ 9,367,298	$ 10,742,176	$ 11,816,184	$ 12,153,384	$ 12,694,384	$ 13,957,384
Net revenues over (under) expenditures before transfers	$ 1,503,602	$ 880,224	$ (169,884)	$ 324,716	$ 428,716	$ (220,384)
Net Transfers In (Out)	$ (200,000)	$ (205,000)	$ (205,000)	$ (205,000)	$ (205,000)	$ (205,000)
Net Increase (Decrease) in Fund Balance	$ 1,303,602	$ 675,224	$ (374,884)	$ 119,716	$ 223,716	$ (425,384)
Opening Fund Balance	$ 2,890,898	$ 4,194,500	$ 4,869,724	$ 4,494,840	$ 4,614,556	$ 4,838,272
Ending Fund Balance	$ 4,194,500	$ 4,869,724	$ 4,494,840	$ 4,614,556	$ 4,838,272	$ 4,412,888

City of Foster City, California

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 1,486,000	$ 1,555,000	$ 1,612,000	$ 1,660,000	$ 1,710,000	$ 1,761,000
Supplies and other	$ 6,448,052	$ 7,651,072	$ 8,749,184	$ 9,010,384	$ 9,471,384	$ 10,653,384
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ 80,000	$ -	$ -	$ -	$ -
Total department expenses	$ 7,934,052	$ 9,286,072	$ 10,361,184	$ 10,670,384	$ 12,181,384	$ 414,384
Interdepartmental charges (credits)	$ 682,937	$ 660,337	$ 670,000	$ 686,000	$ 704,000	$ 722,000
Reallocation	$ 750,309	$ 795,767	$ 785,000	$ 797,000	$ 809,000	$ 821,000
Net Expeditures	$ 9,367,298	$ 10,742,176	$ 11,816,184	$ 12,153,384	$ 13,694,384	$ 957,384

City of Foster City, California

Water Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ -	$ 100,000	$ -	$ 370,000	$ 420,000	$ -
Net revenues over (under) expenditures before transfers	$ -	$ (100,000)	$ -	$ (370,000)	$ (420,000)	$ -
Net Transfers In (Out)	$ 200,000	$ 205,000	$ 205,000	$ 205,000	$ 205,000	$ 205,000
Net Increase (Decrease) in Fund Balance	$ 200,000	$ 105,000	$ 205,000	$ (165,000)	$ (215,000)	$ 205,000
Opening Fund Balance	$ 5,037,700	$ 5,237,700	$ 5,342,700	$ 5,547,700	$ 5,382,700	$ 5,167,700
Ending Fund Balance	$ 5,237,700	$ 5,342,700	$ 5,547,700	$ 5,382,700	$ 5,167,700	$ 5,372,700

City of Foster City, California

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ 100,000	$ -	$ 370,000	$ 420,000	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ -	$ 100,000	$ -	$ 370,000	$ 420,000	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ -	$ 100,000	$ -	$ 370,000	$ 420,000	$ -

City of Foster City, California

Water Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 211,037	$ 247,858	$ 254,000	$ 260,000	$ 267,000	$ 274,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 211,037	$ 247,858	$ 254,000	$ 260,000	$ 267,000	$ 274,000
Expenditures (see attached)	$ 8,300	$ 39,500	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Net revenues over (under) expenditures before transfers	$ 202,737	$ 208,358	$ 4,000	$ 10,000	$ 17,000	$ 24,000
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 202,737	$ 208,358	$ 4,000	$ 10,000	$ 17,000	$ 24,000
Opening Fund Balance	$ 1,062,863	$ 1,265,600	$ 1,473,958	$ 1,477,958	$ 1,487,958	$ 1,504,958
Ending Fund Balance	$ 1,265,600	$ 1,473,958	$ 1,477,958	$ 1,487,958	$ 1,504,958	$ 1,528,958

City of Foster City, California

Water Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 8,300	$ 39,500	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Total department expenses	$ 8,300	$ 39,500	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 8,300	$ 39,500	$ 250,000	$ 250,000	$ 250,000	$ 250,000

City of Foster City, California

Wastewater Collection System Operating Funds (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ 6,558,000	$ 6,820,000	$ 6,956,000	$ 7,234,000	$ 7,306,000	$ 7,379,000
Connection fees	$ 220,300	$ 796,900	$ 100,000	$ 87,500	$ 87,500	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 230,000	$ 260,000	$ 262,000	$ 264,000	$ 266,000	$ 268,000
Other	$ -	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Total Revenues	$ 7,008,300	$ 7,877,900	$ 7,319,000	$ 7,586,500	$ 7,660,500	$ 7,648,000
Expenditures (see attached)	$ 5,602,543	$ 6,554,419	$ 6,541,000	$ 6,690,000	$ 6,843,000	$ 6,999,000
Net revenues over (under) expenditures before transfers	$ 1,405,757	$ 1,323,481	$ 778,000	$ 896,500	$ 817,500	$ 649,000
Net Transfers In (Out)	$ (1,175,000)	$ (780,000)	$ (780,000)	$ (780,000)	$ (780,000)	$ (780,000)
Net Increase (Decrease) in Fund Balance	$ 230,757	$ 543,481	$ (2,000)	$ 116,500	$ 37,500	$ (131,000)
Opening Fund Balance	$ 1,710,043	$ 1,940,800	$ 2,484,281	$ 2,482,281	$ 2,598,781	$ 2,636,281
Ending Fund Balance	$ 1,940,800	$ 2,484,281	$ 2,482,281	$ 2,598,781	$ 2,636,281	$ 2,505,281

City of Foster City, California

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 1,558,500	$ 1,601,200	$ 1,614,000	$ 1,662,000	$ 1,712,000	$ 1,763,000
Supplies and other	$ 2,561,000	$ 3,419,850	$ 3,389,000	$ 3,458,000	$ 3,529,000	$ 3,602,000
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 4,119,500	$ 5,021,050	$ 5,003,000	$ 5,120,000	$ 5,241,000	$ 5,365,000
Interdepartmental charges (credits)	$ 802,950	$ 813,403	$ 828,000	$ 849,000	$ 870,000	$ 891,000
Reallocation	$ 680,093	$ 719,966	$ 710,000	$ 721,000	$ 732,000	$ 743,000
Net Expeditures	$ 5,602,543	$ 6,554,419	$ 6,541,000	$ 6,690,000	$ 6,843,000	$ 6,999,000

City of Foster City, California

Wastewater Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 350,000	$ 5,850,000	$ 250,000	$ -	$ 500,000	$ 5,800,000
Net revenues over (under) expenditures before transfers	$ (350,000)	$ (5,850,000)	$ (250,000)	$ -	$ (500,000)	$ (5,800,000)
Net Transfers In (Out)	$ 1,175,000	$ 780,000	$ 780,000	$ 780,000	$ 780,000	$ 780,000
Net Increase (Decrease) in Fund Balance	$ 825,000	$ (5,070,000)	$ 530,000	$ 780,000	$ 280,000	$ (5,020,000)
Opening Fund Balance	$ 10,533,800	$ 11,358,800	$ 6,288,800	$ 6,818,800	$ 7,598,800	$ 7,878,800
Ending Fund Balance	$ 11,358,800	$ 6,288,800	$ 6,818,800	$ 7,598,800	$ 7,878,800	$ 2,858,800

City of Foster City, California

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 350,000	$ 5,850,000	$ 250,000	$ -	$ 500,000	$ 5,800,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 350,000	$ 5,850,000	$ 250,000	$ -	$ 500,000	$ 5,800,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 350,000	$ 5,850,000	$ 250,000	$ -	$ 500,000	$ 5,800,000

City of Foster City, California

Wastewater Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 275,058	$ 276,319	$ 283,000	$ 290,000	$ 297,000	$ 304,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 275,058	$ 276,319	$ 283,000	$ 290,000	$ 297,000	$ 304,000
Expenditures (see attached)	$ 753,205	$ 245,205	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Net revenues over (under) expenditures before transfers	$ (478,147)	$ 31,114	$ 8,000	$ 15,000	$ 22,000	$ 29,000
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ (478,147)	$ 31,114	$ 8,000	$ 15,000	$ 22,000	$ 29,000
Opening Fund Balance	$ 2,593,947	$ 2,115,800	$ 2,146,914	$ 2,154,914	$ 2,169,914	$ 2,191,914
Ending Fund Balance	$ 2,115,800	$ 2,146,914	$ 2,154,914	$ 2,169,914	$ 2,191,914	$ 2,220,914

City of Foster City, California

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 753,205	$ 245,205	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Total department expenses	$ 753,205	$ 245,205	$ 275,000	$ 275,000	$ 275,000	$ 275,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 753,205	$ 245,205	$ 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, 2019

	Approved	Five Year Financial Plan					
Revenues by Source:	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -	
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -	
Vehicle, equipment rental and other user charges	$ 5,290,108	$ 5,199,996	$ 5,262,000	$ 5,393,000	$ 5,527,000	$ 5,663,000	
Interest and rentals	$ 720,000	$ 892,500	$ 901,500	$ 905,500	$ 910,500	$ 915,500	
Other	$ 14,000	$ 40,250	$ 14,850	$ 14,850	$ 14,850	$ 14,850	
Total Revenues	$ 6,024,108	$ 6,132,746	$ 6,178,350	$ 6,313,350	$ 6,452,350	$ 6,593,350	
Expenditures (see attached)	$ 5,698,623	$ 7,452,596	$ 6,694,041	$ 6,914,102	$ 7,124,382	$ 7,341,214	
Net revenues over (under) expenditures before transfers	$ 325,485	$ (1,319,850)	$ (515,691)	$ (600,752)	$ (672,032)	$ (747,864)	
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -	
Net Increase (Decrease) in Fund Balance	$ 325,485	$ (1,319,850)	$ (515,691)	$ (600,752)	$ (672,032)	$ (747,864)	
Opening Fund Balance	$ 28,467,415	$ 28,792,900	$ 27,473,050	$ 26,957,359	$ 26,356,607	$ 25,684,575	
Ending Fund Balance	$ 28,792,900	$ 27,473,050	$ 26,957,359	$ 26,356,607	$ 25,684,575	$ 24,936,711	

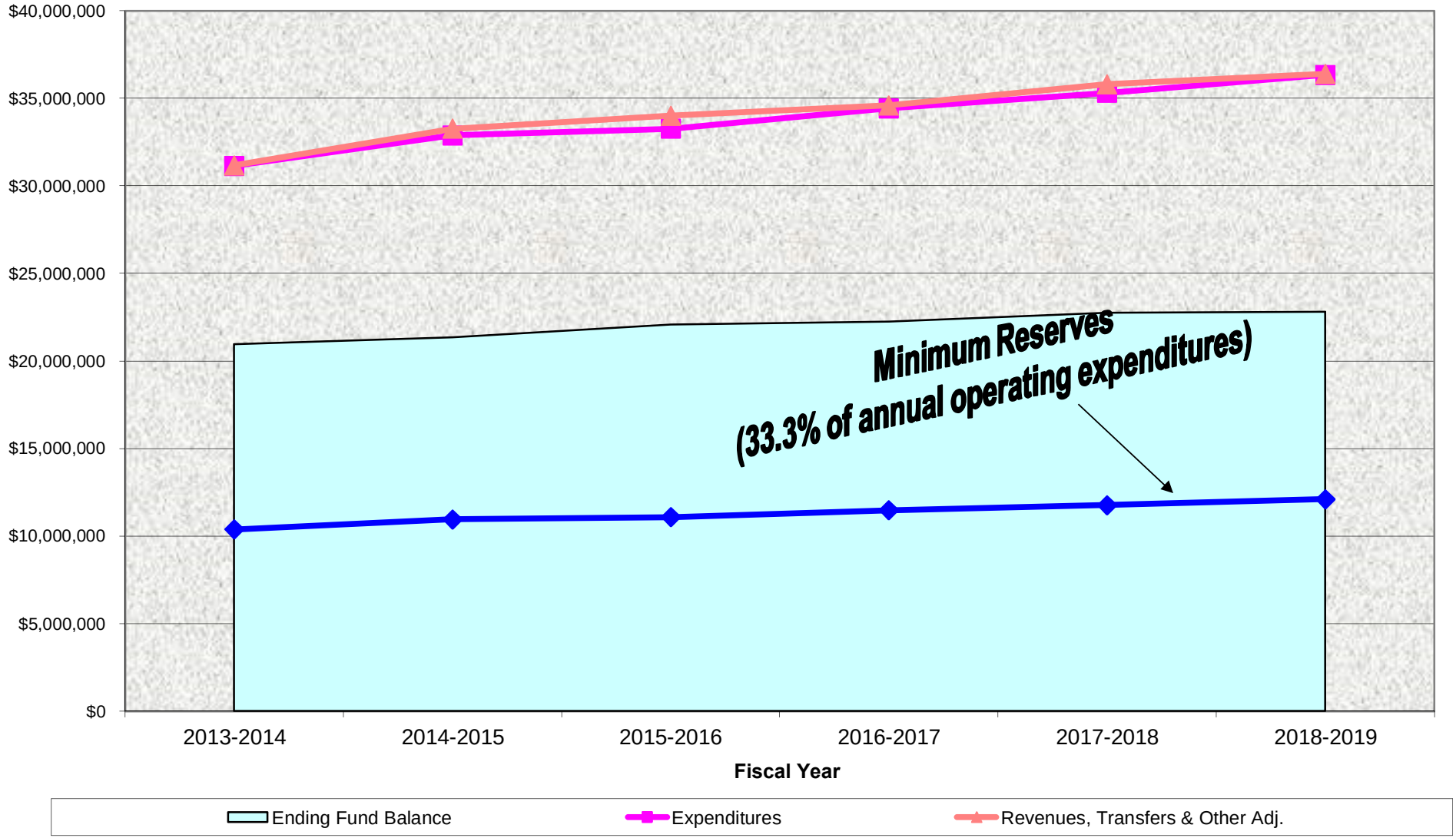
City of Foster City, California

Internal Service Funds Expenditures Detail

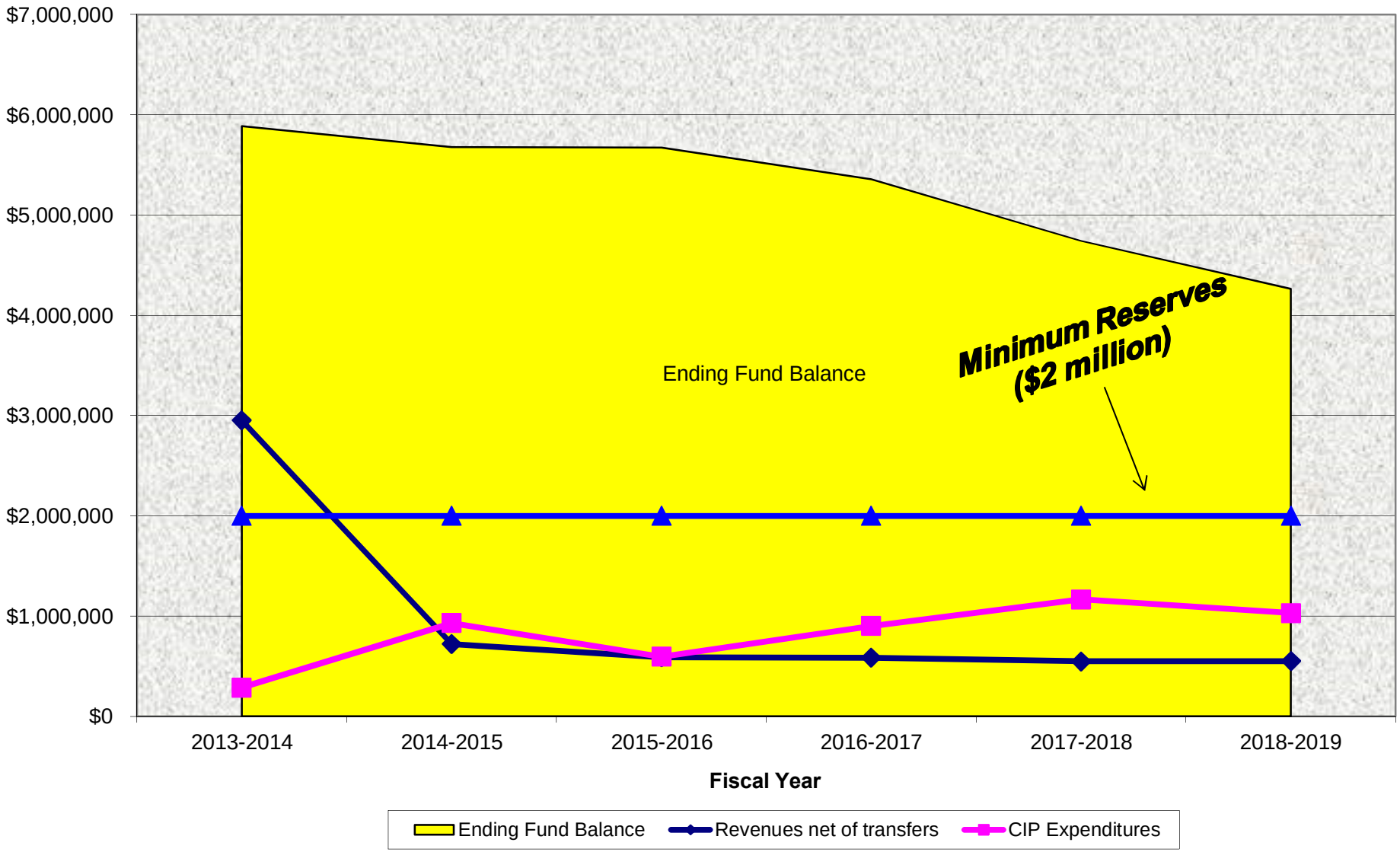
Five Year Financial Plan for the Years Ended June 30, 2019

	Approved	Five Year Financial Plan				
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Department Expenses						
Employee Services	$ 2,040,160	$ 2,011,560	$ 2,090,011	$ 2,171,521	$ 2,239,924	$ 2,310,482
Supplies and other	$ 2,353,729	$ 2,369,412	$ 2,440,494	$ 2,513,709	$ 2,589,120	$ 2,666,794
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 1,133,356	$ 2,931,298	$ 2,019,000	$ 2,080,000	$ 2,142,000	$ 2,206,000
Total department expenses	$ 5,527,245	$ 7,312,270	$ 6,549,505	$ 6,765,230	$ 6,971,044	$ 7,183,276
Interdepartmental charges (credits)	$ 171,378	$ 140,326	$ 144,536	$ 148,872	$ 153,338	$ 157,938
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 5,698,623	$ 7,452,596	$ 6,694,041	$ 6,914,102	$ 7,124,382	$ 7,341,214

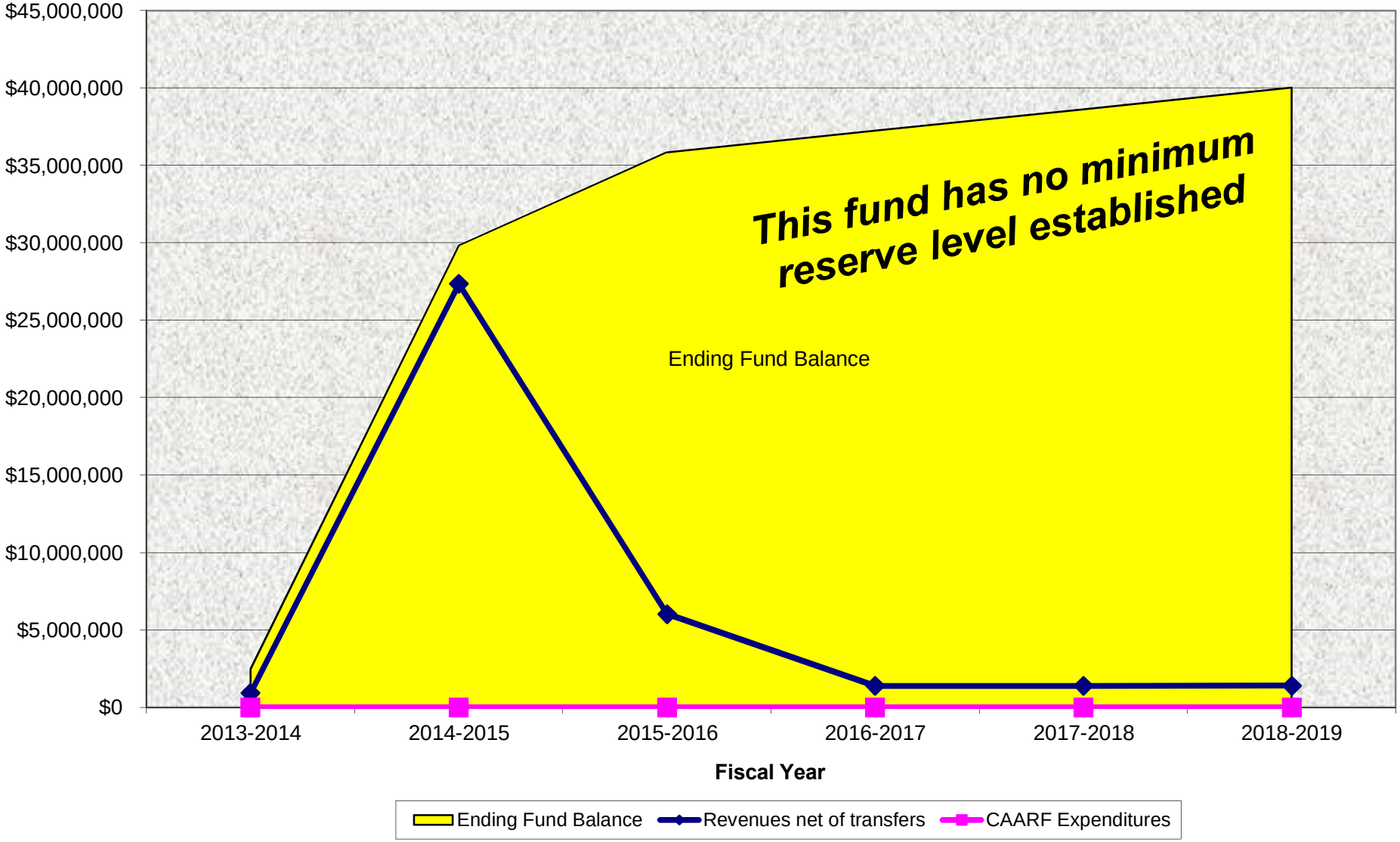
City of Foster City General Fund
(Forecast Based on Budgeted Revenues / Expenditures)



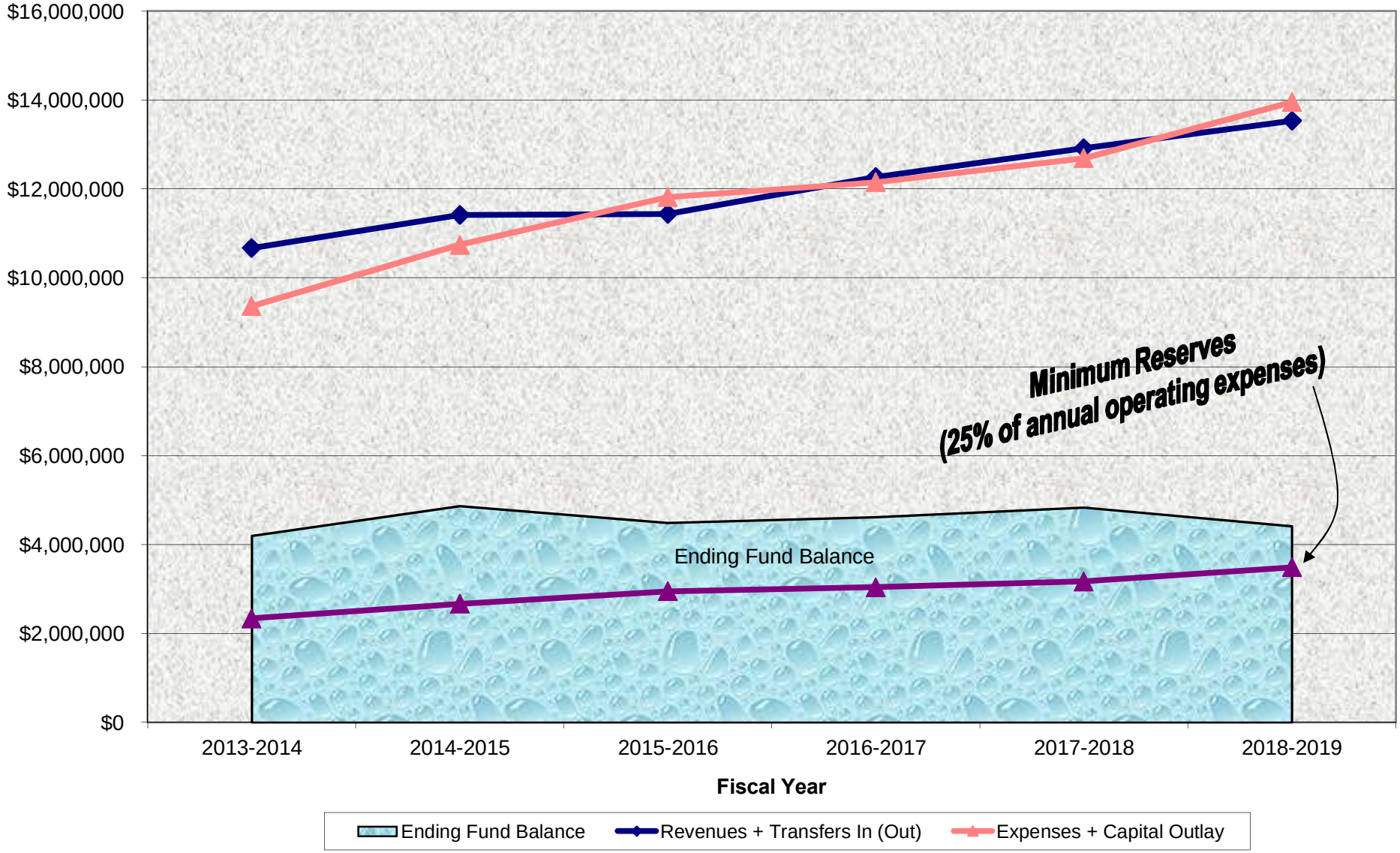
City of Foster City Capital Improvement Fund



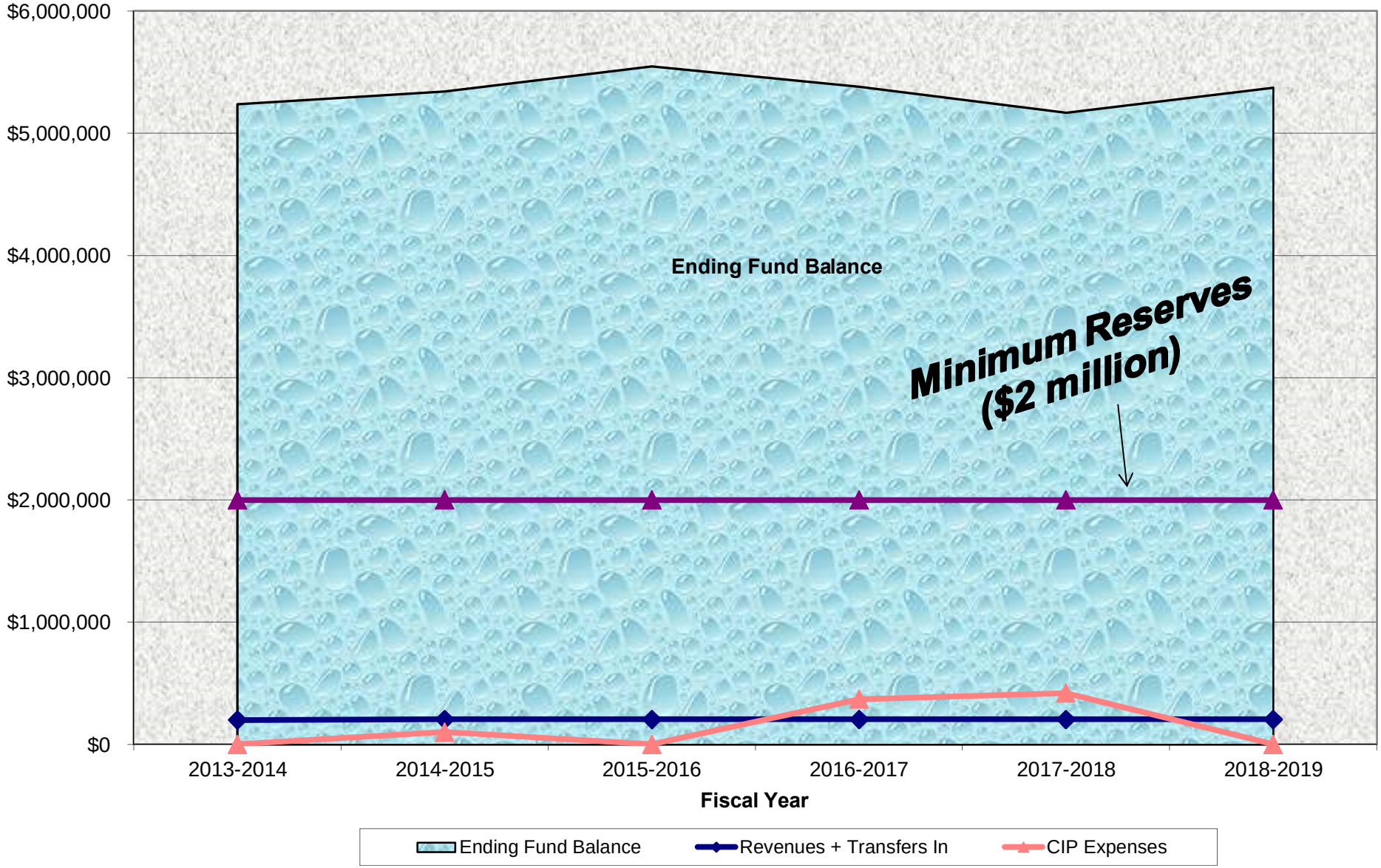
City of Foster City Capital Asset Acquisition and Replacement Funds



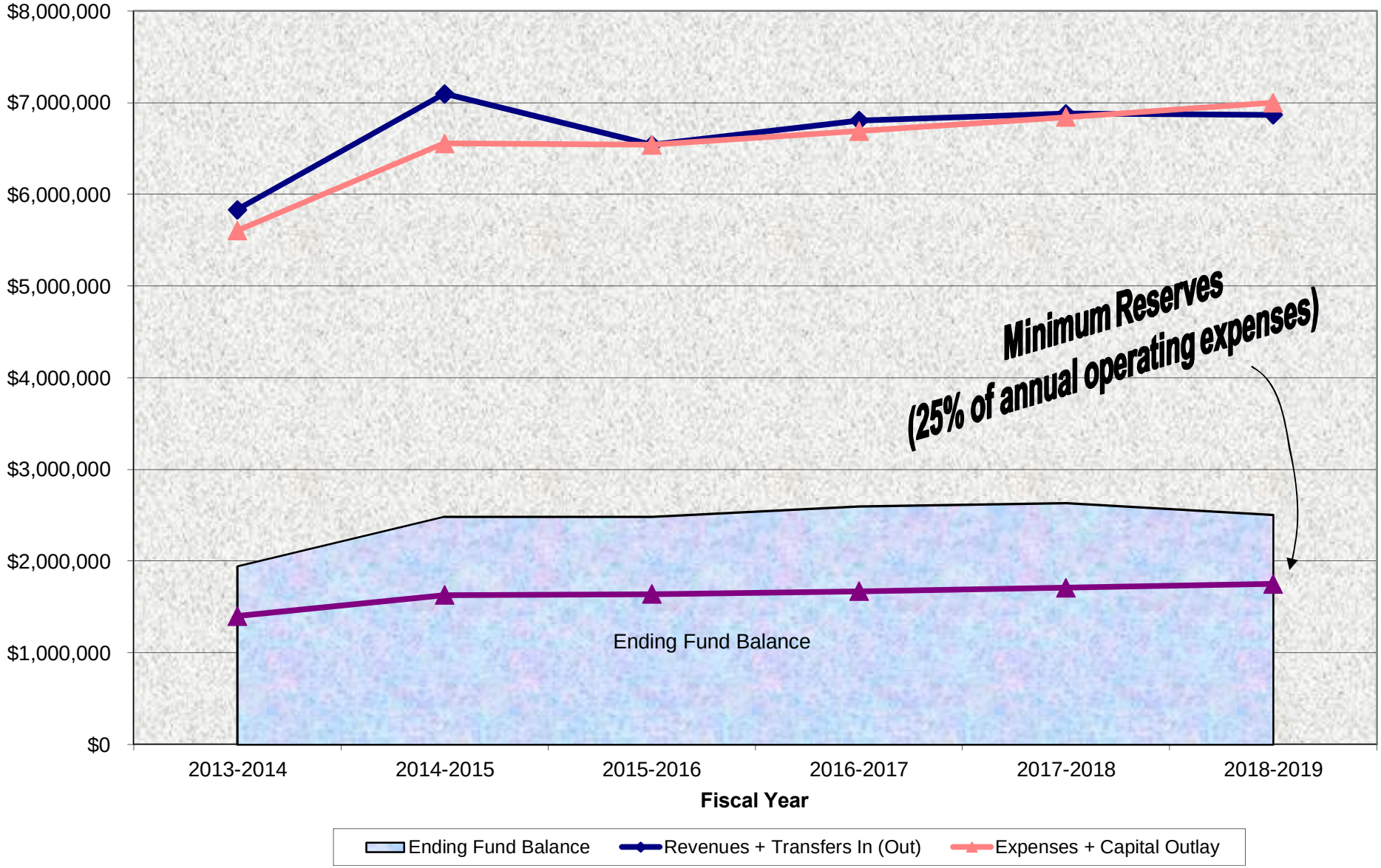
Estero Municipal Improvement District
Water Operating Funds



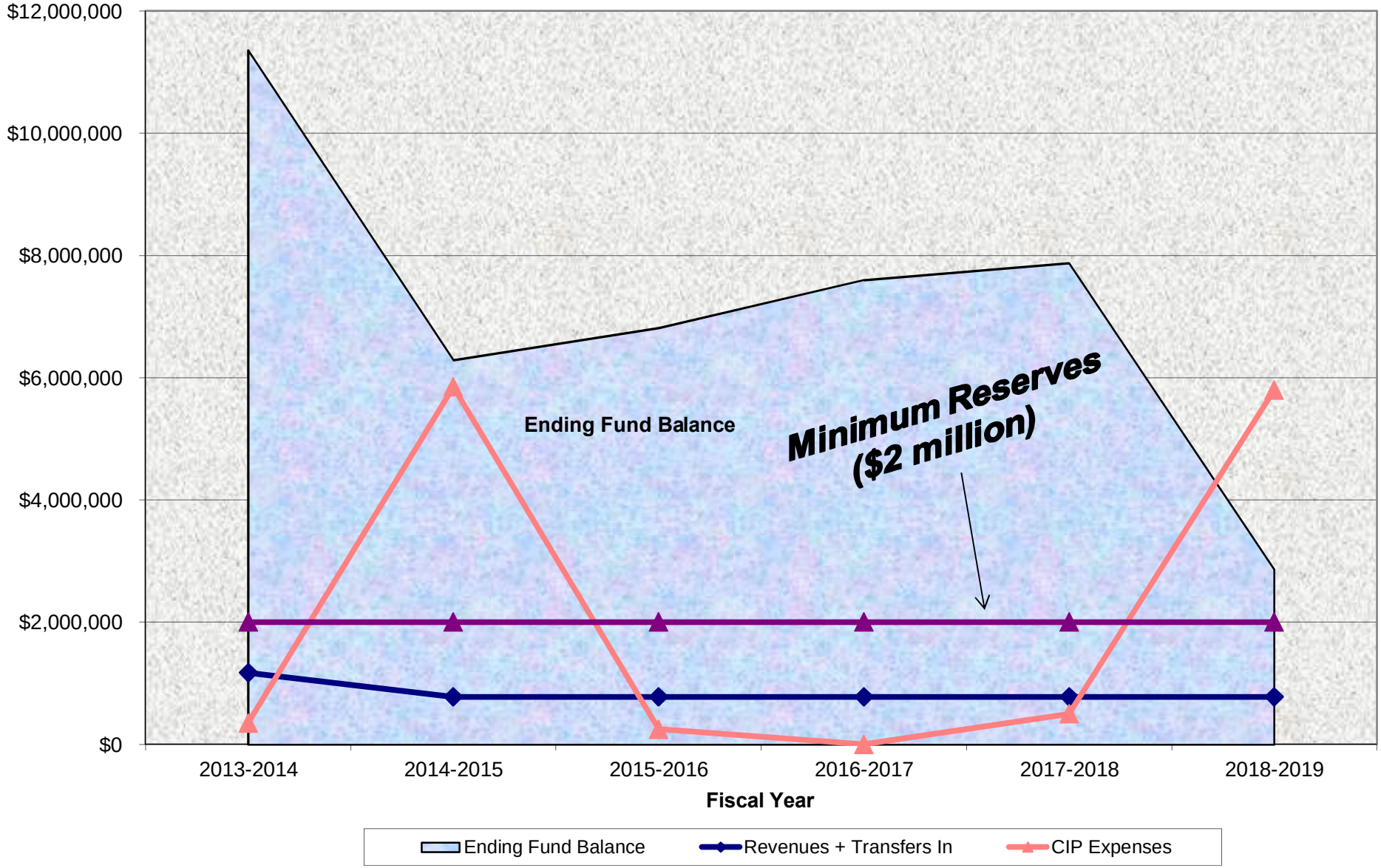
Estero Municipal Improvement District
Water Capital Improvement Project Funds



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, 2015

AMENDED FINAL BUDGET

Fund		Available July 1, 2014	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2015
General Funds											
001	General - City	**$ 20,967,000**	$ 13,746,900	$ 205,000	$ 1,038,203	**$ 33,880,697**	$ 12,536,754	$ -	**$ 12,536,754**	**$ 376,943**	**$ 21,343,943**
002	General - District	**$ -**	$ 18,536,000	$ -	$ -	**$ 18,536,000**	$ 18,536,000	$ -	**$ 18,536,000**	**$ -**	**$ -**
003	Special Recreation	**$ -**	$ 1,446,000	$ 354,853	$ -	**$ 1,800,853**	$ 1,800,853	$ -	**$ 1,800,853**	**$ -**	**$ -**
Subtotal General Funds		**$ 20,967,000**	$ 33,728,900	$ 559,853	$ 1,038,203	**$ 54,217,550**	$ 32,873,607	$ -	**$ 32,873,607**	**$ 376,943**	**$ 21,343,943**
Special Revenue Funds											
101	Traffic Safety	**$ -**	$ 146,000	$ -	$ -	**$ 146,000**	$ 146,000	$ -	**$ 146,000**	**$ -**	**$ -**
102	Measure A	**$ 2,811,800**	$ 602,000	$ -	$ -	**$ 3,413,800**	$ -	$ 900,000	**$ 900,000**	**$ (298,000)**	**$ 2,513,800**
103	Gas Tax (2103, 2105-2107.5)	**$ 1,189,200**	$ 817,900	$ -	$ -	**$ 2,007,100**	$ 688,400	$ -	**$ 688,400**	**$ 129,500**	**$ 1,318,700**
104	Park In-Lieu Fees	**$ 314,000**	$ 4,095,600	$ -	$ -	**$ 4,409,600**	$ -	$ 2,860,000	**$ 2,860,000**	**$ 1,235,600**	**$ 1,549,600**
105	Measure M	**$ 55,100**	$ 100,000	$ -	$ -	**$ 155,100**	$ -	$ 100,000	**$ 100,000**	**$ -**	**$ 55,100**
108	SLESF/COPS Grant	**$ -**	$ 100,000	$ -	$ -	**$ 100,000**	$ 100,000	$ -	**$ 100,000**	**$ -**	**$ -**
112	CLEEP Grant	**$ 8,000**	$ -	$ -	$ -	**$ 8,000**	$ -	$ -	**$ -**	**$ -**	**$ 8,000**
114	CalOpps.org	**$ 242,480**	$ 110,000	$ -	$ -	**$ 352,480**	$ 180,620	$ -	**$ 180,620**	**$ (70,620)**	**$ 171,860**
116	Foster City Foundation	**$ 12,700**	$ 59,000	$ -	$ 49,000	**$ 22,700**	$ -		**$ -**	**$ 10,000**	**$ 22,700**
122	Low- and Moderate-Income Housing Fund	**$ 1,450,000**	$ 114,500	$ -	$ -	**$ 1,564,500**	$ 138,700	$ -	**$ 138,700**	**$ (24,200)**	**$ 1,425,800**
123	Day Time Shuttle Fund	**$ -**	$ 75,500	$ 25,250	$ -	**$ 100,750**	$ 100,750	$ -	**$ 100,750**	**$ -**	**$ -**
124	City Affordable Housing Fund	**$ 3,283,000**	$ 1,485,000	$ -	$ -	**$ 4,768,000**	$ 4,750,000	$ -	**$ 4,750,000**	**$ (3,265,000)**	**$ 18,000**
125	Sustainable Foster City Fund	**$ -**	$ -	$ 258,100	$ -	**$ 258,100**	$ 258,100	$ -	**$ 258,100**	**$ -**	**$ -**
Subtotal Special Revenue Funds		**$ 9,366,280**	$ 7,705,500	$ 283,350	$ 49,000	**$ 17,306,130**	$ 6,362,570	$ 3,860,000	**$ 10,222,570**	**$ (2,282,720)**	**$ 7,083,560**
Capital Projects Funds											
301	Capital Investment - City	**$ 5,884,000**	$ 273,250	$ 449,000	$ -	**$ 6,606,250**	$ -	$ 930,000	**$ 930,000**	**$ (207,750)**	**$ 5,676,250**
326	Capital Asset Acquisition and Replacement Fund	**$ 2,471,700**	$ 27,550,000	$ -	$ 205,000	**$ 29,816,700**	$ -	$ -	**$ -**	**$ 27,345,000**	**$ 29,816,700**
Subtotal Capital Projects Funds		**$ 8,355,700**	$ 27,823,250	$ 449,000	$ 205,000	**$ 36,422,950**	$ -	$ 930,000	**$ 930,000**	**$ 27,137,250**	**$ 35,492,950**

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CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2015

(Continued from previous page)

AMENDED FINAL BUDGET

Fund		Available July 1, 2014	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2015
Enterprise Funds											
Water Funds											
401	Water Revenue	**$ 1,702,700**	$ 11,622,400	$ -	$ 383,200	**$ 12,941,900**	$ 10,742,176	$ -	**$ 10,742,176**	**$ 497,024**	**$ 2,199,724**
402	Water Reserve	**$ 2,491,800**	$ -	$ 178,200	$ -	**$ 2,670,000**	$ -	$ -	**$ -**	**$ 178,200**	**$ 2,670,000**
405	Capital Investment - Water	**$ 5,237,700**	$ -	$ 205,000	$ -	**$ 5,442,700**	$ -	$ 100,000	**$ 100,000**	**$ 105,000**	**$ 5,342,700**
407	Water Equipment Replacement	**$ 1,265,600**	$ 247,858	$ -	$ -	**$ 1,513,458**	$ 39,500	$ -	**$ 39,500**	**$ 208,358**	**$ 1,473,958**
Subtotal Water Funds		**$ 10,697,800**	$ 11,870,258	$ 383,200	$ 383,200	**$ 22,568,058**	$ 10,781,676	$ 100,000	**$ 10,881,676**	**$ 988,582**	**$ 11,686,382**
Wastewater Funds											
451	Wastewater Revenue	**$ 526,800**	$ 7,876,900	$ 14,400	$ 969,400	**$ 7,448,700**	$ 6,554,419	$ -	**$ 6,554,419**	**$ 367,481**	**$ 894,281**
452	Wastewater Reserve	**$ 1,400,600**	$ -	$ 189,400	$ -	**$ 1,590,000**	$ -	$ -	**$ -**	**$ 189,400**	**$ 1,590,000**
455	Capital Investment - Wastewater	**$ 11,358,800**	$ -	$ 780,000	$ -	**$ 12,138,800**	$ -	$ 5,850,000	**$ 5,850,000**	**$ (5,070,000)**	**$ 6,288,800**
456	Wastewater Expansion	**$ 13,400**	$ 1,000	$ -	$ 14,400	**$ -**	$ -	$ -	**$ -**	**$ (13,400)**	**$ -**
457	Wastewater Equipment Replacement	**$ 2,115,800**	$ 276,319	$ -	$ -	**$ 2,392,119**	$ 245,205	$ -	**$ 245,205**	**$ 31,114**	**$ 2,146,914**
Subtotal Wastewater Funds		**$ 15,415,400**	$ 8,154,219	$ 983,800	$ 983,800	**$ 23,569,619**	$ 6,799,624	$ 5,850,000	**$ 12,649,624**	**$ (4,495,405)**	**$ 10,919,995**
Subtotal Enterprise Funds		**$ 26,113,200**	$ 20,024,477	$ 1,367,000	$ 1,367,000	**$ 46,137,677**	$ 17,581,300	$ 5,950,000	**$ 23,531,300**	**$ (3,506,823)**	**$ 22,606,377**
Internal Service Funds											
501	Vehicle Replacement	**$ 6,041,600**	$ 1,539,593	$ -	$ -	**$ 7,581,193**	$ 2,620,712	$ -	**$ 2,620,712**	**$ (1,081,119)**	**$ 4,960,481**
502	Equipment Replacement	**$ 5,371,000**	$ 470,915	$ -	$ -	**$ 5,841,915**	$ 323,900	$ -	**$ 323,900**	**$ 147,015**	**$ 5,518,015**
503	Self-Insurance	**$ 1,163,600**	$ 282,000	$ -	$ -	**$ 1,445,600**	$ 406,629	$ -	**$ 406,629**	**$ (124,629)**	**$ 1,038,971**
504	Information Technology	**$ 2,950,900**	$ 1,388,201	$ -	$ -	**$ 4,339,101**	$ 1,645,176	$ -	**$ 1,645,176**	**$ (256,975)**	**$ 2,693,925**
505	Building Maintenance	**$ 2,081,000**	$ 1,671,637	$ -	$ -	**$ 3,752,637**	$ 1,918,179	$ -	**$ 1,918,179**	**$ (246,542)**	**$ 1,834,458**
507	Longevity Recognition Benefits	**$ 2,857,400**	$ 227,100	$ -	$ -	**$ 3,084,500**	$ 115,000	$ -	**$ 115,000**	**$ 112,100**	**$ 2,969,500**
508	PEMHCA Benefits Plan	**$ 6,172,600**	$ 480,400	$ -	$ -	**$ 6,653,000**	$ 123,000	$ -	**$ 123,000**	**$ 357,400**	**$ 6,530,000**
509	Compensated Absences	**$ 2,154,800**	$ 72,900	$ -	$ -	**$ 2,227,700**	$ 300,000	$ -	**$ 300,000**	**$ (227,100)**	**$ 1,927,700**
Subtotal Internal Service Funds		**$ 28,792,900**	$ 6,132,746	$ -	$ -	**$ 34,925,646**	$ 7,452,596	$ -	**$ 7,452,596**	**$ (1,319,850)**	**$ 27,473,050**
Total All Funds		**$ 93,595,080**	**$ 95,414,873**	**$ 2,659,203**	**$ 2,659,203**	**$ 189,009,953**	**$ 64,270,073**	**$ 10,740,000**	**$ 75,010,073**	**$ 20,404,800**	**$ 113,999,880**

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2015

	2013-2014 Approved	2013-2014 Projected	2014-2015 Budget
General Fund			
City			
Sales taxes	$ 3,451,000	$ 2,988,000	$ 3,100,000
Transient occupancy taxes	$ 2,040,000	$ 2,001,000	$ 2,070,000
Franchise taxes	$ 1,379,500	$ 1,226,000	$ 1,159,000
Real property transfer	$ 275,400	$ 300,000	$ 271,600
Licenses and permits	$ 2,392,400	$ 1,950,000	$ 2,894,700
Motor vehicle in-lieu	$ 2,360,000	$ 2,787,537	$ 2,728,000
Charges for current services	$ 573,000	$ 615,000	$ 990,600
Fines and forfeitures	$ 57,000	$ 57,000	$ 60,000
Interest	$ 174,000	$ 105,000	$ 106,500
Other	$ 449,800	$ 367,488	$ 366,500
General Fund (City) Subtotal	$ 13,152,100	$ 12,397,025	$ 13,746,900
District			
Property Taxes	$ 16,192,000	$ 17,355,000	$ 17,410,000
Excess ERAF	$ -	$ 1,334,402	$ 500,000
Intergovernmental	$ 100,000	$ 101,000	$ 100,000
Rentals	$ 467,000	$ 456,687	$ 472,000
Interest	$ 64,000	$ 72,000	$ 54,000
General Fund (District) Subtotal	$ 16,823,000	$ 19,319,089	$ 18,536,000
Special Recreation			
Program Revenues	$ 1,290,500	$ 1,070,000	$ 1,192,000
Rents and Concessions	$ 272,000	$ 260,000	$ 254,000
Interest	$ -	$ 1,100	$ -
General Fund (Special Recreation) Subtotal	$ 1,562,500	$ 1,331,100	$ 1,446,000
total general fund	$ 31,537,600	$ 33,047,214	$ 33,728,900

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2015

(Continued from previous page)

	2013-2014 Approved	2013-2014 Projected	2014-2015 Budget
Special Revenue Funds			
Traffic Safety			
Vehicle Code Fines	$ 130,000	$ 138,000	$ 146,000
Interest	$ -	$ -	$ -
Traffic Safety Subtotal	$ 130,000	$ 138,000	$ 146,000
Measure A			
Sales Tax	$ 560,000	$ 578,000	$ 574,000
Special Fund Reimbursement	$ -	$ 631,421	$ -
Interest	$ 27,000	$ 27,000	$ 28,000
Measure A Subtotal	$ 587,000	$ 1,236,421	$ 602,000
Gas Tax (2105 - 2107.5; 2013 Gas Tax Swap)			
Gas Tax (2105-2107.5)	$ 419,700	$ 482,000	$ 488,400
Gas Tax (2103)	$ 394,000	$ 422,000	$ 323,000
Interest	$ 7,300	$ 6,800	$ 6,500
Gax Tax (2105-2107.5; 2103 Gas Tax Swap) Subtotal	$ 821,000	$ 910,800	$ 817,900
Park In-Lieu Fees			
Developer Fees	$ 2,775,000	$ 3,289,634	$ 4,088,000
Interest	$ -	$ 7,000	$ 7,600
Park In-Lieu Fees Subtotal	$ 2,775,000	$ 3,296,634	$ 4,095,600
Measure M			
Vehicle License Fees	$ 95,600	$ 102,434	$ 100,000
Measure M Subtotal	$ 95,600	$ 102,434	$ 100,000
SLESF/COPS Grant			
Grant	$ 100,000	$ 100,000	$ 100,000
SLESF/COPS Subtotal	$ 100,000	$ 100,000	$ 100,000
CalOpps.org			
Fees for Services	$ 102,000	$ 108,000	$ 108,000
Interest	$ 2,000	$ 2,000	$ 2,000
CalOpps.org Subtotal	$ 104,000	$ 110,000	$ 110,000
Foster City Foundation			
Grants and Donations	$ 59,000	$ 100,000	$ 59,000
Foster City Foundation Subtotal	$ 59,000	$ 100,000	$ 59,000

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2015

(Continued from previous page)

	2013-2014 Approved	2013-2014 Projected	2014-2015 Budget
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayments	$ 27,000	$ 101,500	$ 44,000
Rentals	$ 77,300	$ 63,790	$ 60,900
Sale of Real Property	$ -	$ 790,000	$ -
Interest	$ -	$ 6,500	$ 9,600
LMIHF Fund Subtotal	$ 104,300	$ 961,790	$ 114,500
Day Time Shuttle Fund			
Grants	$ -	$ -	$ 75,500
Day Time Shuttle Fund Subtotal	$ -	$ -	$ 75,500
City Affordable Housing Fund			
Contribution from Developer	$ -	$ -	$ 1,450,000
Interest	$ 35,000	$ 28,000	$ 35,000
Sustainable Foster City Fund Subtotal	$ 35,000	$ 28,000	$ 1,485,000
Sustainable Foster City Fund			
Other	$ -	$ 207,679	$ -
Interest	$ -	$ 800	$ -
Sustainable Foster City Fund Subtotal	$ -	$ 208,479	$ -
total special revenue funds	$ 4,810,900	$ 7,192,558	$ 7,705,500
Capital Projects Fund			
City			
Intergovernmental	$ 25,000	$ 465,732	$ 40,000
Interest	$ 119,000	$ 103,000	$ 95,000
Other	$ 8,250	$ 68,250	$ 138,250
City Capital Projects Subtotal	$ 152,250	$ 636,982	$ 273,250
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	$ -	$ -	$ 25,500,000
Loans Receivable Payments	$ 1,111,000	$ 1,111,000	$ 1,936,000
Interest	$ 17,500	$ 17,500	$ 114,000
Capital Asset Acquisition and Replacement Subtotal	$ 1,128,500	$ 1,128,500	$ 27,550,000
total capital projects fund	$ 1,280,750	$ 1,765,482	$ 27,823,250

(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2015

(Continued from previous page)

	2013-2014 Approved	2013-2014 Projected	2014-2015 Budget
Enterprise Funds			
Water Revenue			
User Charges	$ 10,034,000	$ 10,630,000	$ 10,874,000
Connection Fees	$ 171,900	$ 12,300	$ 590,400
Interest	$ 120,000	$ 92,000	$ 120,000
Sustainability Fund Revenues	$ 545,000	$ 73,831	$ 38,000
	$ 10,870,900	$ 10,808,131	$ 11,622,400
Water Equipment Replacement			
Equipment Rental	$ 211,037	$ 211,037	$ 247,858
	$ 211,037	$ 211,037	$ 247,858
Wastewater Revenue			
User Charges	$ 6,558,000	$ 6,990,000	$ 6,820,000
Connection Fees	$ 220,300	$ 119,400	$ 796,900
Interest	$ 230,000	$ 153,000	$ 260,000
	$ 7,008,300	$ 7,262,400	$ 7,876,900
Wastewater Expansion			
Other	$ 4,400	$ 4,450	$ 1,000
	$ 4,400	$ 4,450	$ 1,000
Wastewater Equipment Replacement			
Equipment Rental	$ 275,058	$ 275,058	$ 276,319
	$ 275,058	$ 275,058	$ 276,319
total enterprise funds	$ 18,369,695	$ 18,561,076	$ 20,024,477

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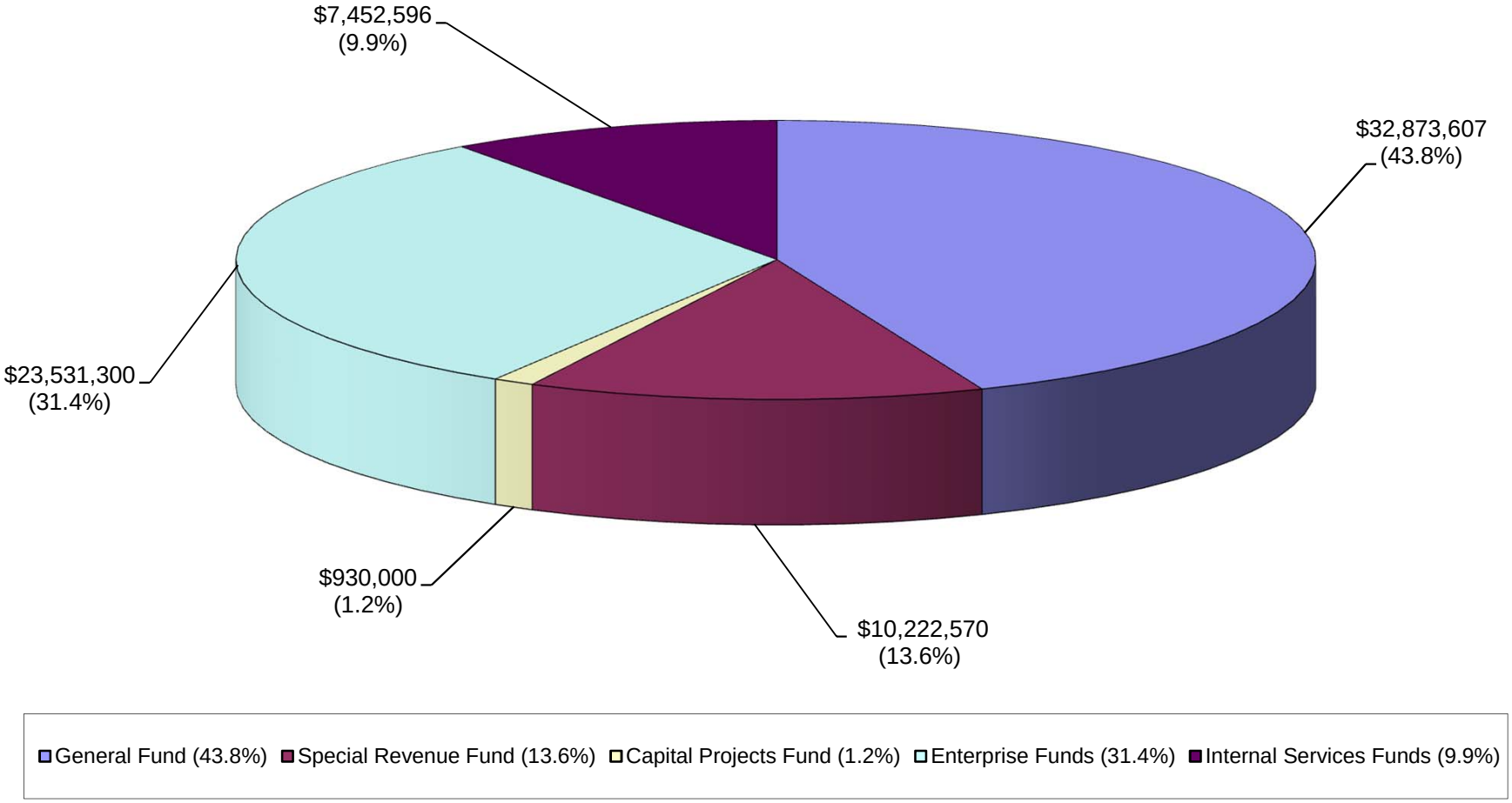
City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2015

(Continued from previous page)

	2013-2014 Approved	2013-2014 Revised	2014-2015 Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	$ 1,535,749	$ 1,535,749	$ 1,445,343
Sales of Retired Vehicles	$ 14,000	$ 26,365	$ 40,250
Interest	$ 57,000	$ 52,000	$ 54,000
	$ 1,606,749	$ 1,614,114	$ 1,539,593
Equipment Replacement			
Equipment Rental	$ 424,069	$ 480,850	$ 423,315
Interest	$ 40,000	$ 47,400	$ 47,600
	$ 464,069	$ 528,250	$ 470,915
Self Insurance			
Insurance Charges	$ 271,900	$ 271,900	$ 271,900
Interest	$ 10,000	$ 9,700	$ 10,100
	$ 281,900	$ 281,600	$ 282,000
Information Technology			
User Charges	$ 1,355,618	$ 1,355,618	$ 1,359,501
Interest	$ 35,000	$ 28,300	$ 28,700
	$ 1,390,618	$ 1,383,918	$ 1,388,201
Building Maintenance			
User Charges	$ 1,641,219	$ 1,641,219	$ 1,648,937
Interest	$ 25,000	$ 22,800	$ 22,700
	$ 1,666,219	$ 1,664,019	$ 1,671,637
Longevity Recognition Benefits			
Employer Contributions	$ -	$ -	$ -
Interest	$ 185,000	$ 280,000	$ 227,100
	$ 185,000	$ 280,000	$ 227,100
PEMHCA Benefits Plan			
Employer Contributions	$ -	$ -	$ -
Interest	$ 340,000	$ 600,000	$ 480,400
	$ 340,000	$ 600,000	$ 480,400
Compensated Absences			
Employer Contributions	$ 61,553	$ 61,553	$ 51,000
Interest	$ 28,000	$ 20,000	$ 21,900
	$ 89,553	$ 81,553	$ 72,900
total internal service funds	$ 6,024,108	$ 6,433,454	$ 6,132,746
TOTAL REVENUE ALL FUNDS	**$ 62,023,053**	**$ 66,999,784**	**$ 95,414,873**

City of Foster City / Estero Municipal Improvement District / Appropriations by Fund
For the Fiscal Year Ended June 30, 2015
Total Appropriations: $75,010,073



City of Foster City, California / Estero Municipal Improvement District

Summary of Appropriations by Fund / CDA

Annual Appropriations for the Year Ending June 30, 2015

	2013-2014 APPROVED	2013-2014 REVISED	2014-2015 REQUESTED
GENERAL FUND	$ 31,139,123	$ 31,139,123	$ 32,873,607
TRAFFIC SAFETY	$ 111,000	$ 111,000	$ 146,000
MEASURE A	$ 2,290,000	$ 2,290,000	$ 900,000
GAS TAX (2105-2107)	$ 826,500	$ 826,500	$ 688,400
PARK IN-LIEU FEES	$ -	$ -	$ 2,860,000
MEASURE M	$ -	$ -	$ 100,000
SLESF/COPS GRANT	$ -	$ 100,000	$ 100,000
CALOPPS.ORG	$ 93,003	$ 93,003	$ 180,620
PROPOSITION 42 TRANSPORTATION	$ 25,000	$ 25,000	$ -
FOSTER CITY FOUNDATION	$ -	$ -	$ -
LMIHF HOUSING SUCCESSOR	$ 168,700	$ 168,700	$ 138,700
DAY TIME SHUTTLE FUND	$ -	$ -	$ 100,750
CITY AFFORDABLE HOUSING FUND	$ -	$ -	$ 4,750,000
SUSTAINABLE FOSTER CITY FUND	$ -	$ 100,000	$ 258,100
CAPITAL PROJECTS FUND	$ 4,647,000	$ 4,647,000	$ 930,000
WATER	$ 10,745,210	$ 10,745,210	$ 10,881,676
SEWER	$ 5,977,045	$ 5,977,045	$ 12,649,624
VEHICLE REPLACEMENT	$ 999,431	$ 999,431	$ 2,620,712
EQUIPMENT REPLACEMENT	$ 306,925	$ 306,925	$ 323,900
SELF-INSURANCE	$ 297,700	$ 297,700	$ 406,629
INFORMATION TECHNOLOGY	$ 1,219,140	$ 1,219,140	$ 1,645,176
BUILDING MAINTENANCE	$ 1,526,037	$ 1,526,037	$ 1,918,179
LONGEVITY RECOGNITION BENEFITS	$ 112,000	$ 112,000	$ 115,000
PEMHCA BENEFITS PLAN	$ 100,000	$ 100,000	$ 123,000
COMPENSATED ABSENCES	$ 300,000	$ 300,000	$ 300,000
CDA	$ 709,044	$ 709,044	$ -
TOTAL FOR CITY / EMID / CDA	**$ 61,592,858**	**$ 61,792,858**	**$ 75,010,073**

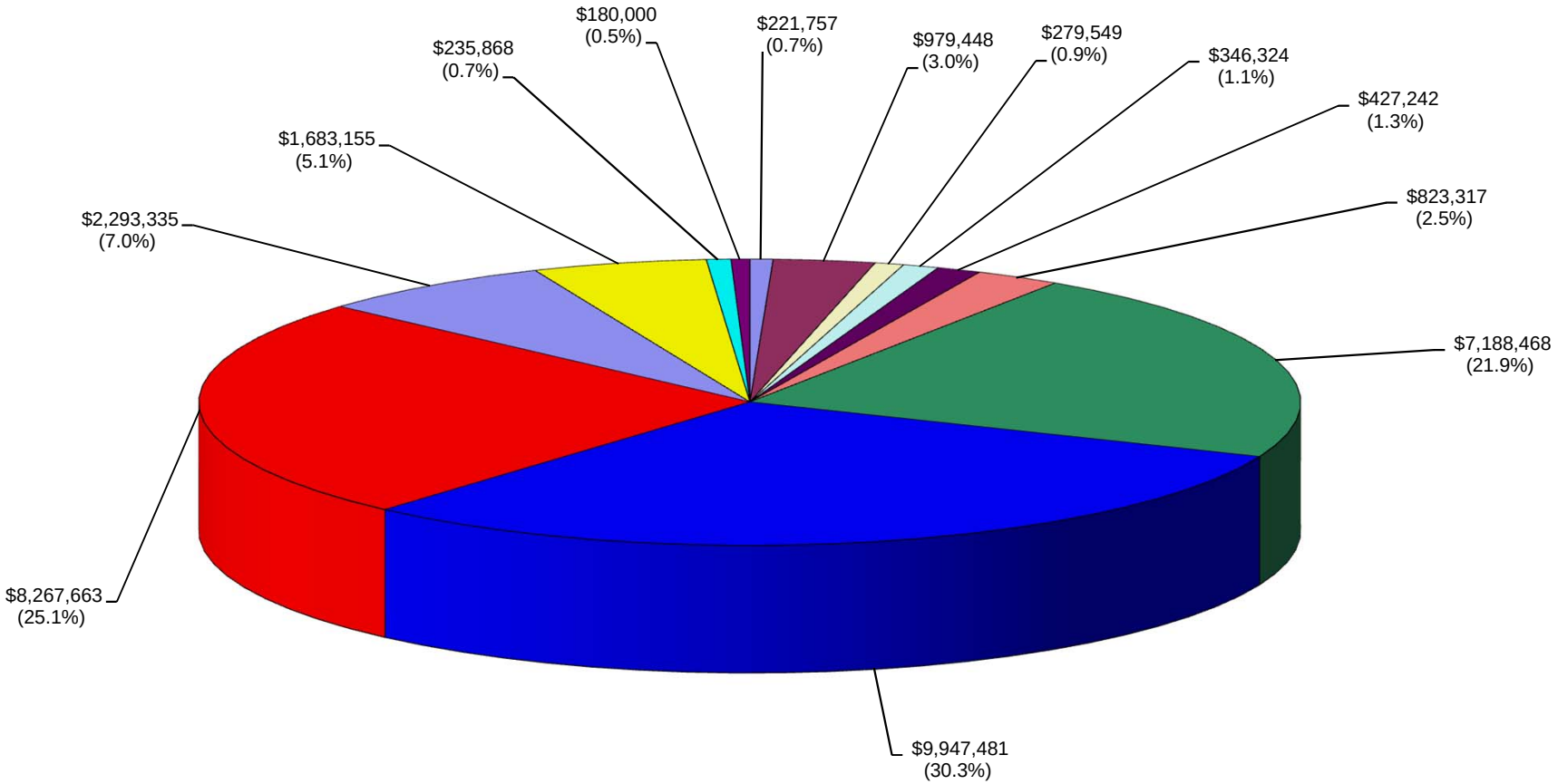
City of Foster City, California / Estero Municipal Improvement District

Summary of Operating Expenditures and Capital Expenditures by Type

Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2015

	2013-2014 APPROVED	2013-2014 REVISED	2014-2015 REQUESTED
EMPLOYEE SERVICES	$ 29,199,326	$ 29,199,326	$ 31,109,029
SERVICES AND SUPPLIES	$ 16,843,541	$ 16,843,541	$ 24,060,777
CAPITAL OUTLAY	$ 1,929,861	$ 1,929,861	$ 3,336,003
INTERNAL SERVICES	$ 5,832,984	$ 5,832,984	$ 5,764,264
REALLOCATIONS	$ -	$ -	$ -
TOTAL OPERATING EXPENDITURES	**$ 53,805,712**	**$ 53,805,712**	**$ 64,270,073**
CAPITAL EXPENDITURES	$ 2,488,000	$ 2,488,000	$ 10,740,000
TOTAL CITY / EMID / CDA EXPENDITURES	**$ 56,293,712**	**$ 56,293,712**	**$ 75,010,073**

City of Foster City
General Fund Operating Expenditures by Department
For the Fiscal Year Ended June 30, 2015
Total General Fund Operating Expenditures: $32,873,607



Council/Board (0.7%)	City/District Manager (3.0%)	City Clerk (0.9%)	City Attorney (1.1%)
Human Resources (1.3%)	Financial Services (2.5%)	Parks & Recreation (21.9%)	Police (30.3%)
Fire (25.1%)	Community Development (7.0%)	Public Works (5.1%)	Library Services (0.7%)
Property Tax Administration (0.5%)			

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, 2015

	2013-2014 APPROVED	2013-2014 REVISED	2014-2015 REQUESTED
COUNCIL/BOARD	$ 217,412	$ 217,412	$ 221,757
CITY/DISTRICT MANAGER	$ 967,345	$ 967,345	$ 979,448
CITY CLERK	$ 289,931	$ 289,931	$ 279,549
CITY ATTORNEY	$ 273,524	$ 273,524	$ 346,324
HUMAN RESOURCES	$ 417,296	$ 417,296	$ 427,242
FINANCIAL SERVICES	$ 783,168	$ 783,168	$ 823,317
PARKS & RECREATION	$ 7,060,759	$ 7,060,759	$ 7,188,468
POLICE	$ 9,291,442	$ 9,291,442	$ 9,947,481
FIRE	$ 7,894,278	$ 7,894,278	$ 8,267,663
COMMUNITY DEVELOPMENT	$ 1,872,484	$ 1,872,484	$ 2,293,335
PUBLIC WORKS	$ 1,689,933	$ 1,689,933	$ 1,683,155
LIBRARY SERVICES	$ 231,551	$ 231,551	$ 235,868
PROPERTY TAX ADMINISTRATION	$ 150,000	$ 150,000	$ 180,000
TOTAL GENERAL FUND APPROPRIATIONS	**$ 31,139,123**	**$ 31,139,123**	**$ 32,873,607**

City of Foster City, California / Estero Municipal Improvement District
GENERAL FUND
Summary of Operating Expenditures by Type
Annual Operating Budget Appropriations for the Year Ending June 30, 2013

	2013-2014 APPROVED	2013-2014 REVISED	2014-2015 REQUESTED
EMPLOYEE SERVICES	$ 23,978,066	$ 23,978,066	$ 25,744,269
SERVICES AND SUPPLIES	$ 5,140,160	$ 5,140,160	$ 5,298,993
CAPITAL OUTLAY	$ 35,000	$ 35,000	$ 40,000
INTERNAL SERVICES	$ 4,165,999	$ 4,165,999	$ 4,140,478
REALLOCATIONS	$ (2,180,102)	$ (2,180,102)	$ (2,350,133)
TOTAL OPERATING EXPENDITURES	**$ 31,139,123**	**$ 31,139,123**	**$ 32,873,607**

City of Foster City / Estero Municipal Improvement District

Personnel Summary - Full-Time Employees

For the Fiscal Years Ended June 30, 2013 to 2015

Department	Prior Years		Budget
	2012-2013	2013-2014	2014-2015
City / District Manager	9	8	8
City Clerk	2	2	2
Human Resources	2	3	3
Financial Services	8	8	8
Parks and Recreation	36.5	36	36
Police	49	49	50
Fire	37	35	35
Community Development	11	12	13
Public Works	33	31	31
Totals	**187.5**	**184**	**186**

Personnel Changes FY 2014-2015

Police: Add One (1) Police Officer

Community Development: Add One (1) Building Inspector

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2014-15)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2014-2015 Funding	City Capital Investment	Developer Deposits	Measure A	Measure M	Park-In-Lieu	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS											
(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	$ 475,000	$ 375,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ -
TOTAL WATER PROJECTS	**1**	**$ 475,000**	**$ 375,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ -**
WASTEWATER PROJECTS											
(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	$ 50,000	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000
(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	CS	$ 450,000	$ 150,000	$ 300,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000
(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2012-2013)	CS	$ 6,075,000	$ 575,000	$ 5,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,500,000
TOTAL WASTEWATER PROJECTS	**3**	**$ 6,575,000**	**$ 725,000**	**$ 5,850,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,850,000**
STREETS/TRAFFIC PROJECTS											
(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	$ 190,000	$ 57,000	$ 133,000	$ -	$ 133,000	$ -	$ -	$ -	$ -	$ -
(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	$ 381,000	$ 175,000	$ 206,000	$ -	$ 206,000	$ -	$ -	$ -	$ -	$ -
(NEW CIP) STREET REHABILITATION (2014-2015)	MA/MM	$ 1,000,000	$ -	$ 1,000,000	$ -	$ -	$ 900,000	$ 100,000	$ -	$ -	$ -
(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)	CC	$ 60,000	$ -	$ 60,000	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**4**	**$ 1,631,000**	**$ 232,000**	**$ 1,399,000**	**$ 60,000**	**$ 339,000**	**$ 900,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS											
(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)	CC	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -
(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	$ 650,000	$ 150,000	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL STORMWATER/LAGOON PROJECTS	**2**	**$ 700,000**	**$ 150,000**	**$ 550,000**	**$ 550,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS											
(CIP 633) WERDER PARK SITE DEVELOPMENT (2014-2015)	PIL	$ 1,505,000	$ 125,000	$ 1,380,000	$ -	$ -	$ -	$ -	$ 1,380,000	$ -	$ -
(CIP 634) DESTINATION PARK DEVELOPMENT (2014-2015)	PIL	$ 1,375,000	$ 125,000	$ 1,250,000	$ -	$ -	$ -	$ -	$ 1,250,000	$ -	$ -
(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	$ 70,000	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000	$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	CC/PIL	$ 480,000	$ -	$ 480,000	$ 320,000	$ -	$ -	$ -	$ 160,000	$ -	$ -
TOTAL PARKS PROJECTS	**3**	**$ 3,430,000**	**$ 250,000**	**$ 3,180,000**	**$ 320,000**	**$ -**	**$ -**	**$ -**	**$ 2,860,000**	**$ -**	**$ -**
BUILDING PROJECTS											
NONE		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**12**	**$ 12,811,000**	**$ 1,732,000**	**$ 11,079,000**	**$ 930,000**	**$ 339,000**	**$ 900,000**	**$ 100,000**	**$ 2,860,000**	**$ 100,000**	**$ 5,850,000**

* 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

City of Foster City / Estero Municipal Improvement District
Schedule of Fund Balance Transfers
For the Fiscal Year Ended June 30, 2015

			Transfers In										
	#	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	-	354,853	25,250	258,100	400,000	-	-	-		-	1,038,203
	2	116 Foster City Foundation	-	-	-	-	49,000	-	-	-	-	-	49,000
	3	326 Capital Asset Acquisition & Replacement Fund	205,000	-	-	-	-	-	-	-		-	205,000
	4	401 Water Revenue	-	-	-	-	-	178,200	205,000	-		-	383,200
	5	451 Wastewater Revenue	-	-	-	-	-	-	-	-	189,400	780,000	969,400
	6	456 Wastewater Expansion	-	-	-	-	-	-	-	14,400	-	-	14,400
		Totals	205,000	354,853	25,250	258,100	449,000	178,200	205,000	14,400	189,400	780,000	2,659,203

Footnotes:

1 Transfers to: a) subsidize Special Recreation fund activities; b) cover 25% match for Day Time Shuttle grants from the Transportation Authority; c) expenditures related to the Sustainable Foster City Fund; and, d) set aside funds for long-term Capital Improvement Projects.

2 Transfer of donations from local youth sports groups for Synthetic Turf projects at Port Royal and Sea Clouds (S-2) Parks to Capital Investment - City Fund.

3 Transfer representing the final year of a 3-year transfer of a portion of interest income generated on the loan receivable from the sale of real property to the North Peninsula Jewish Campus.

4 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.

5 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.

6 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	12-13	13-14	14-15
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 *2013***.

Civic Center Master Plan

A. Complete the Sale of the 15-Acre Site Adjacent to the Government Center to The New Home Company for a Mixed-Use Development Consisting of Senior Housing (Market Rate and Affordable, For Sale and Rental), Retail and Public Plaza/Promenades

Capital Improvement Projects

A. Complete Phase III of the Levee Pedway Repair Project (Portion between Lantern Cove and Promontory Point or E. Hillsdale Blvd. along the Marina Lagoon)
B. Complete Design for a Synthetic Softball/Soccer Field at Edgewater Park
C. Complete Feasibility Studies and Conceptual Designs for Werder Park and Destination Park Improvements

D. Complete the Design for Certain Multi-Project Traffic Improvement Projects and Complete Construction of the Triton Drive (and Metro Center Blvd.) Widening Project

Municipal Code Amendments/General Plan Amendments/Ordinance Updates

A. Complete the Update of the Land Use and Circulation Element of the Foster City General Plan
B. Commence the Update of the Housing Element of the Foster City General Plan

Economic Development Projects

A. Implement the Sustainable Foster City—A Sustainable Economic Development Strategic Plan and Provide Regular Updates to the City Council

Economic/Budget Projects

A. Approve a Balanced General Fund Budget for FY 2013-2014
B. Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Evaluate Economic, Federal and State Budget Impacts on the City/District/CDA Successor Agency Finances; Support or Oppose Federal and State Budget Proposals as Appropriate and Be Actively Engaged in Advocating for the Interests of the City/District/CDA Successor Agency
C. Evaluate and Consider Placing a Measure on the November 5, 2013 Ballot to Update the Business License Ordinance Adopted in 1972 and Increase the Business License Tax

Environmental Related Projects

A. Actively Pursue Reliable and Uninterruptible Alternative Sources of Water and Promote Water Conservation
B. Monitor and Report on Transportation Issues/Traffic Congestion Impacts for Foster City

Other Projects

A. Pursue Affordable Housing Initiatives and Funding Sources to Create Affordable Housing Opportunities in the Post-Redevelopment Era
B. Commence Study Relative to the Long-term Need to Raise the Levees in Response to a Rise in Sea Levels
C. Work Collaboratively with the San Mateo-Foster City School District, the San Mateo Union High School District, and the City of San Mateo in Support of Efforts to Provide a Quality Education and to Evaluate and Support, if Applicable, the Proposed San Mateo-Foster City School District Bond Measure for the November 5, 2013 Ballot that Would Include Funding to Build a New Middle School in Foster City for 5th through 8th Grades

The following policy decisions, projects and issues have been 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 be working 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

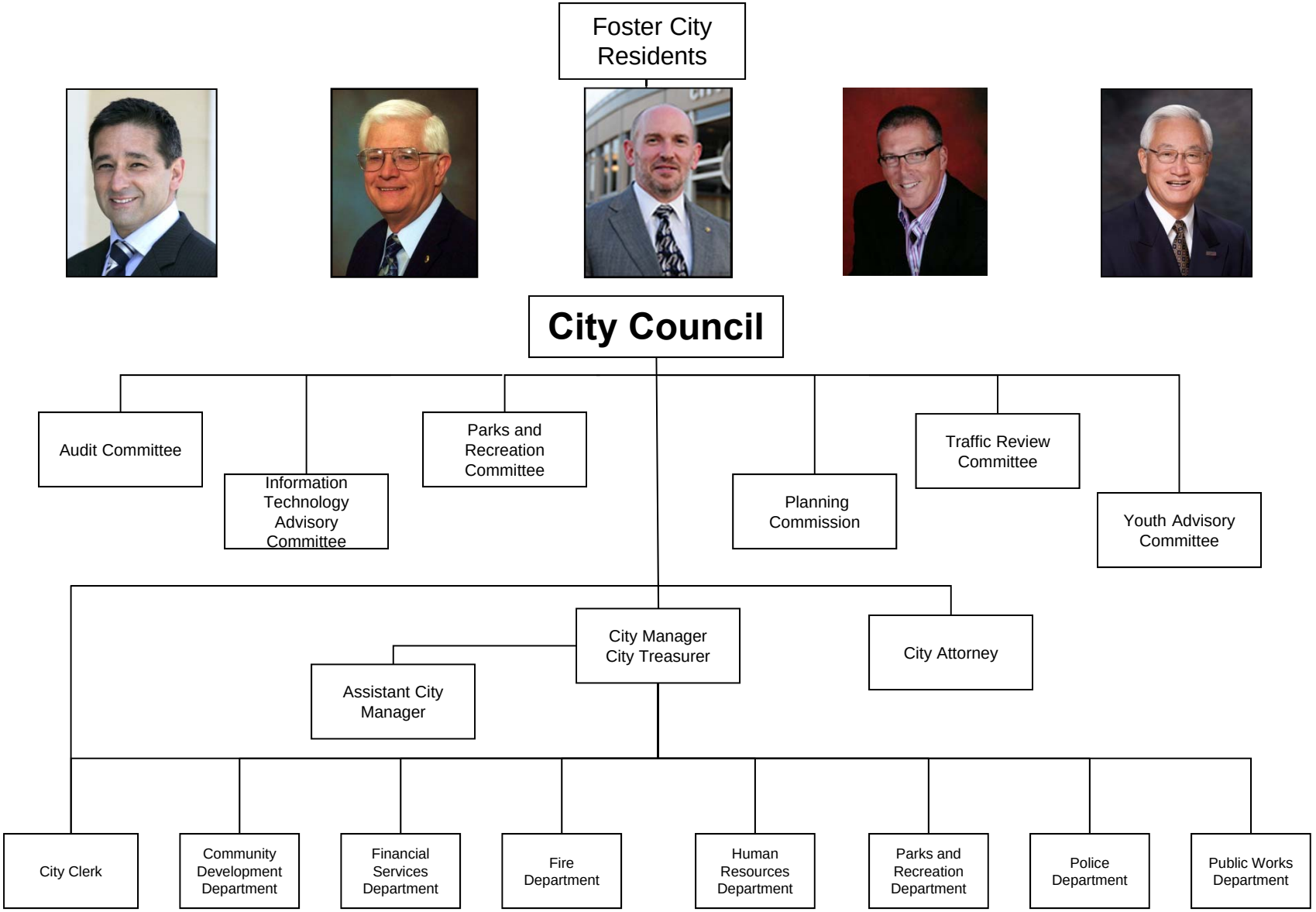
INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

- Provide Policy Direction and Control as set forth in the Policy Calendar
- Ensure Health, Safety, and General Welfare of Citizenry

CHANGES IN FINANCIAL RESOURCES REQUIRED

- Services and Supplies increased by $16,074:
    1. $2,500 is being requested to purchase mementos to present to dignitaries from other governments who visit with the City Council in efforts to foster goodwill
    2. Council membership dues and fees to regional agencies are expected to increase by approximately $13,574

Foster City Organization Chart



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	200	200	200
COMMUNITY PROMOTION	57,400	57,400	57,750
COUNCIL/BOARD	135,922	135,922	140,417
PARKS & REC COMMITTEE	2,175	2,175	2,175
PLANNING COMMISSION	17,665	17,665	17,665
TECHNOLOGY COMMITTEE	640	640	140
YOUTH ADVISORY COMMITTEE	3,410	3,410	3,410
TOTAL FOR COUNCIL/BOARD	**$ 217,412**	**$ 217,412**	**$ 221,757**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 94,800	$ 94,800	$ 94,800
SERVICES AND SUPPLIES	222,546	$ 222,546	238,470
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	317,346	317,346	333,270
INTERNAL SERVICES	61,053	$ 61,053	61,972
Subtotal (Total Department Expenses before Reallocations)	378,399	378,399	395,242
REALLOCATIONS	(160,987)	$ (160,987)	(173,485)
TOTAL FOR COUNCIL/BOARD	**$ 217,412**	**$ 217,412**	**$ 221,757**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
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	$44,000.00
	Subtotal	**$44,000.00**	**$44,000.00**
	Employee Services Total	**$78,260.00**	**$78,260.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1010-413-4556	EQUIPMENT REPLACEMENT	$1,190.00	$1,360.00
	Subtotal	**$1,190.00**	**$1,360.00**
001-1010-413-4569	BUILDING MAINTENANCE	$17,726.00	$17,948.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	$42,137.00	$42,664.00
	Subtotal	**$59,863.00**	**$60,612.00**
	Internal Services Total	**$61,053.00**	**$61,972.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	$100.00	$200.00
	Subtotal	**$100.00**	**$200.00**
001-1010-413-4242	POSTAGE EXPENSE	$300.00	$200.00
	Subtotal	**$300.00**	**$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	$300.00	$400.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	$2,780.00	$2,680.00
001-1010-413-4243	MEMENTOS FOR DIGNITARIES	$0.00	$2,500.00

001-1010-413-4243	PLAQUES	$220.00	$220.00
	Subtotal	**$6,300.00**	**$8,800.00**
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	$16,608.00	$17,365.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	$90,679.00	$100,700.00
	Subtotal	**$107,287.00**	**$118,065.00**
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE	$750.00	$750.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	$6,258.00	$6,500.00
001-1010-413-4253	BAY PLANNING COALITION	$1,100.00	$1,100.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	$10,623.00	$11,105.00
001-1010-413-4253	LAFCO ASSESSMENT	$3,300.00	$5,000.00
001-1010-413-4253	LCC ANNUAL DUES	$12,823.00	$13,200.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES	$105.00	$100.00
001-1010-413-4253	MISCELLANEOUS	$200.00	$200.00
	Subtotal	**$35,159.00**	**$37,955.00**
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	$8,450.00	$8,450.00
	Subtotal	**$8,450.00**	**$8,450.00**
	Services and Supplies Total	**$157,596.00**	**$173,670.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1010-413-4496	ALLOCATION OF EXPENSES TO WATER (excludes C/CAG)	($26,850.00)	($27,710.00)
	Subtotal	**($26,850.00)**	**($27,710.00)**
001-1010-413-4497	ALLOCATION TO EXPENSES TO SEWER (excludes C/CAG)	($26,850.00)	($27,710.00)
	Subtotal	**($26,850.00)**	**($27,710.00)**
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	($107,287.00)	($118,065.00)
	Subtotal	**($107,287.00)**	**($118,065.00)**
	Reallocation Total	**($160,987.00)**	**($173,485.00)**
	COUNCIL/BOARD Total	**$135,922.00**	**$140,417.00**

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

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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 2013-2014	Requested 2014-2015
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	$190.00
	Subtotal	**$190.00**	**$190.00**
	Services and Supplies Total	**$2,175.00**	**$2,175.00**
	PARKS & REC COMMITTEE Total	**$2,175.00**	**$2,175.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
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 2013-2014	Requested 2014-2015
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	$1,125.00	$1,125.00
	Subtotal	**$1,125.00**	**$1,125.00**
	Services and Supplies Total	**$1,125.00**	**$1,125.00**
	PLANNING COMMISSION Total	**$17,665.00**	**$17,665.00**

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

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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 2013-2014	Requested 2014-2015
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	$300.00	$300.00
001-1030-413-4243	HOLIDAY DECORATIONS	$100.00	$200.00
	Subtotal	**$400.00**	**$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	$18,000.00
	Subtotal	**$40,000.00**	**$40,000.00**
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	$1,000.00	$1,000.00
001-1030-413-4260	N/P -- HIP HOUSING	$2,500.00	$0.00
001-1030-413-4260	N/P -- INNVISION/SHELTER NETWORK OF SM COUNTY	$2,000.00	$2,000.00
001-1030-413-4260	N/P -- PARCA	$1,500.00	$1,500.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CTR	$500.00	$1,000.00
001-1030-413-4260	N/P -- SAMARITAN HOUSE	$9,000.00	$9,500.00
001-1030-413-4260	N/P -- STARVISTA	$500.00	$750.00
001-1030-413-4260	NP -- JOBS FOR YOUTH SAN MATEO COUNTY	$0.00	$500.00
001-1030-413-4260	NP -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY	$0.00	$500.00
001-1030-413-4260	NP -- SUSTAINABLE SAN MATEO COUNTY	$0.00	$500.00
	Subtotal	**$17,000.00**	**$17,250.00**
	Services and Supplies Total	**$57,400.00**	**$57,750.00**
	COMMUNITY PROMOTION Total	**$57,400.00**	**$57,750.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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
001-1031-413-4243	IDENTITY THEFT SYMPOSIUM	$500.00	$0.00
	Subtotal	**$600.00**	**$100.00**
	Services and Supplies Total	**$640.00**	**$140.00**
	TECHNOLOGY COMMITTEE Total	**$640.00**	**$140.00**

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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	12-13	13-14	14-15
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	0.0	1.0	1.0
MANAGEMENT ASSISTANT	1.0	0.0	0.0
MANAGEMENT ANALYST	1.0	1.0	1.0
IT MANAGER	1.0	1.0	1.0
SR. SYSTEMS ANALYST *	3.0	3.0	1.0
TECHNOLOGY ANALYST I/II *	0.0	0.0	2.0
VIDEO TECHNICIAN	1.0	0.0	0.0
TOTAL EMPLOYEES	9.0	8.0	8.0

* - The IT Division was reorganized with City Council approval in July 2013 after the FY 2013-2014 budget was approved.

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

- Ensure sustainable General Fund services through a balanced budget and long-range financial plan
- Implement the Economic Development Strategic Plan of 2014-2021, including implementation of Clean Energy Initiatives
- Facilitate healthy and positive working relationships between City Council and Staff
- Support implementation of the Foster Square Development, including the Affordable Housing Component

- **Information Technology**
  - Actively monitor and work with user departments on technology needs
  - Implement technology training for new and existing users
  - Implement Disaster Recovery / Business Continuity Strategic Plan

- **Widen Public Information and Outreach**
  - Implement strategies for reaching unrepresented / underrepresented constituencies within the community
  - Implement transparency models for access to City information, resources, and data, including mobile applications / access
  - Continue implementation of water conservation outreach

KEY INITIATIVES COMPLETED IN FY 2013-14

- Researched and provided draft language to the City Council regarding changes to the Smoking Ordinance.
- Researched and provided draft language to the City Council regarding changes to the Purchasing Ordinance and Policy to enable the City to take advantage of streamlined purchasing processes allowed under CA GC 4217 for energy efficiency projects.
- 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 rebate programs, education and outreach regarding all water conservation programs, smart irrigation, voluntary reductions in water consumption, and hosting the Silicon Valley Sustainable Landscaping Irrigation Forum at the Foster City Recreation Center
- Developed and implemented the provisions of the development and disposition agreements relative to the sale of the City's 15-acre site adjacent to City Hall for a development that will be a mixed-use multi-family senior housing and retail project referred to as "Foster Square".
- Provided guidance and support to the Community Development Department to oversee the City's Affordable Housing initiatives, including collaboration with and assistance to Mid-Pen Housing to apply for and receive affordable housing loans and financing for the Foster Square project from the City, the County of San Mateo, and the California Tax Credit Allocation Committee.
- Participated in the Regional Renewable Energy Procurement Program to acquire solar technology for the Library/Community Center.
- Developed a Residential Community Solar Bulk Purchase Program which will become available in FY 2014-2015.

- Prepared and submitted an application for grant funding of new community shuttle program targeted to businesses north of Highway 92.
- Managed the transition to the new website.
- Developed and commenced implementation of the City's Economic Development Strategic Plan.
- Developed the Online Economic Dashboard.
- Coordinated the preparation of the FY 2014-2015 budget.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

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 2014-2015:

Budget Preparation and Management

- Manage expenses within adopted FY 2014-15 budget and prepare FY 2015-16 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 2015-16 budget and related five year financial plan for adoption no later than June 30, 2015
- Participate with County and other agencies in preparation of successor agreement for animal control services
    - Performance Measure: Serve on advisory board with goal of having successor agreement in place no later than June 30, 2015

Economic Development and the Sustainable Foster City Plan

- Implement the Economic Development Strategic Plan as approved by the City Council
    - Performance Measure: Quarterly updates to the City Council on the implementation of the Plan, including reports monitoring achievement of the performance measures included in the Plan.
- Implement Solar PV Panels at the Library/Community Center rooftop and parking lot
    - Performance Measure: Complete project as outlined in RFP by December 31, 2014
- Develop an Energy Efficiency Loan Program for residential and commercial property owners for consideration by the City Council

    - Performance Measure: Develop program for City Council consideration in the Summer of 2014
- Implement a Solar Bulk Purchase Program for residential properties
    - Performance Measure: Complete program application period by October 2014. Complete installations by March 2015.
    - Performance Measure: Goal of 450 homes with solar panels by end of FY 2014-15

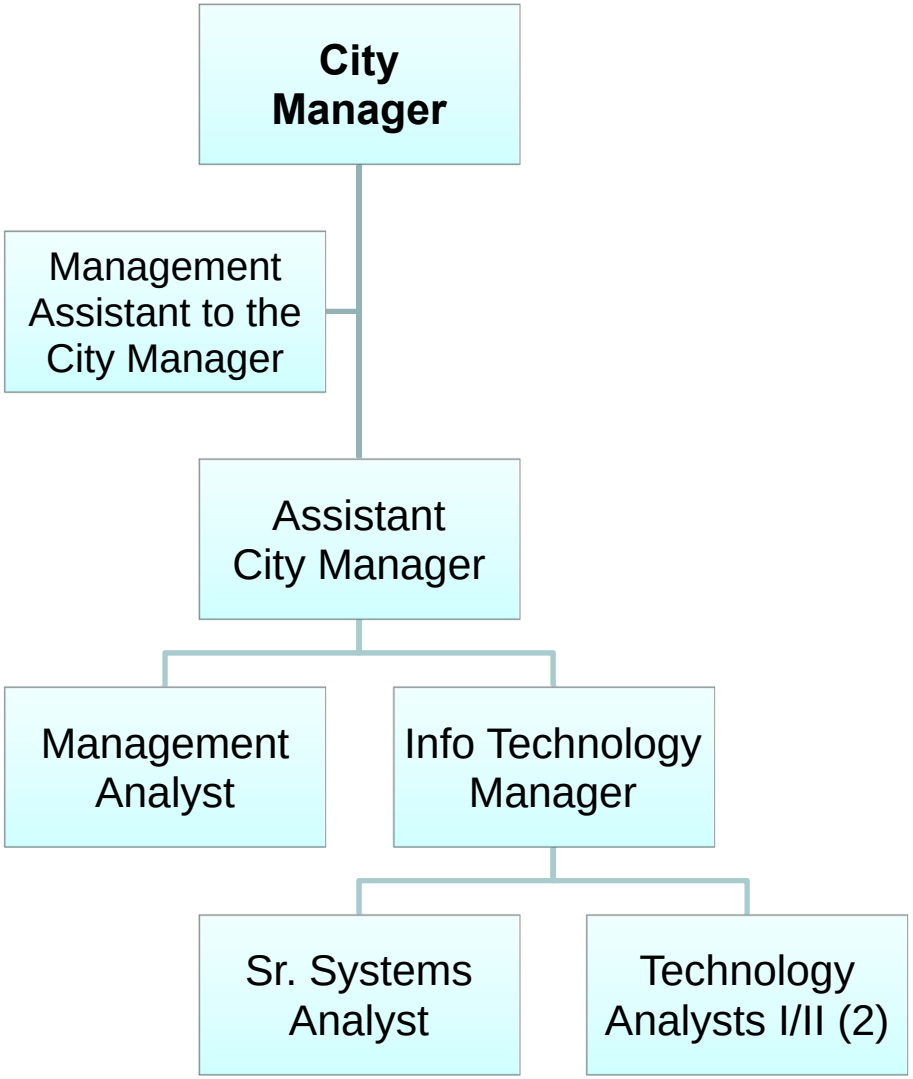
Public Information and Outreach

- Study options for mobile applications that would connect smartphone users with the City
    - Performance Measure: Complete study and make recommendations by December 2014
    - Performance Measure: Implement mobile solution by June 30, 2015

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Manager Department has set some ambitious strategic goals and initiatives for Fiscal Year 2014-2015 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 FY 2013-14 levels.

City Manager's Office



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 763,649	$ 763,649	$ 775,929
EMERGENCY PREPAREDNESS	43,015	43,015	43,329
ENVIRONMENTAL SUSTAINABILITY	-	-	-
FCTV	39,881	39,881	39,390
INSURANCE & RISK MANAGEMENT	120,800	120,800	120,800
TOTAL FOR CITY / DISTRICT MANAGER	**$ 967,345**	**$ 967,345**	**$ 979,448**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 801,000	$ 801,000	$ 821,700
SERVICES AND SUPPLIES	223,161	223,161	223,942
CAPITAL OUTLAY			
Subtotal (Total Department-Controlled Expenses)	1,024,161	1,024,161	1,045,642
INTERNAL SERVICES	255,256	255,256	251,760
Subtotal (Total Department Expenses before Reallocations)	1,279,417	1,279,417	1,297,402
REALLOCATIONS	(312,072)	(312,072)	(317,954)
TOTAL FOR CITY / DISTRICT MANAGER	**$ 967,345**	**$ 967,345**	**$ 979,448**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0110-413-4110	PERMANENT SALARIES	$580,500.00	$590,100.00
	Subtotal	**$580,500.00**	**$590,100.00**
001-0110-413-4120	FRINGE BENEFITS	$220,500.00	$231,600.00
	Subtotal	**$220,500.00**	**$231,600.00**
	Employee Services Total	**$801,000.00**	**$821,700.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0110-413-4520	COMPENSATED ABSENCES	$1,980.00	$2,010.00
	Subtotal	**$1,980.00**	**$2,010.00**
001-0110-413-4544	VEHICLE REPLACEMENT	$16,080.00	$15,008.00
	Subtotal	**$16,080.00**	**$15,008.00**
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	$46,388.00	$45,124.00
	Subtotal	**$46,388.00**	**$45,124.00**
001-0110-413-4569	BUILDING MAINTENANCE	$36,261.00	$36,715.00
	Subtotal	**$36,261.00**	**$36,715.00**
	Internal Services Total	**$100,709.00**	**$98,857.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0110-413-4241	COPY EXPENSE	$2,000.00	$3,000.00
	Subtotal	**$2,000.00**	**$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	$1,600.00

	Subtotal	**$2,700.00**	**$2,700.00**
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	$118,372.00	$116,566.00
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 SAFETY MGMT PROGRAM	$150.00	$150.00
	Subtotal	**$121,523.00**	**$119,717.00**
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 (1)	$65.00	$75.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	$550.00	$550.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	$250.00	$250.00
	Subtotal	**$3,765.00**	**$3,775.00**
001-0110-413-4254	ICMA CONFERENCE (1)	$2,600.00	$2,600.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)	$2,400.00	$2,800.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)	$2,400.00	$2,200.00
001-0110-413-4254	MISCELLANEOUS	$750.00	$750.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	$200.00	$200.00
	Subtotal	**$8,350.00**	**$8,550.00**
	Services and Supplies Total	**$138,488.00**	**$137,892.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0110-413-4496	ALLOCATION OF EXPENSES TO WATER	($138,274.00)	($141,260.00)
	Subtotal	**($138,274.00)**	**($141,260.00)**
001-0110-413-4497	ALLOCATION OF EXPENSES TO SEWER	($138,274.00)	($141,260.00)
	Subtotal	**($138,274.00)**	**($141,260.00)**
	Reallocation Total	**($276,548.00)**	**($282,520.00)**
	ADMINISTRATION Total	**$763,649.00**	**$775,929.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0120-413-4544	VEHICLE REPLACEMENT	$10,507.00	$10,242.00
	Subtotal	**$10,507.00**	**$10,242.00**
001-0120-413-4556	EQUIPMENT REPLACEMENT	$1,919.00	$2,157.00
	Subtotal	**$1,919.00**	**$2,157.00**
	Internal Services Total	**$12,426.00**	**$12,399.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0120-413-4243	OFFICE SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0120-413-4251	OES / EMERGENCY SERVICES JPA	$45,523.00	$46,000.00
	Subtotal	**$45,523.00**	**$46,000.00**
001-0120-413-4255	TRAINING	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
	Services and Supplies Total	**$49,023.00**	**$49,500.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0120-413-4496	ALLOCATION OF EXPENSES TO WATER	($9,217.00)	($9,285.00)
	Subtotal	**($9,217.00)**	**($9,285.00)**
001-0120-413-4497	ALLOCATION OF EXPENSES TO SEWER	($9,217.00)	($9,285.00)
	Subtotal	**($9,217.00)**	**($9,285.00)**
	Reallocation Total	**($18,434.00)**	**($18,570.00)**
	EMERGENCY PREPAREDNESS Total	**$43,015.00**	**$43,329.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0150-413-4556	EQUIPMENT REPLACEMENT	$15,256.00	$13,564.00
	Subtotal	**$15,256.00**	**$13,564.00**
001-0150-413-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	$6,065.00	$6,140.00
	Subtotal	**$6,065.00**	**$6,140.00**
	Internal Services Total	**$21,321.00**	**$19,704.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0150-413-4243	SUPPLIES FOR FCTV CHANNEL 27	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-0150-413-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
001-0150-413-4251	VIDEO TECHNICIAN CONTRACT - KMVT	$24,000.00	$25,000.00
	Subtotal	**$24,000.00**	**$25,000.00**
001-0150-413-4253	FCTV PROGRAM LICENSING	$400.00	$400.00
001-0150-413-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	$750.00	$750.00
	Subtotal	**$1,150.00**	**$1,150.00**
001-0150-413-4255	FCTV-RELATED TRAINING	$250.00	$150.00
	Subtotal	**$250.00**	**$150.00**
	Services and Supplies Total	**$35,650.00**	**$36,550.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0150-413-4496	ALLOCATION OF EXPENSES TO WATER	($8,545.00)	($8,432.00)
	Subtotal	**($8,545.00)**	**($8,432.00)**
001-0150-413-4497	ALLOCATION OF EXPENSES TO SEWER	($8,545.00)	($8,432.00)
	Subtotal	**($8,545.00)**	**($8,432.00)**

Reallocation Total	**($17,090.00)**	**($16,864.00)**
FCTV Total	**$39,881.00**	**$39,390.00**

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

Internal Services	Approved 2013-2014	Requested 2014-2015
001-0170-415-4562 SELF INSURANCE	$120,800.00	$120,800.00
Subtotal	**$120,800.00**	**$120,800.00**
Internal Services Total	**$120,800.00**	**$120,800.00**
SELF-INSURANCE FUND Total	**$120,800.00**	**$120,800.00**

DEPARTMENT DESCRIPTION

The City Clerk Department maintains the official record of proceedings and filing of certain documents to ensure the continued operation of the City/District. The City Clerk Department is the office that supervises and conducts municipal elections. The City Clerk Department also provides clerical support services to the City Clerk, City Manager, Financial Services and Human Resources Departments and oversees the citywide universal administrative services function.

DEPARTMENT PERSONNEL SUMMARY

Position	12-13	13-14	14-15
Full-Time Employees			
CITY CLERK	1.0	1.0	1.0
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	0.5
CLERICAL ASSISTANT 2*	0.5	0.5	0.5
CLERICAL ASSISTANT 3*	0.0	0.0	0.5
Total Part-Time Employees	1.0	1.0	1.5
TOTAL EMPLOYEES	3.0	3.0	3.5

*The three Part-Time Clerical Assistants support the City Clerk, City Manager, Financial Services, and Human Resources Department along with managing the citywide universal services such as mail service and providing 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 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 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 departments. We are a courteous, 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 2013-2014 include 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 final Records Assessment for all 11 Departments and Divisions
  - Implemented Records Coordinators Users Group
- Transparent Communications
  - Conducted the November 5, 2013 General Municipal Election where 2 councilmember seats were up for election and voters approved Measure U – increasing the Business License Tax effective January 1, 2014
  - Completed Phase I of Sire Agenda To Go
  - Developed New Public Records Act Tracking System
  - Assisted in the completion of the City's new website
- Customer Service
  - Prepared specifications for purchase of several copier/printer for City Hall
- Leadership and Service
  - Launched the Foster City Employee Wellness Committee

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

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

- Continue to offer SIRE Electronic Document Management System training
- Conduct annual contract/insurance training at department staff meetings
- Continue to conduct free elections
- Continue to respond to Public Records Act requests in a timely manner
- Implement Public Records Act Tracking system
- Explore a Transparency Portal

➢ Sustainable Community

Improve business practices and reduce paper consumption

- Explore Agenda Plus/Sharepoint work flow solution
- Develop Trustworthy Official Electronic Records Policy
- Encourage the transmittal of records via e-platforms
- Implement Phase II Sire Agenda to Go

➢ Customer Service

Provide professional & efficient service to the community

- Continue outreach data collection survey
- Implement Citywide EDMS Program
- Migrate Department files to Sharepoint and develop City Clerk Sharepoint site
- Assemble copier/printer assessment team and evaluate copier/printer needs
- Continue to develop Clerical Assistant Support Service Program for City Manager/ Finance/ Human Resources/ City Clerk Departments
- Improve Delivery of Mail Service
- Maintain City Hall Lobby/Information Center

➢ Budget Management

Maintain current level of service & stay within our budget

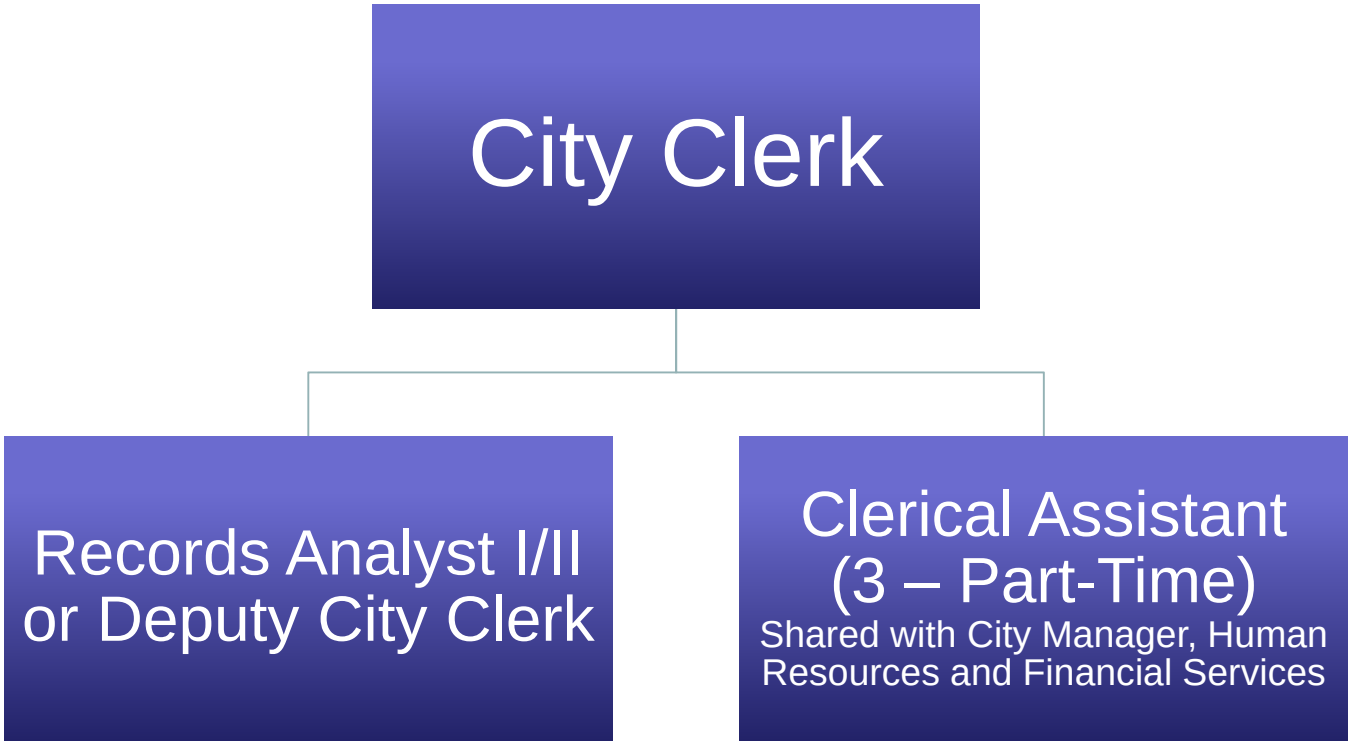
- Maintain Central Inventory for support departments
- Evaluate training/conferences
- Continue to enhance the volunteer program
- Evaluate purchase of new postage machine
- Manage staff resources due to increase in projects as it relates to Council policy

CHANGES IN FINANCIAL RESOURCES REQUIRED

The Department is seeking one unpaid intern through the participation of the Two County Next Generation Committee (San Mateo/Santa Clara).

One (1) part-time Clerical Assistant is being added to provide clerical support to both staff and line departments at an annual cost of $12,000.

City Clerk Department



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 259,727	$ 259,727	$ 279,549
MUNICIPAL ELECTIONS	30,204	30,204	-
TOTAL FOR CITY CLERK	**$ 289,931**	**$ 289,931**	**$ 279,549**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 288,500	$ 288,500	$ 325,150
SERVICES AND SUPPLIES	65,175	65,175	22,475
CAPITAL OUTLAY	10,000	10,000	-
Subtotal (Total Department-Controlled Expenses)	363,675	363,675	347,625
INTERNAL SERVICES	50,514	50,514	51,730
Subtotal (Total Department Expenses before Reallocations)	414,189	414,189	399,355
REALLOCATIONS	(124,258)	(124,258)	(119,806)
TOTAL FOR CITY CLERK	**$ 289,931**	**$ 289,931**	**$ 279,549**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2013-2014	Requested 2014-2015
001-0210-411-4388	SIRE AGENDA TO GO HARDWARE/SOFTWARE	$10,000.00	$0.00
	Subtotal	**$10,000.00**	**$0.00**
	Capital Outlay Total	**$10,000.00**	**$0.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0210-411-4110	PERMANENT SALARIES	$186,000.00	$196,800.00
	Subtotal	**$186,000.00**	**$196,800.00**
001-0210-411-4111	ADDITIONAL CLERICAL ASSISTANT	$0.00	$12,000.00
001-0210-411-4111	CLERICAL ASSISTANTS (2)	$24,000.00	$24,000.00
	Subtotal	**$24,000.00**	**$36,000.00**
001-0210-411-4120	FRINGE BENEFITS	$78,000.00	$91,600.00
001-0210-411-4120	FRINGE FOR CLERICAL ASSISTANTS	$500.00	$750.00
	Subtotal	**$78,500.00**	**$92,350.00**
	Employee Services Total	**$288,500.00**	**$325,150.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0210-411-4520	COMPENSATED ABSENCES	$635.00	$670.00
	Subtotal	**$635.00**	**$670.00**
001-0210-411-4556	EQUIPMENT REPLACEMENT	$574.00	$999.00
	Subtotal	**$574.00**	**$999.00**
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	$24,301.00	$24,744.00
	Subtotal	**$24,301.00**	**$24,744.00**
001-0210-411-4569	BUILDING MAINTENANCE	$25,004.00	$25,317.00
	Subtotal	**$25,004.00**	**$25,317.00**
	Internal Services Total	**$50,514.00**	**$51,730.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$2,000.00	$2,400.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	$2,400.00	$2,000.00
	Subtotal	**$4,400.00**	**$4,400.00**
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	$165.00	$185.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	$290.00	$300.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	$170.00	$190.00
	Subtotal	**$625.00**	**$675.00**
001-0210-411-4254	IIMC CONFERENCE/CCAC	$1,800.00	$1,800.00
	Subtotal	**$1,800.00**	**$1,800.00**
001-0210-411-4255	ARMA & OTHER CITY CLERK TRAINING	$500.00	$500.00
001-0210-411-4255	NOTARY TRAINING & CERTIFICATION RENEWAL	$0.00	$400.00
001-0210-411-4255	SIRE ROUNDTABLE	$1,500.00	$1,500.00
	Subtotal	**$2,000.00**	**$2,400.00**
	Services and Supplies Total	**$22,025.00**	**$22,475.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	($55,656.00)	($59,903.00)
	Subtotal	**($55,656.00)**	**($59,903.00)**
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	($55,656.00)	($59,903.00)
	Subtotal	**($55,656.00)**	**($59,903.00)**
	Reallocation Total	**($111,312.00)**	**($119,806.00)**

ADMINISTRATION Total	**$259,727.00**	**$279,549.00**

CITY CLERK - MUNICIPAL ELECTIONS Account: 001-0220-414 GENERAL FUND

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
001-0220-414-4242	POSTAGE EXPENSE	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
001-0220-414-4243	GENERAL OFFICE SUPPLIES	$300.00	$0.00
	Subtotal	**$300.00**	**$0.00**
001-0220-414-4249	LEGAL ADVERTISING	$2,000.00	$0.00
	Subtotal	**$2,000.00**	**$0.00**
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	$550.00	$0.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	$8,000.00	$0.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	$32,000.00	$0.00
	Subtotal	**$40,550.00**	**$0.00**
	Services and Supplies Total	**$43,150.00**	**$0.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	($6,473.00)	$0.00
	Subtotal	**($6,473.00)**	**$0.00**
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	($6,473.00)	$0.00
	Subtotal	**($6,473.00)**	**$0.00**
	Reallocation Total	**($12,946.00)**	**$0.00**
	MUNICIPAL ELECTIONS Total	**$30,204.00**	**$0.00**

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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 2013-2014. During FY 2013-2014, the services of the City Attorney and other attorneys continued to be in high demand. Some major areas requiring attorney involvement included: negotiations, review of documents associated with projects proposed for development on private and City-owned property within the City, state mandated training for all employees on harassment, discrimination and retaliation, code enforcement, other department-specific legal issues, drafting ordinance revisions and litigation.

INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

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, and an additional $40,000 in other legal services based upon the anticipated volume of services required.

Adjustments to the retainer for contractual services were made 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	390,750	390,750	494,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	390,750	390,750	494,750
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	390,750	390,750	494,750
REALLOCATIONS	(117,226)	(117,226)	(148,426)
TOTAL FOR CITY ATTORNEY	**$ 273,524**	**$ 273,524**	**$ 346,324**

DETAIL LINE ITEM REPORT

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

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0310-412-4251	CITY ATTORNEY CONTRACTUAL SERVICES	$340,000.00	$354,000.00
001-0310-412-4251	LEGAL SERVICES - MUNICIPAL CODE UPDATE	$0.00	$50,000.00
001-0310-412-4251	OTHER ATTORNEY SERVICES	$50,000.00	$90,000.00
	Subtotal	**$390,000.00**	**$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	**$390,750.00**	**$494,750.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0310-412-4496	ALLOCATION OF EXPENSES TO WATER	($58,613.00)	($74,213.00)
	Subtotal	**($58,613.00)**	**($74,213.00)**
001-0310-412-4497	ALLOCATION OF EXPENSES TO SEWER	($58,613.00)	($74,213.00)
	Subtotal	**($58,613.00)**	**($74,213.00)**
	Reallocation Total	**($117,226.00)**	**($148,426.00)**
	CITY ATTORNEY Total	**$273,524.00**	**$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 Citywide risk management initiatives, including the Self-Insurance Internal Services Fund.

DEPARTMENT PERSONNEL SUMMARY

Position	12-13	13-14	14-15
HUMAN RESOURCES DIRECTOR	0.0	1.0	1.0
HUMAN RESOURCES ANALYST	2.0	2.0	2.0
TOTAL EMPLOYEES	2.0	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 2013-2014. 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 and VALIC
- Provided legally required and essential training to the Management Team to ensure a highly informed and well-rounded team
- Developed a Promotional Academy for six newly promoted employees who will mentor and coach future promoted employees
- Documented HR procedures in a manual format.

Benefits

- Enhanced employee benefits: offered VSP vision to all employees and Foster City Dental and Vision to AFSCME and Management employees; joined CSAC EIA to lower the cost of EAP services without any reduction in benefits; and amended the TLC agreement allowing employees with healthcare flexible spending accounts to carry over $500 at the end of a plan year
- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans are met. Distributed the first annual VALIC fee disclosure statements to participants.
- Working with IT, wrote and distributed the second annual employee benefits letter
- Ensured 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 and the HR intranet site
- Worked with the California Voluntary Employee Benefits Trust Plan to improve reporting, accountability and the transition to a new third party administrator.

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 a contract with AFSCME 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 10% the active number of claims compared with open claims a year ago.
- Worked with The Cities Group to update the City-wide safety training program and policies.
- Revised the City's Injury and Illness Prevention Plan (IIPP).
- Provided a comprehensive Hepatitis B titer and vaccination program for all employees with potential exposure.

Recruitment and Selection

- Successfully conducted 18 recruitments during 2013-2014 and provided three internships for college students.

Classification and Compensation

- Refined the City performance evaluation form.
- Implemented the provisions of the Affordable Care Act and began the mandated monitoring and measuring process.
- Assisted Department Heads on classification issues and analysis of staffing levels.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

Key initiatives and service levels planned for FY 2014-2015 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 development.
- Conduct effective Employee Orientation Programs for new employees.
- Revitalize Employee Recognition Programs for staff.
- Continue to review HR policies to ensure they meet current legal regulations; write new policies as needed.
- Offer an Open Enrollment Health Fair.
- 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

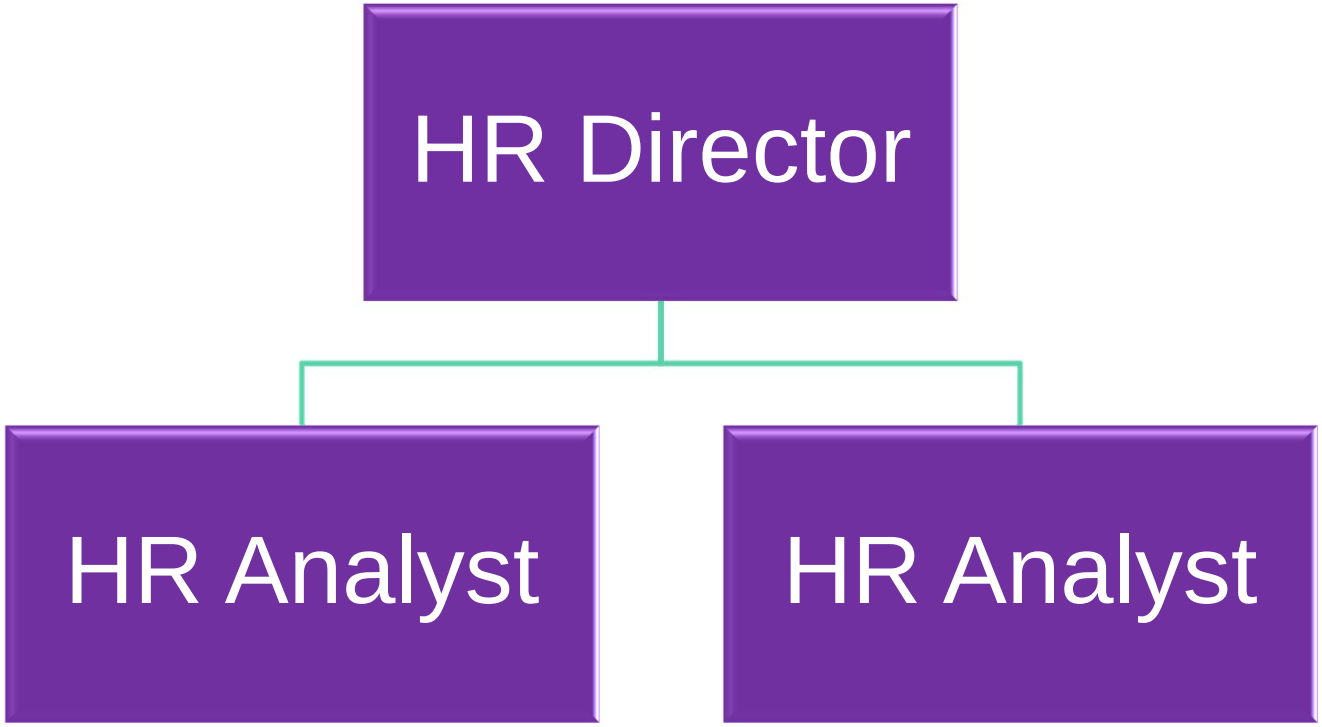
classification. The resulting performance evaluations will give employees specific feedback directly related to their job performance, address performance issues constructively, and identify training and development courses for the next year.

- Vacancies are anticipated in Police, Fire, Parks and the Public Works Departments. 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. Review the California Voluntary Employee Benefit Plan (VEBA).
- Conduct a Fair Labor Standards Act (FLSA) audit to ensure compliance for various work schedules.

CHANGES IN FINANCIAL RESOURCES REQUIRED

There are no significant changes in financial resources to achieve the FY 2014-2015 initiatives.

Human Resources Department



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 444,200	$ 444,200	$ 454,300
SERVICES AND SUPPLIES	99,980	99,980	103,480
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	544,180	544,180	557,780
INTERNAL SERVICES	51,956	51,956	52,566
Subtotal (Total Department Expenses before Reallocations)	596,136	596,136	610,346
REALLOCATIONS	(178,840)	(178,840)	(183,104)
TOTAL FOR HUMAN RESOURCES	**$ 417,296**	**$ 417,296**	**$ 427,242**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-1210-415-4110	PERMANENT SALARIES	$321,900.00	$330,900.00
	Subtotal	**$321,900.00**	**$330,900.00**
001-1210-415-4120	FRINGE BENEFITS	$122,300.00	$123,400.00
	Subtotal	**$122,300.00**	**$123,400.00**
	Employee Services Total	**$444,200.00**	**$454,300.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1210-415-4520	COMPENSATED ABSENCES	$1,100.00	$1,130.00
	Subtotal	**$1,100.00**	**$1,130.00**
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$28,673.00	$28,976.00
	Subtotal	**$28,673.00**	**$28,976.00**
001-1210-415-4569	BUILDING MAINTENANCE	$22,183.00	$22,460.00
	Subtotal	**$22,183.00**	**$22,460.00**
	Internal Services Total	**$51,956.00**	**$52,566.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	SERVICE (PINS) AWARD PROGRAM	$1,700.00	$1,700.00
	Subtotal	**$4,350.00**	**$4,350.00**
001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC	$2,500.00	$5,000.00
	Subtotal	**$2,500.00**	**$5,000.00**
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	$1,000.00	$2,000.00
	Subtotal	**$1,000.00**	**$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	$3,000.00
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**	**$7,000.00**
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	**$99,980.00**	**$103,480.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	($89,420.00)	($91,552.00)
	Subtotal	**($89,420.00)**	**($91,552.00)**
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	($89,420.00)	($91,552.00)
	Subtotal	**($89,420.00)**	**($91,552.00)**
	Reallocation Total	**($178,840.00)**	**($183,104.00)**
	ADMINISTRATION Total	**$417,296.00**	**$427,242.00**

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Financial Services

DEPARTMENT DESCRIPTION

The Financial Services 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 evaluate 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 audit, 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	12-13	13-14	14-15
FINANCE DIRECTOR	1.0	1.0	1.0
ACCOUNTING MANAGER	2.0	2.0	2.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
SR ACCT SPEC/ACCT SPEC	4.0	4.0	4.0
TOTAL EMPLOYEES	8.0	8.0	8.0

MISSION STATEMENT

The mission of the Financial Services 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.
- Issue financial reports in compliance with General Accepted Accounting Principles and Government Accounting Standards Board requirements.

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 the conservation based water rate model to reach the City's goal in reducing water consumption by 20% by 2020.
- Introduce and promote 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 Department continued to provide high quality services during FY 2013-2014.

Administration

- Participated in annual budget preparation.
- Provided financial analysis and recommendations on major projects.
- Supported policy formation and administrative programs to all operating departments.

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.
- Completed filing of Single Audit report.
- 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.
- Assisted Fire Department to implement Telestaff software to streamline the administration process of Fire personnel time records.

Utility

- Implemented the conservation-based water rate model for residential and irrigation customers.
- Assisted Customers to use Meter Data Management Portal to obtain hour to hour water consumption information.
- Processed sub-meters for homeowner association (HOA) in monitoring irrigation consumption.
- Billed irrigation accounts for landscape over-usage.

Taxes and Licenses

- Implemented new business license tax Ordinance after the passage of Measure U.
- 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 2014-2015

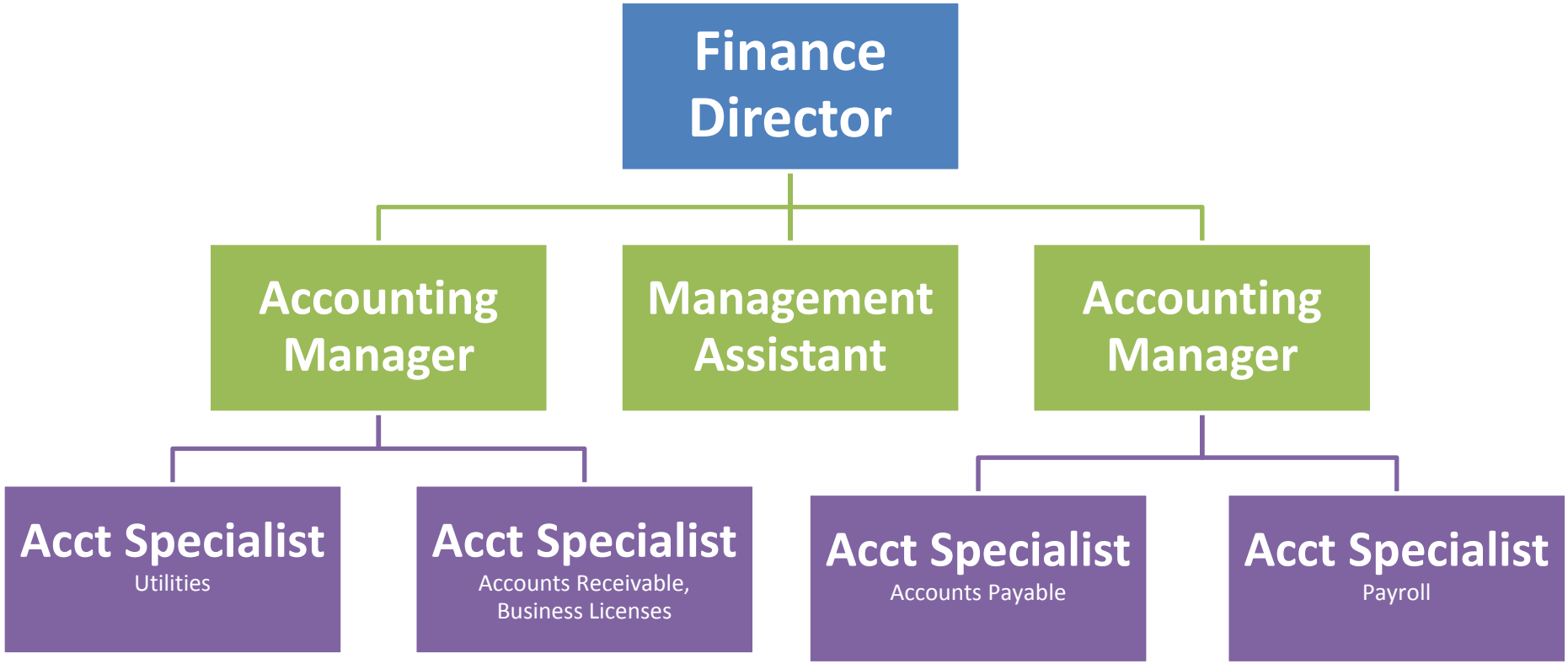
The key initiatives planned for FY 2014-2015 include the following.

- 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.

CHANGES IN FINANCIAL RESOURCES REQUIRED

No changes needed.

Financial Services Department



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 314,351	$ 314,351	$ 321,004
GENERAL ACCOUNTING	387,321	387,321	414,379
TAXES & LICENSES	81,496	81,496	87,934
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES	**$ 783,168**	**$ 783,168**	**$ 823,317**

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

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,030,000	$ 1,030,000	$ 1,091,700
SERVICES AND SUPPLIES	160,450	160,450	174,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,190,450	1,190,450	1,265,800
INTERNAL SERVICES	137,406	137,406	138,668
Subtotal (Total Department Expenses before Reallocations)	1,327,856	1,327,856	1,404,468
REALLOCATIONS	(544,688)	(544,688)	(581,151)
TOTAL FOR FINANCIAL SERVICES	**$ 783,168**	**$ 783,168**	**$ 823,317**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-1110-415-4110	PERMANENT SALARIES	$249,000.00	$252,300.00
	Subtotal	**$249,000.00**	**$252,300.00**
001-1110-415-4120	FRINGE BENEFITS	$102,000.00	$106,900.00
	Subtotal	**$102,000.00**	**$106,900.00**
	Employee Services Total	**$351,000.00**	**$359,200.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1110-415-4520	COMPENSATED ABSENCES	$850.00	$860.00
	Subtotal	**$850.00**	**$860.00**
001-1110-415-4544	VEHICLE REPLACEMENT	$5,544.00	$6,876.00
	Subtotal	**$5,544.00**	**$6,876.00**
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	$19,283.00	$19,162.00
	Subtotal	**$19,283.00**	**$19,162.00**
001-1110-415-4569	BUILDING MAINTENANCE	$6,586.00	$6,668.00
	Subtotal	**$6,586.00**	**$6,668.00**
	Internal Services Total	**$32,263.00**	**$33,566.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
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	$100.00
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**	**$660.00**
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	$600.00	$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**	**$1,350.00**
001-1110-415-4255	GOVERNMENT FINANCE OFFICERS ASSOCIATION	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
	Services and Supplies Total	**$65,810.00**	**$65,810.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	($67,361.00)	($68,786.00)
	Subtotal	**($67,361.00)**	**($68,786.00)**
001-1110-415-4497	ALLOCATION OF EXPENSES TO SEWER	($67,361.00)	($68,786.00)
	Subtotal	**($67,361.00)**	**($68,786.00)**
	Reallocation Total	**($134,722.00)**	**($137,572.00)**
	ADMINISTRATION Total	**$314,351.00**	**$321,004.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
001-1120-415-4110	PERMANENT SALARIES	$344,500.00	$368,000.00
	Subtotal	**$344,500.00**	**$368,000.00**
001-1120-415-4120	FRINGE BENEFITS	$142,500.00	$157,500.00
	Subtotal	**$142,500.00**	**$157,500.00**
	Employee Services Total	**$487,000.00**	**$525,500.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1120-415-4520	COMPENSATED ABSENCES	$1,190.00	$1,270.00
	Subtotal	**$1,190.00**	**$1,270.00**
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	$38,566.00	$38,325.00
	Subtotal	**$38,566.00**	**$38,325.00**
001-1120-415-4569	BUILDING MAINTENANCE	$13,171.00	$13,336.00
	Subtotal	**$13,171.00**	**$13,336.00**
	Internal Services Total	**$52,927.00**	**$52,931.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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)	$2,000.00	$2,150.00
	Subtotal	**$2,000.00**	**$2,150.00**
001-1120-415-4243	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	$650.00	$650.00
001-1120-415-4243	AP SIG CARD	$500.00	$500.00
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**	**$5,700.00**
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	$110.00
	Subtotal	**$110.00**	**$110.00**
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	$600.00	$600.00
001-1120-415-4254	MISCELLANEOUS MEETING	$180.00	$180.00
	Subtotal	**$780.00**	**$780.00**
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	**$13,390.00**	**$13,540.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	($82,998.00)	($88,796.00)
	Subtotal	**($82,998.00)**	**($88,796.00)**
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	($82,998.00)	($88,796.00)
	Subtotal	**($82,998.00)**	**($88,796.00)**
	Reallocation Total	**($165,996.00)**	**($177,592.00)**
	GENERAL ACCOUNTING Total	**$387,321.00**	**$414,379.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-1130-415-4110	PERMANENT SALARIES	$67,500.00	$72,100.00

	Subtotal	**$67,500.00**	**$72,100.00**
001-1130-415-4120	FRINGE BENEFITS	$28,500.00	$31,400.00
	Subtotal	**$28,500.00**	**$31,400.00**
	Employee Services Total	**$96,000.00**	**$103,500.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1130-415-4520	COMPENSATED ABSENCES	$240.00	$255.00
	Subtotal	**$240.00**	**$255.00**
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	$28,924.00	$28,744.00
	Subtotal	**$28,924.00**	**$28,744.00**
001-1130-415-4569	BUILDING MAINTENANCE	$9,878.00	$10,002.00
	Subtotal	**$9,878.00**	**$10,002.00**
	Internal Services Total	**$39,042.00**	**$39,001.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$750.00	$500.00
	Subtotal	**$750.00**	**$500.00**
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	$750.00	$500.00
001-1130-415-4243	MAILING AND RETURN ENVELOPES	$300.00	$200.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	$700.00	$500.00
	Subtotal	**$1,750.00**	**$1,200.00**
001-1130-415-4251	BANK DRAFT FEES	$3,500.00	$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	$3,500.00	$1,800.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES	$30,000.00	$37,000.00
001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	$32,000.00	$38,000.00
	Subtotal	**$70,000.00**	**$82,600.00**
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	**$74,000.00**	**$85,800.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	($122,879.00)	($132,651.00)
001-1130-415-4496	REALLOCATION OF CC TRANSACTION FEES - WATER	($16,750.00)	($19,400.00)
	Subtotal	**($139,629.00)**	**($152,051.00)**
001-1130-415-4497	ALLOCATION OF EXPENSES TO SEWER	($52,663.00)	($56,850.00)
001-1130-415-4497	REALLOCATION OF CC TRANSACTION FEES - SEWER	($16,750.00)	($19,400.00)
	Subtotal	**($69,413.00)**	**($76,250.00)**
	Reallocation Total	**($209,042.00)**	**($228,301.00)**
	UTILITY ACCOUNTING Total	**$0.00**	**$0.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-1140-415-4110	PERMANENT SALARIES	$67,500.00	$72,100.00
	Subtotal	**$67,500.00**	**$72,100.00**
001-1140-415-4120	FRINGE	$28,500.00	$31,400.00
	Subtotal	**$28,500.00**	**$31,400.00**
	Employee Services Total	**$96,000.00**	**$103,500.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1140-415-4520	COMPENSATED ABSENCES	$240.00	$255.00
	Subtotal	**$240.00**	**$255.00**
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	$9,641.00	$9,581.00
	Subtotal	**$9,641.00**	**$9,581.00**
001-1140-415-4569	BUILDING MAINTENANCE	$3,293.00	$3,334.00
	Subtotal	**$3,293.00**	**$3,334.00**

	Internal Services Total	**$13,174.00**	**$13,170.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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.	$2,300.00	$3,000.00
	Subtotal	**$2,300.00**	**$3,000.00**
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	$500.00	$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	$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	**$2,500.00**	**$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	**$7,250.00**	**$8,950.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	($17,464.00)	($18,843.00)
	Subtotal	**($17,464.00)**	**($18,843.00)**
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER	($17,464.00)	($18,843.00)
	Subtotal	**($17,464.00)**	**($18,843.00)**
	Reallocation Total	**($34,928.00)**	**($37,686.00)**
	TAXES & LICENSES Total	**$81,496.00**	**$87,934.00**

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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.

DEPARTMENT PERSONNEL SUMMARY

Position	12-13	13-14	14-15
Full-Time Employees			
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0
PARKS MANAGER	2.5	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 WOR	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
ADMINISTRATIVE SECRETARY	4.0	4.0	4.0
FACILITY MAINTENANCE WORKER II	3.0	3.0	3.0
BUILDING SERVICES COORDINATOR	1.0	1.0	1.0
Total Full-time Employees	36.5	36.0	36.0
Part-Time Employees			
RECREATION LEADER III (6)	3.2	3.0	3.0
RECREATION LEADER II (14)	7.0	7.0	7.0
RECREATION LEADER I (14)	7.0	7.2	7.2
BUILDING SERVICES ASSISTANT (12)	6.0	6.0	6.0
BLDG SERVICES COORDINATOR ASNT	0.5	0.5	0.5
PARKS MAINTENANCE WORKER (1)	0.0	0.5	0.5
Total Part-time Employees	23.7	24.2	24.2
TOTAL EMPLOYEES	60.2	60.2	60.2

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 2014-15 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 Report.

KEY INITIATIVES COMPLETED

Parks

- Continuing efforts in water conservation through diligent monitoring and adjustments of Parks irrigation - Central Irrigation System - Reduced water usage
- Park Infrastructure improvement
  - Completed Design phase of Werder and Destination Parks
  - Tennis and Basketball Courts Resurfacing
  - Veteran's Honor Wall
  - Boothbay Park Natural turf Renovation
- Grant funding secured for East Third Ave/ Windsurf Park Site Improvements (CIP 640)
- Redeployment of staff and enhanced staff efficiencies associated with expansion of synthetic turf fields supplemented with contractual services

Recreation

- Fully funded Summer Concert Series
- Transition of Recreation Management System to Vermont Systems
- Processed $80,800 in revenue for the Lagoon Room in the Recreation Center
- Processed over 2,600 facility and park permits
- Three staff completed Emergency Shelter Training through the American Red Cross
- Launched a fully funded Neighbor Night Program
- The VIBE offered a fully funded Family Enrichment Series which educated approximately 100 parents on relevant topics facing families today
- Began volunteer program revamp with the goal of creating a rewarding and enriching opportunity for volunteers to assist with day-to-day operations and special events
- Use of electronic signboard to promote events and enhance traffic safety around events
- Continued efforts to secure grant funding for Parks and Recreation Department projects, ex. East Third Ave. and Family Enrichment Series

Buildings

- Replaced or repaired nine backflows at all buildings
- Refurbished Lagoon Room floors and bar area and updated electrical system
- Installed hands free faucets and soap dispenser in Library bathrooms
- With San Mateo County Energy Watch, conducted Energy Efficiency Audits of City-owned buildings; identified opportunities for energy savings and entered into a contract with a vendor to install more energy efficient systems
- 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 installation of Solar Photovoltaic panels at the Library/Community Center

Vehicles

- Worked with the City of San Mateo building joint specifications for the fire engine and to purchase one fire engine for Foster City and two for San Mateo.
- Researched electric vehicle options for City fleet
- Built three Police Interceptor Utility Vehicles for the Police Department
- Conducted approximately 330 regularly scheduled vehicle services

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

The major initiatives for the Department in FY 2014-15 include:

1. Parks Division
   - The completion and close out of all major Capital Improvement Projects.
   - Completion of our park system with the development of the bay trail including East Third Avenue, Werder Park and Destination Park/Naming process for new parks.
   - Develop and 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.
   - Respond to water audits through water conservation methods in public hearing.
   - Finalize and address warranty issues associated with the synthetic surface soccer fields at Sea Cloud S3 and Catamaran Park. Director to participate in required warranty hearings through 2014.
   - Explore the efficiencies of at least one additional synthetic surface field at Sea Cloud/Colt Baseball.
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
   - Define major CIP program which will deal with roofing/HVAC systems/Building infrastructure.
   - Quarterly check in of extensive building safety audits.
   - Per City Council direction, complete required solar panel installation at Library/Community Center, and evaluation of all electric vehicles for city fleet.
   - Respond to transition of trash and recycling receptacles at the Recreation Center and Community Center.
   - Coordinate purchase of fire engine in 2014 and fire truck in 2014/2015.
   - 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.
   - Director to coordinate department’s 20th year of team building and retreat.
   - Department secession plan including full time and part time staff.

- Director to participate in the economic/ environmental/ social equity components of the Foster City Sustainability Plan.

CHANGES IN FINANCIAL RESOURCES REQUIRED

Parks

- Water/Meter/Sewer ($28,000) – Water and meter rates will be increasing in the coming fiscal year. The combined budget for water and meter charges is currently $570,000. With the water rate increase of 6% ($26,000) and the meter increase of 1.3% ($2,000) the Parks Maintenance Division requires this increase to maintain the current level of maintenance in the parks system.

Recreation

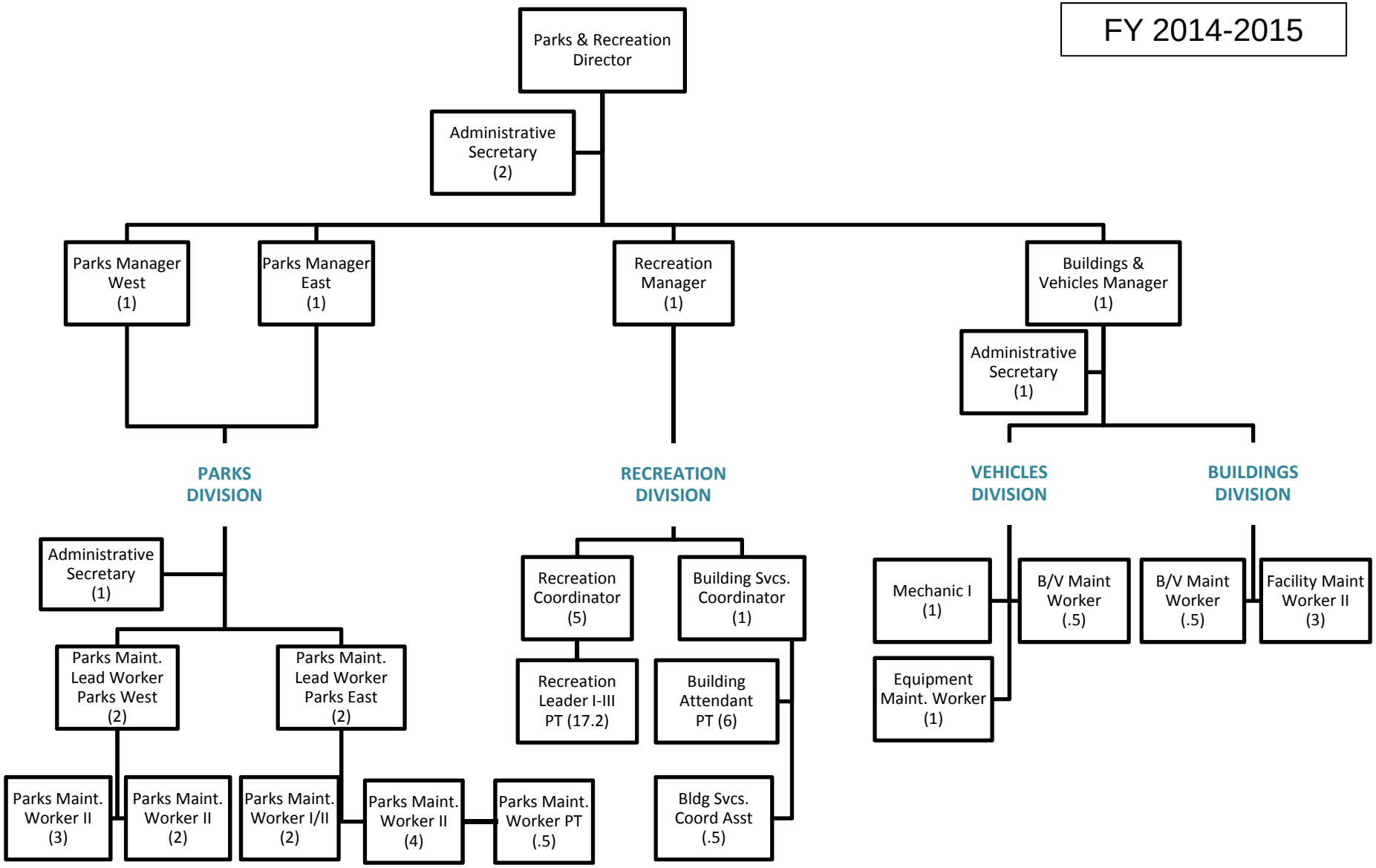
- Administrative Equipment $3,000 (safes) - As a component of updating our money handling policy purchase new safe with drop slot for Senior Wing and install safe at Community Center.
- Administrative Capital Outlay $40,000 (security cameras) – In response to growing need for building and employee security, the installation of security cameras at The VIBE and Senior Wing are recommended in coordination with PD.

Building Maintenance / Vehicles

- Buildings $15,000 (potable water backflow and fire sprinkler backflow) – New state requirement to annually test backflow devices for fire suppression and potable water systems. Testing is $1,000 annually, and repair/replace can be significant, depending upon what is found in the test. In FY 2013-14, the cost was $38K, however, it is not expected that this level will continue as future replacements should be less comprehensive.
- Buildings $26,500 (Fire Training Tower) – Overhaul Fire Tower by replacing damaged first floor fire resistant protective panels, painting exterior railings and wooden entry, removing old electrical and install new outlets on exterior, replacing damaged doors and interior wooden structures, power washing interior and exterior and adding storage shed.
- Buildings $10,000 (Fire Training Tower maintenance) – annually replace fire resistant protective panels as needed, perform ongoing maintenance of electrical, roofing, paint, etc. Power wash and maintain structure in good condition. Revenue will be received from other user agencies to offset costs.

Parks & Recreation

FY 2014-2015



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	$ 3,901,819	$ 3,901,819	$ 3,994,639
REC ADMINISTRATION	1,328,349	1,328,349	1,392,976
Subtotal - City General Fund Divisions	5,230,168	5,230,168	5,387,615
ADULT CONTRACTS	163,495	163,495	166,000
ADVERTISING	44,800	44,800	44,800
FACILITY OPERATIONS	425,791	436,291	442,353
SENIORS / VOLUNTEERS	187,985	187,985	194,190
SPECIAL EVENTS	40,984	40,984	41,084
TEEN PROGRAMS	262,035	262,035	280,340
YOUTH CAMPS	417,666	407,166	341,846
YOUTH CONTRACT CLASSES	287,835	287,835	290,240
Subtotal - Special Recreation Fund	1,830,591	1,830,591	1,800,853
TOTAL FOR PARKS & RECREATION	**$ 7,060,759**	**$ 7,060,759**	**$ 7,188,468**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 3,738,315	$ 3,738,315	$ 3,923,090
SERVICES AND SUPPLIES	2,117,600	2,117,600	2,064,100
CAPITAL OUTLAY	25,000	25,000	40,000
Subtotal (Total Department-Controlled Expenses)	5,880,915	5,880,915	6,027,190
INTERNAL SERVICES	1,179,844	1,179,844	1,161,278
Subtotal (Total Department Expenses before Reallocations)	7,060,759	7,060,759	7,188,468
REALLOCATIONS	-	-	-
	$ 7,060,759	**$ 7,060,759**	**$ 7,188,468**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2013-2014	Requested 2014-2015
001-0510-451-4388	ELECTRONIC SIGNBOARD	$25,000.00	$0.00
001-0510-451-4388	VIBE AND SENIOR WING SECURITY CAMERA INSTALLATION	$0.00	$40,000.00
	Subtotal	**$25,000.00**	**$40,000.00**
	Capital Outlay Total	**$25,000.00**	**$40,000.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0510-451-4110	PERMANENT SALARIES	$431,500.00	$447,300.00
	Subtotal	**$431,500.00**	**$447,300.00**
001-0510-451-4112	OVERTIME	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-0510-451-4120	FRINGE BENEFITS	$188,000.00	$220,200.00
	Subtotal	**$188,000.00**	**$220,200.00**
	Employee Services Total	**$621,000.00**	**$669,000.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0510-451-4520	COMPENSATED ABSENCES	$1,490.00	$1,550.00
	Subtotal	**$1,490.00**	**$1,550.00**
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	$38,582.00	$37,048.00
	Subtotal	**$38,582.00**	**$37,048.00**
001-0510-451-4556	EQUIPMENT REPLACEMENT	$7,408.00	$7,944.00
	Subtotal	**$7,408.00**	**$7,944.00**
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	$87,092.00	$91,137.00
	Subtotal	**$87,092.00**	**$91,137.00**
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	$501,907.00	$497,427.00

	Subtotal	**$501,907.00**	**$497,427.00**
	Internal Services Total	**$636,479.00**	**$635,106.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$0.00	$3,000.00
	Subtotal	**$13,500.00**	**$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	$2,400.00
	Subtotal	**$2,400.00**	**$2,400.00**
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	**$45,870.00**	**$48,870.00**
	REC ADMINISTRATION Total	**$1,328,349.00**	**$1,392,976.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0520-452-4110	ON-CALL AND OTHER STAND-BY PAYS	$5,000.00	$5,000.00
001-0520-452-4110	PERMANENT SALARIES	$1,373,500.00	$1,393,700.00
	Subtotal	**$1,378,500.00**	**$1,398,700.00**
001-0520-452-4111	PART TIME SALARIES	$27,900.00	$28,600.00
	Subtotal	**$27,900.00**	**$28,600.00**
001-0520-452-4112	4TH OF JULY OVERTIME -- PARKS CREWS	$3,200.00	$3,300.00
001-0520-452-4112	OVERTIME	$38,300.00	$38,950.00
	Subtotal	**$41,500.00**	**$42,250.00**
001-0520-452-4120	FRINGE BENEFITS	$630,000.00	$692,500.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	$6,470.00	$6,470.00
	Subtotal	**$636,470.00**	**$698,970.00**
	Employee Services Total	**$2,084,370.00**	**$2,168,520.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0520-452-4520	COMPENSATED ABSENCES	$4,790.00	$4,860.00
	Subtotal	**$4,790.00**	**$4,860.00**

001-0520-452-4544	VEHICLE REPLACEMENT	$261,999.00	$247,690.00
	Subtotal	**$261,999.00**	**$247,690.00**
001-0520-452-4556	EQUIPMENT REPLACEMENT	$153,906.00	$149,824.00
	Subtotal	**$153,906.00**	**$149,824.00**
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	$105,114.00	$104,105.00
	Subtotal	**$105,114.00**	**$104,105.00**
	Internal Services Total	**$525,809.00**	**$506,479.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$51,000.00
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	$5,860.00
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	$10,200.00
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	$8,140.00
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**	**$247,200.00**
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	$0.00	$28,000.00
001-0520-452-4248*	METERS/WATER/SEWER	$570,000.00	$570,000.00
	Subtotal	**$611,250.00**	**$639,250.00**
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 MAINTENANCE CONTRACTUAL SERVICES	$65,630.00	$65,630.00
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	$18,000.00
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**	**$398,630.00**

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	**$1,291,640.00**	**$1,319,640.00**
	PARKS MAINTENANCE Total	**$3,901,819.00**	**$3,994,639.00**

PARKS & RECREATION - FACILITY OPERATIONS Account: 003-0525-451 SPECIAL RECREATION

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0525-451-4110	PERMANENT SALARIES	$142,500.00	$145,100.00
	Subtotal	**$142,500.00**	**$145,100.00**
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	$16,000.00	$16,000.00
003-0525-451-4111	PART TIME SALARIES	$87,700.00	$89,900.00
	Subtotal	**$103,700.00**	**$105,900.00**
003-0525-451-4112	OVERTIME	$3,000.00	$3,100.00
	Subtotal	**$3,000.00**	**$3,100.00**
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	$63,000.00	$72,400.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,650.00	$1,800.00
003-0525-451-4120	PART TIME STAFF BENEFITS	$15,250.00	$15,250.00
	Subtotal	**$79,900.00**	**$89,450.00**
	Employee Services Total	**$329,100.00**	**$343,550.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0525-451-4520	COMPENSATED ABSENCES	$500.00	$510.00
	Subtotal	**$500.00**	**$510.00**
003-0525-451-4556	EQUIPMENT REPLACEMENT	$15,991.00	$18,093.00
	Subtotal	**$15,991.00**	**$18,093.00**
	Internal Services Total	**$16,491.00**	**$18,603.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$425,791.00**	**$442,353.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0534-451-4110	PERMANENT SALARIES	$75,500.00	$76,600.00
	Subtotal	**$75,500.00**	**$76,600.00**
003-0534-451-4111	PART TIME SALARIES	$95,000.00	$97,375.00

003-0534-451-4111	PART TIME STAFF AFTERSCHOOL PROGRAM	$21,000.00	$21,500.00
	Subtotal	**$116,000.00**	**$118,875.00**
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)	$33,500.00	$38,200.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	$17,151.00	$17,151.00
	Subtotal	**$50,651.00**	**$55,351.00**
	Employee Services Total	**$244,201.00**	**$252,876.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0534-451-4520	COMPENSATED ABSENCES	$265.00	$270.00
	Subtotal	**$265.00**	**$270.00**
	Internal Services Total	**$265.00**	**$270.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
003-0534-451-4242	POSTAGE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
003-0534-451-4243	SUPPLIES	$6,000.00	$6,000.00
003-0534-451-4243	YOUTH AFTERSCHOOL PROGRAM	$4,500.00	$0.00
	Subtotal	**$10,500.00**	**$6,000.00**
003-0534-451-4251	AFTERSCHOOL PROGRAM TRANSPORTATION	$80,000.00	$0.00
003-0534-451-4251	CONTRACTUAL SERVICES	$82,450.00	$82,450.00
	Subtotal	**$162,450.00**	**$82,450.00**
	Services and Supplies Total	**$173,200.00**	**$88,700.00**
	YOUTH CAMPS Total	**$417,666.00**	**$341,846.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0535-451-4110	FULL-TIME SALARIES	$38,000.00	$38,300.00
	Subtotal	**$38,000.00**	**$38,300.00**
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	$2,000.00	$2,100.00
	Subtotal	**$2,000.00**	**$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)	$17,000.00	$19,100.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	$60.00	$60.00
	Subtotal	**$17,060.00**	**$19,160.00**
	Employee Services Total	**$57,560.00**	**$60,060.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0535-451-4520	COMPENSATED ABSENCES	$135.00	$140.00
	Subtotal	**$135.00**	**$140.00**
	Internal Services Total	**$135.00**	**$140.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$163,495.00**	**$166,000.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0537-451-4111	PART TIME SALARIES	$3,000.00	$3,100.00
	Subtotal	**$3,000.00**	**$3,100.00**
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)	$64.00	$64.00
	Subtotal	**$64.00**	**$64.00**
	Employee Services Total	**$3,064.00**	**$3,164.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$21,900.00
	Subtotal	**$21,900.00**	**$21,900.00**
003-0537-451-4265	ART GALLERY - MISC	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$37,920.00**	**$37,920.00**
	SPECIAL EVENTS Total	**$40,984.00**	**$41,084.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0538-451-4110	FULL-TIME SALARIES	$38,000.00	$38,300.00
	Subtotal	**$38,000.00**	**$38,300.00**
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	$17,000.00	$19,100.00
	Subtotal	**$17,000.00**	**$19,100.00**
	Employee Services Total	**$55,000.00**	**$57,400.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0538-451-4520	COMPENSATED ABSENCES	$135.00	$140.00
	Subtotal	**$135.00**	**$140.00**
	Internal Services Total	**$135.00**	**$140.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$231,450.00
	Subtotal	**$231,450.00**	**$231,450.00**
	Services and Supplies Total	**$232,700.00**	**$232,700.00**
	YOUTH CONTRACT CLASSES Total	**$287,835.00**	**$290,240.00**

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

Services and Supplies		Approved 2013-2014	Requested 2014-2015
003-0539-451-4242	POSTAGE	$9,000.00	$9,000.00
	Subtotal	**$9,000.00**	**$9,000.00**
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**	**$44,800.00**
	ADVERTISING Total	**$44,800.00**	**$44,800.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0540-451-4110	PERMANENT SALARIES	$75,500.00	$76,600.00
	Subtotal	**$75,500.00**	**$76,600.00**
003-0540-451-4111	PART TIME SALARIES	$16,000.00	$16,400.00
	Subtotal	**$16,000.00**	**$16,400.00**
003-0540-451-4112	OVERTIME	$700.00	$700.00
	Subtotal	**$700.00**	**$700.00**
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	$33,500.00	$38,200.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	$320.00	$320.00
	Subtotal	**$33,820.00**	**$38,520.00**
	Employee Services Total	**$126,020.00**	**$132,220.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0540-451-4520	COMPENSATED ABSENCES	$265.00	$270.00
	Subtotal	**$265.00**	**$270.00**
	Internal Services Total	**$265.00**	**$270.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$187,985.00**	**$194,190.00**

PARKS & RECREATION - TEEN PROGRAMS Account: 003-0541-451 SPECIAL RECREATION

Employee Services		Approved 2013-2014	Requested 2014-2015
003-0541-451-4110	RECREATION COORDINATOR	$75,500.00	$86,600.00
	Subtotal	**$75,500.00**	**$86,600.00**
003-0541-451-4111	PART TIME SALARIES	$95,000.00	$97,400.00
003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	$5,400.00	$5,500.00

	Subtotal	**$100,400.00**	**$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)	$33,500.00	$38,200.00
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	**$40,850.00**	**$45,550.00**
	Employee Services Total	**$218,000.00**	**$236,300.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
003-0541-451-4520	COMPENSATED ABSENCES	$265.00	$270.00
	Subtotal	**$265.00**	**$270.00**
	Internal Services Total	**$265.00**	**$270.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$262,035.00**	**$280,340.00**

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POLICE DEPARTMENT

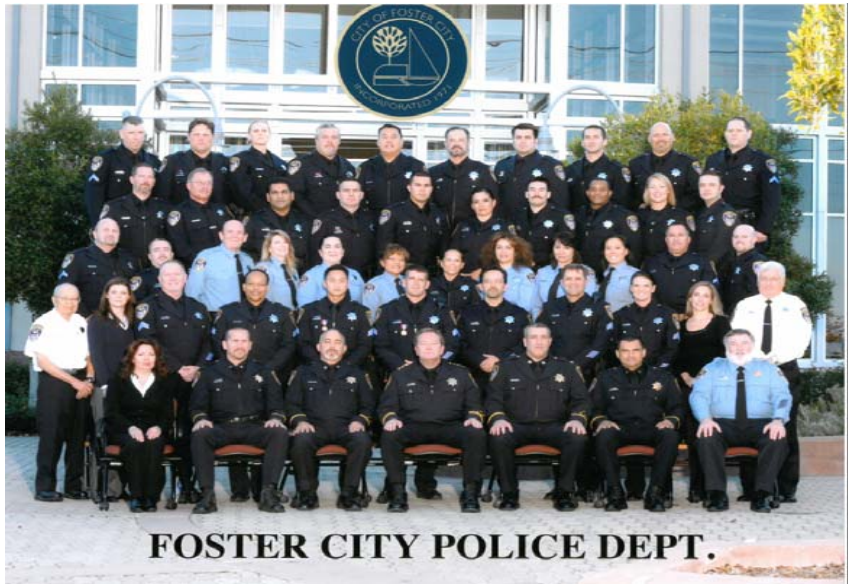
DEPARTMENT DESCRIPTION

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



DEPARTMENT PERSONNEL SUMMARY

DEPARTMENT PERSONNEL SUMMARY *(by year)*			
Position	12-13	13-14	14-15
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	18	19
SR. COMMUNITY SVS. OFC.	3	3	3
COMM & RECORDS MGR	1	1	N/A
COMM. SUPERVISOR	N/A	N/A	1
RECORDS SUPERVISOR	N/A	N/A	1
LEAD DISPATCHER	1	1	1
POLICE DISPATCHER	5	5	4
POLICE RECORDS SPLST.	2	2	2
MANAGEMENT ASSISTANT	1	1	1
TOTAL EMPLOYEES	49	49	50

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 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.

FIVE-YEAR STRATEGIC PLAN

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 Stratigic Plan with up to five goals we want to achieve over a 12-month period. Each annual plan contains mid-term goals and deliverables designed to incrementally help us realize the larger vison set forth in our Five-Year Plan. Although reassessed annually during its life, this is the last year of our current Five-Year Plan, which was initiated in 2010. Through hardwork and staying focused on the big picture objectives of this plan, we were able to complete several of the long-term goals contained herein and we are largely where we wanted to be at this point in time.

Over the course of the next fiscal year, we will be overhauling our Stratigic Planning process to better account for where we are today and redefining where we want to be in the future. The following goals and objectives are from our exsisting Five-Year Plan and, once again, most of these goals are on-going or have been realized.

1. **Crime Prevention and Traffic Safet y** - 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
    - Reduce the number of injury and non-injury traffic collisions on public roadways in Foster City for each subsequent year for the next five years.

2. **Succession Planning** – 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. **Organizational and Operational Efficiencies** – maximize workforce and operational efficiencies to ensure responsible fiscal management.
    - Assessment and potential re-organization of Administrative Division positions and job responsibilities.

4. **Emplo yee Development** - develop and maintain a high caliber, technically proficient workforce.
    - Utilize all training opportunities, both internally and externally. Examples include P.O.S.T reimbursable courses, ABAG provided training, and expert in-house Department trainers.
    - Encourage all employees to seek outside training, self-development and/or higher educational opportunities.

5. **Emergency Prep aredness** - establish and maintain effective emergency tactical response capabilities
    - Develop and update tactical emergency response plans for schools and high profile facilities in the city, using the latest available technological resources.

6. **Community Relations** – establish and maintain a superior level of responsiveness to the community and ensure their satisfaction with the services we provide.
    - Continue working with other City Departments towards the successful redevelopment of several large projects within the City.
    - Work to maintain efficient service levels in concert with these new developments.

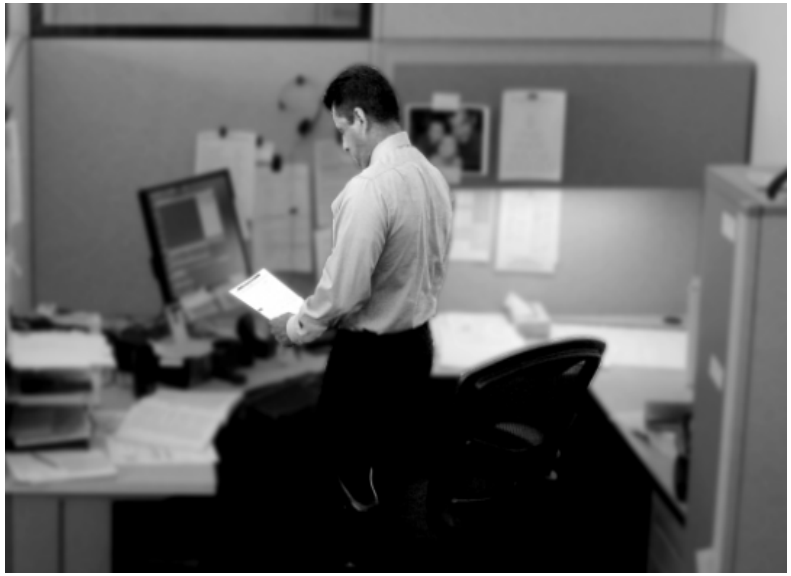
7. **Use of equipment and technology** - maximize the effective acquisition and use of equipment and technology to improve Department operations and service to the community.
    - Purchase and utilize video surveillance equipment for targeted crime locations in the city.
    - Create a more paperless workplace.
    - Purchase and utilize personal audio/video recording devices to be worn by Patrol personnel.

8. **Staffing** - maintain a fully staffed and functional workforce as authorized.
    - Reduce employee accidents, injuries and lost workdays.
    - Continue to seek out qualified individuals to serve in our corps of volunteers, including Reserve Officers, Emergency Service Volunteers and Police Explorers.

KEY INITIATIVES COMPLETED

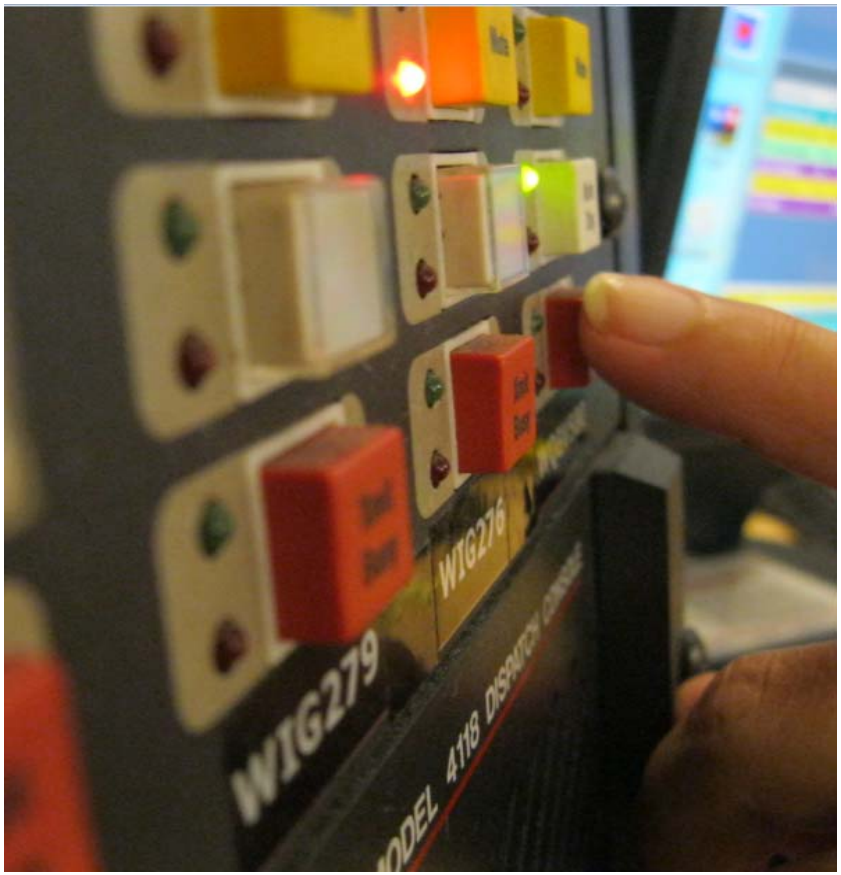
Some of our accomplishments during the past year include:

- The departure of a tenured Captain resulted in the subsequent promotions of a new Captain, Lieutenant, Sergeant and Corporal (all from within our ranks). The Department also hired three new officers to fill other authorized vacancies that occurred throughout the year.
- The retirement of the long tenured Records & Communications Manager resulted in a major restructuring of the Department's Administrative Division. Selection processes were held and a Dispatch Supervisor was promoted from within ranks and an open recruitment resulted in the hiring of a Records Supervisor as well. Both units are functioning effectively under the new alignment.
- An analysis of FBI & Unified Crime Reporting (UCR) crime statistics found Foster City to be the 8th safest city in California (for cities with populations over 25,000 – up from 15th safest last year) and the 55th safest city in America (up from 81st last year).
- Through proactive patrol efforts, the Department reduced residential burglary by 12% and vehicle thefts by 5%.
- Traffic collisions decreased 11%, with injury collisions decreasing 9% as well. Education and enforcement were employed to address pedestrian safety issues that arose in the recent past. These efforts have resulted in an overall decrease of similar collisions.
- Department staff placed an emphasis on developing additional trainers to handle in-house training blocks. Staff members successfully completed "train-the-trainer" courses related to firearms and the Taser.



- 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 "Citizen Recognition Program" in which people who played a significant role in assisting their fellow community members were personally awarded certificates from our Department naming them as "Honorary Officers".
- For the 21st 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 2013, 700 students in the 4th and 6th grades completed the program.
- The Department Explorer program increased its number of participants by 54% to a total of 20 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 a joint community open house.
- 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 State's 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 remain in pursuit of bachelor and master 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.
- A large scale Records Retention & Mapping project occurred, which now clearly identifies where various documents exist within the entire Department.
- The Department purchased body worn video cameras for our officers. These cameras assist the officers in effectively collecting statements and evidence and also provides a risk management component as well.
- Through funding from the State of California, the Department is finalizing an upgrade to 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 2014-2015

The continued implementation of "Realignment" by the State will 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. Despite this challenge, 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 service levels 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 emphazes on school zones and pedestrian safety.
- 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.
- Crime prevention community outreach will be increased through the addition of a Crime Prevention/ Community Outreach Officer.
- Some proactive investigations may continue to be limited.
- Continued support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Continued 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:

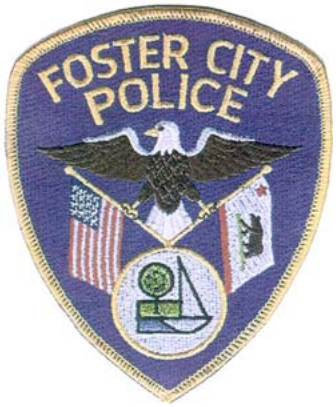
Employee Services

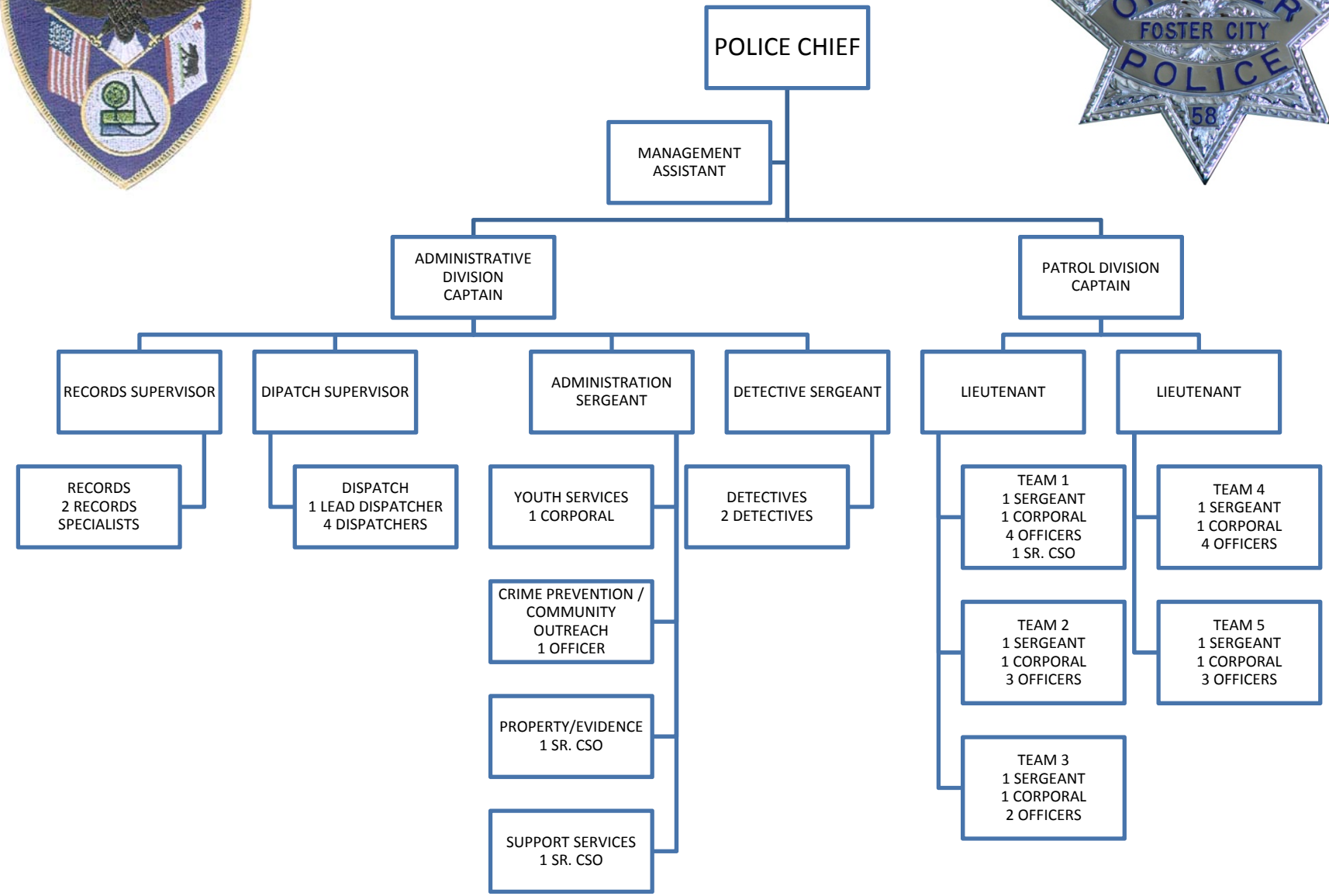
- SLESF/COPS Grant Funding – In previous years, the City received $100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2014-2015. Based on this information, the City is projecting to receive this State funding of $100,000 for FY 2014-2015.
- Also, a new Crime Prevention/Community Outreach Officer is being proposed to enhance Crime Prevention services to the community at an annual cost of $161,000.

Services and Supplies

- The “Booking Fees” line item is subject to the same State historical budget uncertainties as the SLESF/COPS grant funding. Any suspects booked into County jail are billed by the County directly to the State. Only those bookings that are either ineligible for State funding, or for which the State has determined through its budget process to cease funding, are then charged back to the City for reimbursement to the County. Booking fee expenditures are included in the FY 2014-2015 budget as a conservative measure to not only cover our typical non-reimbursed expenses but also in the event that all reimbursement ceases from the State or to cover bookings that are re-classified by the State as no longer qualifying for reimbursement.

Police Department





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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	$ 3,319,406	$ 3,324,406	$ 3,656,881
CHIEF'S OFFICE	442,872	442,872	458,183
CROSSING GUARDS	21,600	21,600	21,600
FIELD OPERATIONS	5,507,564	5,502,564	5,810,817
TOTAL FOR POLICE	**$ 9,291,442**	**$ 9,291,442**	**$ 9,947,481**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 8,128,200	$ 8,128,200	$ 8,801,832
SERVICES AND SUPPLIES	294,675	294,675	292,615
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,422,875	8,422,875	9,094,447
INTERNAL SERVICES	868,567	868,567	853,034
Subtotal (Total Department Expenses before Reallocations)	9,291,442	9,291,442	9,947,481
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	**$ 9,291,442**	**$ 9,291,442**	**$ 9,947,481**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0610-421-4110	PERMANENT SALARIES	$274,000.00	$277,200.00
	Subtotal	**$274,000.00**	**$277,200.00**
001-0610-421-4120	EMPLOYEE SERVICES/FRINGE BENEFITS	$141,000.00	$150,900.00
	Subtotal	**$141,000.00**	**$150,900.00**
	Employee Services Total	**$415,000.00**	**$428,100.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0610-421-4520	COMPENSATED ABSENCES	$935.00	$950.00
	Subtotal	**$935.00**	**$950.00**
001-0610-421-4544	VEHICLE REPLACEMENT	$11,087.00	$10,733.00
	Subtotal	**$11,087.00**	**$10,733.00**
	Internal Services Total	**$12,022.00**	**$11,683.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$7,500.00	$10,000.00
	Subtotal	**$11,500.00**	**$14,000.00**
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	$380.00	$400.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	$125.00	$125.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	$120.00	$150.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	$450.00	$450.00
	Subtotal	**$1,075.00**	**$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	**$15,850.00**	**$18,400.00**
	CHIEF'S OFFICE Total	**$442,872.00**	**$458,183.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0620-421-4110	PERMANENT SALARIES	$3,119,500.00	$3,235,000.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	($100,000.00)	($100,000.00)
	Subtotal	**$3,019,500.00**	**$3,135,000.00**
001-0620-421-4112	FOURTH OF JULY OVERTIME	$7,700.00	$8,000.00
001-0620-421-4112	OVERTIME	$132,000.00	$137,000.00
	Subtotal	**$139,700.00**	**$145,000.00**
001-0620-421-4117	HOLIDAY IN-LIEU PAY	$156,000.00	$161,700.00
	Subtotal	**$156,000.00**	**$161,700.00**
001-0620-421-4120	FRINGE BENEFITS	$1,825,000.00	$2,024,200.00
	Subtotal	**$1,825,000.00**	**$2,024,200.00**
	Employee Services Total	**$5,140,200.00**	**$5,465,900.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0620-421-4520	COMPENSATED ABSENCES	$10,880.00	$11,300.00
	Subtotal	**$10,880.00**	**$11,300.00**
001-0620-421-4544	VEHICLE REPLACEMENT	$247,231.00	$237,691.00

	Subtotal	**$247,231.00**	**$237,691.00**
001-0620-421-4556	EQUIPMENT REPLACEMENT	$22,768.00	$16,845.00
	Subtotal	**$22,768.00**	**$16,845.00**
	Internal Services Total	**$280,879.00**	**$265,836.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$2,500.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	$10,295.00	$10,295.00
001-0620-421-4240*	TRAINING SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$22,495.00**	**$22,495.00**
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	$600.00	$600.00
001-0620-421-4246	VEHICLE FIRE EXTINGUISHERS	$250.00	$250.00
	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	$6,300.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	$400.00	$435.00
001-0620-421-4251	RANGE FEES	$3,000.00	$3,000.00
001-0620-421-4251	STAR VISTA/FIRST CHANCE FACILITY	$27,500.00	$20,061.00
	Subtotal	**$57,200.00**	**$49,796.00**
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	NATIONAL TACTICAL OFFICERS ASSOCIATION	$40.00	$40.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	$75.00	$75.00

	Subtotal	**$615.00**	**$615.00**
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	**$86,485.00**	**$79,081.00**
	FIELD OPERATIONS Total	**$5,507,564.00**	**$5,810,817.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0630-421-4110	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$0.00	$96,196.00
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	$26,000.00	$26,000.00
001-0630-421-4110	PERMANENT SALARIES	$1,572,500.00	$1,646,800.00
	Subtotal	**$1,598,500.00**	**$1,768,996.00**
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	$56,500.00	$59,000.00
	Subtotal	**$59,000.00**	**$61,500.00**
001-0630-421-4117	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$0.00	$5,195.00
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	$29,000.00	$31,600.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	$32,000.00	$32,000.00
	Subtotal	**$61,000.00**	**$68,795.00**
001-0630-421-4120	CRIME PREVENTION / COMMUNITY OUTREACH OFFICER	$0.00	$59,641.00
001-0630-421-4120	FRINGE BENEFITS	$832,500.00	$926,900.00

	Subtotal	**$832,500.00**	**$986,541.00**
	Employee Services Total	**$2,573,000.00**	**$2,907,832.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0630-421-4520	COMPENSATED ABSENCES	$5,480.00	$5,730.00
	Subtotal	**$5,480.00**	**$5,730.00**
001-0630-421-4544	VEHICLE REPLACEMENT	$71,700.00	$64,675.00
	Subtotal	**$71,700.00**	**$64,675.00**
001-0630-421-4556	EQUIPMENT REPLACEMENT	$25,084.00	$25,934.00
	Subtotal	**$25,084.00**	**$25,934.00**
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	$346,283.00	$347,426.00
	Subtotal	**$346,283.00**	**$347,426.00**
001-0630-421-4569	BUILDING MAINTENANCE	$127,119.00	$131,750.00
	Subtotal	**$127,119.00**	**$131,750.00**
	Internal Services Total	**$575,666.00**	**$575,515.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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)	$21,792.00	$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	**$30,162.00**	**$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	$6,500.00
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		$43,759.00	$44,343.00
		Subtotal	**$102,759.00**	**$103,343.00**
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 (1 CPT/RCM)		$250.00	$250.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC		$100.00	$100.00
		Subtotal	**$719.00**	**$719.00**
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 (2 ATTENDEES)		$1,250.00	$2,500.00
		Subtotal	**$3,850.00**	**$5,100.00**
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND		$3,500.00	$3,500.00

Subtotal	**$3,500.00**	**$3,500.00**
Services and Supplies Total	**$170,740.00**	**$173,534.00**
ADMINISTRATIVE BUREAU Total	**$3,319,406.00**	**$3,656,881.00**

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

Services and Supplies	Approved 2013-2014	Requested 2014-2015
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**

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

Position	12-13	13-14	14-15
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[2]	0.0	1.0	1.0
FIRE MARSHAL	1.0	1.0	1.0
ASSISTANT FIRE MARSHAL	1.0	0.0	0.0
BATTALION CHIEF[3]	3.0	1.0	1.0
FIRE CAPTAIN	9.0	9.0	9.0
FIREFIGHTER	21.0	21.0	21.0
MANAGEMENT COORDINATOR	0.0	1.0	1.0
MANAGEMENT ASSISTANT	1.0	0.0	0.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0
Total Full-Time Employees	**37.0**	**35.0**	**35.0**
Part-Time Employees			
FIRE INSPECTOR II[4]	0.0	0.0	0.0
EMERGENCY PREPAREDNESS COORDINATOR[5]	0.0	0.0	0.0
EMERGENCY PREPAREDNESS INTERN	0.0	0.5	0.5
CLERICAL ASSISTANT	0.5	0.5	0.5
Total Part-Time Employees	**0.5**	**1.0**	**1.0**
TOTAL EMPLOYEES	37.5	36.0	36.0

[1] The Fire Chief and Deputy Fire Chief positions are contracted with the City of San Mateo, of which Foster City funds 33.3% of the positions.
[2] The Admin Battalion Chief position is shared with the City of San Mateo, with Foster City funding 33.3% of this position.
[3] One Battalion Chief position is shared with the City of San Mateo with Foster City funding 100% of this position. San Mateo shares (2) Battalion Chiefs with Foster City, with San Mateo paying 100% of those positions.
[4] Foster City will contract for services with the City of San Mateo for a Part Time Fire Inspector II position. This is a variable, "as needed" position, not to exceed 50%.
[5] 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 Com munity:** 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 2014, the Fire Department will focus on the following initiatives:

Preparedness

Continue to prov ide preparedness education (fire prevention, emergency preparedness, CERT, etc.) to the community, businesses and city employees.

- Activate the EOC for smaller events or drills and include Line Staff to increase their knowledge and skills.
- Address the needs of our diverse language population in regards to Fire Prevention and Emergency Preparedness.
- Increase formal public contact and become more involved in delivery of Prevention Education to all levels of the community may include service clubs, senior groups, social clubs, schools, religious organizations and local businesses.
- Maintain current Emergency Preparedness Work Plan and continue to organize and schedule ongoing Incident Command System (ICS) training.
- Establish joint CERT training exercises with San Mateo and Belmont CERT Teams.

Leadership and Professional Development

Seek opportunities for leadership and offer profes sional development, training and guidance.

- Look for opportunities for career advancement within our shared services agencies, such as the recent shared training division Captain's promotional exam.
- Offer Captain and Battalion Chief promotional testing in 2014 and as needed.
- Evaluate and modify all department job descriptions for accuracy and appropriateness and conduct job audits at all levels.
- Promote and model ethical behavior and exceptional internal and external customer service.

Training

Develop or enhan ce curren t training that provides employees the opportunity to maintain the high level of service and commitment to the community.

- Ensure all line staff is meeting the mandated state and federal training requirements.
- Develop a program for Operations personnel expanding the training and skills of boat operations.
- Develop a tabletop training program for incident command for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- Standardize probationary firefighter training manual with San Mateo and Central Training Division to provide consistent training and testing
- Revise / update our internal water rescue response model utilizing partnerships with other agencies specifically San Mateo and the San Mateo County Sheriffs.

Committed and Engaged

Create an environment that fo sters participation, ethical behavior and department ownership.

- Create an environment that encourages loyalty and participation.
- Standardize policies and procedures when applicable with our partner agencies. This will be achieved through committee work with representatives from all agencies.
- Develop 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.

- Continue to seek consolidation opportunities in Operations, Fire Prevention, and Emergency Preparedness.

Operations

Deliver exceptional fire, medical and "All Risk" emergency services to our Community, County, Region and State.

- Meet or exceed the San Mateo County required 6 minute 59 second response times to 90% of all medical calls within our community.
- Complete all required, daily, weekly and monthly equipment and apparatus checks focusing on attention to detail.
- Develop an electronic all risk pre-fire plan program and delivery system.
- Participate in regional fire service activities, training and actively participate in County operations group meetings.
- Look for cooperative purchasing opportunities for apparatus and equipment with other departments and agencies.

Administration

Manage day-to-day administration of all aspects of support functions; payroll, accounts payable, staff support, contracts etc.

- Provide exceptional customer service to our citizens and other departments.
- Continue to seek shared service opportunities in administration.
- Promote a culture that clearly recognizes and values the role of administration staff as partners in the success of the department's core mission
- Maintain all public records in compliance with records retention program.
- Include staff in meetings and forums in which they can add value or where they can gain professional development.

Prevention

Deliver exceptional customer service to our community through education, enforcement and investigative services. Provide fire investigation, building inspections, code enforcement, plan checks and other life safety services and update and adopt codes.

- Deliver 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.
- Constantly seek to establish and enhance our relationship with our business community and homeowner's groups.
- Provide contract Fire Investigation services to Belmont and San Mateo.
- Participate in County Fire Prevention Officer's committee.
- Provide technical support and information to fire suppression personnel.

KEY INITIATIVES COMPLETED

- In 2013, the Fire Department responded to 2267 calls for service, 1049 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 position along with the Deputy Chief and position are shared with the City of San Mateo under an agreement for shared fire services. Additionally, Foster City Fire shares an Operational Battalion Chief with the City of San Mateo. The Administrative Battalion Chief position is shared by San Mateo and Belmont.

- 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 third 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 2013, allowing Foster City residents the opportunity to meet its Fire Department. Fire demonstrations and free blood pressure checks by firefighters were offered. Over 1000 residents attended our Open House.

- Fire Captain Steve Dimauro, Management Coordinator Vanessa Brannon along with assistance from intern Janell Masterson, (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 700 CERT members by the end of Fiscal Year 2013-2014.

- CERT program received a new 24 foot trailer to carry emergency equipment and will be 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 can staff this trailer.

- The Fire Department continued administering the CERT continuing education program for residents who have already completed the basic course. Continuing education for members of the CERT community include: Incident Command, Fire Extinguisher, Terrorism and Weapons of Mass Destruction, Utilities, Search and Rescue, Triage, Disaster Medical, Disaster Psychology and Disaster Preparedness. We also offer to our members expanded training classes that are not included

in the Citizen Corp CERT curriculum. They include: Pet Preparedness, Ham Radio Communications, Family Radio Service (FRS)/General Mobile Radio Service (GMRS) Radio Communications, CERT Leadership, Moulage, Shelter Management, and Earthquakes 101. We also conduct large scale drills to help keep current.

- The Operations Divisions completed a truck relocation pilot study to evaluate responses into all three communities (Foster City, San Mateo & Belmont).
- In April 2013, 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 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.

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

- 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.

- 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 department and building officials recommended, and the city council adopted the 2013 California Fire Code and local amendments. These new codes will make our community safer and are now in place. The adoption of these fire codes was coordinated with our partner agencies and their adoption aligns codes throughout our three partner agencies.

- 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 third 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. Foster City Fire Personnel competed for a training Captain position 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 2014-2015

Service levels to the residents remained high and will continue to remain high in FY 2014-2015

Administration

- 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.

- 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 prevention bureaus will continue to share a Fire Inspector II position as a step towards a shared Fire Prevention department. This inspector will develop institutional knowledge working under Fire Marshal John Mapes.

Fire Operations

- In FY 2014-2015, we will present a strategic operational plan which will forecast our future resource allocation with our shared services partners. This plan 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.

- Procurement and place in service, one new Fire apparatus (Engine) in alignment with our replacement schedule.

- Continue sharing reserve truck resource with our partner agencies.

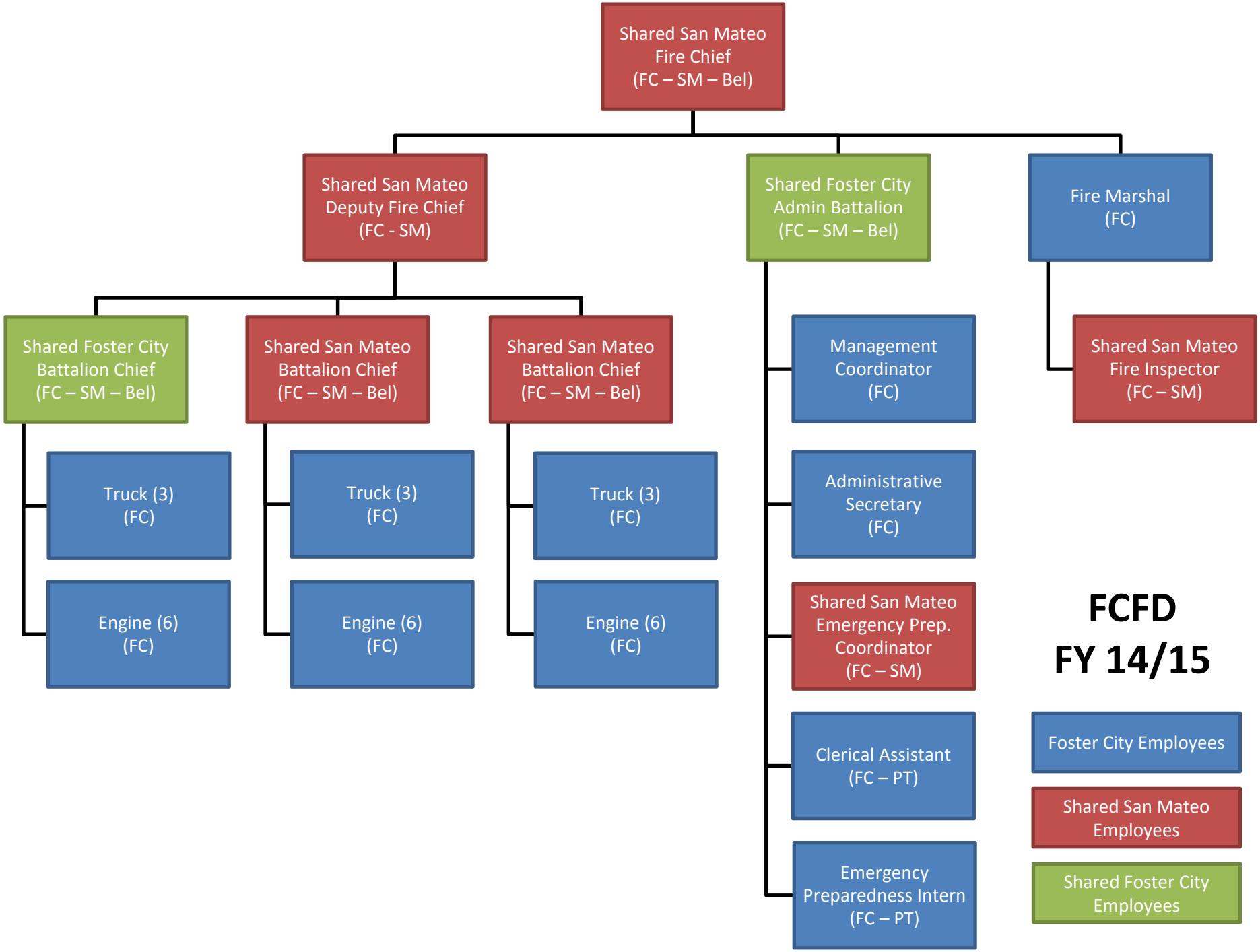
CHANGES IN FINANCIAL RESOURCES REQUIRED

Personnel

- Fire will continue to share (up to 50%) a Fire Inspector II position with San Mateo Fire Department in an amount not to exceed $48,635.
- 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 $94,093 for FY 14-15.
- Fire to share (33%) of an Emergency Preparedness Coordinator position with the City of San Mateo at an annual cost of $48,635.

Services and Supplies

- None


Shared San Mateo Fire Chief (FC – SM – Bel)
Shared San Mateo Deputy Fire Chief (FC - SM)
Shared Foster City Admin Battalion (FC – SM – Bel)
Fire Marshal (FC)
Shared Foster City Battalion Chief (FC – SM – Bel)
Shared San Mateo Battalion Chief (FC – SM – Bel)
Shared San Mateo Battalion Chief (FC – SM – Bel)
Truck (3) (FC)
Engine (6) (FC)
Truck (3) (FC)
Engine (6) (FC)
Truck (3) (FC)
Engine (6) (FC)
Management Coordinator (FC)
Administrative Secretary (FC)
Shared San Mateo Emergency Prep. Coordinator (FC – SM)
Clerical Assistant (FC – PT)
Emergency Preparedness Intern (FC – PT)
Shared San Mateo Fire Inspector (FC – SM)
FCFD
FY 14/15
Foster City Employees
Shared San Mateo Employees
Shared Foster City Employees

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 738,272	$ 738,272	$ 833,423
PREVENTION	273,503	273,503	283,687
TRAINING / OPERATIONS	6,882,503	6,882,503	7,150,553
TOTAL FOR FIRE	**$ 7,894,278**	**$ 7,894,278**	**$ 8,267,663**

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

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 6,760,251	$ 6,760,251	$ 7,064,197
SERVICES AND SUPPLIES	388,372	388,372	472,120
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,148,623	7,148,623	7,536,317
INTERNAL SERVICES	745,655	745,655	731,346
Subtotal (Total Department Expenses before Reallocations)	7,894,278	7,894,278	8,267,663
REALLOCATIONS	-	-	-
TOTAL FOR FIRE	**$ 7,894,278**	**$ 7,894,278**	**$ 8,267,663**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0710-422-4110	PERMANENT SALARIES	$309,612.00	$315,668.00
	Subtotal	**$309,612.00**	**$315,668.00**
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	$151,647.00	$170,205.00
	Subtotal	**$151,647.00**	**$170,205.00**
	Employee Services Total	**$497,434.00**	**$522,048.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0710-422-4520	COMPENSATED ABSENCES	$1,084.00	$1,105.00
	Subtotal	**$1,084.00**	**$1,105.00**
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	$86,425.00	$87,594.00
	Subtotal	**$86,425.00**	**$87,594.00**
001-0710-422-4569	BUILDING MAINTENANCE	$7,879.00	$7,978.00
	Subtotal	**$7,879.00**	**$7,978.00**
	Internal Services Total	**$95,388.00**	**$96,677.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0710-422-4240	CERT Materials	$0.00	$6,000.00
001-0710-422-4240	OFFICE FURNITURE	$500.00	$250.00
	Subtotal	**$500.00**	**$6,250.00**
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	OFFICE MACHINE MAINTENANCE	$500.00	$500.00
001-0710-422-4246	SUNPRO UPDATES	$1,450.00	$1,450.00
001-0710-422-4246	TELESTAFF	$1,200.00	$2,700.00
	Subtotal	**$4,250.00**	**$5,750.00**
001-0710-422-4251	BACKGROUND INVESTIGATIONS	$1,000.00	$1,000.00
001-0710-422-4251	COST SHARING EMERGENCY PREPAREDNESS COORDINATOR	$0.00	$48,635.00
001-0710-422-4251	FIRE COMMAND SHARED SERVICES MODEL	$120,000.00	$133,263.00
001-0710-422-4251	LEGAL SERVICES	$1,000.00	$1,000.00
	Subtotal	**$122,000.00**	**$183,898.00**
001-0710-422-4253	PROFESSIONAL PUBLICATIONS	$200.00	$200.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC	$500.00	$600.00
	Subtotal	**$700.00**	**$800.00**
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	$500.00
	Subtotal	**$4,500.00**	**$4,500.00**
	Services and Supplies Total	**$145,450.00**	**$214,698.00**
	ADMINISTRATION Total	**$738,272.00**	**$833,423.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0720-422-4110	PERMANENT SALARIES	$159,029.00	$162,209.00
	Subtotal	**$159,029.00**	**$162,209.00**
001-0720-422-4120	FRINGE	$82,221.00	$90,320.00
	Subtotal	**$82,221.00**	**$90,320.00**
	Employee Services Total	**$241,250.00**	**$252,529.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0720-422-4520	COMPENSATED ABSENCES	$557.00	$568.00
	Subtotal	**$557.00**	**$568.00**
001-0720-422-4544	VEHICLE REPLACEMENT	$25,431.00	$24,325.00
	Subtotal	**$25,431.00**	**$24,325.00**
	Internal Services Total	**$25,988.00**	**$24,893.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0720-422-4240	1997 CA CCR	$300.00	$300.00
001-0720-422-4240	CODE ADOPTION - UBC	$300.00	$300.00
001-0720-422-4240	CODE ADOPTION - UFC	$920.00	$920.00
001-0720-422-4240	FIRE PREVENTION MATERIALS	$1,750.00	$1,750.00
	Subtotal	**$3,270.00**	**$3,270.00**
001-0720-422-4243	FIRE INSPECTION FORMS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0720-422-4253	CCAI MEMBERSHIP	$150.00	$150.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	$845.00	$845.00
001-0720-422-4253	NORCAL FPO	$100.00	$100.00
001-0720-422-4253	SMCFPO/FIU	$100.00	$100.00

001-0720-422-4253	TITLE 19 UPDATES	$300.00	$300.00
	Subtotal	**$1,495.00**	**$1,495.00**
001-0720-422-4254	FIRE PREVENTION MEETINGS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0720-422-4255	TRAINING	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$6,265.00**	**$6,265.00**
	PREVENTION Total	**$273,503.00**	**$283,687.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0730-422-4110	PERMANENT SALARIES	$3,354,890.00	$3,405,609.00
	Subtotal	**$3,354,890.00**	**$3,405,609.00**
001-0730-422-4112	GENERAL OVERTIME	$301,558.00	$313,020.00
	Subtotal	**$301,558.00**	**$313,020.00**
001-0730-422-4116	FLSA	$56,501.00	$57,126.00
001-0730-422-4116	TRAINING OVERTIME	$20,000.00	$20,000.00
	Subtotal	**$76,501.00**	**$77,126.00**
001-0730-422-4117	HOLIDAY PAY	$155,046.00	$156,825.00
	Subtotal	**$155,046.00**	**$156,825.00**
001-0730-422-4120	FRINGE BENEFITS	$2,133,572.00	$2,337,040.00
	Subtotal	**$2,133,572.00**	**$2,337,040.00**
	Employee Services Total	**$6,021,567.00**	**$6,289,620.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0730-422-4520	COMPENSATED ABSENCES	$11,742.00	$11,920.00

	Subtotal	**$11,742.00**	**$11,920.00**
001-0730-422-4544	VEHICLE REPLACEMENT	$315,368.00	$291,188.00
	Subtotal	**$315,368.00**	**$291,188.00**
001-0730-422-4556	EQUIPMENT REPLACEMENT	$71,488.00	$78,163.00
	Subtotal	**$71,488.00**	**$78,163.00**
001-0730-422-4569	BUILDING MAINTENANCE	$225,681.00	$228,505.00
	Subtotal	**$225,681.00**	**$228,505.00**
	Internal Services Total	**$624,279.00**	**$609,776.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$3,000.00	$6,000.00
001-0730-422-4240	KITCHEN SUPPLIES	$500.00	$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	$1,500.00	$1,500.00
001-0730-422-4240	NERT SUPPLIES	$5,755.00	$0.00
001-0730-422-4240	SAFETY UNIFORMS	$10,000.00	$0.00
001-0730-422-4240	SAFETY UNIFORMS	$7,820.00	$17,820.00
001-0730-422-4240	WILDLAND EQUIPMENT	$1,800.00	$1,800.00
	Subtotal	**$37,375.00**	**$34,620.00**
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	$1,700.00
	Subtotal	**$4,000.00**	**$4,000.00**
001-0730-422-4245	ADAPTERS	$200.00	$200.00
001-0730-422-4245	AUDIO VISUAL AIDS	$500.00	$0.00
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	$400.00
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	$4,000.00	$7,000.00
	Subtotal	**$9,065.00**	**$11,565.00**
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	$500.00	$1,000.00
001-0730-422-4246	BREATHING APPARATUS	$2,000.00	$5,000.00
001-0730-422-4246	BREATHING SUPPORT VEHICLE	$1,000.00	$0.00
001-0730-422-4246	BUILDING MAINTENANCE	$1,500.00	$1,500.00
001-0730-422-4246	CERT TRAILER MAINTENANCE	$0.00	$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	$200.00
001-0730-422-4246	LIGHT EQUIPMENT	$100.00	$100.00
001-0730-422-4246	LINEN SERVICE	$500.00	$500.00
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	$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	$100.00	$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	**$30,100.00**	**$33,600.00**
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	$0.00	$500.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS	$1,500.00	$2,000.00
001-0730-422-4251	TB TESTING	$560.00	$560.00
	Subtotal	**$16,990.00**	**$17,990.00**
001-0730-422-4253	DEPARTMENT LIBRARY	$195.00	$0.00
001-0730-422-4253	SMCTO	$375.00	$375.00
	Subtotal	**$570.00**	**$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	$129,717.00	$136,167.00
001-0730-422-4255	FITNESS TESTING	$0.00	$4,000.00
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
	Subtotal	**$136,717.00**	**$147,167.00**
	Services and Supplies Total	**$236,657.00**	**$251,157.00**
	TRAINING/OPERATIONS Total	**$6,882,503.00**	**$7,150,553.00**

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. This Division also administered the Community Development Agency that was formed in 1981 to build infrastructure, improve circulation, create job opportunities, finance public facilities, assist in providing a stable economy and provide affordable housing through a combination of public and private investment in the community.

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

DEPARTMENT PERSONNEL SUMMARY

Position	12-13	13-14	14-15
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	1.0	2.0	2.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
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	2.0	3.0
BLDG. PERMIT TECHNICIAN	0.0	0.0	0.0
Total Full-Time Employees	**11.0**	**12.0**	**13.0**
Part-Time Employees			

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 2013-2014.

The Department has accomplished many significant objectives during FY 2013-2014 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 will be reviewed by the Planning Commission and City Council in 2014.
  - Housing Element Update – Work was begun on the update of the Housing Element for the 2015-2023 Planning Period, including participation in the 21 Elements work program to provide some of the portions of the Element. Study Sessions were held by the Planning Commission.
  - Housing Implementation Ordinances – ordinances were adopted to implement Housing Element programs, including Density Bonus, Reasonable Accommodation, Source of Income, Definition of Family and Emergency Homeless Shelters.
  - The Commercial Market Analysis was prepared and presented to the City Council in November 2013.

- **Development Plan Process**
  - Triton Point, 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.
  - The Use Permit and Tentative Map were approved for The Waverly (the third phase of the Pilgrim Triton Master Plan) for 240 housing units and

5,000 sq. ft. of retail. Construction is expected to begin in mid-2014.

- The General Development Plan and Development Agreement were approved for the Chess Hatch Master Plan in August 2013. The Use Permit application for the Phase 1 buildings (600,000 square feet of office) was approved by the Planning Commission on April 17, 2014.
- The General Development Plan, Environmental Impact Report, Development and Disposition Agreement, Development Agreement, Tentative Map and other entitlements for the 15 acres site (Foster Square) consisting of: 200 for-sale senior housing units, 150 assisted and independent living units, 66 affordable housing units and approximately 30,000 square feet of retail space and public plaza was approved in November 2013.
- The Use Permit and Environmental Assessment were approved on January 16, 2014 by the Planning Commission for construction of 66 affordable housing units (MidPen Housing) of the Foster Square Master Plan.
- An application for Use Permit has been received and reviewed by the Planning Commission at several Study Sessions for: 1) Atria, the assisted living component; 2) the For-Sale Units and 3) Landscaping and Public Realm for the Foster Square Master Plan.
- The General Development Plan and Subsequent Environmental Impact Report were approved on October 21, 2013 for the Gilead Sciences Integrated Master Plan to increase the maximum buildout of the biopharmaceutical campus to 2,500,600 square feet including laboratory, office and ancillary buildings as well as structured and at-grade parking.
- The Use Permit and Environmental Assessment were approved on August 6, 2013 for a 215,149 square foot laboratory building with adjacent pilot laboratory. A Building Permit has been issued and the building is under construction. The building is expected to be completed in 2015.
- The Use Permit and Environmental Assessment were approved on January 16, 2014 for a 6-level parking garage on the Gilead South Campus. The building is currently going through plan check.
- Use Permit has been approved by the Planning Commission on April 3, 2014, for a 10-story office building and on May 1, 2014 a Use Permit for a 6-level parking garage is scheduled for approval. Buildings will be on two vacant lots on the Gilead North Campus.
- A preliminary review application to redevelop the 5A Rent-A-Space and add housing around the perimeter of the site has been received and reviewed at a Planning Commission Study Session.
- An application to redevelop the Charter Square Shopping Center has been received.
- An application to develop a marina with housing on a vacant site at the terminus of Halibut Street and Beach Park Blvd. has been received.

- A preliminary review application to redevelop and add affordable housing units has been received for the Harbor Cove Apartments.

- **Staff Training** –The Community Development Director attended the State Planning 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 2013, the Planning/Code Enforcement Division processed 247 permits, including the major categories of 83 Architectural Review permits, 9 Use Permits, 51 Use Permit Modifications, and 49 Sign Review permits compared to 233 permits, including the major categories of 85 Architectural Review permits, 7 Use Permits and 45 Sign Review Permits in 2012.

- **Building Permit Processing** - In calendar year 2013, the Building Inspection Division issued 2,547 permits and conducted 17,507 inspections, compared to 2,268 permits and 10,903 inspections in 2012.

- **Code Enforcement** – During calendar year 2013, a total of 107 code enforcement cases were handled, including the major categories of 93 property maintenance cases, 3 sign cases, 3 boat cases on private properties and 2 buildings without permits, compared to 2012 totals of 262 code enforcement cases, including the major categories of 205 property maintenance cases, 10 sign cases, 29 buildings without permits and 4 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, including the lease-up of The Plaza at Pilgrim/Triton.. Staff also continues to provide administrative oversight of existing loans.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

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 2014-2015 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 Specific Development Plans/Use Permits for the remaining phases of the Pilgrim-Triton 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.
- Review and process a General Development Plan for the BioMed Realty site on Lincoln Centre Drive.
- Review and process a General Plan Amendment and Rezoning for the Charter Square Shopping Center.
- Review and process a General Plan Amendment and various entitlements to construct a marina with housing and commercial.
- Assist in updating the Municipal Code and specifically Title 17, Zoning Code.
- Implement the recommended measures in the Climate Action Plan.
- Complete revisions of the Land Use and Circulation Element and preparation of an environmental assessment associated with these revisions.
- Begin implementation of the programs included in the new Housing Element.
- Begin revisions of the Safety and Noise Elements of the General Plan.
- Assist in implementing the Sustainable Foster City Plan.
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Implement the affordable housing programs for the Successor Agency of the former Community Development Agency.
- 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 to expand Family Dental.
- Train the new Associate and Senior Planners.

Building Inspection Division

- Review plans and provide daily inspection services for residential and commercial development.
- Review plans for The Waverly of Pilgrim-Triton development. and provide inspection services once construction commences.
- Provide inspection services for the construction of the Triton Point apartments.
- Collaborate with other City Departments to advance implementation of new permitting processing system.

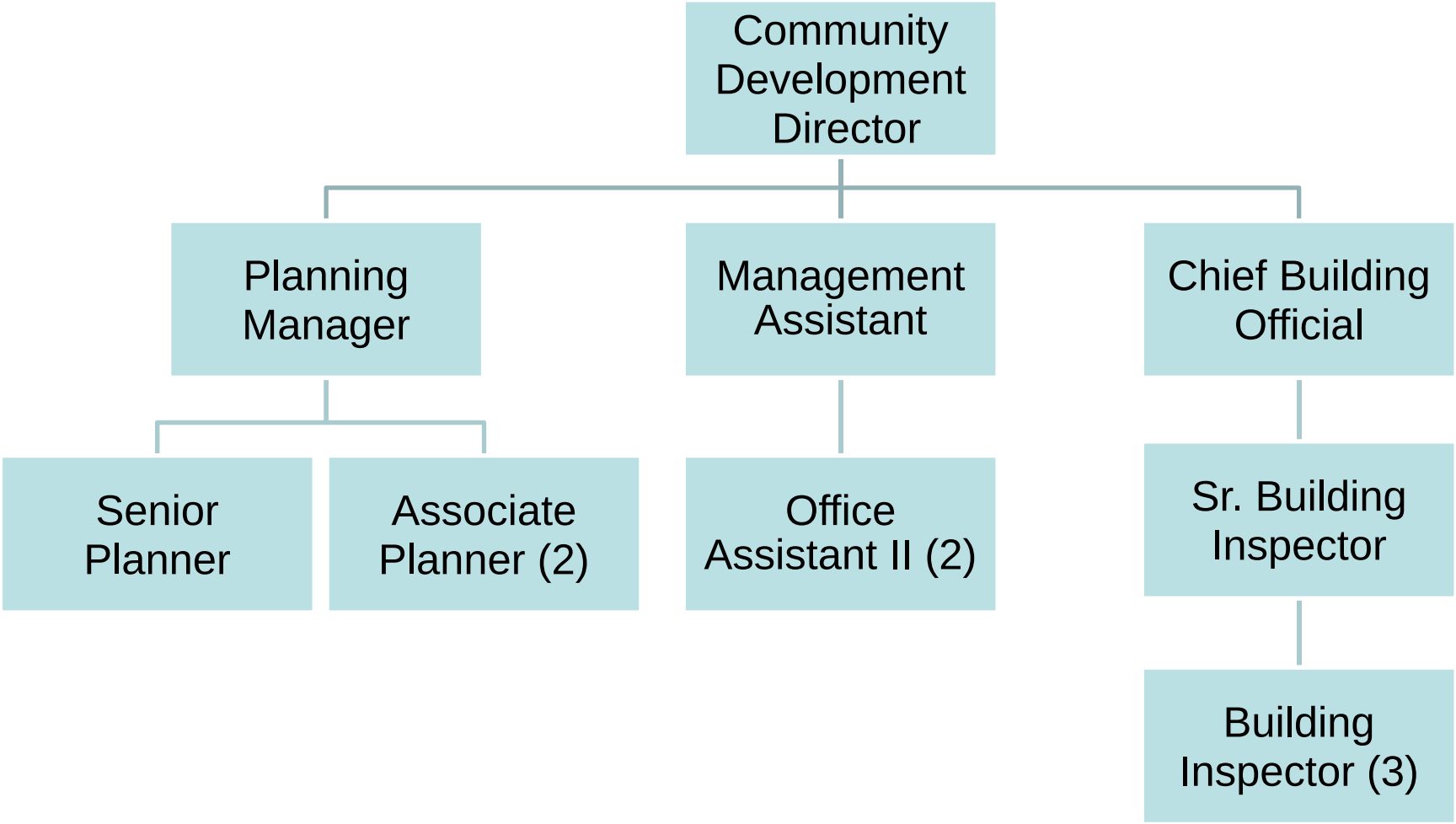
- Review plans for the Gilead 10 story office building and 6 story parking garage. (309 Velocity Way) and provide inspection services once construction commences.
- Provide inspection services for the Gilead lab building under construction.
- Review plans and provide inspection services for the MidPen apartments at Foster Square.
- Review plans and provide inspection services for the Artria assisted living facility at Foster Square.
- Review plans and provide inspection services for the For-Sale Condominiums at Foster Square.
- 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.
- Review plans for the 135 room hotel and provide inspection services once construction commences.

CHANGES IN FINANCIAL RESOURCES REQUIRED

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 Housing Element. 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.
- The Building Inspection Division would add a limited term building inspector to provide continuing service to the general public for the next three years given the significant development projects that have recently been approved or anticipated to be approved in the near future at an annual cost of $130,000.

Community Development Department



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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	$ 208,370	$ 208,370	$ 295,125
BUILDING SAFETY, CODE, PLAN CHECK	805,351	805,351	973,707
CURRENT PLANNING	320,775	308,775	489,910
ORDINANCE ENFORCEMENT	131,320	131,320	108,550
PLANNING ADMINISTRATION	406,668	418,668	426,043
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,872,484**	**$ 1,872,484**	**$ 2,293,335**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 1,541,300	$ 1,517,300	$ 1,975,700
SERVICES AND SUPPLIES	168,426	192,426	153,166
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,709,726	1,709,726	2,128,866
INTERNAL SERVICES	162,758	162,758	164,469
Subtotal (Total Department Expenses before Reallocations)	1,872,484	1,872,484	2,293,335
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,872,484**	**$ 1,872,484**	**$ 2,293,335**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0810-419-4110	PERMANENT SALARIES	$178,500.00	$196,200.00
	Subtotal	**$178,500.00**	**$196,200.00**
001-0810-419-4120	FRINGE BENEFITS	$73,500.00	$99,400.00
	Subtotal	**$73,500.00**	**$99,400.00**
	Employee Services Total	**$252,000.00**	**$295,600.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0810-419-4520	COMPENSATED ABSENCES	$615.00	$675.00
	Subtotal	**$615.00**	**$675.00**
001-0810-419-4544	VEHICLE REPLACEMENT	$16,631.00	$17,609.00
	Subtotal	**$16,631.00**	**$17,609.00**
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	$37,145.00	$37,622.00
	Subtotal	**$37,145.00**	**$37,622.00**
001-0810-419-4569	BUILDING MAINTENANCE	$20,781.00	$21,041.00
	Subtotal	**$20,781.00**	**$21,041.00**
	Internal Services Total	**$75,172.00**	**$76,947.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0810-419-4241	COPY EXPENSE	$10,000.00	$7,000.00
	Subtotal	**$10,000.00**	**$7,000.00**
001-0810-419-4242	POSTAGE EXPENSE	$19,000.00	$10,000.00
	Subtotal	**$19,000.00**	**$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	$35,000.00	$15,000.00
	Subtotal	**$35,000.00**	**$15,000.00**
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	$2,000.00	$4,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	$200.00	$200.00
	Subtotal	**$2,200.00**	**$4,200.00**
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	$3,000.00	$4,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	$1,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$8,000.00**
	Services and Supplies Total	**$79,496.00**	**$53,496.00**
	PLANNING ADMINISTRATION Total	**$406,668.00**	**$426,043.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0811-419-4110	PERMANENT SALARIES	$108,500.00	$152,800.00
	Subtotal	**$108,500.00**	**$152,800.00**
001-0811-419-4120	FRINGE BENEFITS	$44,500.00	$76,800.00
	Subtotal	**$44,500.00**	**$76,800.00**
	Employee Services Total	**$153,000.00**	**$229,600.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0811-419-4520	COMPENSATED ABSENCES	$370.00	$525.00
	Subtotal	**$370.00**	**$525.00**
	Internal Services Total	**$370.00**	**$525.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$15,000.00	$30,000.00
001-0811-419-4251	GENERAL PLAN UPDATE AND EIR	$30,000.00	$30,000.00
001-0811-419-4251	HTE Permit Modification	$5,000.00	$0.00
	Subtotal	**$50,000.00**	**$60,000.00**
	Services and Supplies Total	**$55,000.00**	**$65,000.00**
	ADVANCE PLANNING Total	**$208,370.00**	**$295,125.00**
	Less Offsetting Revenue		**$30,000.00**
	ADVANCE PLANNING Net Operating Costs	**$208,370.00**	**$265,125.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0812-419-4110	PERMANENT SALARIES	$227,000.00	$325,300.00
	Subtotal	**$227,000.00**	**$325,300.00**
001-0812-419-4120	FRINGE BENEFITS	$93,000.00	$163,500.00
	Subtotal	**$93,000.00**	**$163,500.00**
	Employee Services Total	**$320,000.00**	**$488,800.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0812-419-4520	COMPENSATED ABSENCES	$775.00	$1,110.00
	Subtotal	**$775.00**	**$1,110.00**
	Internal Services Total	**$775.00**	**$1,110.00**
	CURRENT PLANNING Total	**$320,775.00**	**$489,910.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0813-419-4110	PERMANENT SALARIES	$93,000.00	$72,100.00
	Subtotal	**$93,000.00**	**$72,100.00**
001-0813-419-4120	FRINGE BENEFITS	$38,000.00	$36,200.00
	Subtotal	**$38,000.00**	**$36,200.00**
	Employee Services Total	**$131,000.00**	**$108,300.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0813-419-4520	COMPENSATED ABSENCES	$320.00	$250.00
	Subtotal	**$320.00**	**$250.00**
	Internal Services Total	**$320.00**	**$250.00**
	ORDINANCE ENFORCEMENT Total	**$131,320.00**	**$108,550.00**

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

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0820-424-4110	BUILDING INSPECTOR	$0.00	$130,000.00
001-0820-424-4110	PERMANENT SALARIES	$476,000.00	$471,200.00
	Subtotal	**$476,000.00**	**$601,200.00**
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	$10,800.00	$10,800.00
001-0820-424-4120	FRINGE BENEFITS	$198,500.00	$241,400.00
	Subtotal	**$209,300.00**	**$252,200.00**

	Employee Services Total	**$685,300.00**	**$853,400.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0820-424-4520	COMPENSATED ABSENCES	$1,655.00	$1,640.00
	Subtotal	**$1,655.00**	**$1,640.00**
001-0820-424-4544	VEHICLE REPLACEMENT	$26,540.00	$25,334.00
	Subtotal	**$26,540.00**	**$25,334.00**
001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	$37,145.00	$37,622.00
	Subtotal	**$37,145.00**	**$37,622.00**
001-0820-424-4569	BUILDING MAINTENANCE	$20,781.00	$21,041.00
	Subtotal	**$20,781.00**	**$21,041.00**
	Internal Services Total	**$86,121.00**	**$85,637.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0820-424-4241	COPY EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-0820-424-4242	POSTAGE EXPENSE	$250.00	$1,000.00
	Subtotal	**$250.00**	**$1,000.00**
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	$3,700.00	$3,700.00
	Subtotal	**$3,700.00**	**$3,700.00**
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	$12,000.00	$12,000.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	$4,000.00	$4,000.00
	Subtotal	**$16,000.00**	**$16,000.00**
001-0820-424-4253	CALBO CODE LINK SUBSCRIPTION	$400.00	$0.00
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	$215.00	$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	$150.00	$200.00
001-0820-424-4253	INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS	$300.00	$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	$1,300.00	$1,300.00
001-0820-424-4253	NATIONAL FIRE PROTECTION ASSN-PUBLICATIONS/AV	$125.00	$0.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	$80.00	$105.00

001-0820-424-4253	STATE CODES AND AMENDMENTS	$500.00	$565.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	$1,800.00	$1,800.00
	Subtotal	**$4,870.00**	**$4,485.00**
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	$410.00	$480.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	$1,750.00	$1,980.00
001-0820-424-4255	ICBO ANNUAL TRAINING MEETINGS	$2,250.00	$2,325.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	$250.00	$250.00
001-0820-424-4255	PENINSULA CHAPTER ICBO MONTHLY TRAINING	$250.00	$250.00
001-0820-424-4255	TRAINING FOR INSPECTORS	$4,000.00	$4,000.00
	Subtotal	**$8,910.00**	**$9,285.00**
	Services and Supplies Total	**$33,930.00**	**$34,670.00**
	BLDG SAFETY,CODE,PLN CHK Total	**$805,351.00**	**$973,707.00**
	Less Offsetting Revenue		**$5,000.00**
	BLDG SAFETY,CODE,PLN CHK Net Operating Costs	**$805,351.00**	**$968,707.00**

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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	12-13	13-14	14-15
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	4.0	3.0	3.0
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	6.0
PW Maint Worker/ MW1/MW2*	15.0	14.0	14.0
Total Full-Time Employees	33.0	31.0	31.0
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	34.0	32.0	32.0

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.
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 six (6) CIP projects including:
  - (CIP 301-607) Levee/Pedway Improvement and Repairs Phase III Pedway, and
  - (CIP 301-610) Multi-Project Roadway Improvements (MP #5 and MP #6)
- Executed seven (7) consultant services contracts.
- Coordinated with the City of San Mateo and the developer of the Mariners Island Condos and

provided engineering review, plan checking, and construction inspections during the relocation of the 24-inch transmission main.

- Performed engineering review, plan checking, and inspection services for 5 projects related to the Gilead Sciences Integrated Campus Master Plan Development.
- Processed and inspected 65 encroachment permits including:
  - PG&E Gas Pipeline Replacement Project – Phase 1 and Phase 3.
- Completed traffic signal coordination.
- Completed Base Flood Elevation Study.
- Completed first phase of recycled water market study.
- Performed construction inspections within public right-of-way to support development projects.
- Processed 39 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 2013.

Lagoon and Levees

1. Completed procurement and accepted delivery of the new Pontoon Boat for use in day-to-day Lagoon maintenance operations.
2. Installed full trash capture device for the entire Vintage Park drainage basin.
3. Responded to and resolved 7 public service requests/inquiries.

Streets and Storm Drains

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Completed 80% of red-curb painting.
3. Inspected 80% of catch basin inlets and removed debris as necessary.
4. Responded to sign repair / replacement request within 24 hours or less.
5. Implemented crack sealing program.
6. Implemented the contractual paving program.
7. Responded to six (6) graffiti complaint calls within 24 hours or less.
8. Responded to and resolved 50 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. Completed replacement and upgrade of all water meters in the District with remote reading technology to provide information to both customers and the District one year ahead of schedule.
4. Collected over 2,200 water quality samples to make sure parameters are within the safe drinking water guidelines.
5. Retrofitted large meter vault covers with safer cover/lighter covers for the safety of the employees.

6. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents
7. Completed lead and copper tests in compliance with the regulations.
8. Responded to 9 emergency water main leaks and took appropriate actions.
9. Responded to and resolved 100 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. Tri-Annual video inspection of gravity sewer lines are 95% completed and the lines are 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 one (1) 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 35 public service requests/inquiries.

Solid Waste Collection

1. Approved amendments to current Franchise Agreement resulting in annual cost savings of $325,000 per year through life of contract, SBWMA-wide.
2. Reduced the City's Franchise Fee from 10% to 5%.
3. Increased solid waste rates by 2.9% for 2014.
4. Held community events – compost giveaways, e-waste events, shred events, coats for kids collection, etc.
5. Conducted a waste characterization study of the solid waste stream from MFDs (apartments, townhomes, and condominiums) to determine the amount of recyclables that are still being thrown away.
6. Awarded approximately $8,000 in grant funds from the State (CalRecycle) towards the promotion of the recycling of bottles and cans.
7. The SBWMA was the California Resource Recovery Association (CRRA) 2013 Award Winner in the "Outstanding Recycling Program Award" category for the programs and services the Agency offers to reduce waste and educate residents and businesses.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2014-2015

Key initiatives and service levels planned for FY 2014-2015 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 FIRM and the 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 2015
- 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 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.

A legal review and update to the City contract provisions will be completed ($15,000).

The water tanks will be cleaned and inspected ($30,000).

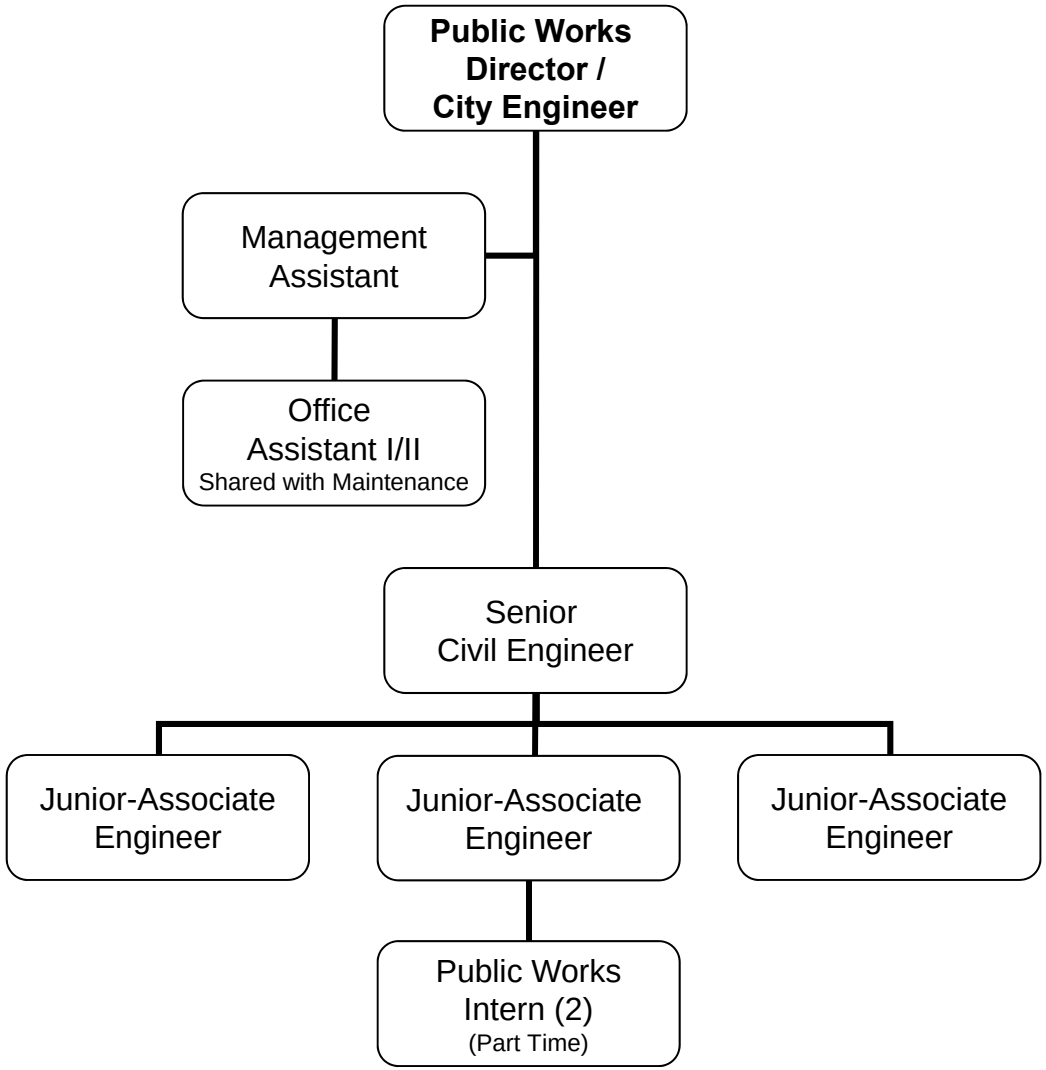
A water line connection between Wheelhouse Lane and Sea Cloud Park will complete a loop system to keep water quality high ($25,000).

A simpler, easier to use water detection system will be purchased to identify the location of water leaks that need to be repaired ($55,000).

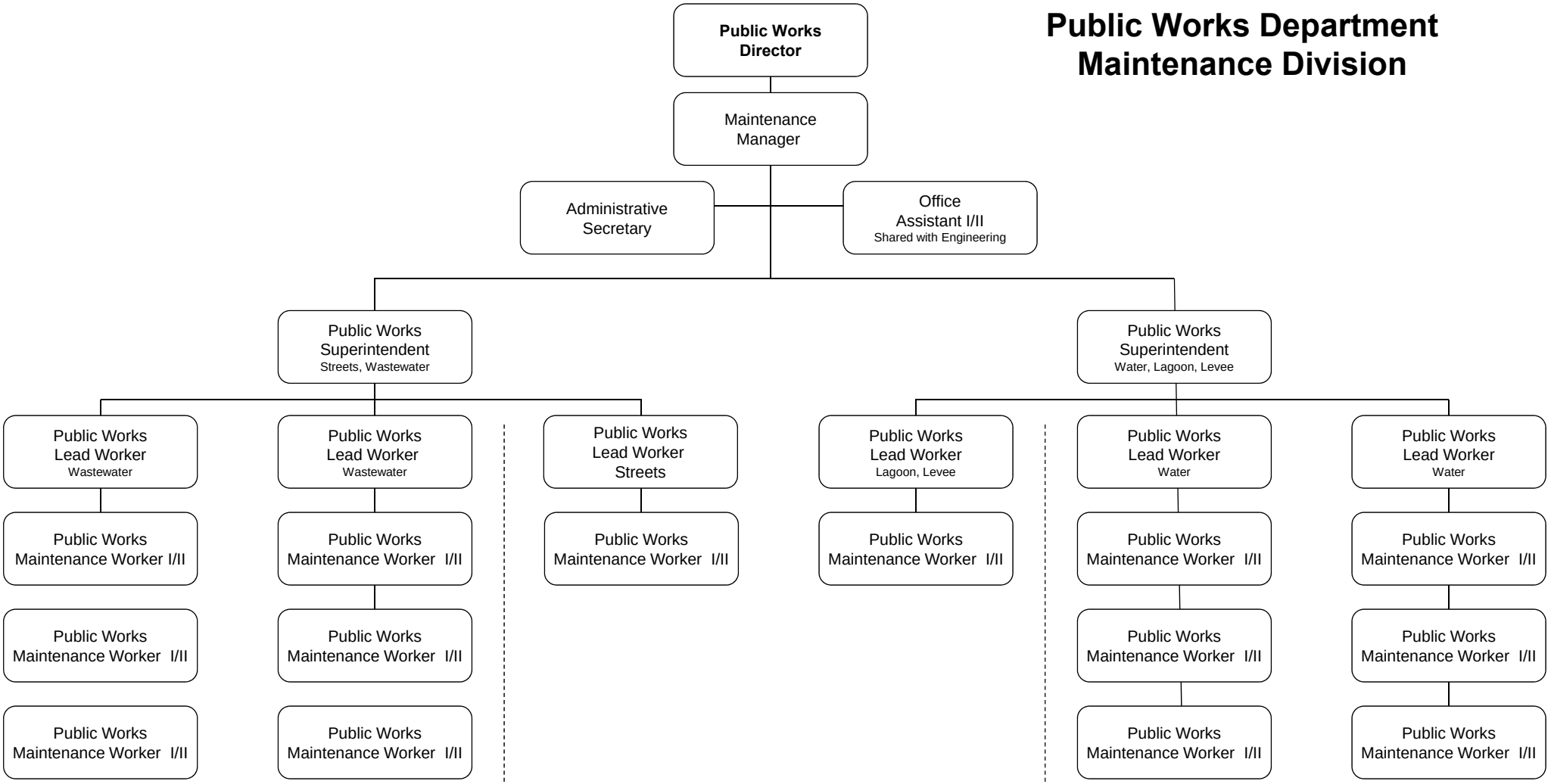
A consultant will be retained to advise the District on the proposed improvements to the Wastewater Treatment Plant ($100,000).

A review and update to the Public Works Design Standards for Public Infrastructure will be completed ($40,000).

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	$ 491,202	$ 491,202	$ 517,322
LAGOON & LEVEES	643,411	643,411	666,097
STREETS	555,320	555,320	499,736
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,689,933**	**$ 1,689,933**	**$ 1,683,155**

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS -- General Fund Divisons
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,151,500	$ 1,151,500	$ 1,191,800
SERVICES AND SUPPLIES	859,025	859,025	879,775
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,010,525	2,010,525	2,071,575
INTERNAL SERVICES	421,439	421,439	437,787
Subtotal (Total Department Expenses before Reallocations)	2,431,964	2,431,964	2,509,362
REALLOCATIONS	(742,031)	(742,031)	(826,207)
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,689,933**	**$ 1,689,933**	**$ 1,683,155**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING Account: 001-0910-431 GENERAL FUND

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0910-431-4110	PERMANENT SALARY	$252,000.00	$252,900.00
	Subtotal	**$252,000.00**	**$252,900.00**
001-0910-431-4111	PUBLIC WORKS INTERNS	$12,000.00	$16,000.00
	Subtotal	**$12,000.00**	**$16,000.00**
001-0910-431-4120	FRINGE BENEFITS	$127,500.00	$135,300.00
	Subtotal	**$127,500.00**	**$135,300.00**
	Employee Services Total	**$391,500.00**	**$404,200.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0910-431-4520	COMPENSATED ABSENCES	$860.00	$865.00
	Subtotal	**$860.00**	**$865.00**
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	$35,665.00	$49,084.00
	Subtotal	**$35,665.00**	**$49,084.00**
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	$75,579.00	$74,724.00
	Subtotal	**$75,579.00**	**$74,724.00**
001-0910-431-4569	BUILDING MAINTENANCE	$28,391.00	$28,746.00
	Subtotal	**$28,391.00**	**$28,746.00**
	Internal Services Total	**$140,495.00**	**$153,419.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	$1,350.00	$1,500.00
001-0910-431-4240	LARGE COPIER SUPPLIES	$1,400.00	$1,500.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	$500.00	$1,000.00
	Subtotal	**$3,250.00**	**$4,000.00**

001-0910-431-4241	COPY EXPENSE	$6,000.00	$4,000.00
	Subtotal	**$6,000.00**	**$4,000.00**
001-0910-431-4242	POSTAGE EXPENSE	$3,000.00	$2,000.00
	Subtotal	**$3,000.00**	**$2,000.00**
001-0910-431-4243	MISC. OFFICE SUPPLIES	$5,000.00	$3,000.00
	Subtotal	**$5,000.00**	**$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	$2,000.00
001-0910-431-4251	GIS MAPPING UPDATES	$1,500.00	$1,500.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES	$25,000.00	$25,000.00
001-0910-431-4251	UPDATE CONTRACT AGRMT FRONT END BOILERPLATE	$0.00	$15,000.00
	Subtotal	**$28,500.00**	**$43,500.00**
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS	$1,800.00	$1,800.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)	$375.00	$500.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS	$1,200.00	$1,075.00
	Subtotal	**$3,375.00**	**$3,375.00**
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	**$58,825.00**	**$69,575.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0910-431-4496	ALLOCATION OF EXPENSES TO WATER	($49,809.00)	($54,936.00)
	Subtotal	**($49,809.00)**	**($54,936.00)**
001-0910-431-4497	ALLOCATION OF EXPENSES TO SEWER	($49,809.00)	($54,936.00)

Subtotal	**($49,809.00)**	**($54,936.00)**
Reallocation Total	**($99,618.00)**	**($109,872.00)**
ADMIN & ENGINEERING Total	**$491,202.00**	**$517,322.00**

PUBLIC WORKS - LAGOON & LEVEES Account: 001-0920-431 GENERAL FUND

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0920-431-4110	PERMANENT SALARIES	$239,500.00	$243,500.00
	Subtotal	**$239,500.00**	**$243,500.00**
001-0920-431-4112	OVERTIME	$5,000.00	$5,100.00
	Subtotal	**$5,000.00**	**$5,100.00**
001-0920-431-4120	FRINGE BENEFITS	$123,000.00	$132,700.00
	Subtotal	**$123,000.00**	**$132,700.00**
	Employee Services Total	**$367,500.00**	**$381,300.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0920-431-4520	COMPENSATED ABSENCES	$835.00	$850.00
	Subtotal	**$835.00**	**$850.00**
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	$10,507.00	$17,426.00
	Subtotal	**$10,507.00**	**$17,426.00**
001-0920-431-4556	EQUIPMENT REPLACEMENT	$55,491.00	$55,008.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$215.00
	Subtotal	**$55,706.00**	**$55,223.00**
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	$19,041.00	$18,280.00
	Subtotal	**$19,041.00**	**$18,280.00**
001-0920-431-4569	BUILDING MAINTENANCE	$31,622.00	$31,318.00
	Subtotal	**$31,622.00**	**$31,318.00**

	Internal Services Total	**$117,711.00**	**$123,097.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$5,500.00	$5,500.00
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**	**$40,600.00**
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	$4,000.00	$6,000.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	$16,000.00	$17,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	$43,000.00	$44,000.00
001-0920-431-4251	NPDES PERMIT FEE	$25,000.00	$25,000.00
	Subtotal	**$88,000.00**	**$92,000.00**
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	$3,500.00	$3,000.00
	Subtotal	**$3,500.00**	**$3,000.00**
	Services and Supplies Total	**$158,200.00**	**$161,700.00**
	LAGOON & LEVEES Total	**$643,411.00**	**$666,097.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
001-0930-431-4110	PERMANENT SALARIES	$239,500.00	$243,500.00
	Subtotal	**$239,500.00**	**$243,500.00**
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	$1,000.00
001-0930-431-4112	OVERTIME	$4,000.00	$4,100.00
	Subtotal	**$5,000.00**	**$5,100.00**
001-0930-431-4120	FRINGE BENEFITS	$123,000.00	$132,700.00
	Subtotal	**$123,000.00**	**$132,700.00**
	Employee Services Total	**$392,500.00**	**$406,300.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
001-0930-431-4520	COMPENSATED ABSENCES	$835.00	$850.00
	Subtotal	**$835.00**	**$850.00**
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	$58,957.00	$58,040.00
	Subtotal	**$58,957.00**	**$58,040.00**
001-0930-431-4556	EQUIPMENT REPLACEMENT	$52,564.00	$52,568.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$215.00
	Subtotal	**$52,779.00**	**$52,783.00**
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	$19,041.00	$18,280.00
	Subtotal	**$19,041.00**	**$18,280.00**
001-0930-431-4569	BUILDING MAINTENANCE	$31,621.00	$31,318.00
	Subtotal	**$31,621.00**	**$31,318.00**
	Internal Services Total	**$163,233.00**	**$161,271.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
001-0930-431-4240	BARRICADES AND ACCESSORIES	$1,500.00	$1,500.00
001-0930-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$7,000.00	$7,000.00
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	$1,000.00
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**	**$107,000.00**
001-0930-431-4243	MISC. OFFICE SUPPLIES	$1,500.00	$1,000.00
	Subtotal	**$1,500.00**	**$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	$156,000.00	$160,500.00
	Subtotal	**$156,000.00**	**$160,500.00**
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	$59,000.00	$61,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	$57,000.00	$58,500.00

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	$90,000.00
	Subtotal	**$366,000.00**	**$369,500.00**
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	$3,000.00	$2,000.00
	Subtotal	**$3,000.00**	**$2,000.00**
	Services and Supplies Total	**$642,000.00**	**$648,500.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2103)	($200,000.00)	($200,000.00)
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	($312,413.00)	($370,335.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	($130,000.00)	($146,000.00)
	Subtotal	**($642,413.00)**	**($716,335.00)**
	Reallocation Total	**($642,413.00)**	**($716,335.00)**
	STREET Total	**$555,320.00**	**$499,736.00**

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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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	231,551	231,551	235,868
Subtotal (Total Department Expenses before Reallocations)	231,551	231,551	235,868
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	**$ 231,551**	**$ 231,551**	**$ 235,868**

DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES Account: 001-1310-413 GENERAL FUND

Internal Services		Approved 2013-2014	Requested 2014-2015
001-1310-413-4569	BUILDING MAINTENANCE -- LIBRARY	$231,551.00	$235,868.00
	Subtotal	**$231,551.00**	**$235,868.00**
	Internal Services Total	**$231,551.00**	**$235,868.00**
	LIBRARY SERVICES Total	**$231,551.00**	**$235,868.00**

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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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	150,000	150,000	180,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	150,000	150,000	180,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	150,000	150,000	180,000
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	**$ 150,000**	**$ 150,000**	**$ 180,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 002-1120-415 GENERAL FUND-DISTRICT

Services and Supplies	Approved 2013-2014	Requested 2014-2015
002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE	$150,000.00	$180,000.00
Subtotal	**$150,000.00**	**$180,000.00**
Services and Supplies Total	**$150,000.00**	**$180,000.00**
GENERAL ACCOUNTING Total	**$150,000.00**	**$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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	130,000	130,000	146,000
TOTAL FOR PUBLIC WORKS	**$ 130,000**	**$ 130,000**	**$ 146,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 101-1120-415 TRAFFIC SAFETY

Reallocation		Approved 2013-2014	Requested 2014-2015
101-1120-415-4463	REALLOCATION FROM PW STREETS	$130,000.00	$146,000.00
	Subtotal	**$130,000.00**	**$146,000.00**
	Reallocation Total	**$130,000.00**	**$146,000.00**
	GENERAL ACCOUNTING Total	**$130,000.00**	**$146,000.00**

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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, proposed in the FY 2013/14 Budget is the use of $200,000 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	619,700	619,700	688,400
TOTAL FOR PUBLIC WORKS	**$ 619,700**	**$ 619,700**	**$ 688,400**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 103-1120-415 GAS TAX

Reallocation		Approved 2013-2014	Requested 2014-2015
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	$107,287.00	$118,065.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2103)	$200,000.00	$200,000.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	$312,413.00	$370,335.00
	Subtotal	**$619,700.00**	**$688,400.00**
	Reallocation Total	**$619,700.00**	**$688,400.00**
	GENERAL ACCOUNTING Total	**$619,700.00**	**$688,400.00**

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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 2014-2015. Based on this information, the City is projecting to receive this State funding of $100,000 for FY 2014-2015.

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

	2013-2014		2014-2015
	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 2013-2014	Requested 2014-2015
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 $2,000 to join the program, a one-time $750 training fee and then an annual maintenance fee of $1,500 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 $150 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.

There will be a major upgrade to the current version of CalOpps in Fiscal Year 2014/15. 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 as well as the City of Redwood City 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 (Redwood City).

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. The City will use the City of Redwood City as the vendor for managing CalOpps. 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 - the City of Redwood City ($50,000 annually).
- 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 36,600	$ 56,600	$ 97,000
SERVICES AND SUPPLIES	73,900	53,900	73,900
CAPITAL OUTLAY			-
Subtotal (Total Department-Controlled Expenses)	110,500	110,500	170,900
INTERNAL SERVICES	9,720	9,720	9,720
Subtotal (Total Department Expenses before Reallocations)	120,220	120,220	180,620
REALLOCATIONS	-	-	-
TOTAL FOR HUMAN RESOURCES	**$ 120,220**	**$ 120,220**	**$ 180,620**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415 CALOPPS.ORG

Employee Services		Approved 2013-2014	Requested 2014-2015
114-1210-415-4110	PERMANENT SALARIES	$26,500.00	$26,900.00
	Subtotal	**$26,500.00**	**$26,900.00**
114-1210-415-4111	TEMPORARY CONSULTANT FEES	$0.00	$60,000.00
	Subtotal	**$0.00**	**$60,000.00**
114-1210-415-4120	FRINGE BENEFITS	$10,100.00	$10,100.00
	Subtotal	**$10,100.00**	**$10,100.00**
	Employee Services Total	**$36,600.00**	**$97,000.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
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	$9,620.00
	Subtotal	**$9,620.00**	**$9,620.00**
	Internal Services Total	**$9,720.00**	**$9,720.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$120,220.00**	**$180,620.00**

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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, Miramar and Pilgrim Triton, 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 2014-2015 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 Affordable Housing Fund include proceeds from the sale in FY 2013-14 of two of the units in the Existing Unit Purchase Program as well as rental income and loan repayments. 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.

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	168,700	168,700	138,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	168,700	168,700	138,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	168,700	168,700	138,700
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 168,700**	**$ 168,700**	**$ 138,700**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING Account: 122-0832-463 LMIHF HOUSING SUCCESSOR FUND

Services and Supplies		Approved 2013-2014	Requested 2014-2015
122-0832-463-4246	CONTINGENCY FOR MAJOR REPAIRS	$25,000.00	$25,000.00
122-0832-463-4246	EXISTING UNIT ADMINISTRATION	$20,000.00	$14,400.00
122-0832-463-4246	EXISTING UNIT MAINTENANCE	$25,000.00	$43,200.00
	Subtotal	**$70,000.00**	**$82,600.00**
122-0832-463-4251	FEES FOR FIRST TIME HOMEBUYER LOANS	$0.00	$400.00
122-0832-463-4251	HIP HOUSING HOMESHARE PROGRAM	$0.00	$5,000.00
122-0832-463-4251	HOUSING STAFFING ADMINISTRATION	$17,500.00	$17,500.00
122-0832-463-4251	LEGAL SERVICES	$0.00	$2,000.00
122-0832-463-4251	NEXUS STUDY FOR AFFORDABLE HOUSING IMPACT FEE	$70,000.00	$20,000.00
	Subtotal	**$87,500.00**	**$44,900.00**
122-0832-463-4253	SAN MATEO COUNTY HEART DUES	$11,200.00	$11,200.00
	Subtotal	**$11,200.00**	**$11,200.00**
	Services and Supplies Total	**$168,700.00**	**$138,700.00**
	HOUSING Total	**$168,700.00**	**$138,700.00**

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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.

Included in the FY 2014-2015 budget is the expenditure of $4.75 million to fund 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 will be 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.

(Note: This fund is distinguished from the LMIHF Fund in that these funds may be used at the discretion of the City Council, as opposed to LMIHF Fund assets which are restricted for that use by state law or otherwise enacted through 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
CITY AFFORDABLE HOUSING FUNDS
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	4,750,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	4,750,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	4,750,000
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	**$ -**	**$ -**	**$ 4,750,000**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING Account: 124-0832-463 CITY AFFORDABLE HOUSING FUND

Services and Supplies		Approved 2013-2014	Requested 2014-2015
124-0832-463-4262	LOAN FUNDING FOR MID-PEN HOUSING - FOSTER SQUARE	$0.00	$4,750,000.00
	Subtotal	**$0.00**	**$4,750,000.00**
	Services and Supplies Total	**$0.00**	**$4,750,000.00**
	HOUSING Total	**$0.00**	**$4,750,000.00**

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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.

The City Council approved an Economic Development Strategic Plan on February 10, 2014. Per City Council direction, the Sustainable Foster City Fund includes an amount equal to $250,000 as a placeholder for “working capital” pending City Council action on the implementation strategies for the Plan.

The expenditures for FY 2014-2015 are funded by a transfer from the City’s General Fund.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY/DISTRICT MANAGER - ADMINSTRATION
SUSTAINABLE FOSTER CITY SPECIAL FUND
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	98,000	98,000	258,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	98,000	98,000	258,100
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	98,000	98,000	258,100
REALLOCATIONS	-	-	-
TOTAL FOR CITY/DISTRICT MANAGER - ADMINSTRATION	**$ 98,000**	**$ 98,000**	**$ 258,100**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 125-0110-413 SUSTAINABLE FOSTER CITY SPECIAL FUND

Services and Supplies		Approved 2013-2014	Requested 2014-2015
125-0110-413-4251	SUSTAINABLE FC INITIATIVES WORKING CAPITAL	$90,000.00	$250,000.00
	Subtotal	**$90,000.00**	**$250,000.00**
125-0110-413-4253	ICLEI MEMBERSHIP	$600.00	$700.00
125-0110-413-4253	SVEDA MEMBERSHIP	$5,000.00	$5,000.00
	Subtotal	**$5,600.00**	**$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	**$98,000.00**	**$258,100.00**
	ADMINISTRATION Total	**$98,000.00**	**$258,100.00**

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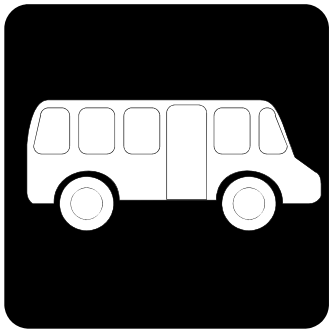
Day Time Shuttle Fund



Foster City has been approved for a grant from the San Mateo County Transportation Authority 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, however the City will seek funding from the business community with the assistance of the Foster City Chamber of Commerce to help defray those costs.

- Grant revenues of $75,500 (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 $25,250 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 $100,750 for the shuttle operations is included in the operating budget for FY 2014-2015 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	100,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	100,750
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	100,750
REALLOCATIONS	-	-	-
TOTAL FOR CITY/DISTRICT MANAGER - ADMINSTRATION	**$ -**	**$ -**	**$ 100,750**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 126-0110-413 DAY TIME SHUTTLE FUND

Services and Supplies	Approved 2013-2014	Requested 2014-2015
126-0110-413-4251 FC MID-DAY SHUTTLE	$0.00	$100,750.00
Subtotal	**$0.00**	**$100,750.00**
Services and Supplies Total	**$0.00**	**$100,750.00**
ADMINISTRATION Total	**$0.00**	**$100,750.00**

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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. As a result of recent water conservation measures that have been implemented over the last few years, on average, EMID customers consumed approximately 4.22 million gallons of water per day (MGD) in 2013 a 15-20% reduction in water use over prior years. The Water Supply Assurance from the SFPUC is 5.9 MGD through June 30, 2034[1]. Water conservation efforts will continue to ensure that EMID maintains a sufficient amount of water for its customers. Conservation-based water rates and expanded rebated programs were implemented in an effort to provide incentives for customers to conserve. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost.

For further information about the EMID Water Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

[1] The Water Supply Agreement has conditional provisions for two (2) five-year extensions through June 30, 2044.

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 1,486,000	$ 1,486,000	$ 1,555,000
SERVICES AND SUPPLIES	6,448,052	6,448,052	7,651,072
CAPITAL OUTLAY	-	-	80,000
Subtotal (Total Department-Controlled Expenses)	7,934,052	7,934,052	9,286,072
INTERNAL SERVICES	682,937	682,937	660,337
Subtotal (Total Department Expenses before Reallocations)	8,616,989	8,616,989	9,946,409
REALLOCATIONS	750,309	750,309	795,767
TOTAL FOR WATER ENTERPRISE FUND	**$ 9,367,298**	**$ 9,367,298**	**$ 10,742,176**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461 WATER REVENUE

Capital Outlay		Approved 2013-2014	Requested 2014-2015
401-0960-461-4385	LEAK DETECTION CORRELATION SYSTEM	$0.00	$55,000.00
401-0960-461-4385	WATER QUALITY IMPROVEMENT (WHEELHOUSE - SEA CLOUD)	$0.00	$25,000.00
	Subtotal	**$0.00**	**$80,000.00**
	Capital Outlay Total	**$0.00**	**$80,000.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
401-0960-461-4110	PERMANENT SALARIES	$967,500.00	$991,400.00
	Subtotal	**$967,500.00**	**$991,400.00**
401-0960-461-4111	PUBLIC WORKS INTERNS	$6,000.00	$7,000.00
	Subtotal	**$6,000.00**	**$7,000.00**
401-0960-461-4112	OVERTIME	$16,000.00	$17,300.00
	Subtotal	**$16,000.00**	**$17,300.00**
401-0960-461-4120	FRINGE BENEFITS	$496,500.00	$539,300.00
	Subtotal	**$496,500.00**	**$539,300.00**
	Employee Services Total	**$1,486,000.00**	**$1,555,000.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
401-0960-461-4520	COMPENSATED ABSENCES	$3,355.00	$3,440.00
	Subtotal	**$3,355.00**	**$3,440.00**
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	$145,861.00	$86,270.00
	Subtotal	**$145,861.00**	**$86,270.00**
401-0960-461-4556	EQUIPMENT REPLACEMENT	$210,822.00	$247,858.00
401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$215.00
	Subtotal	**$211,037.00**	**$248,073.00**

401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	$202,350.00	$202,827.00
	Subtotal	**$202,350.00**	**$202,827.00**
401-0960-461-4562	SELF INSURANCE FUND CHARGE	$57,100.00	$57,100.00
	Subtotal	**$57,100.00**	**$57,100.00**
401-0960-461-4569	BUILDING MAINTENANCE	$63,234.00	$62,627.00
	Subtotal	**$63,234.00**	**$62,627.00**
	Internal Services Total	**$682,937.00**	**$660,337.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	$2,500.00	$2,500.00
401-0960-461-4240	BOOTS AND UNIFORMS	$10,300.00	$10,300.00
401-0960-461-4240	COMPRESSION FITTINGS	$2,000.00	$2,000.00
401-0960-461-4240	HYDRANT FITTINGS AND PARTS	$5,500.00	$5,500.00
401-0960-461-4240	METER PARTS	$7,000.00	$7,000.00
401-0960-461-4240	PAINT FOR HYDRANTS AND MISC. JOBS	$1,000.00	$1,000.00
401-0960-461-4240	PIPES, CLAMPS AND PARTS	$9,000.00	$12,000.00
401-0960-461-4240	REPLACEMENT OF LARGE WATER METER VAULT LIDS	$35,000.00	$0.00
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	$1,500.00	$1,800.00
401-0960-461-4240	TRENCH EXCAVATION MATERIAL	$6,000.00	$8,000.00
401-0960-461-4240	VALVES AND METER BOXES AND LIDS	$11,000.00	$11,000.00
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	$3,500.00	$4,000.00
	Subtotal	**$97,300.00**	**$68,100.00**
401-0960-461-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,100.00	$2,200.00
	Subtotal	**$2,100.00**	**$2,200.00**
401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	$1,000.00	$1,100.00
401-0960-461-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,100.00	$2,200.00
	Subtotal	**$3,100.00**	**$3,300.00**
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	$1,000.00
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	$3,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES		$10,000.00	$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	**$23,000.00**	**$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		$15,000.00	$16,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT		$46,000.00	$48,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT		$22,000.00	$23,000.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE		$692,518.00	$692,518.00
401-0960-461-4248	SFPUC WATER PURCHASE		$5,299,884.00	$6,480,504.00
		Subtotal	**$6,075,402.00**	**$7,260,022.00**
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY		$26,000.00	$27,000.00
401-0960-461-4251	CHLORINATE/INSPECT WATER TANKS		$5,000.00	$0.00
401-0960-461-4251	CLEAN / INSPECT ALL WATER TANKS		$0.00	$30,000.00
401-0960-461-4251	MDM PORTAL		$56,000.00	$57,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS		$31,000.00	$32,000.00
401-0960-461-4251	PUBLIC WORKS DESIGN STANDARDS		$0.00	$20,000.00
401-0960-461-4251	SPECIAL STUDIES		$25,000.00	$25,000.00
		Subtotal	**$143,000.00**	**$191,000.00**
401-0960-461-4253	AWWA DUES		$1,500.00	$1,500.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT		$85,700.00	$90,000.00

	Subtotal	**$87,200.00**	**$91,500.00**
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	**$6,448,052.00**	**$7,651,072.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
401-0960-461-4463	DISTRICT BOARD	$26,850.00	$27,710.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	$58,613.00	$74,213.00
401-0960-461-4463	DISTRICT MANAGER	$156,036.00	$158,977.00
401-0960-461-4463	DISTRICT SECRETARY	$62,129.00	$59,903.00
401-0960-461-4463	FINANCIAL SERVICES	$307,452.00	$328,476.00
401-0960-461-4463	HUMAN RESOURCES	$89,420.00	$91,552.00
401-0960-461-4463	PW ENGINEERING	$49,809.00	$54,936.00
	Subtotal	**$750,309.00**	**$795,767.00**
	Reallocation Total	**$750,309.00**	**$795,767.00**
	WATER Total	**$9,367,298.00**	**$10,742,176.00**

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
WATER EQUIPMENT REPLACEMENT FUND
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	8,300	8,300	39,500
Subtotal (Total Department-Controlled Expenses)	8,300	8,300	39,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	8,300	8,300	39,500
REALLOCATIONS	-	-	-
TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND	**$ 8,300**	**$ 8,300**	**$ 39,500**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 405-0110-413 WATER ERF

Capital Outlay		Approved 2013-2014	Requested 2014-2015
405-0110-413-4385	EQUIPMENT REPLACEMENT -- WATER FUND	$8,300.00	$39,500.00
	Subtotal	**$8,300.00**	**$39,500.00**
	Capital Outlay Total	**$8,300.00**	**$39,500.00**
	ADMINISTRATION Total	**$8,300.00**	**$39,500.00**

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

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,558,500	$ 1,558,500	$ 1,601,200
SERVICES AND SUPPLIES	2,561,000	2,561,000	3,419,850
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	4,119,500	4,119,500	5,021,050
INTERNAL SERVICES	802,950	802,950	813,403
Subtotal (Total Department Expenses before Reallocations)	4,922,450	4,922,450	5,834,453
REALLOCATIONS	680,093	680,093	719,966
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	**$ 5,602,543**	**$ 5,602,543**	**$ 6,554,419**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432 WASTEWATER REVENUE

Employee Services		Approved 2013-2014	Requested 2014-2015
451-0970-432-4110	PERMANENT SALARIES	$979,000.00	$984,300.00
	Subtotal	**$979,000.00**	**$984,300.00**
451-0970-432-4111	PUBLIC WORKS INTERNS	$6,000.00	$7,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	$25,000.00	$27,000.00
	Subtotal	**$31,000.00**	**$34,000.00**
451-0970-432-4112	OVERTIME	$24,000.00	$24,500.00
	Subtotal	**$24,000.00**	**$24,500.00**
451-0970-432-4113	STANDBY PAY	$22,000.00	$23,000.00
	Subtotal	**$22,000.00**	**$23,000.00**
451-0970-432-4120	FRINGE BENEFITS	$502,500.00	$535,400.00
	Subtotal	**$502,500.00**	**$535,400.00**
	Employee Services Total	**$1,558,500.00**	**$1,601,200.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
451-0970-432-4520	COMPENSATED ABSENCES	$3,395.00	$3,420.00
	Subtotal	**$3,395.00**	**$3,420.00**
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	$197,506.00	$207,595.00
	Subtotal	**$197,506.00**	**$207,595.00**
451-0970-432-4556	EQUIPMENT REPLACEMENT	$274,843.00	$276,319.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$215.00	$215.00
	Subtotal	**$275,058.00**	**$276,534.00**
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	$206,657.00	$206,127.00
	Subtotal	**$206,657.00**	**$206,127.00**
451-0970-432-4562	SELF INSURANCE FUND CHARGE	$57,100.00	$57,100.00

	Subtotal	**$57,100.00**	**$57,100.00**
451-0970-432-4569	BUILDING MAINTENANCE	$63,234.00	$62,627.00
	Subtotal	**$63,234.00**	**$62,627.00**
	Internal Services Total	**$802,950.00**	**$813,403.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
451-0970-432-4240	BOOTS / UNIFORMS	$11,400.00	$11,400.00
451-0970-432-4240	CABLE/HOSES	$2,500.00	$1,500.00
451-0970-432-4240	COATINGS/EPOXIES	$2,000.00	$1,000.00
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	$2,000.00	$1,000.00
451-0970-432-4240	FIRST AID AND SAFETY SUPPLIES	$2,500.00	$1,500.00
451-0970-432-4240	GREASE REMOVER	$3,000.00	$4,000.00
451-0970-432-4240	L/S, CONTROLS AND PUMP COMPONENTS	$19,000.00	$19,000.00
451-0970-432-4240	LIFT STATION 59 PLC UPGRADE	$50,000.00	$0.00
451-0970-432-4240	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS	$0.00	$12,000.00
451-0970-432-4240	MISC. MAINTENANCE SUPPLIES	$5,500.00	$6,000.00
451-0970-432-4240	OIL AND DIESEL FUEL	$1,500.00	$2,500.00
451-0970-432-4240	SEWER JET ACCESSORIES AND SUPPLIES	$3,000.00	$2,000.00
451-0970-432-4240	SMALL TOOLS	$2,000.00	$2,000.00
451-0970-432-4240	STAINLESS STEEL BOLTS/MATERIALS	$2,000.00	$3,000.00
451-0970-432-4240	TRENCH EXCAVATION MATERIAL	$0.00	$2,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	$2,000.00	$2,000.00
	Subtotal	**$108,400.00**	**$70,900.00**
451-0970-432-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$750.00	$750.00
	Subtotal	**$750.00**	**$750.00**
451-0970-432-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	$2,100.00	$2,200.00
	Subtotal	**$2,100.00**	**$2,200.00**
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	$2,000.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE		$1,300.00	$1,300.00
451-0970-432-4246	HEAVY EQUIPMENT MAINTENANCE		$5,000.00	$5,000.00
451-0970-432-4246	LOAD BANK TESTING (9) UNITS		$7,000.00	$0.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)		$500.00	$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS		$20,000.00	$5,000.00
451-0970-432-4246	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS		$2,000.00	$0.00
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	$12,000.00
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	**$72,800.00**	**$48,800.00**
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)		$270,000.00	$280,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE/SUPPLIES		$1,000.00	$1,000.00
		Subtotal	**$271,000.00**	**$281,000.00**
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		$5,000.00	$5,500.00
451-0970-432-4251	CONSULTANT OVERSIGHT OF WWTP EXPANSION PROJECT		$0.00	$100,000.00
451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS		$10,000.00	$5,000.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL		$4,000.00	$4,000.00
451-0970-432-4251	LIFT STATION 59 PLC UPGRADE		$50,000.00	$0.00
451-0970-432-4251	LOAD BANK TESTING (LABOR)		$7,000.00	$7,000.00
451-0970-432-4251	MISC. REPAIRS TO L/S GENERATORS (LABOR)		$10,000.00	$10,000.00
451-0970-432-4251	PUBLIC WORKS DESIGN STANDARDS		$0.00	$20,000.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT		$2,500.00	$3,000.00
451-0970-432-4251	SM WWTP - ANNUAL CIP PROGRAM		$500,000.00	$1,000,000.00
451-0970-432-4251*	SM WWTP - EMID SHARE OF O & M - (PC30)		$1,456,000.00	$1,800,000.00

451-0970-432-4251	SPECIAL STUDIES	$25,000.00	$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	$1,500.00	$1,500.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	$750.00	$1,000.00
	Subtotal	**$2,083,750.00**	**$2,994,000.00**
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	**$2,561,000.00**	**$3,419,850.00**

Reallocation		Approved 2013-2014	Requested 2014-2015
451-0970-432-4463	DISTRICT BOARD	$26,850.00	$27,710.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	$58,613.00	$74,213.00
451-0970-432-4463	DISTRICT MANAGER	$156,036.00	$158,977.00
451-0970-432-4463	DISTRICT SECRETARY	$62,129.00	$59,903.00
451-0970-432-4463	FINANCIAL SERVICES	$237,236.00	$252,675.00
451-0970-432-4463	HUMAN RESOURCES	$89,420.00	$91,552.00
451-0970-432-4463	PW ENGINEERING	$49,809.00	$54,936.00
	Subtotal	**$680,093.00**	**$719,966.00**
	Reallocation Total	**$680,093.00**	**$719,966.00**
	WASTEWATER Total	**$5,602,543.00**	**$6,554,419.00**

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
WASTEWATER EQUIPMENT REPLACEMENT FUND
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	753,205	753,205	245,205
Subtotal (Total Department-Controlled Expenses)	753,205	753,205	245,205
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	753,205	753,205	245,205
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND	**$ 753,205**	**$ 753,205**	**$ 245,205**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 455-0110-413 WASTEWATER ERF

Capital Outlay		Approved 2013-2014	Requested 2014-2015
455-0110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	$753,205.00	$245,205.00
	Subtotal	**$753,205.00**	**$245,205.00**
	Capital Outlay Total	**$753,205.00**	**$245,205.00**
	ADMINISTRATION Total	**$753,205.00**	**$245,205.00**

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 and 50% from the Building/Vehicle Manager, one Mechanic I, and one Small Engine Mechanic.

CHANGES IN RESOURCES REQUIRED

Personnel

No change.

Services and Supplies

No changes

Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. No new vehicles are recommended.

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 2014-2015.

Vehicle Replacement Fund

Beginning this year, the replacement charge methodology was changed such that only 85% of the total projected replacement cost was 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 399,000	$ 399,000	$ 400,400
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	473,456	1,056,830	1,663,262
Subtotal (Total Department-Controlled Expenses)	1,370,306	1,953,680	2,561,512
INTERNAL SERVICES	72,513	72,513	59,200
Subtotal (Total Department Expenses before Reallocations)	1,442,819	2,026,193	2,620,712
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE REPLACEMENT FUND (#501)	**$ 1,442,819**	**$ 2,026,193**	**$ 2,620,712**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - VEHICLE MAINTENANCE & REP Account: 501-0560-431 VEHICLE RENTAL FUND

Capital Outlay		Approved 2013-2014	Requested 2014-2015
501-0560-431-4384	VEHICLE REPLACEMENT CONTINGENCY	$50,000.00	$50,000.00
501-0560-431-4384	VEHICLES TO BE REPLACED	$415,152.00	$1,613,262.00
	Subtotal	**$465,152.00**	**$1,663,262.00**
501-0560-431-4388	TIRE BALANCER AND CHANGER	$8,304.00	$0.00
	Subtotal	**$8,304.00**	**$0.00**
	Capital Outlay Total	**$473,456.00**	**$1,663,262.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
501-0560-431-4110	PERMANENT SALARIES	$277,000.00	$267,100.00
	Subtotal	**$277,000.00**	**$267,100.00**
501-0560-431-4112	OVERTIME	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
501-0560-431-4120	FRINGE BENEFITS	$121,000.00	$132,300.00
	Subtotal	**$121,000.00**	**$132,300.00**
	Employee Services Total	**$399,000.00**	**$400,400.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
501-0560-431-4520	COMPENSATED ABSENCES	$960.00	$930.00
	Subtotal	**$960.00**	**$930.00**
501-0560-431-4556	EQUIPMENT REPLACEMENT	$24,614.00	$11,289.00
	Subtotal	**$24,614.00**	**$11,289.00**
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	$10,039.00	$10,081.00
	Subtotal	**$10,039.00**	**$10,081.00**
501-0560-431-4562	INSURANCE	$36,900.00	$36,900.00

	Subtotal	**$36,900.00**	**$36,900.00**
	Internal Services Total	**$72,513.00**	**$59,200.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	**$1,442,819.00**	**$2,620,712.00**

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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	126,066	126,066	10,000
CAPITAL OUTLAY	119,000	119,000	313,900
Subtotal (Total Department-Controlled Expenses)	245,066	245,066	323,900
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	245,066	245,066	323,900
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	**$ 245,066**	**$ 245,066**	**$ 323,900**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 502-0110-413 EQUIPMENT REPLACEMENT FD

Capital Outlay		Approved 2013-2014	Requested 2014-2015
502-0110-413-4385	EMERGENCY REPLACEMENT	$50,000.00	$50,000.00
502-0110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	$69,000.00	$263,900.00
	Subtotal	**$119,000.00**	**$313,900.00**
	Capital Outlay Total	**$119,000.00**	**$313,900.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
502-0110-413-4245	EQUIPMENT REPLACEMENT - TOOLS & EQUIPMENT	$126,066.00	$10,000.00
	Subtotal	**$126,066.00**	**$10,000.00**
	Services and Supplies Total	**$126,066.00**	**$10,000.00**
	ADMINISTRATION Total	**$245,066.00**	**$323,900.00**

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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

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	341,630	341,630	406,629
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	341,630	341,630	406,629
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	341,630	341,630	406,629
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	**$ 341,630**	**$ 341,630**	**$ 406,629**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 503-0110-415 SELF INSURANCE FUND

Services and Supplies		Approved 2013-2014	Requested 2014-2015
503-0110-415-4241	COPIES	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
503-0110-415-4242	POSTAGE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
503-0110-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	$100,000.00	$100,000.00
	Subtotal	**$100,000.00**	**$100,000.00**
503-0110-415-4253	PARMA MEMBERSHIP DUES	$110.00	$110.00
503-0110-415-4253	PRIMA MEMBERSHIP DUES	$420.00	$420.00
	Subtotal	**$530.00**	**$530.00**
503-0110-415-4262	ABAG PLAN PREMIUM	$240,900.00	$305,899.00
	Subtotal	**$240,900.00**	**$305,899.00**
	Services and Supplies Total	**$341,630.00**	**$406,629.00**
	ADMINISTRATION Total	**$341,630.00**	**$406,629.00**

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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 2014-2015 will be $ 1,314,095 which is $41,523 (or ~ 3.0%) lower than internal service charges for FY 2013-2014 of $1,355,617.

- Personnel Costs: In FY 13-14, the IT Division was reorganized resulting in a reduction in personnel costs.
- Deferred Replacement of Assets: Assets that had been deferred (fully funded in the ISF but in good working condition in prior years) are now in need of replacement. Examples include miscellaneous department copiers, printers, laptops and desktop computers. Replacement charges will start accruing in FY 14-15.
- Replacement of Enterprise Software Systems: IT will be replacing the GIS Software System in FY 14-15 in order to enhance compatibility and make the system more maintainable as was approved as part of the IT Division reorganization in July 2013. Also, the Permitting / Land Management / Planning Software System will be replaced in FY 14-15 to provide a more streamlined permitting/planning experience and in support of the City's Economic Development Strategic Plan for both staff and the public.

Capital Outlay – Listed below are the items identified by Departments and Information Technology Division in need of acquisition or replacement.

- Desktop Computers (46)
- Department Laptops - HR, Fire, and Rec
- Copiers (4 - Clerk, Fire, Rec, and Corpyard)
- Sign Shop Printing System (Parks and PW)
- Printers (PD and Corpyard)
- GIS Software
- EOC Computers
- Permitting/Land Management/Planning System

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
INFORMATION TECHNOLOGY FUND (#504)
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 635,000	$ 625,000	$ 567,800
SERVICES AND SUPPLIES	527,600	539,600	569,350
CAPITAL OUTLAY	224,000	222,000	506,636
Subtotal (Total Department-Controlled Expenses)	1,386,600	1,386,600	1,643,786
INTERNAL SERVICES	1,570	1,570	1,390
Subtotal (Total Department Expenses before Reallocations)	1,388,170	1,388,170	1,645,176
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	**$ 1,388,170**	**$ 1,388,170**	**$ 1,645,176**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419 COMMUNICATION & INFO SVC

Capital Outlay		Approved 2013-2014	Requested 2014-2015
504-0160-419-4388	CITY-WIDE E-MAIL ARCHIVE SYSTEM	$30,000.00	$0.00
504-0160-419-4388	CITY-WIDE STORAGE (TIER 1, VIDEO/TIER 2)	$60,500.00	$0.00
504-0160-419-4388	COPIER REPLACEMENT (CITY HALL / FINANCE)	$46,500.00	$0.00
504-0160-419-4388	Copiers (4 - Clerk, Fire, Rec, and Corpyard)	$0.00	$48,200.00
504-0160-419-4388	Department Laptops - HR, Fire (2), and Rec	$0.00	$4,200.00
504-0160-419-4388	DEPARTMENT LAPTOPS (PW / CDD)	$2,000.00	$0.00
504-0160-419-4388	Desktop PC Replacements (49)	$0.00	$39,100.00
504-0160-419-4388	DIGITAL ARCHIVE FOR TRUSTED SYSTEM (INCL SERVICES)	$33,000.00	$0.00
504-0160-419-4388	EOC Computers	$0.00	$10,836.00
504-0160-419-4388	GIS Software	$0.00	$100,000.00
504-0160-419-4388	Permitting/Land Management/Planning System	$0.00	$270,000.00
504-0160-419-4388	Printers (PD and Corpyard)	$0.00	$9,300.00
504-0160-419-4388	RECREATION REGISTRATION SYSTEM	$52,000.00	$0.00
504-0160-419-4388	Sign Shop Printing System (Parks and PW)	$0.00	$25,000.00
	Subtotal	**$224,000.00**	**$506,636.00**
	Capital Outlay Total	**$224,000.00**	**$506,636.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
504-0160-419-4110	PERMANENT SALARIES	$460,000.00	$407,800.00
	Subtotal	**$460,000.00**	**$407,800.00**
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	$175,000.00	$160,000.00
	Subtotal	**$175,000.00**	**$160,000.00**
	Employee Services Total	**$635,000.00**	**$567,800.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
504-0160-419-4520	COMPENSATED ABSENCES	$1,570.00	$1,390.00
	Subtotal	**$1,570.00**	**$1,390.00**
	Internal Services Total	**$1,570.00**	**$1,390.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$250.00
	Subtotal	**$250.00**	**$250.00**
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	$7,750.00	$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	$9,500.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	$13,000.00	$13,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT	$70,000.00	$71,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	$6,200.00	$6,200.00
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	$55,000.00	$64,000.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	$32,000.00	$35,000.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	$8,000.00	$10,000.00
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	**$315,450.00**	**$331,200.00**
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)		$16,000.00	$17,000.00
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	$23,500.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES		$1,000.00	$1,000.00
504-0160-419-4248	PACBELL CENTREX TELEPHONE SERVICES		$38,000.00	$38,000.00
		Subtotal	**$84,500.00**	**$85,500.00**
504-0160-419-4251	GIS INTEGRATION SERVICES		$0.00	$30,000.00
504-0160-419-4251	PCI SECURITY AUDIT / GAP ANALYSIS		$15,000.00	$0.00
504-0160-419-4251	RFP EVALUATION PERMITTING/LAND MGMT SYSTEM		$20,000.00	$25,000.00
504-0160-419-4251	SIRE CUSTOM MODIFICATIONS		$0.00	$5,000.00
		Subtotal	**$35,000.00**	**$60,000.00**
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
		Subtotal	**$4,000.00**	**$4,000.00**
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER $1,000)		$14,000.00	$14,000.00
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	$5,000.00
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	**$527,600.00**	**$569,350.00**
		IT Total	**$1,388,170.00**	**$1,645,176.00**

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 171,342 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 – 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 or repaired nine backflows at all buildings.
- Refurbished Lagoon Room floors and bar area and updated electrical system.
- Installed hands free faucets and soap dispenser in Library bathrooms.
- With San Mateo County Energy Watch, conducted Energy Efficiency Audits of City-owned buildings; identified opportunities for energy savings and entered into a contract with a vendor to install more energy efficient systems.
- 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 installation of Solar Photovoltaic panels at the Library/Community Center.

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

- No changes are recommended.

Capital Outlay

- Replacement of Kerri access system.
- Roofing replacement at Library/Community Center.
- Carpet replacement at Police Department and Government Center.
- Government Center paint.
- Fire Training Tower restoration.

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.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
BUILDING MAINTENANCE FUND (#505)
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 478,160	$ 478,160	$ 505,360
SERVICES AND SUPPLIES	860,583	860,583	885,583
CAPITAL OUTLAY	316,900	316,900	447,500
Subtotal (Total Department-Controlled Expenses)	1,655,643	1,655,643	1,838,443
INTERNAL SERVICES	97,295	97,295	79,736
Subtotal (Total Department Expenses before Reallocations)	1,752,938	1,752,938	1,918,179
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	**$ 1,752,938**	**$ 1,752,938**	**$ 1,918,179**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - BUILDING MAINTENANCE Account: 505-0550-419 BUILDING MAINTENANCE

Capital Outlay		Approved 2013-2014	Requested 2014-2015
505-0550-419-4385	BUILDING CONTINGENCY	$50,000.00	$50,000.00
505-0550-419-4385	CAPITAL OUTLAY	$254,900.00	$371,000.00
505-0550-419-4385	ELECTRIC VEHICLE CHARGING STATION - COMM CTR	$12,000.00	$0.00
505-0550-419-4385	FIRE TOWER RENOVATION	$0.00	$26,500.00
	Subtotal	**$316,900.00**	**$447,500.00**
	Capital Outlay Total	**$316,900.00**	**$447,500.00**

Employee Services		Approved 2013-2014	Requested 2014-2015
505-0550-419-4110	PERMANENT SALARIES	$331,000.00	$336,400.00
	Subtotal	**$331,000.00**	**$336,400.00**
505-0550-419-4112	OVERTIME	$2,160.00	$2,160.00
	Subtotal	**$2,160.00**	**$2,160.00**
505-0550-419-4120	FRINGE BENEFITS	$145,000.00	$166,800.00
	Subtotal	**$145,000.00**	**$166,800.00**
	Employee Services Total	**$478,160.00**	**$505,360.00**

Internal Services		Approved 2013-2014	Requested 2014-2015
505-0550-419-4520	COMPENSATED ABSENCES	$1,150.00	$1,170.00
	Subtotal	**$1,150.00**	**$1,170.00**
505-0550-419-4544	VEHICLE REPLACEMENT	$40,553.00	$38,508.00
	Subtotal	**$40,553.00**	**$38,508.00**
505-0550-419-4556	EQUIPMENT REPLACEMENT	$32,167.00	$16,535.00
	Subtotal	**$32,167.00**	**$16,535.00**
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	$23,425.00	$23,523.00

	Subtotal	**$23,425.00**	**$23,523.00**
	Internal Services Total	**$97,295.00**	**$79,736.00**

Services and Supplies		Approved 2013-2014	Requested 2014-2015
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	$0.00	$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	STANDBY GENERATORS REPAIR	$7,630.00	$7,630.00
505-0550-419-4246	VANDALISM REPAIRS	$1,000.00	$1,000.00
	Subtotal	**$194,955.00**	**$204,955.00**
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	$0.00	$15,000.00
	Subtotal	**$234,561.00**	**$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	**$860,583.00**	**$885,583.00**
	BUILDING MAINTENANCE Total	**$1,752,938.00**	**$1,918,179.00**

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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 2013 actuarial evaluation and expected benefits payments, the fund was funded at 126% of the actuarial accrued liability at the end of FY 2012-2013. No contributions into the plan are necessary for FY 2013-2014. 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 2014-2015 will total $115,000.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
LONGEVITY RECOGNITION BENEFITS FUND (#507)
Annual Budget Appropriation for Fiscal Year

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 115,000	$ 115,000	$ 115,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	115,000	115,000	115,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	115,000	115,000	115,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	**$ 115,000**	**$ 115,000**	**$ 115,000**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-499 LONGEVITY RECOGNITION BENEFITS FUND

Employee Services		Approved 2013-2014	Requested 2014-2015
507-0460-499-4120	LONGEVITY RECOGNITION BENEFITS PAYMENTS	$115,000.00	$115,000.00
	Subtotal	**$115,000.00**	**$115,000.00**
	Employee Services Total	**$115,000.00**	**$115,000.00**
	Total	**$115,000.00**	**$115,000.00**

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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 2013 actuarial evaluation and expected benefits payments, the fund was funded at 126% of the actuarial accrued liability at the end of FY 2012-2013. No contributions into the plan are necessary for FY 2014-2015. 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 2014-2015 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

	2013-2014		2014-2015
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 113,000	$ 113,000	$ 123,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	113,000	113,000	123,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	113,000	113,000	123,000
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	**$ 113,000**	**$ 113,000**	**$ 123,000**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999 PEMHCA BENEFITS PLAN

Employee Services		Approved 2013-2014	Requested 2014-2015
508-0460-999-4120	PEMHCA BENEFITS PAYMENTS	$113,000.00	$123,000.00
	Subtotal	**$113,000.00**	**$123,000.00**
	Employee Services Total	**$113,000.00**	**$123,000.00**
	Total	**$113,000.00**	**$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 2014-2015, 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

	2013-2014		2014-2015
	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 2013-2014	Requested 2014-2015
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 2014-2015.

Ongoing Projects:

(CIP 301 -610, Available F unding $5, 072,000) M ulti-Project (MP) Roadway Improvements

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, eleven (11) roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments. Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement.

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

Projects Completed

MP #2 – Install signal interlock at Foster City Blvd. at Chess Dr. and Chess Dr. at SR 92.

MP #5 – Widen Triton Drive and modify signal at Foster City Blvd. at Triton Dr.

MP #6 – Add eastbound lane on Metro Center Blvd. between SR 92 and Foster City Blvd., and install signal interlock.

Projects Recommended for Deletion

MP #1 – Widen SR 92 westbound on-ramp at Chess Dr. This project was not approved by Caltrans.

MP #9 – Traffic signal at Foster City Blvd. at Marlin Ave.

MP #10 – Close driveway on Chess Dr. at SR 92.

MP #11– Widen SR 92 westbound off-ramp at Chess Dr. See CIP 301-638 for the project description. This project is recommended to be deleted.

Projects with New CIP Numbers

MP #3 – Lengthen northbound left turn lane on Foster City Blvd. at Chess Dr. See CIP 301-635 for the project description.

MP #4 – Lengthen westbound left turn lane on Chess Dr. at Foster City Blvd. This project is combined with MP #7 and MP #8. See CIP 301-637 for the project description.

MP #7 – Install northbound right turn lane on Foster City Blvd. at Chess Dr. This project is combined with MP #4 and MP #8. See CIP 301-637 for the project description.

MP #8 – Add westbound lane on Chess Dr. east of Foster City Blvd. This project is combined with MP #4 and MP #7. See CIP 301-637 for the project description.

Of the 11 listed projects, MP #5 and MP #6 were included in the CIP 301-610. Construction of CIP 301-610 was completed in August, 2013.

(CIP 455 -611, B udget $ 150,000) Sewer S ystem Rehabilitation

This project will continue 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 first phase of the project was completed in summer 2010. The next phase of the project will continue work to address localized pipe repair and manhole rehabilitation work. Staff has identified the repairs to be included in this project. Funding of $150,000 has been approved for the project. Additional funding of $300,000 is requested in FY 2014-15 for design and construction.

Project Timeline:

Compiling of Repair/Rehab Locations	Complete
Design	Fall/Winter 2014
Construction	Spring 2015
Project Closeout	Late 2015

(CIP 301-621, Budget $2,150,000) Vintage Park Overcrossing Project

This project consists of the identification and evaluation of various maintenance and rehabilitation methods for resolving settlement issues at the approach slabs to the Vintage Park Overcrossing, and the subsequent design and construction of improvements to correct the problem. On May 6, 2013, a Request for Proposal (RFP) was issued to select a qualified firm to perform an analysis of repair options. 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. The Final Technical Memorandum summarizing the findings is scheduled to be completed by the end of March. Staff will return to the City Council in May, 2014 to present repair alternatives, request approval of a recommended repair method, and award a contract for design services for the preparation of construction documents, based on the repair alternative approved by the City Council. A total budget of $2.15 million is available for design and construction services.

Project Timeline:

Award of Design Contract	May 2014
Design	Summer 2014
Construction	Spring 2015
Project Closeout	Fall 2015

(CIP 455-626, Budget $575,000) Sanitary Sewer Lift Station Improvements Phase 5

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 at the end of 2014.

Funding of $575,000 is available ($150,000 was approved for this project in FY 2012/13, $350,000 was approved for this project in FY 2013/14, and $75,000 that had been approved for CIP 455-617 in FY 2011/12 was transferred to this project in 2013/14) in the project budget. Additionally, a budget appropriation of $5.5 million for construction is included in the 5-Year CIP Plan in FY 2014/15.

Project Timeline:

Regulatory Permit/Design	Present
Construction	Late 2014
Project Closeout	Spring 2016

(CIP 301-629, Budget $150,000) 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 the 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. 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. As a place holder, a funding request of $500,000 is included in the FY 2014-2015 budget for construction. If the construction budget is approved, construction can began in 2015.

Project Timeline:

Regulatory Permiting/Design	Started
Construction Begins	Spring 2015
Project Completion	Winter 2015

(CIP 301-632, Budget $1,760,000) Synthetic Surface for Softball, Baseball, and Soccer Fields at Edgewater Park (2012-2013)

There is one lighted sports softball field for adult City league play in Foster City. The perimeter area on the outside of the outfield is currently used for "Drop-in" adult soccer play and youth soccer practice. The installation of synthetic turf on the softball infield and grass outfield and soccer areas will eliminate maintenance on the softball infield and mowing of softball outfield and grass turf areas as well as add to our water conservation efforts. Also, the installation of synthetic turf will create a more consistent and level playing surface for softball play and a nighttime field for soccer play. Contract was awarded to O. C. Jones in the amount of $1,257,154.34 on January 21, 2014.

Project Timeline:

Construction Begins	March, 2014
Project Completion	September 2014

(CIP 301-633, Budget $125,000) Werder Park Public Input/Conceptual Design Process (2012-2013)

At the City Council meeting of October 21, 2013, City Council approved Minute Order No. 1340 authorizing staff to negotiate an agreement with Callander Associates Landscape Architecture, Inc. to prepare design and construction documents for Werder Park and Destination Park based on comments by the City Council which included: 1) the preferred alternative for Werder Park that would have an expanded area for revenue generating mobile concessions such as bicycle rentals and food, and we will have limited on-site parking based on further study of the parking requirements; and 2) the preferred alternative for

Destination Park that would locate the restroom near Beach Park Boulevard.

On November 18, 2013, City Council authorized an agreement with Callander and Associates for architectural support services in the amount of $129,314, and to provide plans and specifications for the construction of Werder Park and Destination Park. It is anticipated that staff will seek City Council authorization to approve plans and specifications, and call for bids for Werder Park and Destination Park projects at a May 2014 City Council meeting. Additional funding of $1,380,000 is requested in FY 2014/15 for construction.

The following park design concepts have been defined as preferred alternatives to consider and explore which will be utilized in preparing plans and specifications. They include:

Werder Park

- Open park space
- A city construction material laydown area
- Functional and operational restroom
- Hardscape for mobile concessions
- Natural pathway areas
- Picnic areas with tables and benches
- Preliminary concept of a variety of trees used for screening and review of native landscape material
- Public Art
- On-site parking

Project Time Line

Approve Plans and Specs/Call for Bids	May 2014
City Council Award Construction Contract	July 2014
Start Project Construction	August 2014
Complete Construction	Feb 2015

(CIP 301 -634, B udget $12 5,000) " Destination P ark" Public Input/Conceptual Design Process (2012-2013)

At the City Council meeting of October 21, 2013, City Council approved Minute Order No. 1340 authorizing staff to negotiate an agreement with Callander Associates Landscape Architecture, Inc. to prepare design and construction documents for Werder Park and Destination Park based on comments by the City Council which included: 1) the preferred alternative for Werder Park that would have an expanded area for revenue generating mobile concessions such as bicycle rentals and food, and we will have limited on-site parking based on further study of the parking requirements; and 2) the preferred alternative for Destination Park that would locate the restroom near Beach Park Boulevard.

On November 18, 2013, City Council authorized an agreement with Callander and Associates for architectural support services in the amount of $129,314, and to provide plans and specifications for the construction of Werder Park and Destination Park. It is anticipated that staff will seek City Council authorization to approve plans and specifications, and call for bids for Werder Park and Destination Park projects at a May 2014 City Council meeting. Additional funding of $1,250,000 is requested in FY 2014/15 for construction.

Destination Park

- Open and natural green space
- Pathways to the levee with benches and seating areas

- Functional and operational restroom
- Native and bay coastal plantings
- Restrooms located next to beach area

Project Time Line

Approve Plans and Specs/Call for Bids	May 2014
City Council Award Construction Contract	July 2014
Start Project Construction	August 2014
Complete Construction	February 2015

(CIP 301-635, Budget $ 57,000) Median Modifications – Foster City Blvd. at Chess Drive – Multi-Project #3 (2013-2014)

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.

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 will be collected from the various developers based on the terms of their Master Development Agreement.

Funding of $57,000 was included in the FY 2013-2014 budget. Additional funding of $133,000 is requested in FY 2014-2015.

Project Timeline:

Approve RFP for Design Services	Spring 2014
Call for Bids	Fall 2014
Construction	Spring 2015

(CIP 405-636, Budget $ 375,000) 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 request of $100,000 is included in the FY 2014-2015 budget to fund design and construction.

Project Timeline:

Approve RFP for Design Services	Summer 2014
Call for Bids	Spring 2015
Construction	Summer 2015

(CIP 301 -637, B udget $175, 000, Additional Fundi ng of $206,000 in FY 2014-2015) Road Improvements at Foster City B lvd. an d C hess D rive – Multi-Project #4, M ulti-Project #7, and Multi-Project #8 (2013-2014)

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

This original project is identified as MP #7 with an approved funding of $175,000. It is proposed that MP #4 and #8 are included in this project with additional budget request of $206,000 in FY 2014-2015 to pay for design services. The project includes lengthening the left-turn lane on Chess Drive at Foster City Boulevard, lengthening northbound right-turn lane on Foster City Boulevard at Chess Drive and adding a westbound lane on Chess Drive east of Foster City Boulevard. Part of the construction affects the Foster City Boulevard overpass at Hwy 92, so Caltrans will be involved.

This project is scheduled to be included in an RFQ/P for Design Services this spring. The approved funding and additional requested funding is for design of the roadway improvements. Funding for this roadway improvement project will be collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement.

Project Timeline:

Approve RFP for Design Services	Spring 2014

(CIP 301 -638, B udget $360, 000) R oad W idening S R 92 Westbound Off-Ramp at Chess Drive – Multi-Project #11 (2013-2014)

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 project is identified as MP #11 in the report prepared by Fehr & Peers. The project includes widening SR 92 westbound off-ramp at Chess Drive to add a right-turn lane to provide two right-turn lanes from westbound SR 92 off-ramp onto eastbound Chess Drive. The traffic signal will be modified to signalize the right-turn movement. This project is recommended to be deleted.

(CIP 301 -639, B udget $915 ,000) Arterial an d C ollector Resurfacing (2013-2014)

This project is part of the City's ongoing program to maintain public streets. To implement maintenance and rehabilitation program in the most cost-effective manner, the City uses a Pavement Management Program (PMP) developed by the Metropolitan Transportation Commission (MTC). The streets to be repaired and the most cost-effective treatment to use are determined by performing roadway inspections regularly and updating the street conditions in the PMP.

The inspection of the streets to be included in this project has been completed. Staff is working on the design of the project, preparing the construction documents. This project is designed by the in-house staff.

Project Timeline:

Design/Construction	Spring/Summer 2014
Project Closeout	Spring 2015

(CIP 301 -640, B udget $422, 000) S ite I mprovements – East Third Avenue

The CIP for Site Improvements at East Third Avenue was reviewed at the March 25, 2013 City Council meeting; approved June 3, 2013 during the Budget process; and adopted July 1, 2013 as a component of the Annual Budget. Two grants totaling approximately $235,000 were secured that contributed toward the funding of CIP 640. This project consists of:

- Environmental and design consultant work
- Synthetic turf areas
- Restroom w/ Outdoor rinse station
- Pedway striping and signage
- Fencing
- Site furniture

The improvements at East Third Avenue are refurbishments to an existing Foster City park. East Third Avenue is a premiere kiteboarding location and also a location of the Bay Trail that experiences a heavy volume of users walking, running, fishing, and other passers-by stopped to watch the surrounding activities or eat lunch on a bench. Site improvements will make an immediate impact by enhancing the recreation experience.

On November 18, 2013, City Council awarded an Agreement to Verde Design for storm water retention design, ADA ramp, and engineered retaining wall. Geo Tech work was completed on November 26, 2013. Staff anticipates improvements to begin in April 2014, and the project to be completed by August 2014.

Projected Timeline:

Plans Completion	March 2014
Contract Awards	April/May 2014
Construction	June - August 2014

(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 are in need of repairs. The majority of surfaces show 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 (date of previous resurfacing is shown below):

   a. Edgewater Park – 3 tennis courts (2006)
   b. Catamaran Park – 2 tennis courts (2006)
   c. Catamaran Park – 1 basketball court (2006)
   d. Teen Center – 1 basketball court (2009)

Projected Timeline:

Construction Started	March, 2014
Project Completion	June 2014

2. **Wood Park Signs – Phase I (Budget $50,000)**:
We have approximately thirteen (13) large monument wooden park signs. Nine (9) of these are the distinguished blue park signs w/Foster City logo that the community has come to enjoy which identify the name of the park. Several of them are showing signs of severe wood-rot and weather deterioration and replacement of five (5) existing wood signs is urgently needed. This CIP covers Phase I which includes replacement of the following signs:

   - Sea Cloud Park
   - Leo J. Ryan Memorial Park
   - Catamaran Park
   - Gull Park
   - Marlin Park

   The large wooden Park signs have been in place for about 20 years and were last refurbished in 2005.

Projected Timeline:

Delivery of Signs	March, 2014
Installations	March – October 2014

(CIP 301-642, Budget $76,000) Intersection Upgrade on Edgewater Boulevard at Port Royal Avenue (North) (2013-2014)

This project will upgrade the intersection on Edgewater Boulevard at Port Royal Avenue (North). Two crosswalks on Edgewater Boulevard at Port Royal Avenue (North) will be removed and replaced with diagonal high visibility thermoplastic striping. In addition, pedestrian activated Rectangular Rapid Flashing Beacons (RRFBs) will be

installed. When a pedestrian pushes the button, the LED's on the pedestrian crossing signs are activated. Approaching vehicles will see an irregular flash pattern that is similar to emergency flashers on police vehicles. The devices are approved in the California Manual of Uniform Traffic Control Devices (MUTCD) and have been shown to increase driver yielding behavior at crosswalks significantly when supplementing standard pedestrian crossing warning signs and markings.

Project Timeline:

Construction	Summer 2014
Project Closeout	Fall 2014

(CIP 301-643, Budget $1,134,000) Library / Community Center Solar Project (2013-2014)

This project will include the replacement of the roof of the Community Center / Library in anticipation of the installation of solar photovoltaic technology at the facility in two locations: 1) on the roof of the Community Center / Library; and, 2) construction of carports in the parking lot. The project is expected to generate an estimated 100,000 kWh of energy per year and save the City over $2 million in energy costs over a 20-year period.

Project Timeline:

Construction	Summer/Fall 2014
Project Closeout	Winter 2014

Projects Completed and Closed Out in FY 2013-14:

- (CIP 301-607) Levee/Pedway Improvement and Repairs Phase III
- (CIP 301-610) Multi-Project Roadway Improvements (MP #5 and MP #6)
- (CIP 405-618) Seismic Evaluation of Water Tanks 1, 2, and 3 (2011-2012)
- (CIP 405-619) Seismic Evaluation of Water Booster Pump Station (2011-2012)
- (CIP 301-623) Seismic Evaluation of Lagoon Pump Station (2011-2012)
- (CIP 301-627) Residential Street Resurfacing & Repair (2012-2013)
- (CIP 301-630) Park Infrastructure Improvements (2012-2013)
- (CIP 301-631) Veterans Honor Wall (2012-2013)

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. 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 2014-15 TO 2018-19)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2014-15	2015-16	2016-17	2017-18	2018-19
		WATER PROJECTS							
A	1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	**$100,000**	$100,000	$0	$0	$0	$0
A	2	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)	CW	**$420,000**	$0	$0	$0	$420,000	$0
B	15	(NEW) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2016-2017)	CW	**$70,000**	$0	$0	$70,000	$0	$0
B	16	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	**$300,000**	$0	$0	$300,000	$0	$0
		TOTAL WATER PROJECTS	**4**	**$890,000**	**$100,000**	**$0**	**$370,000**	**$420,000**	**$0**
		WASTEWATER PROJECTS							
A	3	(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	**$300,000**	$50,000	$250,000	$0	$0	$0
A	4	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	CS	**$300,000**	$300,000	$0	$0	$0	$0
A	5	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2012-2013)	CS	**$5,500,000**	$5,500,000	$0	$0	$0	$0
A	6	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)	CS	**$6,000,000**	$0	$0	$0	$500,000	$5,500,000
A	7	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2018-2019)	CS	**$300,000**	$0	$0	$0	$0	$300,000
		TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS	**5**	**$12,400,000**	**$5,850,000**	**$250,000**	**$0**	**$500,000**	**$5,800,000**
		STREETS/TRAFFIC PROJECTS							
A	8	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	**$133,000**	$133,000	$0	$0	$0	$0
A	9	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	**$206,000**	$206,000	$0	$0	$0	$0
A	10	(NEW CIP) STREET REHABILITATION (2014-2015)	MA/MM	**$1,000,000**	$1,000,000	$0	$0	$0	$0
A	11	(NEW CIP) STREET REHABILITATION (2015-2016)	MA/MM	**$1,000,000**	$0	$1,000,000	$0	$0	$0
A	12	(NEW CIP) STREET REHABILITATION (2016-2017)	MA/MM	**$1,000,000**	$0	$0	$1,000,000	$0	$0
A	13	(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM	**$1,000,000**	$0	$0	$0	$1,000,000	$0
A	14	(NEW CIP) STREET REHABILITATION (2018-2019)	MA/MM	**$1,000,000**	$0	$0	$0	$0	$1,000,000
C	21	(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)	CC	**$60,000**	$60,000	$0	$0	$0	$0
C	22	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2017-2018)	CC	**$100,000**	$0	$0	$0	$100,000	$0
		TOTAL STREETS/TRAFFIC PROJECTS	**9**	**$5,499,000**	**$1,399,000**	**$1,000,000**	**$1,000,000**	**$1,100,000**	**$1,000,000**
		STORMWATER/LAGOON PROJECTS							
B	17	(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)	CC	**$50,000**	$50,000	$0	$0	$0	$0
B	18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	**$500,000**	$500,000	$0	$0	$0	$0
B	19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	CC	**$75,000**	$0	$75,000	$0	$0	$0
B	20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2016-2017)	CC	**$140,000**	$0	$0	$140,000	$0	$0
		TOTAL STORMWATER/LAGOON PROJECTS	**4**	**$765,000**	**$550,000**	**$75,000**	**$140,000**	**$0**	**$0**
		PARKS PROJECTS							
C	23	(CIP 633) WERDER PARK SITE DEVELOPMENT (2014-2015)	PIL	**$1,380,000**	$1,380,000	$0	$0	$0	$0
C	24	(CIP 634) DESTINATION PARK DEVELOPMENT (2014-2015)	PIL	**$1,250,000**	$1,250,000	$0	$0	$0	$0
C	25	(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	**$220,000**	$70,000	$0	$150,000	$0	$0
C	26	(NEW CIP) COLT FIELD SYNTHETIC TURF INSTALLATION - SEA CLOUD PARK (2016-2017)	PIL	**$1,900,000**	$0	$0	$1,900,000	$0	$0
C	27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	CC/PIL	**$480,000**	$480,000	$0	$0	$0	$0
C	28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	CC/PIL	**$980,000**	$0	$980,000	$0	$0	$0
C	29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	CC	**$760,000**	$0	$0	$760,000	$0	$0
C	30	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	CC	**$1,065,000**	$0	$0	$0	$1,065,000	$0
C	31	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	CC/PIL	**$1,125,000**	$0	$0	$0	$0	$1,125,000
		TOTAL PARKS PROJECTS	**9**	**$9,160,000**	**$3,180,000**	**$980,000**	**$2,810,000**	**$1,065,000**	**$1,125,000**
		BUILDING PROJECTS							
		NONE		**$0**					
		TOTAL BUILDING PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		GRAND TOTAL	**31**	**$28,714,000**	**$11,079,000**	**$2,305,000**	**$4,320,000**	**$3,085,000**	**$7,925,000**

* 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

TABLE A
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2014-15 TO 2018-19)

Project No.	PROJECT DESCRIPTION			TOTAL
	CATEGORY A PROJECTS			
1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)			$100,000
2	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)			$420,000
3	(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)			$300,000
4	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)			$300,000
5	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2012-2013)			$5,500,000
6	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)			$6,000,000
7	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2018-2019)			$300,000
8	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)			$133,000
9	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)			$206,000
10	(NEW CIP) STREET REHABILITATION (2014-2015)			$1,000,000
11	(NEW CIP) STREET REHABILITATION (2015-2016)			$1,000,000
12	(NEW CIP) STREET REHABILITATION (2016-2017)			$1,000,000
13	(NEW CIP) STREET REHABILITATION (2017-2018)			$1,000,000
14	(NEW CIP) STREET REHABILITATION (2018-2019)			$1,000,000
	Subtotal for Category A Projects			**$18,259,000**
	CATEGORY B PROJECTS			
15	(NEW) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2016-2017)			$70,000
16	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2016-2017)			$300,000
17	(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)			$50,000
18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)			$500,000
19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)			$75,000
20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2016-2017)			$140,000
	Subtotal for Category B Projects			**$1,135,000**
	CATEGORY C PROJECTS			
21	(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)			$60,000
22	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2017-2018)			$100,000
23	(CIP 633) WERDER PARK SITE DEVELOPMENT (2014-2015)			$1,380,000
24	(CIP 634) DESTINATION PARK DEVELOPMENT (2014-2015)			$1,250,000
25	(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)			$220,000
26	(NEW CIP) COLT FIELD SYNTHETIC TURF INSTALLATION - SEA CLOUD PARK (2016-2017)			$1,900,000
27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)			$480,000
28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)			$980,000
29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)			$760,000
30	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)			$1,065,000
31	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)			$1,125,000
	Subtotal for Category C Projects			**$9,260,000**
	GRAND TOTAL			**$28,654,000**

TABLE B
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2014-15 TO 2018-19)

No.	DESCRIPTION	CIP City	Capital Asset Acquisition & Replacement	Developer Deposits (5)	Foster City Foundation	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu Fees	Water Capital Investment	Wastewater Capital Investment	TOTAL	No.
	Funds Available for CIP Projects (1)	$ 6,034,250	$ 2,471,700	$ 3,110,000	$ 12,700	$ 2,811,800	$ 1,189,200	$ 55,100	$ 752,900	$ 5,237,700	$ 11,358,800	$ 33,034,150	
	Long-Term CIP Funding Program (2)	$ 2,000,000	$ -	$ 3,967,760	$ -	$ -	$ -	$ -	$ -	$ 1,025,000	$ 3,900,000	$ 10,892,760	
	Revenue Projections (3)	$ 736,250	$ 37,761,500	$ -	$ 132,000	$ 3,126,000	$ 1,648,500	$ 500,000	$ 7,412,600	$ -	$ -	$ 51,316,850	
	Fund Transfers (4)	$ 132,000	$ -	$ -	$ (132,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	Total Available	$ 8,902,500	$ 40,233,200	$ 7,077,760	$ 12,700	$ 5,937,800	$ 2,837,700	$ 555,100	$ 8,165,500	$ 6,262,700	$ 15,258,800	$ 95,243,760	
	CATEGORY A PROJECTS												
1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)									$ 100,000		$ 100,000	1
2	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)									$ 420,000		$ 420,000	2
3	(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)										$ 300,000	$ 300,000	3
4	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)										$ 300,000	$ 300,000	4
5	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2012-2013)										$ 5,500,000	$ 5,500,000	5
6	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)										$ 6,000,000	$ 6,000,000	6
7	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2018-2019)										$ 300,000	$ 300,000	7
8	(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)			$ 133,000								$ 133,000	8
9	(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)			$ 206,000								$ 206,000	9
10	(NEW CIP) STREET REHABILITATION (2014-2015)					$ 900,000		$ 100,000				$ 1,000,000	10
11	(NEW CIP) STREET REHABILITATION (2015-2016)					$ 900,000		$ 100,000				$ 1,000,000	11
12	(NEW CIP) STREET REHABILITATION (2016-2017)					$ 900,000		$ 100,000				$ 1,000,000	12
13	(NEW CIP) STREET REHABILITATION (2017-2018)					$ 900,000		$ 100,000				$ 1,000,000	13
14	(NEW CIP) STREET REHABILITATION (2018-2019)					$ 900,000		$ 100,000				$ 1,000,000	14
	SUB TOTAL OF CATEGORY A PROJECTS	**$ -**	**$ -**	**$ 339,000**	**$ -**	**$ 4,500,000**	**$ -**	**$ 500,000**	**$ -**	**$ 520,000**	**$ 12,400,000**	**$ 18,259,000**	
	FUNDS AVAIL. (LESS CATEGORY A PROJECTS)	**$ 8,902,500**	**$ 40,233,200**	**$ 6,738,760**	**$ 12,700**	**$ 1,437,800**	**$ 2,837,700**	**$ 55,100**	**$ 8,165,500**	**$ 5,742,700**	**$ 2,858,800**	**$ 76,984,760**	
	CATEGORY B PROJECTS												
15	(NEW) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2016-2017)									$ 70,000		$ 70,000	15
16	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2016-2017)									$ 300,000		$ 300,000	16
17	(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)	$ 50,000										$ 50,000	17
18	(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	$ 500,000										$ 500,000	18
19	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	$ 75,000										$ 75,000	19
20	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2016-2017)	$ 140,000										$ 140,000	20
	SUB TOTAL OF CATEGORY B PROJECTS	**$ 765,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 370,000**	**$ -**	**$ 1,135,000**	
	FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)	**$ 8,137,500**	**$ 40,233,200**	**$ 6,738,760**	**$ 12,700**	**$ 1,437,800**	**$ 2,837,700**	**$ 55,100**	**$ 8,165,500**	**$ 5,372,700**	**$ 2,858,800**	**$ 75,849,760**	
	CATEGORY C PROJECTS												
21	(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)	$ 60,000										$ 60,000	21
22	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2017-2018)	$ 100,000										$ 100,000	22
23	(CIP 633) WERDER PARK SITE DEVELOPMENT (2014-2015)								$ 1,380,000			$ 1,380,000	23
24	(CIP 634) DESTINATION PARK DEVELOPMENT (2014-2015)								$ 1,250,000			$ 1,250,000	24
25	(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)								$ 220,000			$ 220,000	25
26	(NEW CIP) COLT FIELD SYNTHETIC TURF INSTALLATION - SEA CLOUD PARK (2016-2017)								$ 1,900,000			$ 1,900,000	26
27	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	$ 320,000							$ 160,000			$ 480,000	27
28	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	$ 520,000							$ 460,000			$ 980,000	28
29	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	$ 760,000										$ 760,000	29
30	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	$ 1,065,000										$ 1,065,000	30
31	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	$ 1,030,000							$ 95,000			$ 1,125,000	31
	SUB TOTAL OF CATEGORY C PROJECTS	**$ 3,795,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,465,000**	**$ -**	**$ -**	**$ 9,260,000**	
	FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)	**$ 4,342,500**	**$ 40,233,200**	**$ 6,738,760**	**$ 12,700**	**$ 1,437,800**	**$ 2,837,700**	**$ 55,100**	**$ 2,700,500**	**$ 5,372,700**	**$ 2,858,800**	**$ 66,589,760**	

(1) Funds Available 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) Transfers from the Foster City Foundation from donations expected for funds advanced by the City CIP Funds from Foster City AYSO and PYSC Youth Soccer League organizations towards the Port Royal and Sea Cloud (S-2) Parks Synthetic Turf projects.
(5) 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 and 15-acre site developments that are planned but have not yet commenced construction.

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2014-15)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2014-2015 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Measure M	Park-In-Lieu	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS												
(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	$ 475,000	$ 375,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ -
TOTAL WATER PROJECTS	**1**	**$ 475,000**	**$ 375,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ -**
WASTEWATER PROJECTS												
(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	CS	$ 50,000	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000
(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	CS	$ 450,000	$ 150,000	$ 300,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000
(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2012-2013)	CS	$ 6,075,000	$ 575,000	$ 5,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,500,000
TOTAL WASTEWATER PROJECTS	**3**	**$ 6,575,000**	**$ 725,000**	**$ 5,850,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,850,000**
STREETS/TRAFFIC PROJECTS												
(CIP 635) MEDIAN MODIFICATIONS ON FOSTER CITY BOULEVARD AT CHESS DRIVE - MP #3 (FY 2013-2014)	DD	$ 190,000	$ 57,000	$ 133,000	$ -	$ 133,000	$ -	$ -	$ -	$ -	$ -	$ -
(CIP 637) ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	DD	$ 381,000	$ 175,000	$ 206,000	$ -	$ 206,000	$ -	$ -	$ -	$ -	$ -	$ -
(NEW CIP) STREET REHABILITATION (2014-2015)	MA/MM	$ 1,000,000	$ -	$ 1,000,000	$ -	$ -	$ -	$ 900,000	$ 100,000	$ -	$ -	$ -
(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)	CC	$ 60,000	$ -	$ 60,000	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**4**	**$ 1,631,000**	**$ 232,000**	**$ 1,399,000**	**$ 60,000**	**$ 339,000**	**$ -**	**$ 900,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS												
(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)	CC	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(CIP 629) DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	CC	$ 650,000	$ 150,000	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL STORMWATER/LAGOON PROJECTS	**2**	**$ 700,000**	**$ 150,000**	**$ 550,000**	**$ 550,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS												
(CIP 633) WERDER PARK SITE DEVELOPMENT (2014-2015)	PIL	$ 1,505,000	$ 125,000	$ 1,380,000	$ -	$ -	$ -	$ -	$ -	$ 1,380,000	$ -	$ -
(CIP 634) DESTINATION PARK DEVELOPMENT (2014-2015)	PIL	$ 1,375,000	$ 125,000	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ 1,250,000	$ -	$ -
(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	PIL	$ 70,000	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ -	$ 70,000	$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	CC/PIL	$ 480,000	$ -	$ 480,000	$ 320,000	$ -	$ -	$ -	$ -	$ 160,000	$ -	$ -
TOTAL PARKS PROJECTS	**4**	**$ 3,430,000**	**$ 250,000**	**$ 3,180,000**	**$ 320,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,860,000**	**$ -**	**$ -**
BUILDING PROJECTS												
NONE		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**14**	**$ 12,811,000**	**$ 1,732,000**	**$ 11,079,000**	**$ 930,000**	**$ 339,000**	**$ -**	**$ 900,000**	**$ 100,000**	**$ 2,860,000**	**$ 100,000**	**$ 5,850,000**

* 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

TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2018-19

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2013-2014)		TOTAL APPROVED BUDGET AND ADJUSTMENT	2014-15	2015-16	2016-17	2017-18	2018-19	ESTIMATED TOTAL PROJECT BUDGET
455-611	SEWER SYSTEM REHABILITATION-FORCE MAINS, GRAVITY MAINS AND MANHOLES (10/11 TO 11/12)	10/11	$ 150,000	$ -		$ 150,000	$ 300,000	$ -	$ -	$ -	$ -	$ 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	$ 150,000	$ 425,000		$ 575,000	$ 5,500,000	$ -	$ -	$ -	$ -	$ 6,075,000
301-629	DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	12/13	$ 150,000	$ -		$ 150,000	$ 500,000	$ -	$ -	$ -	$ -	$ 650,000
301-632	SYNTHETIC SURFACE-EDGEWATER PARK (2012-2013)	12/13	$ 1,760,000			$ 1,760,000	$ -	$ -	$ -	$ -	$ -	$ 1,760,000
301-633	WERDER PARK SITE DEVELOPMENT (2012-2013)	12/13	$ 25,000	$ 100,000		$ 125,000	$ 1,380,000	$ -	$ -	$ -	$ -	$ 1,505,000
301-634	DESTINATION PARK DEVELOPMENT (2012-2013)	12/13	$ 25,000	$ 100,000		$ 125,000	$ 1,250,000	$ -	$ -	$ -	$ -	$ 1,375,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13/14	$ -	$ 57,000		$ 57,000	$ 133,000	$ -	$ -	$ -	$ -	$ 190,000
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13/14	$ -	$ 375,000		$ 375,000	$ 100,000	$ -	$ -	$ -	$ -	$ 475,000
301-637	ROAD WIDENING-FOSTER CITY BLVD AT CHESS DRIVE-MP#7 (2013-2014, 2015-2016)	13/14	$ -	$ 175,000		$ 175,000	$ 206,000	$ -	$ -	$ -	$ -	$ 381,000
301-638	ROAD WIDENING-SR92 WESTBOUND OFF-RAMP AT CHESS DDRIVE-MP#1 (2013-2014, 2015-2016)	13/14	$ -	$ 360,000		$ 360,000	$ -	$ -	$ -	$ -	$ -	$ 360,000
301-639	RESIDENTIAL STREET RESURFACING PROJECT	13/14	$ -	$ 915,000		$ 915,000	$ -	$ -	$ -	$ -	$ -	$ 915,000
301-640	SITE IMPROVEMENT - EAST THIRD AVENUE	12/13	$ 176,000	$ 246,000		$ 422,000	$ -	$ -	$ -	$ -	$ -	$ 422,000
301-641	PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13/14	$ -	$ 286,000		$ 286,000	$ -	$ -	$ -	$ -	$ -	$ 286,000
301-642	INTERSECTION UPGRADE ON EDGEWATER BOULEVARD AT PORT ROYAL AVENUE (NORTH)	13/14	$ -	$ 76,000		$ 76,000	$ -	$ -	$ -	$ -	$ -	$ 76,000
301-643	LIBRARY / COMMUNITY CENTER SOLAR PROJECT	13/14	$ -	$ 1,134,000		$ 1,134,000	$ -	$ -	$ -	$ -	$ -	$ 1,134,000
NEW	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ -	$ 420,000	$ -	$ 420,000
NEW	(NEW CIP) LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	14-15	$ -	$ -		$ -	$ 50,000	$ 250,000	$ -	$ -	$ -	$ 300,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ -	$ 500,000	$5,500,000	$ 6,000,000
NEW	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2018-2019)	18-19	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
NEW	(NEW CIP) STREET REHABILITATION (2014-2015)	14-15	$ -	$ -		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
NEW	(NEW CIP) STREET REHABILITATION (2015-2016)	15-16	$ -	$ -		$ -	$ -	$1,000,000	$ -	$ -	$ -	$ 1,000,000
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) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ -	$ 70,000	$ -	$ -	$ 70,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ -	$ 300,000	$ -	$ -	$ 300,000
NEW	(NEW CIP) WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA (2014-2015)	14-15	$ -	$ -		$ -	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
NEW	(NEW CIP) LAGOON INTAKE GATE REPLACEMENT (2015-2016)	15-16	$ -	$ -		$ -	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ -	$ 140,000	$ -	$ -	$ 140,000
NEW	(NEW CIP) RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)	14-15	$ -	$ -		$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
NEW	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ -	$ 100,000	$ -	$ 100,000
NEW	(NEW CIP) PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)	14-15	$ -	$ -		$ -	$ 70,000	$ -	$ 150,000	$ -	$ -	$ 220,000
NEW	(NEW CIP) COLT FIELD SYNTHETIC TURF INSTALLATION - SEA CLOUD PARK (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ -	$1,900,000	$ -	$ -	$ 1,900,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	14-15	$ -	$ -		$ -	$ 480,000	$ -	$ -	$ -	$ -	$ 480,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	15-16	$ -	$ -		$ -	$ -	$ 980,000	$ -	$ -	$ -	$ 980,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	16-17	$ -	$ -		$ -	$ -	$ -	$ 760,000	$ -	$ -	$ 760,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	17-18	$ -	$ -		$ -	$ -	$ -	$ -	$1,065,000	$ -	$ 1,065,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	18-19	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$1,125,000	$ 1,125,000
	TOTAL		**$ 4,586,000**	**$ 4,249,000**		**$ 8,835,000**	**$11,079,000**	**$2,305,000**	**$4,320,000**	**$3,085,000**	**$7,925,000**	**$37,549,000**

*$75,000 from CIP 455-617 was transferred to CIP 455-626 in FY 2013-14

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)

	Funding Sources	
Funding	**CIP Water**	**Total**
2014-2015	100,000	100,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**100,000**	**100,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		80,000		-	80,000
2015-2016			3%	-	-
2016-2017			6%	-	-
2017-2018			9%	-	-
2018-2019		-	12%	-	-
Subtotal		80,000		-	80,000
Contingency	25%	20,000		-	20,000
Totals		**100,000**		**-**	**100,000**

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 program. Valves identified for this project include:

- 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 in the previous years. The additional funding request of $100,000 will allow for design and construction of the project. A request for proposal (RFP) for design services will be issued this summer. It is anticipated the design will be completed by spring 2015, with construction to commence in fall 2015. Funding is requested every four years to put together a project sizeable enough to attract competitive bids.

ESTIMATED PROJECT SCHEDULE:

Issue RFP	Summer 2014
Design	Winter/Spring 2015
Construction	Fall 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER SYSTEM IMPROVEMENTS (2017-2018)

	Funding Sources	
Funding	**CIP Water**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	420,000	420,000
2018-2019	-	-
Total	**420,000**	**420,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015				-	-
2015-2016		-	3%	-	-
2016-2017			6%	-	-
2017-2018		308,000	9%	27,700	335,700
2018-2019		-	12%	-	-
Subtotal		308,000		27,700	335,700
Contingency	25%	77,000		6,900	83,900
Totals		**385,000**		**34,600**	**419,600**

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 program. To minimize shutdown of a large group of customers during emergency repair, new valves are installed at strategic locations to isolate pipeline sections.

This on-going program helps keep the water distribution system in good 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 $420,000 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
2014-2015	50,000	50,000
2015-2016	250,000	250,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**300,000**	**300,000**

Expenditure Categories

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		50,000		-	50,000
2015-2016		250,000	3%	7,500	257,500
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		300,000		7,500	307,500
Contingency	25%	75,000		1,900	76,900
Totals		**375,000**		**9,400**	**384,400**

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 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.

An RFP for design will be issued this fall. Construction will begin in August of 2015.

ESTIMATED PROJECT SCHEDULE:

Design	Fall/Winter 2014
Construction	FY 2015 - 16

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)

Funding Sources

Funding	CIP Wastewater	Total
2014-2015	300,000	300,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**300,000**	**300,000**

Expenditure Categories

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		240,000		-	240,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		240,000		-	240,000
Contingency	25%	60,000		-	60,000
Totals		**300,000**		**-**	**300,000**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is a continuation of a multi-phase program to assess the condition and perform repairs to the District's sanitary sewer collection system. The video inspections show that the system is generally in a good condition although corrosion damage and repair/rehabilitation work is required at some locations. The first phase of the project addressed some localized pipe repair and manhole rehabilitation work, completed in the summer of 2010. This project continues that effort to extend the useful life of the sewer mains and manholes throughout the District's collection system.

Video inspection and prioritization of work has been completed. Locations selected for repairs include areas of the gravity collection system where differential settlement has caused pipelines to sag. These sags exacerbate the deposit of grease and debris resulting in the need for more frequent maintenance.

Locations identified to be addressed by this project include:

- Replacement of various segments (approximately 160 feet total) of 8" VCP (vitrified clay pipe) on Pilgrim;
- Replacement of various sections (approximately 120 feet total) of 6" VCP on Comet Drive;
- Replacement of approximately 60 feet of 15" VCP on Edgewater Blvd;
- Replacement of 8" pipe on Halsey.
- Replacement of approximately 150 feet of 8" VCP on Vega Circle.
- Manholes

Funding of $150,000 was approved in FY 2010-2011. With additional funding request of $300,000, a combined budget of $450,000 will allow design and construction of the project. Funding is provided every four years to fund this ongoing program.

ESTIMATED PROJECT SCHEDULE:

Compiling of Repair/Rehab Locations	Complete
Design	Fall/Winter 2014
Construction	Spring 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 5 (2012-2013)

	Funding Sources	
Funding	**CIP Wastewater**	**Total**
2014-2015	5,500,000	5,500,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**5,500,000**	**5,500,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		4,400,000	0%	-	4,400,000
2015-2016			3%	-	-
2016-2017			6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		4,400,000		-	4,400,000
Contingency	25%	1,100,000		-	1,100,000
Totals		**5,500,000**		**-**	**5,500,000**

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.

Repairs have been completed at 23 of the District's 48 lift stations (Phase 1 through 4). Phase 4 was completed in February 2012. Phase 4 also included replacing the City-Wide Supervisory and Data Acquisition (SCADA) system. Total project budget for Phase 4 was $5.2 million.

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.

The contract with HydroScience to prepare construction documents was approved by the Board of Directors at the November 18, 2013 meeting. Various repairs at 10 lift stations will be included in this project.

Funding in the amount of $500,000 ($150,000 in FY 2012-2013 and $350,000 in FY 2013-2014) has been approved. Since the design work is progressing further along than anticipated, funding for construction is requested one year earlier to upcoming FY 2014-2015. Construction is anticipated in early 2015.

ESTIMATED PROJECT SCHEDULE:

Regulatory Permit and Design	FY 2014-2015
Project Construction	FY 2014-2015
Project Closeout	FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2017-2018)

	Funding Sources	
Funding	CIP Wastewater	Total
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	500,000	500,000
2018-2019	5,500,000	5,500,000
Total	**6,000,000**	**6,000,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		365,000	9%	32,900	397,900
2018-2019		4,000,000	12%	480,000	4,480,000
Subtotal		4,365,000		32,900	4,877,900
Contingency	25%	1,091,300		8,200	1,099,500
Totals		**5,456,300**		**41,100**	**5,977,400**

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 2017-2018.

Funding of $500,000 is requested in FY 2017-2018 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 2017-2018
Project Construction	FY 2018-2019
Project Closeout	FY 2020-2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2018-2019)

Funding Sources		
Funding	**CIP Wastewater**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	300,000	300,000
Total	**300,000**	**300,000**

Expenditure Categories					
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-		-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		213,000	12%	25,600	238,600
Subtotal		213,000		25,600	238,600
Contingency	25%	53,300		6,400	59,700
Totals		**266,300**		**32,000**	**298,300**

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, increasing flow and treatment costs.

Funding is provided every four years to fund this ongoing program.

ESTIMATED PROJECT SCHEDULE:

Compilation of Priority List	FY 2017-2018
Design	Fall 2018
Construction	Spring 2019

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
2014-2015	133,000	-	133,000
2015-2016		-	-
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
Total	**133,000**	**-**	**133,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		110,000		-	110,000
2015-2016			3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		110,000		-	110,000
Contingency	20%	22,000		-	22,000
Totals		**132,000**		**-**	**132,000**

(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

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. Additional request of $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.

ESTIMATED PROJECT SCHEDULE:

Project Design	Spring 2014
Construction	FY 2015-2016

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
2014-2015	206,000	-	206,000
2015-2016		-	-
2016-2017		-	-
2017-2018	-	-	-
2018-2019	-	-	-
Total	**206,000**	**-**	**206,000**

	Expenditure Categories			
Expenditures	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015	171,700		-	171,700
2015-2016		3%	-	-
2016-2017		6%	-	-
2017-2018	-	9%	-	-
2018-2019	-	12%	-	-
Subtotal	171,700		-	171,700
Contingency 20%	34,300		-	34,300
Totals	**206,000**		**-**	**206,000**

(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

The project is identified as MP #7 in the Fehr & Peers study. It is proposed that MP #4 and MP #8 also identified in the same report, be included in this CIP since work for all 3 projects are in the same vicinity and work can be performed under a single contract. Additional funding in the amount of $206,000 for design services for MP #4, MP #7, and MP #8 is included in the FY 2014-2015 budget. Depending on the timing of the Chess Drive Offices development, additional funding for construction will be brought to the City Council for approval at a later date. 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. Funding of $175,000 was included in the FY 2013-2014 budget.

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. Funding request of $206,000 is included in the FY 2014-2015 budget.

ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2014-2015
Construction	FY 2015-2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2014-2015)

	Funding Sources		
Funding	**Measure A**	**Measure M**	**Total**
2014-2015	900,000	100,000	1,000,000
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		800,000	0%	-	800,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	
2018-2019		-	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:

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 2014-2015 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2014-2015
Construction	Summer 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2015-2016)

Funding	Funding Sources: Measure A	Measure M	Total
2014-2015	-	-	-
2015-2016	900,000	100,000	1,000,000
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		-	0%	-	-
2015-2016		776,700	3%	23,300	800,000
2016-2017		-	6%	-	
2017-2018		-	9%	-	
2018-2019		-	12%	-	-
Subtotal		776,700		23,300	800,000
Contingency	25%	194,200		5,800	200,000
Totals		**970,900**		**29,100**	**1,000,000**

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 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 2015-2016 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	Fall/Winter 2015-2016
Construction	Summer 2016

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2016-2017)

	Funding Sources		
	Measure A	Measure M	Total
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	900,000	100,000	1,000,000
2017-2018	-	-	-
2018-2019	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		-	0%	-	-
2015-2016		-	3%	-	
2016-2017		755,000	6%	45,300	800,300
2017-2018		-	9%	-	-
2018-2019		-	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 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**
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	900,000	100,000	1,000,000
2018-2019	-	-	-
Total	**900,000**	**100,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		734,000	9%	66,100	800,100
2018-2019		-	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 2017-2018 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	Fall/Winter 2017-2018
Construction	Summer 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2018-2019)

	Funding Sources		
	Measure A	Measure M	Total
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	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
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	
2017-2018		-	9%	-	-
2018-2019		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 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

SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2016-2017)

	Funding Sources	
Funding	**CIP Water**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	70,000	70,000
2017-2018	-	-
2018-2019	-	-
Total	**70,000**	**70,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015				-	-
2015-2016		-	3%	-	-
2016-2017		66,000	6%	4,000	70,000
2017-2018		-	9%	-	-
2018-2019		-	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 2016-2017 will fund design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	Sept. 2013
Request for Proposal	FY 2016-17
Design and Construction	FY 2016-17

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2016-2017)

	Funding Sources	
Funding	**CIP Water**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	300,000	300,000
2017-2018	-	-
2018-2019	-	-
Total	**300,000**	**300,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015				-	-
2015-2016		-	3%	-	-
2016-2017		283,000	6%	17,000	300,000
2017-2018		-	9%	-	-
2018-2019		-	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 2016-2017 will provide for design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	Sept. 2013
Request for Proposal	FY 2016-17
Design and Construction	FY 2016-17

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLAZA

	Funding Sources	
	City CIP	Total
2014-2015	50,000	50,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**50,000**	**50,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		40,000	0%	-	40,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		40,000		-	40,000
Contingency	25%	10,000		-	10,000
Totals		**50,000**		**-**	**50,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

This project will review 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 boards on the dock have excessive deterioration and are in need of repair. The concrete structure decking is spalled and has exposed re-bar. The piles underneath also need to be evaluated to see if repairs are needed.

It is proposed that a structural engineer be hired to perform a thorough inspection of the entire structure including the support piles under the decking. In addition, a public outreach effort has begun to solicit ideas on what public amenities would be desired at this waterfront location. Options from this community outreach will then be developed and brought to the City Council for consideration.

Funding request of $50,000 is requested in FY 2014-2015 for structural inspection services and analysis of options.

ESTIMATED PROJECT SCHEDULE:

Structural Review FY 2014-2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)

	Funding Sources	
	City CIP	Total
2014-2015	500,000	500,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**500,000**	**500,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		400,000	0%	-	400,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		400,000		-	400,000
Contingency	25%	100,000		-	100,000
Totals		**500,000**		**-**	**500,000**

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 $150,000 was approved in FY 2012-2013 to pay for design services. Additional funding of $500,000 is requested in FY 2014-2015 as a place holder until the engineer's estimate is fully developed. If additional funding is required, it will be brought to the Council for approval. If the construction budget is approved, construction can began in 2015.

ESTIMATED PROJECT SCHEDULE:

Regulatory Permit Approval/Design	FY 2013-2014
Construction	Summer 2014
Project Closeout	Spring 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LAGOON INTAKE GATE REPLACEMENT (2015-2016)

Funding	Funding Sources: City CIP	Total
2014-2015	-	-
2015-2016	75,000	75,000
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**75,000**	**75,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		-		-	-
2015-2016		58,000	3%	1,700	59,700
2016-2017			6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		58,000		1,700	59,700
Contingency	25%	14,500		400	14,900
Totals		**72,500**		**2,100**	**74,600**

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 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 (2016-2017)

Funding	Funding Sources: City CIP	Total
2014-2015	-	-
2015-2016	-	-
2016-2017	140,000	140,000
2017-2018	-	-
2018-2019	-	-
Total	**140,000**	**140,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015				-	-
2015-2016		-	3%	-	-
2016-2017		132,000	6%	7,900	139,900
2017-2018		-	9%	-	-
2018-2019		-	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 2016-2017 will fund design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	Sept. 2013
Request for Proposal	FY 2016-17
Design and Construction	FY 2016-17

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

RRFBs ON BEACH PARK BOULEVARD AT BOWDITCH MIDDLE SCHOOL (2014-2015)

	Funding Sources	
	City CIP	Total
2014-2015	60,000	60,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**60,000**	**60,000**

		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		48,000	0%	-	48,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		48,000		-	48,000
Contingency	25%	12,000		-	12,000
Totals		**60,000**		**-**	**60,000**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION:

This project includes installation of two Rectangular Rapid Flashing Beacon (RRFB) systems on Beach Park Boulevard at the intersections of Tarpon Street and Swordfish Street near Bowditch Middle School.

The proposed RRFBs are user-actuated amber LEDs attached to the warning signs at un-signalized intersections or mid-block crosswalks. The system is activated by pedestrians pushing a button. RRFBs use an irregular flashing pattern that is similar to emergency flashers on police vehicles, and have been shown to increase driver awareness at un-signalized crosswalks. The RRFB system is approved by the Federal Highway Administration and included in The California Manual of Uniform Traffic Control Devices (MUTCD).

The scope of this project includes installation of two (2) separate systems powered by solar energy. The system at Tarpon Street consists of two (2) beacons and the system at Swordfish consists of three (3) beacons. Both crosswalks connect the sidewalk on the west side (school) of Beach Park Boulevard with the pedway on the east side (levee pedway) of Beach Park Boulevard. Refreshing the crosswalk markings is also included in the project.

ESTIMATED PROJECT SCHEDULE:

Project Design & Construction FY 2014-2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2017-2018)

	Funding Sources		
		City CIP	Total
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	100,000	100,000
2018-2019	-	-	-
Total	**-**	**100,000**	**100,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		73,400	9%	6,600	80,000
2018-2019		-	12%	-	-
Subtotal		73,400		6,600	80,000
Contingency	25%	18,400		1,700	20,100
Totals		**91,800**		**8,300**	**100,100**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION:

The project provides for the repair or replacement of the brick pavers on Chess Drive. The brick pavers at this location were repaired in December 2006. The repair work included removing and resetting the pavers.

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 streets when Vintage Park area was developed.

The pavers and concrete banding at the intersection of Vintage Park/Chess Drive and the crosswalk in front of the Crowne Plaza Hotel are in need of repairs. Bricks have settled and concrete banding has localized chipped or spalled, causing an uneven roadway surface.

Following repair alternatives will be evaluated. Based on the City Council's direction at the time of construction, selected alternative will in incorporated into the project specifications.

- **Alternative 1 – Remove co ncrete b ands an d b rick pavers and replace with asphalt concrete (AC):** Under this alternative the existing concrete bands and brick pavers will be removed and replaced with 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 $90,000.

- **Alternative 2 – Remove co ncrete b ands an d b rick pavers and replace with decorative asphalt (DecoMark or similar): S**imilar to Alternative #1, the existing concrete bands and brick pavers in the roadway will be removed and replaced with AC. A decorative AC pavement product

(DecoMark or similar) will be installed to provide a surface finish that attempts to replicate the brick pavers at the crosswalks. This alternative, however, will not attempt to replicate the center rectangular brick area at the intersection of Vintage Park and Chess Dr.

The service life is estimated at 10 years and patch repairs may be needed during this time. When the street is resurfaced in 10-15 years, complete new markings would need to be installed. The estimated cost for Alternative #2 is approximately $200,000.

- **Alternative 3 - Remove and reset the brick pavers:** This alternative retains the existing brick paver design by removing and resetting the brick pavers. With this alternative, the damaged rectangular paving stones would be removed and the base material re-compacted before the pavers are reset. The repair work would be limited to the roadway areas and would only be performed selectively at the areas where rutting and settlement are most extreme. Staff estimates that approximately 50% of the pavers are in need of repair. Similar work was last completed in 1996 and 2006.

  The estimated cost does not include repair to chipped and spalled areas of the concrete bands. Based on the discussions with specialty subcontractors, localized concrete repairs will not last in high volume traffic areas. Expenditures of approximately $100,000 should be expected every 8 to 10 years to reset the brick pavers.

	Estimated Cost	Lifecycle Cost
Alternative 1	$90,000	Nominal
Alternative 2	$272,000	$100,000 every 10 years
Alternative 3	$100,000	$100,000 every 10 years

There are others more expensive options available. These options can be further evaluated based on the direction of the City Council.

- Remove concrete bands and brick pavers, pour concrete base, and re-install brick pavers on top of the concrete base. This option is the most expensive option. In addition, street closure is expected to allow concrete to cure properly before setting the bricks.
- Remove concrete bands and brick pavers, pour new concrete with color to match existing, and apply stamp on concrete to match existing decorative paver appearance. This option is less expensive than above but similar street closure is expected.

For budgeting purposes, funding request in the amount of $100,000 for Alternative 3 is included in the FY 2017-2018.

ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2017-2018
Construction	Summer 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WERDER PARK SITE DEVELOPMENT (2014-2015)

	Funding Sources	
Funding	**Park In-lieu**	**Total**
2014-2015	1,380,000	1,380,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**1,380,000**	**1,380,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		1,315,000	0%	-	1,315,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		1,315,000		-	1,315,000
Contingency	5%	65,800		-	65,800
Totals		1,380,800		-	1,380,800

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park In-lieu
2. Capital Investment – City Fund

PROJECT DESCRIPTION

Werder Park Site Development - $1,380,000

The former Werder Pier site that was taken over by the City will be developed into a park that will be part of the completion of the City's park system.

Phase I – This was the Study-Phase that included conceptual design and development of plans and specifications for Werder Park Site, including public meetings, RFP, etc. In FY 2012/13, $25,000 was approved for the conceptual design phase and staff has worked with the landscape architectural firm, Callander & Associates, to assist in engaging our community identifying viable options for the use of this area. In FY 2013/14, Phase I also included funding for architectural and design services to prepare construction plans and specifications and special legal services that was needed for discussions in regard to wetlands mitigation and regulatory agency permits, as required.

Phase II – Site Development Design – On November 18, 2013, City Council authorized agreement with Callander and Associates in the amount of $129,314 for architectural and construction support services for both Werder and Destination Park Projects. Werder Park site will be developed as a passive, open space park with landscaping and natural vegetation.

The following park design concepts have been defined as preferred alternatives to consider and explore which will be utilized in preparing plans and specifications. They include:

- Open park space
- A City construction material laydown area

- Functional and operational restroom
- Hardscape for mobile concessions
- Natural pathway areas
- Picnic areas with tables and benches
- Preliminary concept of a variety of trees used for screening and review of native landscape material
- Public Art
- On-site parking

RESOURCE REQUIREMENTS:

No additional staff is anticipated after development of this site. Ongoing maintenance after development is anticipated.

Projected Annual Cost	
Restroom Maintenance:	$20,000
Landscape Maintenance:	$10,000

Proposed Project Timeline:

City Council Approve Plans and Specs/ Call for Bids	May 2014
City Council Award Construction Contract	July 2014
Start Project Construction	August 2014
Complete Construction	February 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

DESTINATION PARK DEVELOPMENT (2014-2015)

Funding	Park In-lieu	Total
2014-2015	1,250,000	1,250,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
Total	**1,250,000**	**1,250,000**

Funding Sources

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		1,190,000	0%	-	1,190,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		1,190,000		-	1,190,000
Contingency	5%	59,500		-	59,500
Totals		1,249,500		-	1,249,500

Expenditure Categories

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park In-lieu
2. Capital Investment – City Fund

PROJECT DESCRIPTION

"Destination Park" Development **$1,250,000**

Phase I – This was the study phase that included a Public Outreach and Community Meeting Process seeking public input and support for the project. In FY 2012/13, $25,000 was approved for the conceptual design phase and staff is currently working with the landscape architectural firm, Callander & Associates for design and development of a "natural park" in the area adjacent to the levee/pedway and Beach Park Blvd. at Halibut Street. The park will be a stop for travelers along the Foster City section of the Bay Trail. In FY2013/14, Phase I also includes funding for architectural design services to prepare conceptual plans and specifications and any special legal services that is needed for discussions in regard to wetlands mitigation and regulatory agency permits, as required.

Phase II – Site Development Design of "Destination Park".
On November 18, 2013, City Council authorized agreement with Callander and Associates in the amount of $129,314 for architectural and construction support services for both Destination and Werder Park Projects.

The Destination Park site is located along the levee and Beach Park Blvd. between Halibut St. and Swordfish St. This site will be developed into a passive, open space park with landscaping and natural vegetation. This will be part of the completion of the City's park system.

The following park design concepts have been defined as preferred alternatives to consider and explore which will be utilized in preparing plans and specifications. They include:

- Open and natural green space
- Pathways to the levee with benches and seating areas
- Functional and operational restroom
- Native and bay coastal plantings
- Restroom located next to Beach Park Blvd.

RESOURCE REQUIREMENTS:

No additional staff is anticipated after development of this site. Ongoing maintenance after development is anticipated.

Projected Annual Cost	
Restroom Maintenance:	$20,000
Landscape Maintenance:	$10,000

Proposed Project Timeline:

City Council Approve Plans and Specs/ Call for Bids	May 2014
City Council Award Construction Contract	July 2014
Start Project Construction	August 2014
Complete Construction	February 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PEDWAY CONNECTOR – FOSTER CITY TO BELMONT (2014-2015)

	Funding Sources		
	Park-In-Lieu		Total
2014-2015	70,000		70,000
2015-2016	-		-
2016-2017	150,000		150,000
2017-2018	-		-
2018-2019	-		-
Total	**220,000**	**-**	**220,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		70,000	0%	-	70,000
2015-2016		-	3%	-	-
2016-2017		100,000	6%	6,000	106,000
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		170,000		6,000	176,000
Contingency	25%	42,500		1,500	44,000
Totals		**212,500**		**7,500**	**220,000**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park In-lieu
2. Capital Investment – City Fund

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 subbase and base material and asphalt for a 10 foot wide bicycle and pedestrian Class 1 trail.

The environmental assessment, regulatory permitting (if necessary), and preparation of the design documents are anticipated in FY 2014-2015 followed by construction in FY 2016-2017.

ESTIMATED PROJECT SCHEDULE:

Environmental/Regulatory Permitting	FY 2014-2015
Construction	FY 2016-2017

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

COLT FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK (2016-2017)

	Funding Sources	
Funding	**Park In-lieu**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	1,900,000	1,900,000
2017-2018	-	-
2018-2019	-	-
Total	**1,900,000**	**1,900,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		1,625,000	6%	97,500	1,722,500
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		1,625,000		97,500	1,722,500
Contingency	10%	162,500		9,800	172,300
Totals		**1,787,500**		**107,300**	**1,894,800**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

1. Colt Fi eld S ynthetic Tur f I nstallation – Sea C loud Park - $1,625,000

Synthetic Surface Colt Field Park – Design – $125,000
Synthetic Surface for Baseball, and Soccer Fields for Colt Field at Sea Cloud Park - Development – $1,500,000

This field is the largest baseball field in Foster City. The high school age boys play baseball and during soccer season the outfield area is used for youth soccer. 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 this field.

With the installation of a synthetic surface 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.

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 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 projects substantial water savings each year with the installation of synthetic fields. Each baseball field uses approximately 3,000 water units per year. Each water unit equates to 748 gallons. Approximately 2,244,000 gallons of water are used on the field annually.

Maintenance Benefits – The installation of a synthetic surface at the Cold Field of 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

Request for Proposal for Architectural Design Services –	July thru October 2016
Construction Documents –	Oct. thru Dec. 2016
Request for Proposal for Construction Services –	January 2017 thru March 2017
Award Contract and Construction –	April 2017 thru September 2017

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)

Funding	Funding Sources: City CIP	Park In-lieu	Total
2014-2015	320,000	160,000	480,000
2015-2016	-		-
2016-2017	-		-
2017-2018	-		-
2018-2019	-		-
Total	**320,000**	**160,000**	**480,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		415,000	0%	-	415,000
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		415,000		-	415,000
Contingency	15%	62,300		-	62,300
Totals		477,300		-	477,300

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

1. Easement Improvements - $110,000

City maintained easements at four (4) locations are in need of comprehensive improvements. Work on these easements will include design of easement improvement plan, tree replacements, shrub replacements, existing tree trimming, ground cover installation, and irrigation installation or modifications. Work will include the following for specific areas:

Sea Cloud Park – This easement is located on the water side of the fence facing Plum Island. This area contains a large number of diseased trees and bushes that will need to be replaced. The proximity to the lagoon will limit the landscape that can be installed in that area, due to the salt water intrusion. Some of the ground cover and landscape components will remain as a result of that and to maintain an adequate screen between the Plum Island residents and the park.

Estimated Cost: $25,000

Gateshead Park – This easement is across the street from the adjacent easement to Gateshead Park. Recently there were five trees removed from this easement due to being diseased. Currently there is no irrigation to that easement. The mature trees were able to survive, but due to the lack of irrigation new trees were not planted and the only groundcover remaining is ice plant. This improvement project will

include connecting irrigation to the easement, removing current groundcover, adding shrubs and planting new trees.
Estimated Cost: $20,000

Corporation Yard – Large Ceonothus shrubs along East Third Avenue on the outside of the City Corporation Yard are dead or dying due to shrub maturity, salt damage, and heavy infestation of scale. Work will include removal of old plant material and surface material (bark etc), spraying the surface and remaining plant material to eradicate the presence of scale; irrigation adjustments; and replacement of plant material.
Estimated Cost: $20,000

Boat Park – 15 dying Myoporum trees need to be removed, areas improved, and replaced with new trees and shrubs. This project will include removal and stump-grinding of 15 dying Myoporums, removal of weed-infested grass areas under the existing Myoporums; irrigation modifications; drainage; installation of "Boat Park" sign in island near Boat Park entrance; soil preparation and planting of approximately 15 new 24" box trees (Strawberry and Pepper trees), approximately 115 each of 5 gal. shrubs; approximately 95 each of 1 gal. perennials. Mulch for weed barrier and water conservation. Boulders for accent.
Estimated Cost: $45,000

2. ADA upgr ades, Synthetic S urfacing f or C atamaran Park Playground and Beach - $270,000

The play-structures at Ketch and Catamaran Parks are scheduled for replacement in FY 2014/15. Funding for replacement of actual play-structures is available in the Equipment Replacement Fund (ERF) in the amount of $137,400. Other improvements, such as surfacing material and ADA upgrades are not included in ERF.

Catamaran:

a) Playground area: Due to issues with the grade at Catamaran playground, staff is recommending:
   - Consultant design for proper ADA access
   - Concrete retaining wall for proper access and grade of the playground
   - Synthetic surfacing material ("pour-in-place" or synthetic turf with attenuation) in the playground at Catamaran for proper access and attenuation.
b) Beach area: Based on public input, staff recommends adding synthetic turf to improve the "beach area" at Catamaran. Fencing to be strategically incorporated for safety.

Ketch Playground: Staff is recommending to retain "Fibar" (engineered wood fiber) as surfacing material at Ketch playground, as there is already an ADA access in place and the playground is sufficiently level. (Installing synthetic surfacing at Ketch playground could have a negative impact on the trees and drainage in relation to the close proximity to the neighbors.) Staff is recommending $270,000 in CIP funding for the following improvements:

Catamaran Estimated Costs:	
Consultant Design for ADA access	$10,000
Retaining Wall replacement:	$40,000
"Pour-in-Place" synthetic surfacing:	$60,000
Synthetic Turf on "beach" Park In-lieu	$140,000
SubTotal:	$250,000
Ketch Estimated Cost:	
Replacement of "Fibar":	$20,000
Total:	$270,000

3. Grading Repair at Sea Cloud S-3 - $35,000

Sea Cloud Park S3 synthetic field is in need of re-grading under the surface of the synthetic turf. It is evident that the area in the center of the field from end line to end line has noticeably settled to a lower level. In order to fix this the turf and subsurface material has to be pulled up. The work will then be able to be done to properly grade the field.

This work is being scheduled to be completed in conjunction with some warranty work that the turf manufacturer will be taking care of this fiscal year. This turf work will be done at no cost to the City, but will enable staff to schedule a contractor to complete the required grading work below the surface. The cost of the grading work is estimated to be $35,000.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)

	Funding Sources		
Funding	**City CIP**	**Park In-lieu**	**Total**
2014-2015	-	-	-
2015-2016	520,000	460,000	980,000
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
Total	**520,000**	**460,000**	**980,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		825,000	3%	24,800	849,800
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		-	12%	-	-
Subtotal		825,000		24,800	849,800
Contingency	15%	123,800		3,700	127,500
Totals		**948,800**		**28,500**	**977,300**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park-in-Lieu
2. Capital Investment – City Fund

PROJECT DESCRIPTION

1. Boardwalk Re-finishing and Re-sealing - $35,000

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.

2. Dog Park Synthetic Turf Replacement - $150,000

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 FY 08/09.

3. Outdoor Fi tness E quipment a t B oothbay P ark - $90,000

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.

4. Water Conserving 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:

- Recreation Center
- Catamaran
- Sunfish
- Marlin Park
- Shad

Scope of work includes:

- Sod removal
- Irrigation modifications
- Soil amendment
- Drought tolerant planting
- Mulching
- Widening of pathways in some areas

5. Bocce Court Expansion - $300,000

Based on public input, staff recommends adding two (2) Bocce Court lanes between the existing Bocce Courts at the Recreation Center and the Vibe. The new courts will be located at the end of the existing courts, along the boardwalk pathway. This is an added element to our continued Water conservation efforts by reducing some of the lawn area. The existing courts that were constructed in 2005 have proved very popular by the people that work and play in Foster City. Additional courts will enhance play in Foster City.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)

Funding	Funding Sources: City CIP	Total
2014-2015	-	-
2015-2016	-	-
2016-2017	760,000	760,000
2017-2018	-	-
2018-2019	-	-
Total	**760,000**	**760,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		625,000	6%	37,500	662,500
2017-2018			9%	-	-
2018-2019		-	12%	-	-
Subtotal		625,000		37,500	662,500
Contingency	15%	93,800		5,600	99,400
Totals		**718,800**		**43,100**	**761,900**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

1. Street Median Enhancements - $75,000

Several street medians need landscaping upgrades and irrigation renovation. The majority of groundcover material has outlasted its use and needs to be replenished or replaced with hardscape. Staff recommends converting the shrubs to drought tolerant shrubs and some landscape ground-cover with hard-scape. *Areas for proposed enhancement include:*

- *East Hillsdale Blvd*
- *Edgewater Blvd*
- *Shell Blvd*
- *Foster City Blvd.*
- *Vintage Park Drive.*

Work in these areas will be performed in stages and during minimal traffic flow periods.

2. Playground A mericans w ith Disabilities Act Upgrades - $300,000

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. **Pompano Conversion - $250,000**
   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 neighbor-hood.

   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.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)

	Funding Sources	
Funding	**City CIP**	**Total**
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	1,065,000	1,065,000
2018-2019	-	-
Total	**1,065,000**	**1,065,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		850,000	9%	76,500	926,500
2018-2019		-	12%	-	-
Subtotal		850,000		76,500	926,500
Contingency	15%	127,500		11,500	139,000
Totals		**977,500**		**88,000**	**1,065,500**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

1. **Arcturus Park Renovation - $220,000**. 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.

(Over)

2. **Wood Park Signs – Phase I I - $120,000.** We have approximately thirteen (13) large monument wooden park signs. Nine (9) of these are the distinguished blue park signs w/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 includes 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

   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. **Synthetic Surfaces Replacements - $200,000.** The synthetic turf surfaces at the following locations have been in place since about 2005 and will be in need of replacement:
   - Amphitheatre
   - Bocce Ball courts
   - 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.

4. **Boothbay Park Pathway Renovation - $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 astheticly 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.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)

	Funding Sources		
Funding	**City CIP**	**Park In-lieu**	**Total**
2014-2015	-		-
2015-2016	-		-
2016-2017	-		-
2017-2018	-		-
2018-2019	1,030,000	95,000	1,125,000
Total	**1,030,000**	**95,000**	**1,125,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2014-2015		-	0%	-	-
2015-2016		-	3%	-	-
2016-2017		-	6%	-	-
2017-2018		-	9%	-	-
2018-2019		875,000	12%	105,000	980,000
Subtotal		875,000		105,000	980,000
Contingency	15%	131,300		15,800	147,100
Totals		**1,006,300**		**120,800**	**1,127,100**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

1. **Medians – Irrigation r enovation/ L andscape renovation - $175,000**
   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, ground-cover and hard-scape 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, precision spray nozzles, drip systems and replacement of landscape with hardscape in some areas while keeping the medians astheticly 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 C ontrollers a nd dr ought tolerant pl antings - $350,000**
   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 **$350,000**.

Phase II would include replacing the Irrigation Controllers in the remaining shrub cul-de-sacs. – Estimated cost $150,000.
Phase I II 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: $750,000.

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 – $200,000**
   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 - $75,000**
   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 - $75,000**
   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

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